

LLCC Greens Committee Meeting MINUTES
Wednesday, December 7, 2022 (1:30 PM – Pro Shop Café)

ATTENDEES: Vern Duggan, Robbi Alberts, Ed Irvin, Lance Levine, Tim Magee, Nancy Milliman, Steve Saylor, Gayle Wilcox
[Excused: Sheila Nokes]

GUESTS: Dean Dyson, Joel Gray, John Ingemi

STAFF: Mark Hendricks, Javier Martinez, Roger Milliman, Dave Morgan

Vern called the meeting to order at 1:33 PM, and welcomed everyone in attendance.

Minutes: Gayle Wilcox moved to: **APPROVE MINUTES FROM THE NOVEMBER 1, 2022 GREENS COMMITTEE MEETING.** Steve Saylor seconded, and the motion **PASSED.**

Greens Report: Javier reported December welcomed us with snow this year! Crews have been preparing the course for winter, and are ready for the transition. Now they can focus on keeping the course in shape over the winter. Javier and his crew are proud of the course, they welcome members' comments, and will try to keep it looking good and playable.

Things accomplished in November: Finished rebuilding the white tee-box project on #9; member feedback has been good ... Are keeping an eye open for any diseases on the greens so they can stay on top of any situation ... Completed drainage ditch project on #6, right side of the cart path near the green.

Things to accomplish in December: Marking all hazards, and making sure O.B. stakes are straight and not missing ... Continue edging sprinkler heads and yardage domes ... Continue to watch for any diseases, and if needed spray again ... Continue to keep the course ready for winter.

Javier said Jeff (our new Mechanic) has been catching up on a lot of projects that were set aside. And trees are being trimmed near the #3(#15) tee-box, to allow in more light for growth.

Steve Saylor asked about stone removal in front of the new #15 tee-box (i.e., backside of #3 tee), which could be a safety hazard? Javier is in the process of determining what should be done here.

Vern asked if the out-of-bound stakes that are broken could be replaced?

Dave Morgan suggested that the signs used to direct carts off the course be painted a color that stands out (red? yellow?) Javier said the trim on the signs is rubber, but he'll look into what he can do (or purchase).

Javier said his crews are taking their vacation time. He is scheduling to make sure there is always a crew member here. During his time off, Javier said he will continue to check in and help with anything that comes up. There is still plenty to focus on throughout the winter. Crews will be working outside when weather permits. Otherwise, they'll catch up on inside projects. Javier said he looks forward to a new year with Lake Limerick and all the members. He wishes everyone a Merry Christmas and Happy New Year!

Pro Shop Report: Mark Hendricks reported LLCC's **2023 Calendars** are in and he could use everyone's help getting them out into the community and sold. They gained two new sponsors this year (LLCC Men's & Ladies Golf Clubs, Cruz's Landscaping, & Marinkovich Cousins) and lost three (Modern Farmhouse, Mikkelsen Septic, & Rich Hall). Sponsorships paid for the printing, so all money from sales is profit.

Mark said he has started to work with his **Ambassadors**; fourteen have signed up. Their first job will be helping to sell calendars to their neighbors & friends. Ambassador Barb Carmichael helped Mark display the remaining new Pro Shop merchandise.

The "12-Days of Christmas" holiday specials were kind of a bust with all the snow we had! But they will be repeated, and we need to get the word out. (Mark said the sale does generate discussion, but we could market it better next year with daily activities that bring golfers and non-golfers to the Pro Shop on these cold December days.)

Golf course will be open this Friday for a Holiday Benefit Golf Tournament. It will be lots of fun, with side games and raffles. A prize wheel will help generate donations, as well as a 50/50 pot for "2nd try" KP on #7. Some nice prizes will be raffled off. Our newly-ordered golf carts are expected to be delivered tomorrow.

Mark was asked if there are plans to have another holiday Open House at the Pro Shop this year, with cookies? Mark said they are offering a cup of coffee during the 12 Days of Christmas holiday specials.

CAM Report: Roger said he and Nancy are back from their 2½ week vacation, visiting their kids in Germany. Christy filled in as interim CAM. Thanks to everyone working as a team, five golf carts are being delivered tomorrow. They will also be delivering five new windshields for the carts we purchased last year (the vendor offered to help install them).

Golf revenue is up 11% this fiscal year (since 10/1/22). Restaurant & Lounge revenue is up too, as is the Café (83%).

Ed Irvin asked about the status of the **NAVY** issue? Roger said the money was paid and accepted. We are awaiting the final Navy signature on the contract so we can file it with the County.

We're sad to lose Carianne at the Café, but across the street she will be a real asset to the office staff.

Comments from the Chair: Vern said a lot of people have approached him this past year saying how great our course is, and how friendly customer-service is. Our advertising is bringing them in, and everyone is helping to retain the business.

This group has completed a number of projects. The task of working with the Navy (and our Board) was finally completed and will benefit not only the golf course, but the entire community (e.g., access to the dam). It was a true win/win (it cost us

some money for the 50-year lease, but we didn't have to pay for the last several years). We are also getting five additional golf carts. Vern thanked everyone who pitched in to give the necessary support. Feedback has been good!

Marketing: Nancy said LLCC will resume spring ads in the *Fjord* and *Journal*.

3RD hole practice area: This will be an outstanding addition to our golf course. (*See draft policy discussion, below*)

CAPITAL PROJECTS

Golf Carts will be delivered tomorrow ... At today's meeting, we'll discuss information for the Board to upgrade the **cart sheds** ... Installation of the **irrigation faceplates and VFD (variable frequency drive) for the pumphouse upgrade** is moving along; which will help a great deal. Updating the sprinklers will provide better control, and use less water.

John Ingemi said the Board approved emergency lighting for the Pro Shop (when we lost electricity, we had no lights).

Golf Cart Storage Enclosures: A PAR (project approval request) has been prepared to completely cover our carts when not in use. Behind the Pro Shop, the shed siding currently starts 42" above the ground on three sides; and one end is completely open. Our proposal is to complete the sides (with matching metal); and install an "outdoor curtain" across the open end. In the maintenance yard, the current shed is open on both ends. Our proposal is to enclose those ends with donated tarps. Both these changes will protect the carts and keep them hidden from view. Our proposal allows staff to enter the sheds periodically for regular maintenance and battery charging. Mark said some carts have club covers, so we'll plan to use those in the winter.

Lance Levine moved to: **REQUEST THE BOARD APPROVE FUNDS, NOT TO EXCEED \$2,000, FOR GOLF CART STORAGE ENCLOSURE IMPROVEMENTS (per the Attached PAR and bids/cost estimates).** Nancy Milliman seconded, and the motion PASSED. [Note: The Board had previously budgeted \$5,000 for this project.]

Pond Clean-Up: Joel Gray put together a PAR to request funding for "cut-back and removal of cattails and other invasive vegetation from the golf course pond (Hole 6/7)". He estimates the project could be completed with funding of \$2,447 – purchasing tri-blade cutters & adaptors to fit existing LLCC equipment, utilizing our Greens crew and volunteer labor, and potential need to rent an excavator and dump-truck/driver. Since we are mechanically cutting the vegetation, a *Hydraulic Project Approval* will be required from the Dept. of Fish & Wildlife (at no cost). Funding for this project was not included in the current budget. Timing is a consideration (obtaining WDFW's HPA; and cutting vegetation during low water times, ~August to October 2023).

Nancy Milliman moved to: **REQUEST THE BOARD APPROVE FUNDS, NOT TO EXCEED \$2,500, FOR CUTTING BACK AND REMOVING CATTAILS AND OTHER INVASIVE VEGETATION FROM THE POND ON GOLF COURSE (Hole 6/7) (per the Attached PAR and cost estimates).** . Gayle Wilcox seconded, and the motion PASSED.

GHIN fee increase: In 2022, WSGA charged LLCC \$36 for GHIN (we charged \$40, to cover administrative costs). In 2023, WSGA will be increasing their charge to \$39. After some discussion, Gayle Wilcox moved that: **LAKE LIMERICK CHARGE \$45 FOR 2023 GHINs THROUGH OUR COURSE.** Lance Levine seconded, and the motion PASSED.

Twilight Rate: It appears we have a typo on the Twilight Rate for LLCC's 2023 Golf Fees. Those should have increased from "\$14/member; \$16/public" to "**\$15/member; \$17/public**". Robbi will correct the typo.

Practice Area Policies: Mark shared a draft policy to cover use of the new LLCC Practice Area on Hole #3 (see draft policy attached). There was some discussion about ball retrieval (especially as it relates to safety). It was agreed to try out the policy and see if it works, then we can consider tweaking it if necessary. It was suggested a camera be installed so the Pro Shop can view any activity in that area. Pitching/chipping will be limited to 80 yards. We could consider "limited range" balls for practice driving? Is there any plan to set up a net in the opposite direction, for driving golf balls? (not our property)

Lake/Dam coordination: Joel Gray said Lake/Dam Committee is requesting the LLCC Board develop a formal relationship with the Frank Foundation that borders our golf course. He also said Lake/Dam is stealing the Greens Committee's idea for an "ambassador program". Their ambassadors could be assigned as park focals, etc. John thanked Joel for sharing Lake/Dam issues with the Greens Committee. He added that the Board is working hard to develop a good relationship with the Lake/Dam Committee.

Adjourn: At 2:52 PM, Gayle Wilcox moved to: **ADJOURN.** Nancy Milliman seconded, and the motion PASSED.

NOTES BY ROBBIE

ATTACHMENTS (requiring Board Action)

- **PAR for Golf Cart Shed Enclosures**
Cost quote from Akon Curtains (text msg quote from Custom-Bilt Metals)
Photos of current shed (behind Pro Shop)
- **PAR for Pond Cleanup/Vegetation Removal (Hole 6/7)**
Cost estimates included in PAR

ATTACHMENT (NOT requiring Board Action)

- Draft Policy for Practice Area on Hole #3

Project Approval Request

Golf Cart Storage Enclosures (2022/23)

From: GREENS COMMITTEE – 12/7/22

REASON: During the winter months, Lake Limerick's golf carts are covered from overhead moisture and weather but not from moisture blowing in from open sides of our existing structures. To increase the longevity and condition of our golf carts, we propose to enclose the existing structures to protect our assets from Northwest winter weather.

- **The project's PURPOSE and the VALUE LLCC members will receive from the completed project, including any health and safety improvement aspects:**

The current situation has the Pro Shop staff cramming six carts in the maintenance yard storage area, twelve carts in the Pro Shop covered back storage area, and the final 8 carts parked in front of the windows by the Pro Shop.

Every spring, staff members have to scrub the carts' seats to remove black moss caused by moisture over the winter months. Three years ago, volunteers had to replace half of the seat cushions due to the moisture and mold.

- After researching the possibilities of **HOW TO ENCLOSE OUR FACILITIES**, we propose a simple low-cost fix that stays within our budgeted capital amount.

Our recommendation is that, since the **cart shed covering in the BACK OF THE PRO SHOP** is used daily, even in the winter, the **front door needs to open and close conveniently** and still give the carts the protection we are looking for. (Currently it is wide open.) The recommendation is a sliding **Kelly Green Curtain** that blends in with the existing gate in front of it, so that it does not attract attention and keeps the moisture out and our carts out of sight. Another reason for the sliding curtain is that the 12 carts do not fit totally under the existing structure. The last row of carts stick out partially, and the sliding curtain would cover the entire cart. The install would be completed by the maintenance staff.

The **bottom five feet of opening** on the other three sides of the Pro-Shop's structure would be the same metal that the shed is made from.

The **golf cart storage in the MAINTENANCE YARD** is for carts that we do not use in the winter months. We propose utilizing **one donated tarp on each end** of the two open existing sides. Since we only go into this area every two to three weeks to charge batteries, the tarps would be secured and in one area we would install **Velcro** where staff can get in to charge batteries and then close it back to keep moisture off the golf carts. During the summer months the tarps would be removed. We could add **wind screens** for one extra layer on the outside of the tarp, if we want to blend in with the existing wind screen on the current fencing surrounding the maintenance yard.

BUDGET STATUS of the project:

- a. Has a Committee, and/or the Board, already included the project in the current year's budget?**

Yes, it was approved by LLCC at the September 2022 board meeting. The **Board approved \$5,000** for this project.

- b. We request to order ONE OUTDOOR CURTAIN (from Akon Curtains) for \$805.34 (includes tax and shipping) for the front of the cart shed behind the Pro Shop.**

We also request to **order MATCHING METAL SIDING** for the other three sides of the cart shed storage behind the Pro Shop (from *Custom-Bilt Metals*) for **\$968.66**.

- c. We have the DONATED TARPS that will work for cart storage in the Maintenance area, at no cost.**

<p>We request a total of \$1,774 (instead of the \$5,000 budgeted) to help protect \$90,000 of Lake Limerick assets from our wet Northwest winter weather.</p>
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- 2. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities: NONE THAT WE KNOW OF**

PROJECT MANAGER: Norm Glasco, Maintenance Manager – with assistance from other staff members.

Evidence of coordination with the appropriate staff departments and management, and the staff's recommendation: Coordinated with Norm Glasco (Maintenance), Javier Martinez (Greens), Roger Milliman (CAM), and Vern Duggan (Greens Committee chair).



QUOTE

SOLD TO:

Lake Limerick Golf Club
 Mark Hendricks
 206-227-1035
 mhendricks2323@gmail.com

SHIP TO:

QUOTE #

205976-01
 09/11/2022

P: 989-414-1209 F: 888-501-5865
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Pending	Credit Card / Net 30	Pre-Pay & Add	Best Way	18 to 25 Work Days

Qty	Description	Unit Cost	Line Total
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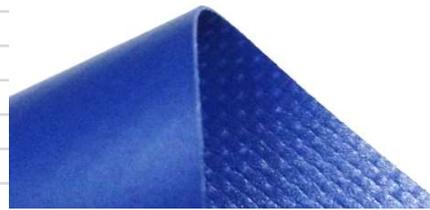
Industrial Outdoor Curtains

Qty	Description	Unit Cost	Line Total								
1	 <p>DIMENSIONS</p> <table border="1"> <thead> <tr> <th></th> <th>Width (ft)</th> <th>Height (ft)</th> <th>Sections</th> </tr> </thead> <tbody> <tr> <td>Curtain A:</td> <td>16'</td> <td>8' 1"</td> <td>1</td> </tr> </tbody> </table> <p>Note1: 5% added to width for proper drape Note2: 3" was subtracted from height for curtain track</p>		Width (ft)	Height (ft)	Sections	Curtain A:	16'	8' 1"	1		
	Width (ft)	Height (ft)	Sections								
Curtain A:	16'	8' 1"	1								



MATERIAL OPTIONS

	Heavy Duty 18 oz Vinyl - Scrim Reinforced	245	\$ 245
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Coated Vinyl

FEATURES CURTAINS

Curtain Color:	Kelly Green
Grommets:	Every 12" - Located at the top of the curtain
Chain Weight Pocket:	Yes - Located at Bottom
Vision Panel:	No
Curtain Sections:	Do not connect together
Curtains:	Do not connect together
Fire Retardant:	No

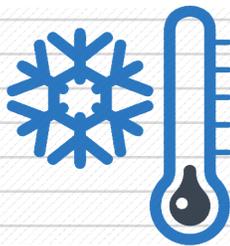
OPTIONAL COMPONENTS

18		Seal Velcro – Shipped Loose	\$4.00	\$	72
		Description:	Self-Adhesive Velcro allows you to seal your curtain to adjacent fixed walls or beams which creates a more secure containment. 2" wide		

HARDWARE

1		Curtain Track	\$221.00	\$	221
		Style:	Trolley - Curtain Rolls from Side-to-Side		
		Construction:	Galvanized Steel - 16 gauge		
		Warranty:	Lifetime Warranty		
			Click Here - To View Other Track Supports		
		Components:	16'	Straight curtain track	
			4	Wall Mount Track Supports	
			18	Nylon roller curtain hooks - 1"	
			2	Track end stops	
			Note: Customer to cut track onsite to size if needed		

Know Your Environment



Clear Curtains - 20 and 40 Mil Clear and Clear Vision Panels - Ideal for temperatures going as low as 10° F or -12° C. If folded below these temperatures or blown around in the wind the vinyl can crack. If your environment is likely to have temperatures below this range it is best to use only opaque solid color curtains.

Opaque Solid Color - 18 oz / 22 oz Coated - Ideal for temperatures going as low as -20° F or -28° C.

Wind Rating - Approx. 25 Mph for more than 300 sq/ft panels, Approx. 30 Mph for less than 300 sq/ft panels.

Anchoring – Any anchor point other than the top of the curtain should be an opaque solid color for strength.

EXAMPLE





SUBTOTAL	\$	538
SALES TAX	\$	-
SHIPPING	\$	207
TOTAL		\$745.00

GENERAL TERMS & CONDITIONS

- No refunds are possible on custom made orders
- Above is what will be produced without consideration to any other customer requests
- Deliveries are estimates and will be confirmed at time of order.
- Orders cannot be canceled based on deliveries not achieved by AKON
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PROJECT APPROVAL REQUEST

(From Greens Committee: 12/7/2022) (4 pages)

1. Project name: **Cut-back and Removal of Cattails and Other Invasive Vegetation from Pond on Golf Course (Hole 6/7)**

2. The person or Committee proposing the project.

The LLCC Greens Committee is sponsoring this project with Joel Gray being the volunteer point of contact.

3. The project's description/scope including:

a. Narrative description of the project:

The pond on Hole 6 & 7 has become overgrown with cattails and other grasses/vegetation. The overgrowth has become so abundant that water flowing through the pond is compromised. Continued vegetation growth will ultimately turn the area to land and choke future drainage to the culvert used to keep the fairways dry and playable during the "wet months".

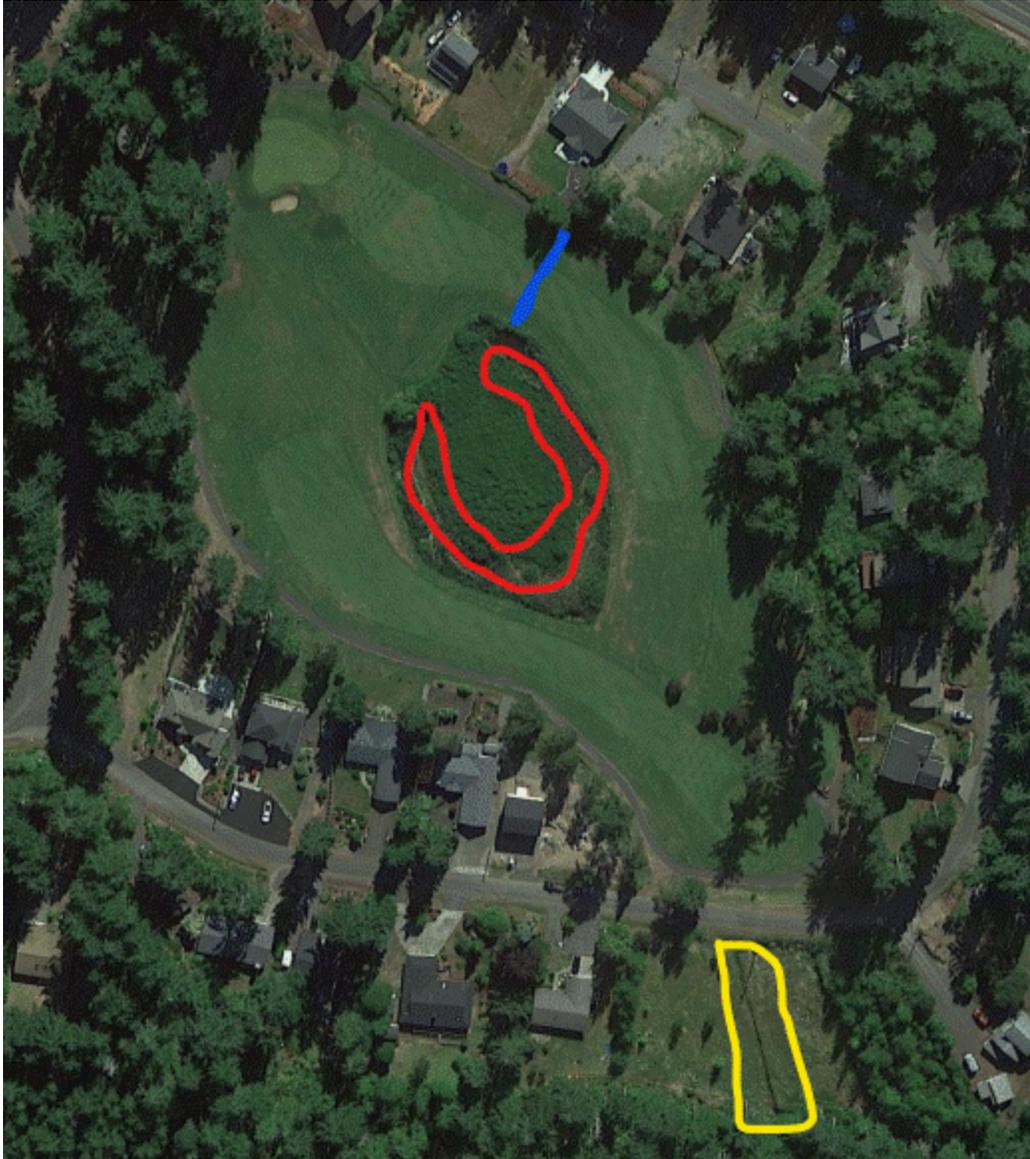
b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects:

The purpose of this project is to primarily cutback and remove the cattails and other invasive vegetation from the pond in order for surface water to better flow through the system to the existing LLCC developed rain garden. This project should help partially return the pond to its original state where planted-fish and frogs once lived. It will also increase the esthetic of the pond for local homeowners and golfers alike.

This project does not impact health and safety of LLCC Membership. It is a cost-avoidance project as it is expected to mitigate the need for eventual dredging of the pond with heavy equipment which would be expensive and possibly damage the golf course and existing drainage infrastructure.

c. Such drawings and sketches as necessary to understand the project:

Below is a June 2021 picture of the pond (Google Earth). The area marked in red is the estimated area of cattails/vegetation to be removed. The blue line approximates where the new upstream drainage ditch was added to Hole 7 since this picture was taken. The area in yellow is the downstream "rain garden" (open culvert) used to remove water from the golf course and neighbors' properties.



It is proposed the vegetation be mechanically cutback by LLCC's Greens Crew during the low water season (~1 August – 15 October). The Greens Committee Ambassador Program Volunteers will support as needed with cutting and removing the vegetation to a staging area for final removal transport to a local recycling center.

The project will require the Greens Crew to acquire metal tri-blade cutters and their associated adapters to fit existing LLCC equipment. LLCC workman vehicle will be used to transport the vegetation to a staging area (LLCC or Ambassador trailers, or rain garden as a temporary staging area). The vegetation will ultimately be removed

from LLCC property to a local recycle center (eg Brady’s). Multiple trips are expected based on the TBD amount of vegetation removed.

An WDFW Hydraulic Project Approval will be required due to the need to mechanically cut the vegetation. LLCC CAM has advised an HPA may be processed at no cost with WDFW.

d. The approximate cost for the project, and the basis and assumptions for that cost estimate:

Basis of Estimate		
In-House Efforts		
Greens Crew Labor to Support Project	Included	Part of recurring maintenance by staff -- Estimate 60 hours
LLCC Golf Course Ambassadors	No Charge	Volunteers
Subtotal	0	
Acquisition Efforts		
Removal of vegetation by Greens Crew and Ambassadors with LLCC light equipment	Included	Estimate 50 yards of material. Store at Culvert area until removal efforts are complete.
Tri-blades and adapters	900	Hardware to interface with LLCC existing Greens equipment to cut vegetation
Brady Recycle		
50 yd Container Dump Fee	300	Brady Telephone quote on 10 October
Driver time \$120/hour	480	Portal to portal to Brady yard on John's Prarie plus estimated 3 hour load time (4 hours total)
Excavator Rental for loading debris into dump container (United Rental Daily Charge)	575	https://www.unitedrentals.com/marketplace/equipment/earthmoving-equipment/excavators/?dni=s_n&msclkid=06717cb4d57310b992111ff05d813b41&utm_source=bing&utm_medium=cpc&utm_campaign=S_N_R_ExcavatorRental&utm_term=excavators%20rentals&utm_content=General&gclid=06717cb4d57310b992111ff05d813b41&gclidsrc=3p.ds
Subtotal	2,255	
Tax	192	
Total Estimate	2,447	

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:

It is envisioned LLCC Grounds Crew and members from the LLCC Golf Ambassador Program will work together to execute this project. Subcontracting for some equipment and dump-fees may be required (see section d above) if volunteers are unable to help with disposal of the vegetation.

f. An approximate schedule, including any time constraints regarding project activities or completion date:

The objective is to have the vegetation removed as soon as possible, but when access to the pond is safe (i.e. during low water times when access to cut and remove the vegetation is considered optimal [~August – October 2023]).

4. **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?

Funding for this project is NOT included in the 2022-2023 budget.

5. **Any additional considerations the Board may need to consider, including any foreseeable project risks or liabilities**

HPA required due to amount cutting and removal of vegetation by mechanical means. Additionally, if circumstances allow, cutting and removal could occur prior to August 1st (outside the time frame recommended by WDFW)

Procured tri-blades for cutting heavy vegetation will increase LLCC's capability in cutting vegetation and would be expected to be used by Maintenance staff for other LLCC property maintenance projects.

Access to the pond will be performed only when considered safe by LLCC staff. Area to be cut will be when pond water levels are considered low for easier access by staff and volunteers.

6. **The proposed project manager:**

It is anticipated the LLCC Greens Manager will be the formal LLCC employee project manager with the support of Joel Gray from the LLCC Golf Ambassador Program.

7. **Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.**

The CAM, LLCC President and Greens Manager are familiar with this request based on attending Greens Committee meetings on 4 October, 1 November and 7 December 2022. The BOD is familiar this project based on Greens Committee meeting minutes provided to the BOD prior to their BOD meetings. Coordination meetings with the Greens Committee, Greens Manager and Pro Shop Manager have also been conducted as part of coordinating this PAR.

We request up to \$2,500

to remove cattails and other invasive vegetation from the golf course pond, returning it to its original state where planted-fish and frogs once lived, and to mitigate the need/expense for eventual dredging of the pond.

DRAFT Policy presented to Greens Committee

for Lake Limerick PRACTICE AREA

(12/7/22)

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.

The practice area is located near the number three 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 to allow up to ten individuals to practice safely at any one time. The area is for chipping a maximum of 80 yards.

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.

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

Before tournaments, the area will be open to all tournament participants. During tournaments, signs will be posted if the practice area will be available to others not in the tournament.

Non-annual golfers can utilize our practice area, when available, at a cost of regular green fees for the time of day, plus \$5 for a bag of range balls.