

Lake Limerick Inn Committee Minutes

February 12, 2022

Attendees: Lisa Wilson, Mitch Robinson, Nancy Dudacek Milliman, Bonnie Morrow, Paul Wagner, Mitch Robinson, Sheila Nokes, Kyle Skinner

Excused: Kristine Anderson, Mary Berni Dorothy Powter, Mary Ann Wagner, Stacie Stoney, Sharon Hadsall,

Staff: Roger Milliman, Jon Huus

Guests: John Ingemi, Tamra Ingwaldson, Dean Dyson, Debbie Baker, Theresa Eskridge

Meeting called to order by Kyle Skinner at 9:30am

Minutes: Motion made by Nancy Dudacek Milliman to approve January's minutes, second by Bonnie Morrow.

Motions Made:

- A motion was made by Bonnie Morrow and seconded by Nancy Dudacek Milliman to submit the attached Project Approval Request for the painting of the Great Hall. Accepted by Committee (Mitch abstained).
- A motion was made by Kyle Skinner and seconded by Bonnie Morrow to submit the attached Project Approval Request for the replacement of the flooring of the Great Hall (Mitch and Sheila abstained).

Notes for Christy Smith:

- March 2022 Bingo will be moved to 3/24 to not conflict with St. Patrick's Day.

Financials: Roger and Jon noted revenue for the restaurant is up 75% YOY and 240% for the lounge. Café is up 17% YOY.

Operations: Strong results in the Café and Restaurant/Lounge. Roger noted that Café will open on Wednesdays starting March 2nd. Valentine's Dinner reservations were booked solid.

New security system is operational at the Cafe up and currently being installed at the Inn.

Goal Setting and KPIs: Inn committee approved two KPIs. Utilizing the POS systems, we will track # of lot owners that frequent the Café, Inn as a % of the total lot owners. The other KPI will be based on revenue. During the March meeting, the Inn Committee will set goals for the Inn/Café to achieve.

Events: Trivia will be held on February 20th due to the Super Bowl occupying its normal timeframe. March's bingo will be moved to March 24th to not conflict with St. Patrick's Day.

Mitch uploaded the 2022 event calendar on Google docs to be a working document for the Inn Committee's events. Jon will cover St. Patrick's Day. Fishing Derby yet to be assigned. Lisa Wilson and Bonnie Morrow will project manage a Memorial Day Weekend music night with food trucks.

FY22 Projects: Nancy Dudacek Milliman project managed the Flooring Replacement and the painting. Provided quotes and PARs. She will provide Kyle Skinner the contact information for the sound boards so that he can manage that project. Unfortunately, the fireplace was painted with oil-based paint and cannot be sandblasted without destroying the fireplace. Inn Committee is working on two alternatives, "Slim Bricks" to cover the fireplace and painting the fireplace a more neutral color (or artistical style painting) that paints the bricks many neutral colors in an aesthetically pleasing fashion. A new PAR will go out based on the decision the Inn Committee makes. Flooring vendor will also provide two separate bids for the flooring in the Café and the If Ida Room.

Community Member Debbie Baker offered to work with the Inn Committee on revising the rental agreement for the Great Hall to get the Community's policy up-to-date. Her career and professional experience as an event coordinator for the Washington Fair will lend the committee the expertise it needs to ensure proper procedures are implemented and the venue is competitively priced.

Marketing Sub-Committee: 20% Coupon off Food & Beverage (no alcohol) to Café to be mailed to community members with monthly billing statements. They are valid until 4/3/2022. 32 have been redeemed so far.

Lake Limerick was voted the 2nd Best Golf Course in Mason County in the Journal's Best of Shelton/Mason County.

There is an article going in the Fjord about the new practice facility underway.

New Business: The committee would like to remind the community that they can sign up for the Lake Limerick E-Blast on the Lake Limerick Website.

Meeting adjourned at 11:20am.

Minutes submitted by Kyle Skinner

Next Meeting – 3/12/22 – 10am – Café

PROJECT APPROVAL REQUEST

GREAT HALL PAINTING

Date **2/9/2022**

1. The person or Committee proposing the project:
Inn Committee – Project Lead: Nancy Dudacek Milliman
2. The project's description/scope including:
 - a. Narrative description of the project. Painting of the Great Hall, Interior Walls, Ceilings, Trusses, Ducts, Trim, Doors, Mantel and Railing System. Includes Prep: Remove dirt/dust/cobwebs. Fill holes, caulk cracks, sand/de-gloss where needed. Walls/Ceiling: Paint walls/ceiling, trusses and wainscot one color with a high-quality latex paint. (Benjamin Moore/Mallory-Ben Line – Neutral Color to be selected). Paint Duct Work to match this color, using a direct to Metal Paint. Trim: Paint window trim, door trim, fireplace mantel, and remaining trim, with a quality trim paint. (Color darker Neutral to be selected.) Doors: Paint 5 Doors (1 side/Inside of each) with the quality Trim Paint. Color to be selected. Cost of Paint Included in the Price. Lift Rental: We will need to rent a Scissor Lift for at least 1 week. Approximate Cost is Included but is subject to change based on possible future rental price changes. Inside of Crow's Nest and Fireplace Brick not included. If Committee wants to include the Fireplace Brick, Flying Colors can add a supplement bid for that Project to be completed during the Great Room Painting Project.
 - b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.
Renovating the Great Hall has been a part of the Inn Committee's plan for many years, beginning with the completion of the deck. It is the anchor of our association assets and a source of pride in our community. Once completed, it will once again be available as a community resource to use by our association members and a source of revenue generation for our HOA. With the most beautiful backdrop in Mason County, the Great Hall will be available as an all-season Indoor/Outdoor Space for gatherings/weddings/receptions/business meetings and banquets.
 - c. Drawings and sketches as necessary to understand the project. N/A
 - d. The approximate cost for the project, and the basis and assumptions for that cost estimate. \$10,100.00, plus sales tax of \$858.50, for a total \$10,958.50. The Proposal from Flying Colors is attached and includes as stated above the cost of paint, labor, and the current cost on the scissor lift. That cost is subject to

change, on availability as of the project start date. If Fireplace Brick painting is requested, it will be a supplement to this Proposal, but completed during the Painting Project.

- 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. **Proposal Vendor: Flying Colors Painting Company. Michael Rieck, Owner**
 - f. An approximate schedule, including any time constraints regarding project activities or completion date. **Project Completion approximately 2 Weeks. During this time the Great Hall becomes a work site.**
Flying Colors is available to begin this project now immediately. This project would precede the next phase of installing new flooring, allowing us to shoot for a possible completion date prior to the onset of the Spring/Summer seasons. If not approved, they are currently scheduling out to Fall 2022, which would push the Great Hall renovation completion date into winter.
3. The budget status of the project
- a. Has a Committee, and/or the Board, already included the project in the current year's budget? **Yes. Approved by the BOD as part of the 2021/22 Inn Committee Budget submitted at the Semi-annual meeting in October 2021.**
 - b. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle? **N/A**
4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities. **Flying Colors is a Licensed and bonded company. LIC.#FLYINCP885JE**
5. Proposed project manager. **Nancy Dudacek Milliman/Inn Committee**
6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation. **The PAR and Proposal has been updated and will be shared, reviewed and approved by the Inn Committee on 12 February 2022. PAR has been shared by Email with CAM Roger Milliman and Inn Committee Chair, Kyle Skinner.**

PROJECT APPROVAL REQUEST

GREAT HALL FLOORING

Date **2/9/2022**

1. The person or Committee proposing the project:
Inn Committee – Project Lead: Nancy Dudacek Milliman
2. The project's description/scope including:
 - a. Narrative description of the project. Replace current Carpet in the Great Room/Stage/Stairs with a Commercial Grade/Multi-tweed carpet of neutral colors to compliment paint colors and our natural NW Theme. (Broadloom-Covington- Magic Dust). No show spills, easy clean, 10+ year warranty. Vinyl replacement will be a Wood Virgin Vinyl, Commercial Quality, better sound proofing on the high traffic area/dance floor. 15-year Quality Warranty. (Color Neutral/Ironman) The Color is like, or similar to the vinyl installed in the Restaurant/Lounge.
 - b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects. The current flooring is in dis-repair. Flooring replacement will follow the Painting Project and complete the renovation of the Great Hall. This has been a plan for many years beginning with the completion of the Deck. It is the Anchor of our Association Assets and a source of pride in our community. Once completed, it will once again be available as a community resource to use by our Association Members and a source of Revenue Generation for our HOA. With the most beautiful backdrop in Mason County, the Great Hall will be available as an all-season Indoor/Outdoor Space for gatherings/weddings/receptions/business meetings and banquets.
 - c. Drawings and sketches as necessary to understand the project. Carpet and Vinyl Boards selected by the Inn Committee will be available to the BOD Meeting.
 - d. The approximate cost for the project, and the basis and assumptions for that cost estimate. A written Proposal and complete measurements have been scheduled for February 16 at 10am. 2021 Carpet Estimate is \$7,500 plus, tax. (Includes Stage and Stairs) (Appox.1500 SF@ \$3.50-\$4.50 SF) 2021 Vinyl Estimate is \$8000 plus tax based on (Approximate 800 SF @ \$10 SF) The written proposal will follow next week. Proposal and Quote from 2021 are Installed Flooring.
 - 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. **Proposal Vendor: Tupper's Floor Covering, Shelton. Sales/Estimator – Justin Cowling.**

- f. An approximate schedule, including any time constraints regarding project activities or completion date. **Project Completion approximately 4 Days. During this time the Great Hall becomes a work site.**
As soon as the written proposal is signed off on, it is recommended that Tupper's order the product, due to shipping issues facing delivery dates.
- 3. The budget status of the project
 - a. Has a Committee, and/or the Board, already included the project in the current year's budget? **Yes. Approved by the BOD as part of the 2021/22 Inn Committee Budget submitted at the Semi-annual meeting in October 2021.**
 - b. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle? **N/A**
- 4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities. **Tupper's is a well-known Local Company and was used in 2020 to complete the Lounge. They were on time, professional and cleaned up the entire space before leaving the Lounge. Contacted us after the project was completed to ensure, we were pleased with their work.**
- 5. Proposed project manager. **Nancy Dudacek Milliman/Inn Committee**
- 6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation. **The PAR and Proposal has been updated and will be shared, reviewed, and approved by the Inn Committee on 12February2022. PAR has been shared by Email with CAM Roger Milliman and Inn Committee Chair, Kyle Skinner.**