

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
LLCC Great Hall and Zoom  
May 20, 2023 @ 9:00AM  
Board Meeting Minutes (draft)**

**Meeting ID: 873 0115 0789 Passcode: 065462**

**1. Meeting was called to order by President Ingemi at 9am.**

**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. All Present

**2. Community Participation/Comments (10 minutes)** An opportunity for community member comments was made available per the posted agenda, *no community comments were received.*

**3. Approval of Minutes:**

**Motion to approve the Minutes from the Board of Director's Meeting of 04/15/23**

**Motion to approve the Minutes from the Annual Membership Meeting of 04/15/23**

**Motion to approve the Minutes from the Spec. Board Meeting of 04/15/23 (included above)**

**Motion to approve the Minutes from the Executive Committee Meeting of 04/20/23**

**Motion to approve the Minutes from the Executive Committee Meeting of 05/04/23**

**Motion to approve the Minutes from the Special Board Meeting of 05/12/23**

*No Motion to approve the Minutes from the Executive Committee Meeting of 05/18/23 (minutes not provided and will be presented for review, comment, approval at the next months board meeting)*

*A motion was made by P Paradise, seconded by S Saylor, and approved with no nays to accept the meeting minutes as corrected. (the 04-15-23 membership meeting required one correction and it has been made)*

**4. Financial Report – E. Springer-Johannesen (see attached 6 month summary)**

**a. Action:** Motion to accept the Treasurer's Report for March 2023

**b. Action:** Motion to accept the Treasurer's Report for April 2023.

*A motion was made by M Robinson, seconded by D Dyson, and approved with no nays to accept the treasurers financial reports for both March 2023 and April 2023*

- Costs for Golf, Inn, and Café will be provided by Treasurer prior to the June meeting.

- *Revenue Budget:* is the revenue projection flat for the year or varied by month? This year we prorated the budget per-month. The summer is much busier for Café and Inn, and revenue may increase.
- Can any profit items go into Capital Projects? Or does it go into maintenance and repairs, could it go into Reserves?
- Cost of goods sold – did we budget enough money or is it inflation costs that are effecting our food cost budgets?
- Any surplus funds at the end of the year could be applied to maintenance or capital projects.

## **5. President's Report: J. Ingemi –** President Ingemi provided a brief report:

Acknowledgment of the office and Treasurer's efforts to support preparation of the Audit and that this year's work will ensure future audits will be easier to prepare for. Acknowledgement of the Compliance committee's hard work. Budget for audit may require an increase due to the amount of preparation work required. A call to membership to join the Compliance Committee as members are needed. Compliance Committee has been instrumental in assessing fines, resolving member complaints, and correction of violations.

## **6. CAM Report: R. Milliman –** CAM provided a brief report (see attached report for details)

The restaurant and café will issue new menus soon, with price increases of 10% - the increases will be made at the café and restaurant. Bar prices are not being recommended for price increases.

Navy is planning the trestle project.

Log Toy and Olde Lyme Park tress to be assessed by our arborist.

Budget session is beginning, and members are invited to attend.

Currently working to address members with overdue payments.

Discussion: Security and park host chatter in the community has surfaced. What is summer approach to security. Vendors for security are lined up for review.

Park hosts are in place.

Discussion: Hopeful for communication to the community about increased security and expectations for membership to be clearly outlined and informed.

Frank Family Foundation is seeking the installation of a fish friendly culvert to replace the existing Cranberry Creek Dam. This LLCC owned and maintained Dam and sediment basin was established to address a 1,500 year flood. LLCC will recommend that the Frank Foundation leave the Dam in place as an educational tool.

## **7. Water Report: K. Evans**

All five well sites are operating, well #2 parts are ordered, anticipating mid-June for repairs; Well #4 experienced a ground fault issue (VFD); Well #3 may have green privacy shielding installed for aesthetic purposes.

Researching options to improve data communication between well site and managers/staff. Pursuing this may rely on the new cell tower and improved cell service that may allow us to move to cell from radio. 45k over budget while expenses continue to be moderate. A failure of pumps at Well #6 caused water pressure in various locations in LLCC. The phone system posed some complications, and the Water Committee thinks the phone issue is now resolved. The Water Manager is actively assessing the risk of pump failure at the other well sites.

Bids for asphalt repairs to the road are occurring. April Water Sample testing showed the water is healthy and safe. Still shopping for a replacement truck. One instance of theft of water is known and is being addressed. Shut-offs: The Legislative session established rules relative to utilities not being shut off in certain periods. More investigation to occur.

A question was asked about why we are not using our own asphalt repair machine and equipment that exist within the maintenance tools. Why are we bidding this work out? The water committee will inquire and reply with context.

*Water System Plan:* NW Water System vendor has reviewed the plan. NW Water System has noted that we are now in 2023 and that LLCC is considering moving the plan to be applicable through 2033 (for a full 10 years). Are additional costs associated with extending the plan?

*Action Items:*

Forward to the Board the asphalt quotes and correspondence about the latest edited version of the draft from NW Water System. Update on why bidding for asphalt and impacts of latest legislative session.

## 8. Old Business

- a. Finance Advisory Report – E. Springer-Johannesen  
It was discussed that we may not have enough budgeted to cover costs generated in preparing for the audit. LLCC staff is working to scan-in required documents in preparation of the audit. LLCC staff now have a scan-in practice so that all the historical data will be easily accessible. If our HOA internal documentation is well done, it will ultimately cost us less due to a lesser burden on the vendor. Concerns regarding securing a vendor were raised with attention to hoping this can be done concurrently to planning for the audit.
- b. Audit Update – E. Springer-Johannesen (discussed under finance report)
- c. CAC Reinstatement – R. Milliman (a motion will be made under motions to the BOD)
- d. Reserve Study Committee – S. Saylor  
A meeting is anticipated for July. S. Saylor has met with Roger to discuss the Water System Plan toward a reserve study addendum to include the water system. Reserve study committee will review the Executive Summary table components and wider Association Reserves. A summary will be provided to the BOD in July. Other recommendations are forthcoming. RCW Specific to HOAs will also be included in the forthcoming resources to Directors.
- e. Amenities Pricing – M. Robinson (*discussed during financial report*)
- f. Organizational Chart – M. Berni CC&Rs and Board Members responsibilities – M. Paradise

*Org chart:* Drafts have been provided to the Board. Comments should be shared or new drafts to be completed and done by June 3. Submit comments to Steve, Steve to call the meeting and to include Christy and other Board Members.

*CC&R:* M Paradise to re-share the CC&R items for final review and comment. Revised version will be brought forth in a future BOD meeting for acceptance as part of official documents to all Board Members.

- g. Conference Center/Room for meetings. - (No Update Available)

## **9. New Business**

- a. Renter Information Sheet – J. Ingemi/M. Paradise; *Removed from Agenda by President Ingemi*
- b. Association Reserve Contract – R. Milliman (a motion will be made under motions to the BOD)
- c. ***Motions to the Board from Committees, including the Architecture Register. (see attached)***
- d. Budget Study Sessions & Schedule – J. Ingemi and Board The 1<sup>st</sup> budget study session is scheduled for May 25<sup>th</sup> 6pm at the Inn.
- e. Finance Advisory Team laptop – J. Ingemi (a motion will be made under motions to the BOD)

## **10. Other Business – No Discussion**

## **11. Correspondence – Report from J. Ingemi and M. Paradise**

Letter from Terry Bruso – No Discussion

## **12. Announcements and Upcoming Events –**

Log Toy Park has a community cleanup day today.

A fishing Derby Report by Teddy Lovgren, Lake-Dam committee: Derby Cost roughly 8k, Derby Revenue roughly 11k; does not include overhead costs. Online sales worked well and will be pursued for the future

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

A Motion to Adjourn to Closed Session was made by M Robinson, seconded by E Springer-Johannesen, and passed with no nays to discuss legal/personnel issues and Compliance Register/Hearing Committee Issues.

## **14. Motion to Reconvene to Open Session.**

A motion was made by T Ingwaldson, seconded by E Springer-Johannesen, and passed with no nays to reconvene into open session.

## **15. Motion to Accept all Motions Made in Closed Session.**

No motions or decisions made in closed session.

**16. Motion to Adjourn**

A motion to adjourn was made by T Ingwaldson, seconded by E Springer-Johannesen, and passed with no nays to adjourn the meeting at 12:20pm.

**Respectfully submitted,**

**P Paradise, Secretary  
Lake Limerick Board of Directors**

Action Items:

Org chart: Comments should be shared or new drafts to be completed and done by June 3. Submit them to Steve, Steve to call the meeting. Steve to include Christy and other Board Members.

CC&Rs: Mandy to share the CC&R items again for review and comment, then bring up in future BOD meeting for motion to accept as part of official documents to all Board Members.

Golf Chipping Policy (draft) 1<sup>st</sup> reading: Comments should be provided to Vern by June 1st

Re: 6 month recap

- 1) Expenses are \$251,581 more than last year. \$191,199 as per below
  - a. Labor 140,102
  - b. Payroll expense 13044
  - c. Repair & Maintenance 15,730
  - d. Computer and internet 11,549
  - e. Janitorial & Laundry 10,774
- 2) HOA reserves are 295147 more than a year ago at this time. Working on moving money out of checking/savings into more CD's and money market that pay more interest (4% or more now on average)
- 3) Cash totals including reserves/savings/checking and water = \$3,163.215
- 4) Café and Inn revenues are up well over last year but cost of goods is also way up. This report does not show you breakdown of all the other expenses at this time.
- 5) Golf revenue is within \$562 of last year but the next 6 months are our busiest and most revenue producing time of the year.
- 6) Golf fees breakdown – see attached sheet
- 7) Receivables - Total over 90 days \$202,837 Total over 60 days - \$233,475
  - a. Top 10 - \$81,990
  - b. Top 20 - \$130,441
  - c. Top 31 (over \$2400 ) \$164,997
  - d. Additional detailed information report will be shown to BOD in closed session due to confidential information contained within.
- 8) Budgets – meeting May 25<sup>th</sup> at 1800

May 20, 2023

CAM Board Report

Good morning,

New Food menus and pricing for the Inn and Café are planned for June 1. Due to continued inflation putting pressure on the cost of food, we are planning a 10% increase.

The implementation of our new Point of Sale system is proceeding. F&B, Pro Shop and Office employees are taking online training courses. New hardware will be installed on Monday June 12 and we are scheduled go live on June 13.

The Navy has communicated that they are making plans to start the railroad trestle retrofit project crossing over Mason Lake Road. This will likely be a one-year project with one-way traffic. We are working with Mason County to manage the potential of increased traffic via Saint Andrews Drive. We are also in discussions with the Navy regarding their request for an easement. We are awaiting the to be scheduled pre-construction conference to learn more about the overall plan.

LL was contacted by the Cranberry Lake Foundation regarding installation of a fish friendly passage structure at the Cranberry Lake dam. This would eliminate the flood control dam structure engineered and installed over 30 year ago. I reminded the Foundation that LL has a perpetual easement signed in 1989 allowing the construction and maintenance of the dam. Our dam structure engineer recently conducted an assessment measuring the continuous outflow from Cranberry Lake supporting fish passage with the current design. Our goal is to make this a win-win for CLF, LL and all downstream Cranberry Creek properties out to Oakland Bay maintaining flood control.

LL has hired the same arborist Sound Urban Forestry to reassess Log Toy plus Olde Lyme Park trees including 3 greenbelts. The report is planned to be received by May 26.

For next year's expense and capital budgets, the first study session is planned for Thursday May 25 at 6:00 in the Great Hall. Members are invited to attend.

Lastly multiple collection letters have been mailed to Members over 90 days past due for paying their assessments defined as Dues, Water and Fines. The Board is requested in closed session today to determine recommended Members subject to foreclosure. With determinations made, the Office will assemble documentation for final Board review prior to sending to our attorney. At the top of the list there are currently 9 Members with 11 properties that are well overdue and not responding.

### **Old Business**

CAC - I'm recommending the Board reinstate Community Action Council funding of approved applicants that qualify for programs supporting water and dues payments. Our attorney's counsel is to accept the funds. The CAC water program requirement is that LL not turn off water for 30 days. After 30 days unless the Member is on an approved payment plan, LL can turnoff water and additionally use the funds for paying down any overdue assessment. What is the pleasure of the Board?

### **New Business**

Reserve Study Contract – I'm recommending the Board approve the Association Reserves 3 year contract @\$3,300 per year. The company since 2020 has completed 3 assessments. It makes sense to continue with Association Reserves vs starting over with a new company. What is the pleasure of the Board?



05-20-2023 LLCC Board of Directors Meeting  
Advisory Committee Motions to the Board (rev02)

Executive Committee: Motions by Executive Committee

Motion #1

A motion was made by P Paradise, seconded by T Ingwaldson, and passed with no nays to accept the reserve consultant contract proposal of 3 years duration at \$3,300.00 per year.

*A motion was made by D Dyson, seconded by M Berni, and passed with no nays to approve the above referenced executive committee motion #1*

Motion #2

A motion was made by P Paradise, seconded by E Springer-Johannesen, and passed with no nays to lift the current cac moratorium.

*A motion was made by M Paradise, seconded by D Dyson, and passed with no nays to approve the above referenced executive committee motion #2*

Motion # 3 made 05-18-2023 executive meeting:

A motion was made by T Ingwaldson, seconded by E Springer-Johannesen, and passed with one nay to purchase two laptop computers, one to be issued to the Board President and one to be issued to the Board Treasurer. President Ingemi provided the brand, performance specifications, and a unit cost of \$1,449.00 each. (plus applicable tax)

*A motion was made by S Saylor, seconded by M Berni, and passed with one nay to approve the above referenced executive committee motion #3*

Architectural Committee: No Motions to the Board

Compliance Committee: No Motions to the Board

Water Committee: Motion # 1 RH2 Additional Work Invoice

Motion made by Don Bird to pay RH2's overdue invoice #90212 of \$5,041.68 for work beyond the quoted amount. Seconded by Anne Moen and carried with no nays.

*A motion was made by D Dyson, seconded by M Robinson, passed with no nays and one abstention to approve the above referenced water committee motion #1*

Motion Discussion:

LLCC requires improved scope of work and change order tracking

LLCC vendors Invoices require prompt payment

LLCC needs clarification on who can authorize additional work

Lake/Dam Committee: No Motions to the Board

Greens Committee: Draft Practice Area

**POLICY REVIEWED FOR 1<sup>ST</sup> READING, ALL QUESTIONS/COMMENTS TO THE GREENS COMMITTEE. THE POLICY WILL BE ADDED TO NEXT MONTHS AGENDA FOR A MOTION BY THE BOARD.**

**LLCC Board of Directors for approval]**

## **(DRAFT) Policy for Lake Limerick Practice Area**

The Lake Limerick practice area was funded by our HOA with the approval of our Greens Committee for the benefit of our golfing members and to create revenue.

Anyone using this practice area **MUST first check in with the Pro Shop.**

The practice area is located near the #3 tee boxes. This area on the course had an existing practice green that was rebuilt as well as an existing tee box expanded into a large hitting area, allowing up to ten individuals to practice safely at any one time. The area is for chipping a **maximum of 80 yards.**

The area will be reserved certain hours per day for pro shop staff golf lessons. Those hours will be posted. By utilizing the new practice area, we can limit group lessons on the main course.

- Our **“ANNUAL” golf members** will be able to utilize the practice area as a benefit of having a current golf membership. Annual golf members will be able to check out range balls from the pro shop and return them when they have finished, with **no charge.**
- **“NON-ANNUAL” Lake Limerick members** can utilize our practice area, when available, at a **cost of \$5** for a bag of range-balls. The \$5 charge will cover costs of new/replacement ball shaggers that will be needed, as well as golf balls lost. The Pro Shop staff will have a check-out form to track that our range balls are returned.
- The **PUBLIC** will be allowed to use the practice area by paying **green fees, plus an additional \$5.**

- Before tournaments, the area will be open to all **TOURNAMENT participants**. During tournaments, signs will be posted as to whether the practice area will be available to others who are not in the tournament.

The policy will continue on the golf course that, when utilizing the course, no more than two balls may be used to practice on the actual course especially hitting onto the greens (and only when it doesn't impede pace of play).

Signage will be posted:

- By #3 green/port-a-potty: **"PRACTICE AREA** now OPEN ahead. **WATCH FOR BALLS** from BOTH sides of the cart path."
- At the Practice area: **"PRACTICE AREA: MUST CHECK IN WITH PRO SHOP before practicing, and please **WATCH for other golfers and walkers.****

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(DRAFT Rev. 4/6/23)

Greenbelt Committee: No Motions to the Board

Inn Committee: No Motions to the Board: A motion that is not time sensitive was proposed to be placed on next months agenda

Greens and Water committee joint motion to the Board: A time sensitive motion – was added to the agenda under motions to the board for review, comment, voting.

Motion #1 A Combined Greens and Water Committee Joint Motion to the Board.

*An email vote by the Greens Committee and the Water Committee and presented by the CAM to the board.*

*Purchase a jointly owned gasoline powered ez go golf cart for shared use by golf, water, and greens at a cost \$3,900.00 was made by T Ingwaldson, seconded by S Saylor, and motion passed with 3 nays.*

Motion discussion:

LLCC departments utilize various small utility vehicles throughout the community, none of them are licensed. Water is the only department not currently equipped with a similar vehicle. Water Department is currently borrowing an electric golf cart from the golf course to utilize around the community. The gas powered cart can also be utilized within the current rental fleet. CAM supports the motion and will verify insurance, licensing, and safety equipment requirements prior to employee use on streets.