

Jan. 8th Executive Committee meeting – Minutes (*draft*) – 3:30pm – 4:30pm

LLCC Executive Committee Meeting –

The meeting was called to order by LLCC Board President T Ingwaldson at 3:30pm

Secretary P Paradise called roll and all executive committee members were present:

President T Ingwaldson, Vice President M Berni, Treasurer E Springer-Johannesen, Secretary P Paradise, and Water Committee Chair K Evans

Board members present were D Dyson, J Ingemi, S Saylor, and M Robinson

Office manager Christy Smith was also in attendance.

- PARs – process, what, when, why, how

PAR document history was presented to the executive committee. The PAR process was initiated in December of 2017 and passed in the form of a resolution in January 2018. John Torkelson and Brian Smith were tasked with developing the concept and format for board review and approval.

Resolution 2017-01 was not available on-line, however K Evans was able to provide a copy of the resolution at this evening's meeting (see attached). P Paradise recommends that the PAR document be the 'source' document for reporting on purchases and projects (ie; scope, budget, schedule, progress, etc) and P Paradise will follow up.

- Recent LLCC property Survey

A recent survey of the LLCC Club House property was conducted in anticipation of possible future improvements. The survey indicated that the neighboring residence encroached on LLCC Community property. It was requested that the surveyor explicitly identify on the survey documents any encroachments by llcc and or adjacent property owners. It was also requested that a title search be reviewed for the subject property. This information can then be presented to llcc attorney for review and comment. While not actionable by llcc – this property line discrepancy could affect neighboring property lines as well.

In another survey issue, The Navy is not accepting the llcc trestle easement survey as presented. This is a very recent issue that came up over the Holidays. K Evans will follow up with the surveyor and the Navy toward identifying the issue and coming to a resolution.

LLCC will review survey stamps to determine if the same survey company was used for both the surveys in question.

M Berni is following up on the member requested hearing that was a part of last months llcc board meeting. M Berni is gathering submitted documents for review and comment.

A new business agenda item will be added to the January bod meeting to discuss possible annual member boat fees that would generate revenue toward lake maintenance.

- Glick Davis & Associates – review scope of work proposal for continued assessment & board development

A discussion about hiring a consultant to provide bod development was held. The scope of work and budget was reviewed and discussed for presentation to the board. No decision was made, this will be a January board new business agenda item for discussion and a possible motion.

A draft job description is being developed for review, comment, and approval of a general manager type position.

Meeting adjourned at 4:27pm

01-08-2024 Executive Meeting Minutes taken by P Paradise

Resolution 2017-01

Project Approval

The Lake Limerick Country Club (LLCC) Board of Directors desires a structured process for considering, approving and monitoring significant projects to maintain, repair and/or improve LLCC assets. The process described herein will provide the Board with the information it needs to program and approve projects consistent with Board policy and direction and the Board's fiduciary responsibility to LLCC members. This process will improve accountability for developing and managing projects, and strengthen the Board's ability to monitor projects to completion. This process does not replace budgeting and procurement procedures to be followed by standing volunteer committees and staff once projects are approved.

The process outlined below is applicable to employees, managers, committees, volunteers and Board members.

All projects, capital investments, community improvements, and major maintenance items costing over \$1,000 initially, and thereafter a dollar amount to be annually set by the Board in its adopted budget, must be submitted to Board for formal approval. This includes projects sponsored by the Board, by the staff, by LLCC standing Committees, and by LLCC members in good standing.

Projects submitted for Board approval must include a two to three page summary that provides the following information:

1. The person or Committee proposing the project.
2. The project's description/scope including:
 - a. Narrative description of the project;
 - b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects;
 - c. Such drawings and sketches as necessary to understand the project;
 - d. The approximate cost for the project, and the basis and assumptions for that cost estimate;
 - e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources;
 - f. An approximate schedule, including any time constraints regarding project activities or completion date.

3. The budget status of the project (e.g. Has a Committee, and/or the Board, already included the project in the current year's budget? Is it in a longer range capital improvement plan? Is it a new idea coming in outside the normal budget cycle?);
4. Any additional considerations the Board may need to consider, including any foreseeable project risks or liabilities;
5. The proposed project manager;
6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

The project summary should be submitted so that the Board has at least two weeks review time before the meeting at which approval is being requested. Projects to be included in the next fiscal year's budget must be submitted NLT July 1 of the current year.

All projects involving outside contractors should indicate the procurement method proposed for obtaining services or materials consistent with LLCC procurement policy. The proposed project schedule should include sufficient time for the appropriate bid process (preparing requests for proposals or bids, advertising and response time, bid review and evaluation time, negotiation and award).

For projects below the threshold established by the Board, the senior staff manager or Board President should require similar information, although he or she may request it less formally. All approved projects should clearly benefit the Lake Limerick community and be of sufficient priority vis a vis other needs to justify expending LLCC resources.