Lake Limerick C.C.



LAKE LIMERICK COUNTRY CLUB BOARD OF DIRECTORS LLCC Great Hall and Zoom February 18, 2023 @ 9:00AM Meeting Minutes

Meeting ID: 813 5587 2105 Passcode: 775215

Roll Call: President – J. Ingemi, Vice President – T. Ingwaldson, Secretary – P. Paradise, Treasurer – E. Springer-Johannesen; Directors: S. Saylor, M. Robinson, M. Paradise, M. Berni, D. Dyson, K. Evans (Ex Officio), R. Milliman, CAM Meeting called to order at 9am. Roll call taken and all members present

2. Approval of Minutes:

Motion to approve the Minutes from the Board Meeting of 1/21/23

A motion was made to approve the 1-21-2023 board of directors meeting by E Springer-Johannesen, seconded by T Ingwaldson, and passed with no nays.

3. Financial Report – E. Springer-Johannesen

a. Action: Motion to approve the Treasurer's Report January 2023

A motion to approve the Treasurers Report for 1-21-2023 was made by T Ingwaldson, seconded by M Bernie, and approved with no nays

Treasurers February 2023 Financial Report:

Budget to actual reports are in overall alignment. Cash accounts for both water department and HOA combined is \$ 2,710,000. LLCC continues to roll over CD's and is improving its rate of return. A separate escrow fund account will be setup for collected fines with any mitigation costs being expended from the escrow fund. Past due funds for water and hoa accounts were discussed. A revised collection enforcement policy is being developed for review and approval and will replace the current enforcement policy. LLCC has large past due accounts of around \$200,000 and consists of 142 members. LLCC is working diligently to collect these funds. An updated enforcement policy that includes shut off of water for member accounts 90 days past due is being included in the updated policy. A property lien and foreclosure on the member property will also be incorporated into updated enforcement policy. The upcoming audit may require reclassification of the outstanding debt- and may require a total write-off of past due accounts as bad debt.

4. Additions to the Agenda from Board

No additions from the Board

5. Additions to the Agenda from the member guests

T Brusso requested an addition to the agenda under new business line item G

6. President's Report: J. Ingemi – (see attached report)

President Ingemi requested members consider running for the open water committee and board positions. Being on compliance committee is a tough job – the committee is being diligent in doing it's work.

7. CAM Report: R. Milliman – (see attached report)

The Golf Now point of sale platform being recommended as the new pos system. Vendor support for the current pos system expires this June. The recommended Golf Now contract requires a 3 year commitment by LLCC. Details of the contract terms and pricing were provided. The new pos system will be utilized throughout the amenities (ie: golf, café, Inn, and bar)

The new NEC phone system is currently being installed

The Navy Trestle project water line re-routing plan has been submitted to the Washington State Health Department for review, comments, and approval. Once approved – it will be provided to the Navy for consideration.

A new convection oven has been installed in the Inn kitchen.

A new Sous Chef has been hired.

Inn men's and women's bathroom renovations are an approved capital project and input from the Inn Committee is being solicited.

Installation of paver blocks onto the lakeside front patio lawn is being considered — will provide additional dry area and prevent the tracking of wet lawn/dirt debris into the Inn. The existing wood framed fence in the Inn parking lot is past it's useful life and requires replacement. Facilities is putting together pricing for this replacement with materials estimated to cost about \$4,000.00

CAM will provide information on fertilizers used on the golf course (ie: nitrate & phosphate) CAM is reviewing food and labor costs vs LLCC menu pricing with inn committee. This is a difficult task with current inflation pressures. Director M Robinson requested an agenda item on next months board meeting agenda to further discuss amenity pricing process.

8. Water Report: K. Evans – (see attached report)

Water system remains healthy with only well #2 being offline pending electrical repairs. A possible filtration to remove iron and manganese will be explored after well #2 is operational. Water financial data is tracking budget within industry accepted standards. Past due accounts have been reduced from over \$30,000 to under \$12,000. A new fence is being installed at well number 3 to prevent unauthorized access into the well site. A leak is being repaired on Penzance Road. An electronic vote was taken by the water committee to approve a draft water system plan and forward to the BOD for review, comment, and approval. A new fee structure is being considered by the water committee. Two water committee member positions will be filled by election in April.

9. Old Business

- a. Nominations and Elections Committees J. Ingemi

 There is no standing nominating committee; information has been distributed to the community announcing open positions. LLCC does have an elections committee to receive and count ballets. Elections are in April.
- b. Finance Advisory Team Report Team Member Presented by Treasurer Springer-Johannesen in the financial report
- c. Audit Update E. Springer-Johannesen

 Community member Kyle Skinner provided an update on status of audit preparation.

 LLCC year end books are being completed, financial statements are being prepared.

 Audit is expected to occur in June at the earliest. (after selection of audit firm). A very clear explanation and sequence was provided.
- d. Server for Committee usage (documents, minutes, reports) *No report*
- e. Conference Center/Room for meetings *No report*

10. New Business

a. Adopt Article II, Sec. D. § 5 on BOD Agenda – Pat Paradise

A discussion and request to follow LLCC annual and semi annual member meeting agenda standards was presented by P Paradise. The member meeting requirements in LLCC bylaws provide that an agenda will be prepared as follows "In order to be fair to members unable to attend, neither the agenda nor any items on it may be amended during the course of the meeting, and all items to be voted on shall be considered as presented without amendment or modification"

Board meetings have attempted to be inclusive and allow for both board members and community members to add agenda items during the meeting and after preparation and distribution of the agenda.

This practice has resulted in a couple of concerns –

- 1) Meetings are now taking up to 5 hours plus hours partly due to the addition multiple agenda items during the meeting.
- 2) Members who review the posted agenda prior to the meeting may determine that there are no agenda items included that create a desire to attend the meeting. Items that do create that desire then get added during the meeting and members loose the opportunity for participation and discussion.
- 3) No specified agenda line item for community comments / concerns.

In the most simple of terms – the agenda will be prepared and distributed as it has traditionally been done. An agenda line item for member comments and concerns will be provided on the agenda. This will be at the beginning of the meeting so that members can comment, voice

concerns, or ask for a place on the following meeting agenda. No additional items will be added once the agenda is posted. This revised practice will require a bit more efficiency and timeliness from both community members and advisory committees that want to get an agenda item and/or motion onto the current month's agenda. This practice will also provide a time limited forum for community members to make comments and state concerns. A proposal for this agenda style will be provided for further discussion on the March 2023 agenda.

- **b.** Motions to the Board from Committees, including the Architecture Register. (see attached) Motions to the Board for all discussion and decisions made.
- c. Audit "Letter to the Community" on updates M. Paradise
- d. Summit Fence Proposal R. Milliman (see attached motions to the board document)
- e. Executive Committee Report J. Ingemi

See executive committee meeting minutes of 2-16-2023 (attached)

- f. Board Review of LLCC Water System Plan. See attached motions to the board document
- g. Member request to address the board Terry Bruso –

Terry Bruso asked to clear up any misunderstanding regarding an email he sent to President Ingemi. Terry was concerned that our governing documents were not being equally or reasonably enforced. Terry is an advocate for short term rentals in Lake Limerick and indicated that it was nobody's business who stays in his home, how long they stay in his home, and under what terms somebody stays in his home. Questions about access to the lake for fishing and kayaking, dog walking without a leash, and other mis-interpretation of LLCC bylaws regarding compliance were noted. Terry demanded that all correspondence to members that include a fine - or threaten a fine first be passed to the LLCC attorney for vetting prior to issuance. Terry also demanded that form letters for compliance issues and fines be created and vetted by the LLCC attorney for compliance with the CC&R's. Terry warned of pending litigation if his concerns are not met to his satisfaction. Terry also referenced the current rental regulations as being unfair and un-enforceable and are not consistently applied, making it subject to a lawsuit.

Terry's pop quiz – where in the LLCC CC&R's is the HOA granted authority over fishing and/or kayaking? Terry is requesting a legal opinion confirming his opinion that Lake Limerick is a publicly owned lake and not owned by the LLCC Corporation and its shareholders. Terry will be provided an agenda spot for next months board meeting.

- 11. Other Business none reported
- 12. Correspondence Report from J. Ingemi and M. Paradise none reported
- 13. Announcements and Upcoming Events Community Adopt a Road T Ingwaldson

Trivia and bingo at the Inn

T Ingwaldson announced the first community adopts a road litter pick up date is March 25th 9am.

14. Motion to Adjourn to Closed Session to discuss legal/personnel issues and Compliance Register/Hearing Committee Issues.

A motion to adjourn to closed session to discuss legal and personnel issues was made by M Bernie, seconded b T Ingwaldson, and passed with no nays

15. Motion to Reconvene to Open Session.

A motion to open session was made by P Paradise, seconded by S Saylor, and passed with no nays

16. Motion to accept all Motions Made in Closed Session.

A motion to accept all motions made in closed session was made by E Springer-Johannesen, seconded by M Robinson, and passed with no nays (Motion to accept compliance report)

17. Motion to Adjourn

A motion to adjourn was made by P Paradise, seconded by E Springer-Johannesen, and passed with no nays at 2:05pm

Respectfully submitted,

Pat Paradise – Secretary, Lake Limerick Board of Directors





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President's Report 02/18/23

It has been a pleasure to work on the Board of Directors for the past 3 years. I have learned so much from my fellow Board Members (both male and female) while serving with them. There have been so many debates on so many issues, sometimes I feel like I am in Congress! But all of it is done with the best interests of all of our members in mind. This is a tough job and is not a. "one meeting a month" role. When you're on the Board, you are working for the entire membership and cannot let your personal objectives get in the way of doing what is right and/or what is decided by the majority.

Now is the time for all perspective candidates to fill out the form to run for the Board of Directors and/or the Water Committee. There are 3 positions that will be open for the Board and 2 positions open for the Water Committee. While both entities, in my opinion, are doing a great job, sometimes change is also a good thing. Elections are the time to make changes and that is where the power of the membership is the most prevalent.

I would like to talk briefly about the Compliance Committee. This is the Committee that was established by the Board of Directors to oversee all Compliance issues within the community. The Compliance Committee works on behalf of the Board and all the other committees and is responsible to ensure that all of the rules within the governing documents are complied with or followed. This is not a fun task or an easy one. As an example, we have members complaining that Compliance is on their case for loose dogs. On the other hand, one of our members went to the mailbox to retrieve his mail and was attacked by a pit bull. He ended up on the emergency floor with serious lacerations, broken ribs, and various other injuries. Not to mention the terror and emotions of feeling unsafe within your own community! This has to stop, and we are being very diligent in this respect. On this same topic is the issue of a proposed "dog park." Are members aware that many, many members of the community use the tennis/basketball courts as an enclosed "dog run?" This has been going on for a number of years and, has not caused anyone to file any complaints. Sometimes things get used for purposes that they actually weren't designed for.

As this is Black History Month, I thought it appropriate to read one of my favorite Frederick Douglass quotes:

No Progress without Struggle!

by Frederick Douglass

Let me give you a word of the philosophy of reforms.

The whole history of the progress of human liberty shows that all concessions, yet made to her august claims, have been born of earnest struggle. The conflict has been exciting, agitating, all- absorbing, and for the time being putting all other tumults to silence. It must do this or it does nothing.

If there is no struggle, there is no progress. Those who profess to favor freedom, and yet depreciate agitation, are men who want crops without plowing up the ground. They want rain without thunder and lightning. They want the ocean without the awful roar of its many waters.

This struggle may be a moral one; or it may be a physical one; or it may be both moral and physical; but it must be a struggle. Power concedes nothing without a demand. It never did and it never will. Find out just what a people will submit to, and you have found out the exact amount of injustice and wrong which will be imposed upon them; and these will continue till they are resisted with either words or blows, or with both. The limits of tyrants are prescribed by the endurance of those whom they oppress.

Men may not get all they pay for in this world; but they must pay for all they get. If we ever get free from all the oppressions and wrongs heaped upon us, we must pay for their removal. We must do this by labor, by suffering, by sacrifice, and, if needs be, by our lives, and the lives of others.

From an address on West India Emancipation, August 4, 1857.

Respectfully,

John C. Ingemi – President & CEO Lake Limerick Country Club Board of Directors

CAM BOD report

February 18, 2023

Good morning

For the new POS system, we have selected the Golf Now new G1 platform. LL is currently using the GolfNow reservation program that is being phased out in June. I reviewed the contract status with the Executives on Thursday and communicated revisions to GolfNow. Here's a summary of where we're at with a contract yet to be accepted and signed:

- 3 year contract
- Payable \$9500 for hardware that includes 6 iPads for table side transactions
- I'm negotiating a 1 Tee time trade per day vs 2 for up to 4 players including cart for the right to use of the program.
- GolfNow is the credit card processor at 2.75% + \$0.10 per transaction. LL paid 2.86% last year via Elevon.
- 60 days from contract signature to cutover.
- Golf Now will program LL's current database into G1.
- Our current reservation program sales data will be retained for historical records.
- LL will have management reports identifying member vs public sales including by division and lot. This will provide data for marketing.
- Remote and onsite training provided by GN.
- Hardware installation is GN supported and performed by HCC .

The NEC phone system has been installed in the Office and F&B locations in the Inn build plus the Pro Shop and Café. Shop phones will be installed next week. The following week a phone tree greeting for routing incoming calls will be activated.

For the Navy trestle retrofit project on Mason Lake Road, we are still waiting for the Department of Health review and approval for two engineered easement plans.

The new Inn kitchen oven was installed this week by Facilities along with a licensed contractor hooking up nature gas and calibrating the orifices.

Additionally we finally hired an experienced sous chef supporting Chef Jon and Team.

For remodeling the Inn women's and men's bathroom capital project, the Inn Committee is attempting to determine a project manager to assist with design.

Project updates:

- 1. For improving drainage adjacent to the Inn patio, a plan is being developed to install pavers for a future Inn Committee motion. Facilities priced material at just under \$900 for 12' x 35'.
- 2. The Inn's wood fence needs to be replaced. Facilities priced materials at just under \$4,000 for 140 feet of fence. I'll have a future motion for Board consideration.

Water Report for 02/18/23 Board of Directors Meeting

1. Overview

- a. In order to expedite our Board of Directors meetings the water report focuses on only items which are not included in the board meeting materials packet or are of significant importance or interest to all of our members.
- b. This report has been emailed to directors and staff and will be included in the minutes of today's meeting.

2. LLCC Water System Condition

- a. The Lake Limerick Water System remains healthy with reliable water availability to all customers
- b. Well sites 1, 3, 4, 5, and 6 are operating normally and are monitored 24/7 through the SCADA computer system
- c. Well # 2 is currently being evaluated for capacity, water quality, and upgrades for electrical and filtration systems. Chris McMullin, our water manager, is working with potential contractors to refine a Project Approval Request (PAR) which will include electrical modifications,

3. Water Financials

- a. In order to provide the most accurate information final review and approval of financial data by the Water Committee occurs one month in arrears. The data for December is included in the BOD packet.
- b. Annual Revenue is as anticipated and well within the range of normal budgeting.
- c. Total operating expenses YTD are about \$50K below budget due to careful spending and fewer major projects being started which means net operating income is about \$45,135. Expenses will even out during the 2nd and 3rd fiscal quarters with projects slated for warmer weather.
- d. Cash on hand is included in the BOD meeting packet financials.
- e. Accounts receivable continue to drop. Shut-off warning letters and notices continue to be sent out resulting in many accounts being brought up to date or payment plans arranged. Rhonda continues to successfully work with members to reduce accounts receivable.

4. Water Manager's Update:

- a. Because of computer problems the Water Manager's report was not submitted in time for this meeting.
- b. Fencing for Well #3 is nearing completion. The Water Manager will inspect the final work before signing off on the project.
- c. One leak located on Penzance is currently being repaired. Rental equipment for excavation will not be available until Tuesday. Again, this is why the Water Committee has requested approval to purchase an excavator.

5. Forgiveness Requests:

- a. One new request has been made. The Water Manager has confirmed that the repairs were made correctly and recommended to the Water Committee to approve the request. This was done via electronic vote this week.
- b. One previous request was withdrawn and will be re-submitted in the spring when repairs are completed
- 6. Water System Plan Completion: Progress on the Water System Plan has been shared and discussed with the BOD Executive Committee. The planned day-long study session with the BOD and the Water Committee was shortened to an Executive Committee meeting which included some review and community input. Only the Emergency Response and Plan Summary sections are receiving substantial updates/revisions. The balance of the plan contains engineering data and document appendices. Some additional data from NWS and RH2 Engineering will be included.
- 7. New Fee Schedule: The Water Committee is continuing work on a miscellaneous fee schedule to more accurately reflect the costs of extraordinary services. These fees will be paid for by the end-user rather than come out of the water budget.

Freezing Conditions: check hose bibs and connected hoses

8. Role of the Lake Limerick Water System: Unlike other Committees, the Water Committee develops and manages a budget, recommends expenditures and other money management to the CAM and BOD, creates and monitors short and long-term plans and is responsible to the HOA for water system oversight. Without a well-functioning Water Committee maintaining a high quality water system responsibility would fall directly on the BOD or on a costly professional management and engineering company. The committee members have engineering, financial management, human resources, electrical and electronic technology, small business, and public corporation management experience which significantly aids in maintaining an excellent water system. We just wanted to remind everyone of the significant role the LLCC Water System Committee plays in maintaining a high quality environment for our community. End of commercial!

With the above in mind, I also want to remind the community that there are two Water Committee positions coming up for election in April. We encourage you to apply, especially if you have expertise in the above areas.

Kelly Evans

LLCC Water System Committee Chair



est. 1966

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BOARD OF DIRECTOR'S MEETING February 18, 2023 @ 9:00AM LLCC Advisory Committee Motions to the Board Attachment to meeting minutes

Architecture Committee -No Motions to the Board

Compliance Committee –

A motion by S. Smart and seconded by E. Stember to approve the "adjusted" Compliance Register for posting. Motion passed

A motion was made to revise the compliance register to remove personal information from the compliance committee register – thereby providing transparency to the community by T Ingwaldson, seconded by E Springer-Johannesen, and approved with no nays.

The intent is to remove personal information from the register and that would provide for discussing compliance issues in open session. The lot number, owner name, and address will be removed from the register. Any compliance committee issues requiring legal or personal issues will still be discussed in closed session.

Greens Committee - No motions to the Board

Greenbelt and Trails Committee – No Motions to the Board

Hearing Committee – No Minutes Received- No Motions to the Board

Inn Committee - No Motions to the Board

Lake/Dam Committee – Motion #1

LD Committee requests the BOD approve a financial stipend to pay for someone to perform secretarial tasks for the Lake-Dam Committee.

Justification: No one will volunteer to take over as Secretary; Committee workload; availability of LLCC staff to record minutes.

A vote to approve Lake/Dam Committee motion #1 was made by T Ingwaldson, seconded by E Springer-Johannesen, and failed to pass with no yes, 8 nays, and one abstention to provide a financial stipend to perform secretarial tasks for the lake/dam committee. A prior closed session motion was made to approve a financial stipend to perform secretarial tasks was voted no

The above motion was requested to be voted on in open session at today's meeting.

Motion #2

LD Committee requests LLCC BOD approve Don and Sue Davis as a Park Host at Banbury Park for the 2023 Season subject to completion of background check.

Justification

- Don and Sue have been vetted by LD Committee's Park Host POC, Dave Kohler
- LLCC CAM / Office have performed a successful background check.
- The Davis's have family within the LLCC community, and LD believes they will be a good addition to our community.

A vote to approve Lake/Dam motion #2 was made by E Springer-Johannesen, seconded by M Paradise, and approved with no nays to approve Don and Sue Davis as a park host at the Banbury Park for the 2023 season subject to background check.

Motion #3

LD Committee requests the BOD approve the Banbury Park Restroom upgrade at a budget of \$15,000 as described/justified in the PAR (Attachment 7).

Motion #4

LD Committee requests the BOD approve the Park Restroom and Outbuilding Reroof at a budget of \$18,650 as described/justified in the PAR (Attachment 8).

Motion #5

LD Committee requests the BOD approve the Park Restroom Door Locks Replacement at a budget of \$10,280 as described/justified in the PAR (Attachment 9).

Motion #6

LD Committee requests the BOD approve the Banbury Park Restroom Door Replacement at a budget of \$1,182 as described/justified in the PAR (Attachment 10).

A motion was made by M Robinson, seconded by M Paradise, passed with no nays, and one abstention to send the Lake/Dam Committee motions #3, #4, #5, and #6 to the next executive committee meeting for review and discussion. A recommendation to the board will be made by the executive committee to the board at the next board meeting.

Lake/Dam Committee motions #3, #4, #5, and #6 were tabled for review and discussion by the executive committee. Should re-roofing of the golf course bathroom also be considered in the roofing scope of work?

Water Committee -

Motion #1

Motion made by Dan Cossano to have LLCC CAM request and provide insurance quotes from industry to cover loss of property and/or life, in the event water system fails to provide fire flow defined for each hydrant. The quote should take into account the reliability, backup generators and redundancies. Evaluation should be based on similar sized communities. Seconded by Sue Hearron and carried with no nays.

Water Committee motion #1 died for lack of a motion and a second. No action taken.

Motion #2

Motion made by Don Bird to transfer:

- 1. \$50,000.00 from the Heritage Mainline account to the Edward Jones Mainline Reserve account, and
- 2. \$35,000.00 from the Heritage Water Capacity Reserve account to the Edward Jones Capacity Reserve account.

Seconded by Sue Hearron and carried with no nays.

A motion to approve Water Committee Motion #2 was made by E Springer-Johannesen, seconded by T Ingwaldson, and approved with no nays to transfer funds per the above water committee request.

Motion #3

*Motion made by Anne Moen to remove the plastic bags and paint the tops and caps black to signal they are not to be used. Seconded by Dan Cossano and carried with no nays.

A motion was made by T Ingwaldson, seconded by M Paradise, and passed with no nays to remove the black plastic bags from LLCC hydrants and paint the hydrant tops black to indicate the hydrants are removed from service and are not to be used by the fire department personnel for fire fighting. A notification to the community will be provided in the next water bill.

A discussion followed the motion. The black bags were installed without permission of the water committee or the board by a former water manager. It has been a long standing LLCC policy not to use hydrants for fire fighting and this is not a change of that LLCC policy. Hydrant status within the draft water system still needs clarification and will be discussed. Communication to the membership is essential with correspondence by the water committee into the next water bill being a first step as well as posted to the LLCC web site. A recommended 30 day communication period to the community prior to removal of bags and then painting the hydrants black was recommended and agreed to. A draft copy of the water committee correspondence to the community will be provided to the board prior to posting.

Motion #4

A motion was made by Sue Hearron and seconded by Don Bird to approve the one-time forgiveness request of Michelle Whitehead, Division 03, Lot 82 in the amount of \$1,635. The leak has been repaired and inspected by the LLCC Water Manager.

A motion was made by T Ingwaldson, seconded by S Saylor, and approved with no nays to approve a one time forgiveness request by Michelle Whitehead in the amount of \$1,635.

Motion #5

Per the Water Committee electronic vote on Wednesday, February 15, 2023, a motion was made by Don Bird, seconded by Anne Moen, and unanimously approved by the LLCC Water System Committee to approve the updated WSP and send it to the BOD for their review and approval. The relevant documents are attached. This approval process was agreed to per the minutes of the Water Committee meeting of February 11, 2023. (see board packet for documents)

A motion was made by M Robinson, seconded by S Saylor, and passed with no nays to table the water committee motion #5 pending board reviews and comment.

A discussion prior to voting on the motion covered the following:

A marked up draft copy indicating edit changes for the document was requested as a part of the review process.

Additional time to review the draft plan – A request was made to set time aside for additional review and discussion.

Hydrant fire flow is not directly addressed in the in the wsp, however, there is language that would allow for additional consideration of this item. Water Chair recommends flow testing all hydrants to confirm capacities. Mason County interim standards require 500gmp. An RH2 hydraulic analysis report indicates that some hydrants may be able to provide this flow with careful operation to prevent damage to the water system infrastructure.

The essential task at hand according to the water committee is to approve and forward to NWS a final draft for issuing to the State Health Department for State review and approval. It was noted that Northwest Water Systems has not yet seen the final draft comments made by the water committee to the draft plan. A 6 hour final review was done by the water committee last week. One explanation for the long duration of the review process is the turnover of water managers.

It was agreed to spend a week reviewing the wsp as submitted and to provide questions to the water committee as a step toward having a motion toward approving the wsp.

CAM – Summit Fence Proposal

CAM requesting approval of privacy fence installation on golf course (see attached quote) No advisory committee motions provided

Motion rescinded – no discussion or motion

LLCC President Ingemi -

Welcoming Committee – No Motions to the Board