

01-20-2024 LLCC Board of Directors Meeting

Advisory Committee Motions to the Board

Including the Architecture Register

CAM Motions to the Board – none received

Executive Committee Motions to the Board – none received

Architectural Committee Motions to the Board – none received

Compliance Committee Motions to the Board – none received

Lake/Dam Committee Motions to the Board – four motions (see attached)

Motion 1 (see attached)

Motion 2 (see attached)

Motion 3 (see attached)

Motion 4 (see attached)

Greens Committee Motions to the Board – none received

Greenbelt Committee Motions to the Board – none

Inn Committee Motions to the Board – none received

Hearing Committee Motions to the Board – none received

Welcoming Committee Motions to the Board – none received

Water Committee Motions to the board – none received

By-Laws and Declarations Committee Motions to the Board – none received

Motions assembled by Secretary P Paradise

01-08-2024 Lake Dam Committee

Motions to the Board

Motion 1 – Board is requested to authorize restoration of the 50-amp RV service to Banbury Park Host utilities pole; not to exceed the RAM cost estimate #3007 plus sales tax and PUD fees. [See Attachment 7 & 8]

Motion 2 – Board is requested to approve the Updated Lake Patrol Guidelines that incorporates revisions for video/audio recording of lake incidents and retention protocol. This document was coordinated with the Compliance Committee. [See Attachments 9 & 10]

Motion 3 – Board is requested to approve the LLCC Vessel Registration Procedures And Forms document. [See Attachment 11] BACKGROUND: A LDC sub team met numerous times during November and December. The team decided to combine the forms and the procedures into a single document. In addition, significant changes were made to the procedures, forms and the approval requirements. Significant changes include: all vessel registrations must now be approved by the Lake Dam Chair or designee; approvals for Lake Dam Committee Meeting Minutes 6 January 2023 Page 4 of 4 oversized vessels (ski boats over 19 feet) will be documented via the forms. This document combines and replaces three separate documents currently on the LLCC Website: Vessel Registration Procedures, dated 04/10/2021 Vessel Registration Form, dated 09/2016 Vessel Inspection Form, dated 05/2007

Motion 4 – Board is requested to approve the LLCC Park Host Duties document update and a Telecommunications reimbursement allowance (for local phone service) of up to \$50 per month. BACKGROUND: Included in the updates to the internal Lake Dam document “LLCC Park Host Job Aid” it was recommended to change the Park Host benefit provision for local phone service to a Telecommunication Allowance to provide our Park Host flexibility in acquiring local phone service. This requires the same change to the LLCC Park Host Duties document located on the LLCC website. The recommended dollar amount of \$50/month is based on current CenturyLink landline rate for local service. [See Attachments 12 & 13

01-08-2024 Lake Dam Committee

Motions to the Board

Motion 1 – Board is requested to authorize restoration of the 50-amp RV service to Banbury Park Host utilities pole; not to exceed the RAM cost estimate #3007 plus sales tax and PUD fees. [See Attachment 7 & 8]

Banbury Park Upgrade PAR

Dennis and Julie Muretta <djmuretta@hotmail.com>

Tue, Jan 9, 2024 at 10:47 AM

To: Tamra Ingwaldson <president@lakelimerick.net>

Cc: Dave Kohler <dave.kohler@q.com>, Karen Kohler <karen.kohler@q.com>, Maureen Glenn <meglenn58@gmail.com>, Steve Glenn <jsglenn19@gmail.com>, John McRoberts <john.mcroberts.email@gmail.com>, Duane Landsverk <duane@lqh-inc.com>, Deanne Landsverk <Deanne@lqh-inc.com>, Hannah Landsverk <Hannah@lqh-inc.com>, Eric Landsverk <erik@lqh-inc.com>, Lou Jackson <LJ1776@yahoo.com>, Pat Paradise <patparadise@comcast.net>, Kelly Wieland <kellywieland@live.com>, Joel Gray <jgray662@comcast.net>, Teddy Lovgren <thl9986@gmail.com>

Tamra

At the Jan 6th Lake Dam Committee (LDC) meeting, a BOD motion was approved requesting that 50 amp RV service be restored at Banbury park. The following provides background information on this motion and LDC recommended actions to accomplish service restoration.

Background. — Our Banbury Park restroom upgrade project includes installation of heat and lights to facilitate its usage on a year around basis. The heater eliminates the possibility of interior water lines and water in the toilet freezing during winter cold snaps. The new heater and lights required installing a new 20 amp power line from an existing 60 amp power panel to the restroom . This power panel also supported both 30 amp and 50 amp service receptacles for park host RV's. The added 20 amp line created a potential overload concern and the installer recommended, and the office concurred, that to resolve the overload concern the 50 amp RV service be removed from the panel. The installer felt that the remaining 30 amp service would be adequate for most RV's. LDC was not asked for an input on the subject and after discussing this situation, decided to recommend that the 50 amp RV service be reinstalled. Rationale is having both 30 and 50 amp service would offer LLCC more flexibility in attracting candidate park hosts. Reinstalling 50 amp service would involve having

PUD increase the service input line to the power panel from the current 60 amps to 100 amps (to address the overload issue).

Needed Actions/Help Wanted: It is requested that facilities obtain a minimum of two estimates for reinstalling 50 amp RV service at Banbury Park. Estimates must be in sufficient detail to clearly define what is included in the pricing. A proposed pricing instruction sheet is provided as an attachment to this email. Also note that Gerardo has obtained one estimate of approximately \$5500 for this work from RAM Electrical. It is unclear if County permit costs or PUD support costs are included. It is recommended that RAM Electrical be requested to provide an update to this recent bid (in the attached format) as one of the two bids. A suggested second source would be Jake Phillips, [360-265-9316](tel:360-265-9316), email:jjphill007@gamil.com. LDC also requests participation in any on-site discussions with suppliers.

It is also requested that a summary of expenditures to date against the Banbury restroom PAR be compiled by the office staff so we can better understand how much of the allocated \$15K budget has been expended. Expenditures to date would be to RAM Electrical for installation of heater and lights, Home Depot for electrical fixture (heater and lights) procurements and other costs per Gerardo. It is anticipated that approved PAR budget may remain to cover the 50amp service installation.

Please note that this email will be included as an attachment to our recent BOD motion. Thanks for your help on this matter.

Dennis and Teddy.
Sent from my iPad as do has

RAM Electric
 PO BOX 3027
 Shelton WA 98584
 360-482-0292
 richymccartney@hotmail.com



Estimate

Date	Estimate #
12/19/2023	3007

Name / Address
LAKE LIMERICK 790 E ST ANDREWS DR SHELTON, WA 98584

DUE TO CURRENT MARKET FLUCTUATIONS OF MATERIAL PRICING, ALL ESTIMATES ARE SUBJECT TO CHANGE.

Project

Description	Qty	Rate	Total
LAKE LIMERICK COMMUNITY CLUB PANEL UPGRADE FOR RV PLUG ADD NEW 100 AMP PANEL ON 4X6 PRESSURE TREATED POST. ADD ONE 50 AMP RV PLUG. USE EXISTING 30 AMP AND 120 AMP RECEPES. ADD NEW RISER ON POLE, INTERCEPT BATHROOM CIRCUITS. MATERIALS, LABOR & PERMITTING EXCLUDES- TRENCHING & BACKFILL NEEDED FOR ELECTRICAL INSTALLATION. EXCLUDES- LOW VOLTAGE, CAMERA, SECURITY, ETC EXCLUDES- PUD # 3 ALTERED SERVICE APPLICATION, TO BE DONE BY OWNERS. EXCLUDES- PUD #3 FEES OF ANY KIND. *NOTE- PUD # 3 WILL NO LONGER ALLOW CUSTOMER MOUNTING OF THEIR EQUIPMENT TO THEIR POWER POLES. UPGRADE TO SERVICE WILL REQUIRE REMOVAL. Sales Tax	1	4,985.00	4,985.00
		8.50%	0.00

Total \$4,985.00

- SALES TAX NOT INCLUDED

01-08-2024 Lake Dam Committee

Motions to the Board

Motion 2 – Board is requested to approve the Updated Lake Patrol Guidelines that incorporates revisions for video/audio recording of lake incidents and retention protocol. This document was coordinated with the Compliance Committee. [See Attachments 9 & 10]

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

1.0 PURPOSE

The Lake Limerick Country Club (LLCC) sponsors a volunteer Lake Patrol on Lake Limerick during the summer season (mid-April through the end of October). The function of the Lake Patrol is to monitor general boating and recreational activities on the lake for general compliance with approved and published Lake Safety Rules and Guidelines. The goal of the Lake Patrol is to positively contribute to safe recreational lake usage by noting rule violations and educating members on proper safety practices. This document standardizes Lake Patrol operating procedures including membership, responsibilities, patrol operations and incident reporting and emergency situations. Rule violations shall be acted on as appropriate by the LLCC Compliance Committee.

2.0 LAKE PATROL MEMBERSHIP GUIDELINES

The LLCC Lake Patrol is an all-volunteer Lake Limerick Country Club function. Membership guidelines are as follows:

1. The Lake Patrol is led by a designated Captain assigned by the Lake Dam Committee. The Lake Patrol Captain is required to be an LLCC member in good standing and is responsible for coordinating all aspects of Lake Patrol activities (see 3.0).
2. Lake Patrol membership is strictly on a volunteer basis. Lake Patrol members must be LLCC members in good standing or LLCC ~~staff~~ staff, or park hosts and at least 18 years of age.
3. Lake Patrol members must commit to a minimum of one complete season unless extenuating circumstances develop over the course of a season which restricts their availability.
4. Lake Patrol members must have a Washington State boater education card (unless exempt).
5. Lake Patrol members are encouraged to get approved training in safe boating practices, first aid and CPR.

3.0 LAKE PATROL CAPTAIN RESPONSIBILITIES

The LLCC Lake Patrol Captain is ~~lead~~ the lead of the Lake Patrol function and has multiple roles and responsibilities. These include:

1. Maintain a log of all Patrol members including contact information. Encourage and promote new membership.
2. Develop and manage a calendar of Patrol activities.
3. Maintain a log of important safety contacts including local fire and police departments, Coast Guard and key community members. ~~Assure~~ Ensure a copy of the contact list is in the Patrol boat for ready access.
4. Attend Lake Dam Committee meetings and report status of Patrol activities including significant incidents/infractions encountered (unless his/her meeting participation is excused). Prepare and submit a written report if unable to attend the meeting.
5. Review, approve and coordinate all member boat registration requests with the Lake ~~Dam~~ Committee.
6. Provide training to all Patrol members on Lake Limerick Rules and Safety Guidelines, ~~Washington State and Coast Guard boating rules and regulations~~ and general operating procedures of the Lake Patrol.
7. Develop and maintain ~~an a~~ a Lake Patrol Incident Log to record safety incidents/infractions encountered during normal Patrol activities (see section 5.0). Educate Patrol members on requirements for documenting incidents in the log. Prepare LLCC Incident/Complaint forms on a weekly basis based on the Lake Patrol incident log (see 5.0.1).

4.0 LAKE PATROL OPERATIONS

The Lake Patrol is intended to be a community friendly function, not a security force, and ~~is focused on helping members understand and execute its purpose~~ is to promote safe boating practices and water recreation on Lake Limerick. It is the member's responsibility to understand and abide by published Lake Rules and Safety Guidelines and ~~also~~ exercise proper judgement and caution when participating

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

in water recreation. Members are ~~also~~ responsible for their own safety. To accomplish its objective, the Lake Patrol is tasked with conducting on-lake patrols to monitor general activities, identify and correct unsafe practices and document/report on any incidents encountered. This responsibility encompasses recreational boating, fishing, and personal/casual water activities (kayakings, canoeings, swimming, paddleboarding, ~~etheretc.~~) ~~water activities~~.

On-lake patrols should be conducted during times when lake usage is the busiest and the Lake Patrol boat should be used to accomplish all Patrol activities. Patrol member boats may be used with the approval of the Lake Patrol Ccaptain. Any private boats used must have a clearly visible "Lake Patrol Boat" sign.

Patrols should focus on the following emphasis areas:

- ~~1. Conduct on-lake Patrols during times when lake usage is the busiest. The LLCC Lake Patrol boat should be used for all Patrol activities. Patrol member boats may be used with the approval of the Lake Patrol captain. Any private boats must have a clearly visible "Lake Patrol Boat" sign.~~
- 2.1. Observe boating and other activities for unsafe practices and violations of the approved "Lake Safety Rules and Guidelines" Instruct offending individuals on proper practices.
- 3.2. Verify boats on the lake have proper LLCC registration decals.
- 4.3. Identify public recreational boaters (public access is restricted to fishing only) and request they leave the lake. The Patrol may escort unauthorized boats to the boat launch if necessary.
- 5.4. Assure boat speed limits and time restrictions are observed.
- 6.5. Document all incidents or infractions observed on the incident log including nature of activity, time and date, member name and lot number and LLCC registration tag numbers. Incident data should be documented by the patrol member who observed the incident. Patrol members may also issue verbal warnings to boat operators and capture visual evidence of infractions with an on-board camera system.

5.0 FORMAL INCIDENT AND INFRACTION REPORTING

The Lake Patrol, as previously discussed, is responsible for maintaining a log of significant safety incidents and infractions encountered while on patrol. LLCC members are also encouraged to report incidents they observe to the LLCC office who will then forward them to the Lake Patrol Ccaptain for processing. On a weekly basis, the Lake Patrol Ccaptain will formally document all incidents/infractions recorded in the incident log on the LLCC Incident/Complaint form and forward them to both the Compliance and Lake/Dam Ccommittees. Guidelines for incident reporting are as follows:

1. The LLCC Incident/Complaint form (see LLCC Website, Association Documents) shall be used to document boating incidents/infractions that are encountered during patrols. These reports shall be forwarded to both the Compliance and Lake Dam Committees and filed in the LLCC office.
2. Incidents reported should represent clear violations to the Lake Rules and Safety Guidelines document and have the potential to cause boating accidents, harm to individuals or erosion damage to structures or shorelines. Examples include: 1a) having an oversized or unregistered vessel on the lake, 2b) operating a vessel in a manner which creates an excessive wake which could damage lake structures or shorelines, 3c) not having safety flags on-board or in use, 4d) disregarding no-wake zones, 5e) driving in an erratic manner (excessive swerving, cutting across boating lanes or buoybuoy lines and turning sharp donuts while pulling skiers or tubers), 6f) sitting on boat rails or side railings, or standing due to overloading, when underway and 7g) others at the discretion of the Lake Patrol Ccaptain. ~~Incidents may be categorized into three distinct types; a) minor rule infractions b) major rule infractions which represent significant safety concerns and c) repeat violators~~
3. ~~Minor infractions are those which do not pose a significant safety hazard such as improper or missing registration decals, disregarding no wake zones, having an oversized vessel on the lake and others at the discretion of the Lake Patrol captain.~~
4. ~~Major infractions include those which could result in physical harm to individuals. This includes lack of safety flags on-board or in use, excessive swerving or cutting across boating lanes or buoy lines, turning sharp donuts while pulling skiers or tubers, sitting on boat bows or sides or standing due to~~

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

~~overloading when underway and others at the discretion of the Lake Patrol captain.~~

- 5-3. Issuance of fines or other corrective action resulting from Lake Patrol reports is the responsibility of the Compliance ~~C~~committee. The Lake Dam ~~C~~committee shall be provided with copies of all proposed fines or other corrective action.

6.0 LAKE PATROL VISUAL AND AUDIO RECORDINGS

Visual and audio recordings of incidents or infractions encountered during patrols may be taken but must be managed as follows:

1. An on-board camera system may be used to capture visual evidence of infractions. The capture of audio recordings is ONLY allowed with the consent of all parties being recorded.
2. The Lake Patrol ~~C~~captain shall maintain strict control of all visual and audio recordings taken during patrols. Subsequent access to recordings shall be limited to: a) the Lake Patrol ~~C~~captain, b) the Lake Dam ~~C~~committee chairman and co-chairman, c) all Compliance ~~C~~committee members and d) all ~~Board Of Director~~ members.
3. All recordings supporting observed/documented violations shall be provided to the Compliance ~~C~~committee for use in determining appropriate corrective action.
4. Dissemination of recordings to parties other than those identified in 6.0.2 requires a formal request to be submitted to, and approved by, the LLCC Board of Directors. Requests must include rationale for requesting access to the recorded data. Requests must be routed through the Compliance Committee and communicated with the Lake Dam ~~C~~committee for general awareness.

6.07.0 EMERGENCY OPERATIONS

If emergency situations are encountered during Lake Patrol, such as fire, physical injury, boat collisions or potential drownings, the Lake Patrol is tasked with:

1. Immediately providing on-site aid to all involved individuals
2. Requesting emergency support by calling 911 and ~~also~~ notifying the LLCC office to provide situational awareness. Lake Patrol members should always have a cell phone available when on patrol.
3. If emergency aid is required (ambulance, fire department or sheriff's office), first responders should be directed to the nearest LLCC park or the WDFW boat launch. Patrol members may transport individuals to this site if they feel they will not cause further injuries to involved individuals as might be expected of any "Good SamaritanSamaritan" in Washington State.
4. Stopping all boating activities in the immediate vicinity of the incident
5. Gathering relevant incident information and witness information for post incident reports

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

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4. Attend Lake Dam Committee meetings and report status of Patrol activities including significant incidents/infractions encountered (unless his/her meeting participation is excused). Prepare and submit a written report if unable to attend the meeting.
5. Review, approve and coordinate all member boat registration requests with the Lake Dam Committee.
6. Provide training to all Patrol members on Lake Limerick Rules and Safety Guidelines, and general operating procedures of the Lake Patrol.
7. Develop and maintain a Lake Patrol Incident Log to record safety incidents/infractions encountered during normal Patrol activities (see section 5.0). Educate Patrol members on requirements for documenting incidents in the log. Prepare LLCC Incident/Complaint forms on a weekly basis based on the Lake Patrol incident log (see 5.0.1).

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LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

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2. Verify boats on the lake have proper LLCC registration decals.
3. Identify public recreational boaters (public access is restricted to fishing only) and request they leave the lake. The Patrol may escort unauthorized boats to the boat launch if necessary.
4. Assure boat speed limits and time restriction are observed.
5. Document all incidents or infractions observed on the incident log including nature of activity, time and date, member name and lot number and LLCC registration tag numbers. Incident data should be documented by the patrol member who observed the incident. Patrol members may also issue verbal warnings to boat operators and capture visual evidence of infractions with an on-board camera system.

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1. The LLCC Incident/Complaint form (see LLCC Website, Association Documents) shall be used to document boating incidents/infractions that are encountered during patrols. These reports shall be forwarded to both the Compliance and Lake Dam Committees and filed in the LLCC office.
2. Incidents reported should represent clear violations to the Lake Rules and Safety Guidelines document and have the potential to cause boating accidents, harm to individuals or erosion damage to structures or shorelines. Examples include: a) having an oversized or unregistered vessel on the lake, b) operating a vessel in a manner which creates an excessive wake which could damage lake structures or shorelines, c) not having safety flags on-board or in use, d) disregarding no-wake zones, e) driving in an erratic manner (excessive swerving, cutting across boating lanes or buoy lines and turning sharp donuts while pulling skiers or tubers), f) sitting on boat rails or side railings, or standing due to overloading, when underway and g) others at the discretion of the Lake Patrol Captain.
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2. The Lake Patrol Captain shall maintain strict control of all visual and audio recordings taken during patrols. Subsequent access to recordings shall be limited to; a) the Lake Patrol Captain, b) the Lake Dam Committee chairman and co-chairman, c) all Compliance Committee members and d) all Board of Director members.
3. All recordings supporting observed/documented violations shall be provided to the Compliance

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

Committee for use in determining appropriate corrective action.

4. Dissemination of recordings to parties other than those identified in 6.0.2 requires a formal request to be submitted to, and approved by, the LLCC Board of Directors. Requests must include rationale for requesting access to the recorded data. Requests must be routed through the Compliance Committee and communicated with the Lake Dam Committee for general awareness.

7.0 EMERGENCY OPERATIONS

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1. Immediately providing on-site aid to all involved individuals
2. Requesting emergency support by calling 911 and notifying the LLCC office to provide situational awareness. Lake Patrol members should always have a cell phone available when on patrol.
3. If emergency aid is required (ambulance, fire department or sheriff's office), first responders should be directed to the nearest LLCC park or the WDFW boat launch. Patrol members may transport individuals to this site if they feel they will not cause further injuries to involved individuals as might be expected of any "Good Samaritan" in Washington State.
4. Stopping all boating activities in the immediate vicinity of the incident
5. Gathering relevant incident information and witness information for post incident reports

01-08-2024 Lake Dam Committee

Motions to the Board

Motion 3 – Board is requested to approve the LLCC Vessel Registration Procedures And Forms document. [See Attachment 11] BACKGROUND: A LDC sub team met numerous times during November and December. The team decided to combine the forms and the procedures into a single document. In addition, significant changes were made to the procedures, forms and the approval requirements. Significant changes include: all vessel registrations must now be approved by the Lake Dam Chair or designee; approvals for Lake Dam Committee Meeting Minutes 6 January 2023 Page 4 of 4 oversized vessels (ski boats over 19 feet) will be documented via the forms. This document combines and replaces three separate documents currently on the LLCC Website: Vessel Registration Procedures, dated 04/10/2021 Vessel Registration Form, dated 09/2016 Vessel Inspection Form, dated 05/2007

LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS

INTRODUCTION/PURPOSE: This document describes the requirements, processes, and forms required to obtain a Watercraft Tag for operating a motorized Vessel on Lake Limerick. The terms Vessel, Boat and Watercraft are used synonymously in this document.

1.0 GENERAL VESSEL REGISTRATION REQUIREMENTS

1. Washington residents must have a Washington State title, registration certificate and registration decals to navigate, operate, employ, or moor a boat on Washington's waters (including Lake Limerick). Exceptions are:
 - a. Vessels that are "NOT" propelled by a motor (canoes, kayaks, etc.) and sailboats under 16 feet in length without a motor.
 - b. Vessels less than 16 feet in length with a motor of 10 horsepower or less if used only on non-federal waters.
 - c. Vessels that do not otherwise require registration with Washington State.
 - d. Properly registered vessels owned by residents of another state or country and using Washington waters for 60 fewer days.
2. All Lake Limerick Country Club (LLCC) member-owned vessels that require a State of Washington State Certificate of Title and Registration shall also require registration with Lake Limerick Country Club (LLCC) and must display a Lake Limerick Watercraft Tag when operating on Lake Limerick.
3. Only LLCC registered vessels owned by community members in good standing are allowed on the lake for recreational use. Vessels being actively used for fishing (only) are allowed without LLCC Vessel registration.

2.0 LLCC VESSEL REGISTRATION REQUIREMENTS

1. To register a vessel, an LLCC member must complete the Lake Limerick Vessel Registration Form (Attachment 1) and submit it to the office staff with an original copy of the current State Registration for the vessel. No LLCC Vessel Registration Form will be accepted without this original, signed document.
2. The member's name must be on the Vessel State Registration and be the owner of record of a lot in Lake Limerick.
3. Vessels over 19 feet in length and pontoon boats over 20 feet in length are not allowed to be registered for use on the lake. Vessel length will be as stated on the State of Washington Vessel Certificate of Title and/or Vessel Registration. Vessel length is based on Washington State Law, WAC 308-93-285 – Vessel Length Measurement.
4. All vessels over 19 feet require inspection by the Lake Dam Committee to confirm vessel information. The LLCC Office will forward the completed Vessel Registration form to the Lake Dam Committee Chair who will then initiate the vessel inspection process outlined in Attachment 2.
5. Members may request an exception from the Board for a competition ski boat up to 20 feet in length provided certain criteria are met (ex: near-flat bottom and straight shaft inboard engine). Requests for exception must be indicated on the Vessel Registration form (Attachment 1). Vessel inspection by the Lake Dam Committee and their recommendation to the Board regarding the request for exception is required for exception approval. When purchasing a new vessel, homeowners are strongly encouraged to review vessel specifications with the Lake Dam Committee prior to purchase.

**LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS**

3.0 LLCC VESSEL REGISTRATION PROCESS

1. The LLCC Office Staff are responsible for documenting receipt of each request and for routing it through the various review and approval steps. This includes:
 - a. Confirming that all required information, including the Washington State registration, has been provided and logging the request into their vessel registration database.
 - b. Confirming that the member meets LLCC membership requirements and is in good standing in the community.
 - c. Reviewing vessel length on the Washington State Registration and ensure accuracy of the vessel length identified on the Vessel Registration form.
 - d. Signing and dating the Vessel Registration Form ("LLCC Received By").
 - e. Photocopying the original current State Registration and returning the original State Registration to the LLCC member.
 - f. Forwarding a copy of the Vessel Registration form and State Registration to the Lake Dam Committee Chair for their review and approval.
2. The Lake Dam Committee Chair or designate, (e.g. Lake Patrol Captain) is responsible for reviewing all registration and vessel data provided and confirming it meets LLCC requirements (completed registration form, State Registration Certificate, and vessel length). If concerns exist on vessel length versus requirements, Lake Dam Committee Chair or designate will contact the vessel owner to schedule an inspection to confirm vessel information. The Lake Dam designate will also perform the inspections described for vessels 19 feet and over and for vessel length exception requests (Attachment 2). Once completed, Lake Dam Committee Chair or designate will annotate approval on the Vessel Registration Form and return the form to the office. If Board of Directors approval is also required for a length exception the Lake Dam Committee Chair will document and forward to the Board of Directors via the Office Staff.
3. Once all approvals are received the Office Staff will next issue a Lake Limerick Watercraft Tag to the requesting member if the vessel meets all requirements:
 - a. Provide the member a copy of the completed Vessel Registration Form.
 - b. Issue the member an LLCC Watercraft Tag and provide the member with a current copy of the LLCC Lake Rules and Safety Guidelines.
 - c. File the Vessel Registration Form and a copy of the State Registration in the Vessel Registration Binder.
4. The member is responsible for attaching the LLCC Watercraft Tag to the starboard (right) side windshield of their vessel. If it cannot be seen there, then it must be visibly displayed on the starboard side of the vessel hull. Also, all member vessels of any size shall be identified with their division and lot numbers as described in "Lake Rules and Safety Guidelines".

**LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS**

ATTACHMENT 1 - VESSEL REGISTRATION REQUEST FORM

To be completed by Member

Member Name _____ Div / Lot _____

Mailing Address _____ Phone _____

Vessel State Registration Number _____

Vessel Make / Model / Color _____

Vessel Length _____ (If 19 ft or over, an inspection is req'd)

Vessel Type Pontoon Boat Comp Ski Boat Power Boat Other _____

Vessel Propulsion Inboard Outboard Inboard/Outboard Other _____

Length Exception Requested (20 ft competition ski boat)

I release and hold harmless Lake Limerick Country Club, its agents, employees, and others associated with it, against any claim(s) that may be brought by the use of this vessel and/or user(s). This release and hold harmless agreement is regarding all claims relating in any way to the use of this vessel that may be brought on my behalf and on behalf of any other person(s) who will be using this vessel on the lake, and for all others who may have any claims through me or person(s) using this vessel in any way.

I agree that this release and hold harmless agreement shall apply to all vessel activities at any time and I shall be solely responsible for all family members and/or guests' use of this vessel. I understand that I am responsible for any property damage or harm that may come to others as a result of operating this boat on Lake Limerick.

I have received a copy of the Lake Limerick boating rules and regulations and hereby agree to abide by them as written. I shall abide by all Federal, State and Mason County boating laws, ordinances, and regulations. I understand I am solely responsible for all family members and/or guests' conduct.

Member Signature _____ Date _____

----- For Official Use -----

Form Received By (Office Staff) _____ Date _____

Attach Inspection Form prior to Approvals (if needed)

Board of Directors approval received for length exception, if required: N/A Yes No

Lake Dam Committee Approval _____ Date _____

Office Staff Action: Assign Vessel Tag If Approved Notify Member File Form(s) Tag#: _____

**LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS**

ATTACHMENT 2 - VESSEL REGISTRATION INSPECTION FORM

To be completed by LLCC Vessel Inspector

Member Name _____ Div / Lot _____

Vessel State Registration Number _____ Phone _____

Verify Make / Model / Color _____

- 1) Is vessel over 19 feet in length but less than or equal to 20 feet Yes No
- 2) Is vessel a Pontoon boat Yes No
- 3) Is vessel a near flat bottom competition ski boat Yes No
- 4) Is vessel a straight shaft inboard design Yes No

If the answers to questions 1 & 2 are yes, then the vessel can be approved without further action.

If the answers to questions 1, 3 & 4 are yes, then the vessel can be submitted for the exception request process. The Inspector will submit the Vessel Registration and Inspection forms to the Lake Dam Committee to obtain Board of Directors approval.

Inspector: Recommend Reject Inspector _____ Date _____

Lake Dam Committee: Approve Reject Chair _____ Date _____

----- Exception Approval (for 20-foot Competition Ski boat) -----

Board Exception Approval _____ Date _____

Note: Include vessel pictures and manufacturer specifications confirming the design features if available

01-08-2024 Lake Dam Committee

Motions to the Board

Motion 4 – Board is requested to approve the LLCC Park Host Duties document update and a Telecommunications reimbursement allowance (for local phone service) of up to \$50 per month.

BACKGROUND: Included in the updates to the internal Lake Dam document “LLCC Park Host Job Aid” it was recommended to change the Park Host benefit provision for local phone service to a Telecommunication Allowance to provide our Park Host flexibility in acquiring local phone service. This requires the same change to the LLCC Park Host Duties document located on the LLCC website. The recommended dollar amount of \$50/month is based on current CenturyLink landline rate for local service. [See Attachments 12 & 13

LLCC Park Host Duties and Information

~~LLCC Park Host Duties and Information~~

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Hosts Duties from Noon to Dusk Friday through Sunday and Holidays

- Be a good listener, polite and friendly, with a desire to be helpful.
- Be alert, observant and diligent.
- Support the club and its membership by being positive about staff and of park rules.
- Learn, understand, and be able to explain park rules and regulations such as:
 - How do I register my boat?
 - What are park hours?
 - ~~How do I get a gate key card?~~
 - What are some of the LLCC activities in the area?
- When you see a violation of the rules, respectfully advise the offender of the violation, and hand out an appropriate brochure if available. If the violation continues, report it to the office or Community Association Manager (CAM).
 - Ask individuals in the park what their names are and whether they are members or guests. Ask them for their member ID or guest pass. If an ID or guest pass is not available, inform the individuals they are technically trespassing and should return with their proper ID. (Provide Guest Pass handout)
 - Observe boat launching and if a State registerable vessel (over 16 feet or over 9 HP) does not have Div/Lot number and an LLCC registration tag, the parties should be informed this is a private member only lake with vessel registration required for boating activities and use of the member boat launch. (Provide Vessel Registration handout)
- If you witness dangerous or destructive behavior, and believe it is safe to do so, respectfully request the offender to cease and desist. If the dangerous or destructive behavior continues, report it to the LLCC Community Association Manager (CAM), or the emergency or non-emergency Sheriff's department number as appropriate. **If you feel threatened, call the Sheriff (911).**
- Provide accurate information. If you do not know the answer to a question, check with staff or refer the visitor to the office, or you may tell them you will contact LLCC staff to find the answer and get back to them. LLCC does not expect you to know the answer to

LLCC Park Host Duties and Information

every question you will be asked. Never be embarrassed to admit to a visitor that you do not know the answer to a question; refer them to the office.

- Refer complaints to the CAM.
- Under no circumstances are you to consume alcohol or other intoxicants while on duty as a Park Host.
- Be a good neighbor. Set a good example by obeying the park rules yourself.
- Submit a written activity log weekly to the CAM. The report contents should include, but are not limited to:
 - Describe significant events at the park or issues that should be brought to the attention of the Board of Directors;
 - Recommend needed repairs, equipment or supplies;
 - Account for any expenditures for repairs, equipment or supplies; and
 - Describe potential actions that may affect the business affairs of the park host or LLCC.

Emergencies

In the event of emergencies or accidents on LLCC property immediately summon, assist and inform law enforcement, medical personnel and the CAM as appropriate (who will notify the elected president of the Board) of Directors. In the event the CAM and president cannot be reached, the following should be notified in this order or priority until contact with the Board is established: a) Vice President, b) Secretary, c) Treasurer, and d) other Board members.

Routine Maintenance Duties

You are encouraged to perform routine light maintenance at your park:

- Sweeping or brushing off picnic tables;
- Reporting any damaged tables, trees, docks, or any other damage to the Maintenance Department;
- Moving or cleaning around garbage cans;
- Raking or sweeping driving areas smooth;
- Sweeping cobwebs off buildings;
- Hosing down building and signs;
- Clipping brush out of the way;
- Picking up litter in and around beach area and camp site;
- Removing strings and rope from trees, bushes;
- Cleaning and restocking of restrooms; and
- Opening and/or closing park gates.

LLCC Park Host Duties and Information

If special equipment or tools are required to perform your volunteer duties, you will be issued what you need and be trained in its use. LLCC equipment is not to be used for personal use. It is not recommended you use your personal equipment to perform your volunteer duties. If you do, LLCC is not responsible for damage, replacement or repair to such equipment.

The Following are NOT Part of Your duties and are To Be Avoided

- Do not argue with, scold or "chew out" visitors.
- Do not be harsh, sharp, abrupt, hurried or impatient.
- Do not be a know-it-all, self-righteous or a busybody.
- Do not accept responsibility for supervising park visitors' children; babysitting is not one of your volunteer job duties.
- Do not act or give the impression you are an on-duty lifeguard.
- Do not offer park visitors a ride in your personal vehicle. Taxi service is not one of your volunteer job duties.

Tips for Hosts

- Read the LLCC Host Duties and Information. Spend some time getting familiar with the local area.
- Do not hesitate to ask questions of staff to clarify responsibilities or bring up concerns.
- Remember, safety first always. Know your physical limitation and discuss any specific medical problems, allergies, surgeries, diabetes, etc. with the staff.
- Ask for feedback on your performance. You are entitled to receive an evaluation of your host experience by staff and in turn, you will be given an opportunity to give your feedback.

Expectations of Hosts While Not on Duty

Hosts are expected to maintain clean and orderly campsites. You must check with the Architectural Committee before adding any additional structures or storage containers at your site.

- All plants or gardens must be grown in portable containers.
- Do not perform vehicle maintenance at your site. Discuss with staff as to the availability of a location where such activities would be allowed.
- Only camping and recreational equipment may be in public view; all other equipment must be stored out of sight.

LLCC Park Host Duties and Information

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- Please confine consumption of alcohol or use of tobacco to your campsite during off-duty hours. Under no circumstances are you to become under the influence of alcohol or other intoxicants while serving as a Park Host.
- Dress appropriately.
- Avoid displaying signs, decals, bumper stickers, and posters that express political, racial or religious viewpoints.
- Be accessible to members/guests for questions, comments and complaints.

Business Enterprises

Conducting business, such as selling items/products or performing services for pay is not allowed.

Relationship to Lake Limerick Country Club

Park hosts are volunteers and not employees or contractors. They own and live in their own recreational vehicles and LLCC provides a place for them to park their unit, as well as septic, water, and electrical hook-ups and ~~local phone service~~ [monthly ground-based telecommunications allowance](#). The volunteers do not rent the space provided; rather, it is necessary for them to live there so they may perform their volunteer duties. Volunteers agree and understand they are not employees or contractors and have no continuing right to occupy the premises once their status as a volunteer is terminated.

What You Receive in Return

With a four-month commitment ([approximately](#) 32 hours per week per site - noon until dusk - Friday, Saturday, Sunday, and Holidays), you will receive:

- Free camping and hookups
- A "Host" sign for your campsite
- ~~Free local phone service~~ [A monthly ground-based telecommunications allowance \(if needed for local service\)](#)
- A Social Member Privileges in Lake Limerick Country Club

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No insurance is provided.

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LLCC Park Host Duties and Information

Personal Property: A volunteer's personal belongings are not covered by LLCC. You must carry your own insurance to cover damage to personal belongings that may occur as a result theft, vandalism or natural disasters such as earthquakes, storms, ice, fire, flooding, high winds, etc.

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LLCC Park Host Duties and Information

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Application packets are available at the LLCC office. You may pick one up in person or obtain it from the LLCC web site at www.lakelimerick.com. Once received, your application is reviewed by the Lake/Dam Committee and approved by Board of Directors. It may be easier to get a first time hosting position if you are willing to be flexible in your park location choice.

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Background Checks

As a volunteer, you will be acting as an agent of LLCC and interacting with our members and their families. You will be required to undergo a conviction or background record check prior to your approval by the Board. LLCC covers the cost of the background check.

Termination of Host Duties

LLCC reserves the right to remove a Park Host at any time.

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You are required to remove your RV and personal vehicle(s) upon your departure upon completion of your assignment, or if termination occurs. RV s or vehicles left more than 5 days shall be considered abandoned and will be subject to removal and impound at the owner's expense.

LLCC Park Host Duties and Information

Park Host Acknowledgement

I have read and received a copy of the Host Duties and Information and agree to abide by its terms.

Volunteer Host Printed Name

Volunteer Host Signature

Date

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