



## LAKE LIMERICK COUNTRY CLUB

### BOARD OF DIRECTORS

#### Minutes

**MAY 20, 2017**

**1. ROLL CALL:**

**Present:** President Kelly Evans; Vice President Paul Wagner; Treasurer Mike Prather; Secretary Brian Smith; Directors Norm Bartoo, Dave Kohler, Roger Milliman, John Torkelson;; Water Committee Chair Don Bird (ex officio)

**Absent:** Glen Zevenbergen

**2. APPROVAL OF MINUTES**

**Action:** Motion to Approve of minutes of April 15, 2017 made by Dave Kohler, seconded by Roger Milliman, passed with no nays

**3. FINANCIAL REPORT**

Monthly dues are stabilizing cash flow. Mike Prather will be working with the Community Association Manager (CAM) to get the signature cards for the new officers established. Discussion concerning maintaining a reserve account for operations, capital projects and lake maintenance. Treasurer Mike Prather will investigate what capital reserve funds still exist and make a recommendation concerning rebuilding a cash reserve for unanticipated capital, maintenance and operating needs.

**Action:** Motion to Approve Financial Report made by Dave Kohler, seconded by Paul Wagner and passed with no nays.

**4. ADDITIONS TO THE AGENDA**

- a. Dave Kohler requested an Item concerning the reference in the Executive Committee minutes to modifying the Inn Committee Resolution.

**5. GUESTS FROM THE FLOOR**

Requests to be added to the agenda-**NONE**

**6. CONSENT AGENDA—Motions to Board from Committee Minutes**

**Action:** Motion to Approve Consent Agenda and Committee motions as modified, in particular the Architectural Committee minutes made by Dave Kohler, seconded by Mike Prather and passed with no nays. The Board agreed that in the future committee “housekeeping motions such as approval of minutes and motions to adjourn will not be included in the consent agenda.

**7. PRESIDENT’S REPORT:** Committee Chair appointments; Study session summary

President Kelly Evans reported the following standing committee chair appointments: Vern Duggan, Greens; David Kohler, Lake Dam; Penny Cory, Inn; Don Bird, Water; Bonnie Morrow and Bill McDonald, Nominating; Gayle Wilcox, Elections. Brian Smith will remain Architectural Committee chair until a replacement is found.

At its May study session, the Board discussed the motion from the Lake Dam Committee regarding partial opening of Log Toy Park while restoration from the dredge project is

underway, and agreed to have a noticed electronic vote to approve. The vote was held and the motion was approved.

The Board also had a lengthier and good discussion regarding developing a long-range strategic plan and various ways to go about its development. Roger Milliman will lead a board activity at the next study session to look at the Association's strengths, weaknesses, threats and opportunities, and to develop a straw visions statement for the Association that can be taken to an upcoming town hall meeting. Then the Board and Committees can craft their own vision statements in support of the Association's vision statement. The Board is also seeking a time and place for an extended study session and/or retreat to work on the plan (this will be a topic for the next Executive Committee meeting).

#### **8. COMMUNITY ASSOCIATION MANAGER'S REPORT**

CAM is at her child's graduation so no report this month.

#### **9. OLD BUSINESS**

##### **a. Negotiations with US Navy over RR R/W and LLCC Golf Course**

John Torkelson reported that Glen Zevenbergen will be in full time residence soon and better able to work on this. Vern Duggan reported he will be getting the committee together to get some resolution this year, and noted that the Navy's Right of Way impacts more LLCC property than the golf course..

##### **b. Kimber Construction collection**

CAM will be working "in earnest" on the Kimber issue starting Monday.

##### **c. Employee meals policy**

Paul Wagner offered his comments on the meal policy presented at the last Board meeting by the CAM (which sought to modify the existing policy). Paul discussed the policy with regards to salary and benefits currently offered by Lake Limerick, coming raises in the minimum wage and some compression with our higher salaried and skilled employees, and wage levels in general in Mason County.

MOTION: After board discussion, Dave Kohler made the following motion, seconded by Roger Milliman: ***Effective June 1, 2017, only employees in the Café and restaurant are eligible for a meal. Café employees will get a meal outside of the 11:45 AM – 1:15 PM rush determined and approved by the chef if they have worked a 4-hour shift. Restaurant employees will get a meal determined and approved by the chef if they have worked a 4-hour shift.*** Motion approved with no nays.

##### **d. Dam Operations Manual update**

Kelly Evans has requested the January 28, 2017 draft from the CAM, but has not received it yet. He will follow up Monday.

##### **e. Fishing Derby**

The Derby this year was very successful, with very large fish. The Ticket sales,

raffle and auction were so successful that the derby actually came out about \$500 ahead even after fish planting costs were considered. Eighty-eight breakfasts were also sold.

**f. New Website update**

Dave Kohler reported on the progress of the small volunteer team working on developing a new, modern website. The team has developed a project description, and specifications and requirements documents. Preliminary discussions with professional developers have yielded guestimates for the initial phase of producing a basic web site using the *WordPress* platform ranging from \$3200-\$10,000. The Board discussed the importance of being able to communicate with its members. Dave Kohler reported that the team would have the documents and a Project Approval request ready in two weeks in time for the Executive Committee to consider allowing the bid package to be used to solicit bids.

MOTION: Roger Milliman moved, with Norm Bartoo seconding the following:

***The Executive Committee is authorized to review the website bid package and release it to solicit bids if acceptable.*** Motion passed with no nays.

**10. NEW BUSINESS**

**a. Action: Staff proposal for repairing deck off the Great Hall**

At the CAM's request, John Torkelson looked into options. He consulted with several other LLCC members and LLCC's Maintenance Supervisor. They discussed material and ways to provide a sloped surface for water drainage. John will work with the Inn Committee to develop a proposal for Board approval.

**b. Action: Repairing tripping hazard at entrance to Inn**

Kelly Evans will follow up with the CAM to get a proposal forthwith

**c. Action: Selection of real estate agents for property disposal**

Paul Wagner has discussed surplus property disposal with several realtors. Both have experience and were responsive. One has a track record with of disposing of Timberlakes Home Owners Association property. Paul recommends that LLCC enter into an agreement with Jim Shepherd of Berkshire Hathaway for the upcoming peak sales season to dispose of the 14 properties LLCC owns that are most salable.

MOTION: Dave Kohler moved with Mike Prather seconding: ***The Board authorizes Paul Wagner to negotiate an agreement With Jim Shepherd to handle disposal of excess LLCC property.*** Motion passed with no nays

**d. Café rebranding and new direction for Inn restaurant**

Paul Wagner presented strategies and timing for promoting the Café internally with LLCC, and externally to the public outside LLCC.

**e. Procurement policy**

John presented his suggestions for a procurement policy for LLCC.

**MOTION:** After discussion between the Board and audience members, Brian Smith moved with Dave Kohler seconding: ***That Mike Prather and John Torkelson work with other interested Board members, Staff, and other interested members of the Lake limerick community and bring back a proposed procurement policy for adoption at the next Board meeting.*** Motion passed with no nays.

- f. **Action:** Study Session/Retreat dates and times  
Kelly will bring back some proposed dates and times.

g. **Community Garage Sale date selection**

Per previous Inn Committee action the garage sale will be July 29, 2017

h. **Inn committee resolution** (added by Dave Kohler)

This will be put on the agenda for the next Executive Committee meeting.

**11. OTHER BUSINESS**

- a. Kelly Evans explained that an incident at a previous Board meeting involving an angry audience member had been resolved when that individual voluntarily apologized and took responsibility for his actions. No further follow up necessary.

**12. CORRESPONDENCE**

None to report

**13. ANNOUNCEMENTS AND UPCOMING EVENTS**

- |               |  |
|---------------|--|
| a. May 20     | Magpie's fashion Show                              |
| b. May 24     | Welcome Back Snowbirds Dinner                      |
| c. June 14    | Ladies Golf Shamrock Lunch                         |
| d. June 16-18 | Father's Day Steak Dinner Specials                 |
| e. July 1     | Lake Limerick Daze                                 |
| f. July 8     | Lake Dam Committee Meeting (different day in July) |
| g. July 26    | Ladies Golf Guest Day                              |
| h. July 29    | Community Garage Sale                              |

**14. MOTION TO CONVENE TO CLOSED SESSION**

**MOTION:** Motion to convene to closed session made by Dave Kohler, seconded by Mike Prather, passed with no nays.

**15. CLOSED SESSION**

The Board discussed committee leadership issues, a pending legal/contractual issue, and a personnel issue. No motions were made.

**16. MOTION TO RECONVENE TO OPEN SESSION**

A motion to reconvene to open session was made by Dave Kohler, seconded by Roger Milliman and passed with no nays.

**17. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION**

NA

**18. BUDGET PROCESS**

Brian Smith requested that Mike Prather work with other Board members and

committees, and the CAM and key staff to develop basic budget development schedule, and draft guidance from the Board to Committees and staff responding to John Torkelson's suggestions regarding budget goals concerning containing costs and increasing revenues and usage of facilities.

**19. MOTION TO ADJOURN**

A motion to adjourn was made by Brian Smith at 12:23 PM, seconded by Mike Prather and passed with no nays.

**Lake Limerick Country Club Board of Directors  
MODIFIED AND ADOPTED CONSENT AGENDA  
May 20, 2017**

**The Board approves the actions of the Architectural Committee on individual permits, complaints and other business matters as presented in their May 2017 meeting minutes.**

**The following are motions to the Board of Directors from the indicated committees as presented in their minutes from their May meetings.**

**Architectural Committee**

- ~~1. MaryLou Trautmann made a motion, seconded by Howard Cornehl to shorten the time that travel trailers are allowed by eliminating Winter Trailer Permits (Nov 15 – April 1). Motion Passed.~~
- ~~2. Sharon Hamilton made a motion, seconded by Samantha Franklin to ask the Board to take legal action to force cleanup of property Div 4 Lot 4 located at 171 E Barnsby Place and owned by Angela Lopeman. Motion Passed. Copy of file and pictures to be given to Board.~~

**Greens Committee**

1. Lance Levine moved to: ACCEPT THE PROFIT & LOSS REPORT FOR MONTH OF APRIL. Gayle Wilcox 2nd, and motion passed.
- ~~2. Tom Taylor moved: THE GREENS COMMITTEE ACCEPT THE “GOLF COURSE POLICIES MANUAL”. Ron Gruszczynski 2nd, and the motion passed. Tom Taylor then moved to: PRESENT THE “GOLF COURSE POLICIES MANUAL” TO THE BOARD OF DIRECTORS, AS APPROVED BY THE GREENS COMMITTEE. Ed Irvin 2nd, and motion passed.~~
- ~~3. After some discussion, Mary Lou Trautmann moved that: THE GREENS COMMITTEE ACCEPT THE GOLF CART PLAN AS PRESENTED BY JOHN TORKELSON; AND THAT WE RECOMMEND THE BOARD OF DIRECTORS IMPLEMENT STEPS 1 & 2 ... STEPS 3 & 4 WILL BE SUBJECT TO FUTURE REVIEW & PLANNING. Gayle Wilcox 2nd, and motion passed.~~
- ~~4. Lance Levine moved to: SUBMIT RON’S USGA EXPLANATION AND “CREDIT ON THE LLCC BOOKS” PROPOSAL TO THE BOARD OF DIRECTORS FOR REVIEW...ALONG WITH THE “CREDIT ON THE BOOKS” POLICY #16 (see Attachment 4) DEVELOPED BY RON FOR APPROVAL BY THE BOARD. Gayle Wilcox 2nd; and the motion passed.~~

### **Inn Committee**

1. Motion by Emily, second by Deana to approve the minutes of the meeting of April 8 with the correction of spelling of two last names, Ingwaldson and Antonsen. Motion carried unanimously,
2. Motion by Penny, second by Emily to approve the financial report as presented. Motion approved unanimously.
3. Motion by Penny, second by Sheila, to accept a monthly written report from the Chef, with his personal attendance on an as-needed basis. Motion passed unanimously.  
(Note: reports would be attached to committee minutes.)
- ~~4. Motion by Penny, second by Bona, to install door and signs to redirect traffic down the dining room stairs, and incorporate that end of the restaurant into the bar. Motion passed with one abstention.~~
- ~~5. Motion by Penny, second by Emily, to purchase a washer and dryer. Motion carried with two voting No (Dorothy Powter, Nan Stricklin).~~
6. Motion by Penny, second by Nan, to re-establish the (comment card) system we previously used. Motion passed unanimously.
7. Motion by Sheila, second by Deana, to adjourn the meeting. Motion carried unanimously.

### **Lake Dam Committee**

1. MOTION: I move that we recommend Dave Kohler as Chair, and Karen Kohler as Secretary of the Lake Dam Committee for the next term. Motion made by Debbie Moore, seconded by Bob Moore, carried unanimously with one abstention (Dave Kohler).
2. MOTION: I move that we request staff to partially open Log Toy Park ASAP, providing access to the parking lot, play structure, swim area, and picnic structure via east side of the park. Place temporary construction mesh fence to protect and isolate restoration zone. Include re-graveling of parking lot and host site. Motion made by Dave Kohler, seconded by Debbie Moore, passed unanimously.
3. MOTION: I move that the club require all members with docks and floats to identify them with their division and lot number per the Lake Limerick Country Club Dock and Floats Guidelines by Labor Day 2017. Motion made by Bob Moore, seconded by Dave Kohler, carried unanimously.

### **Water Committee**

1. A motion was made by Phyllis Antonsen, seconded by Mark Franklin and passed with no nays as follows: To approve the Minutes of 04/08/2017 as written.
2. A motion was made by Mark Franklin, seconded by Phyllis Antonsen and passed with no nays as follows: To approve of the Financial Report for April as presented.
3. A motion was made by Phyllis Antonsen, seconded by Pat Paradise and passed with no nays as follows: To approve a one time forgiveness to Denise Ashman in the amount of ~~\$111.00~~ \$134.00 for account #100462.

**Committee Motions Pulled from the Consent Agenda**

1. MaryLou Trautmann made a motion, seconded by Howard Cornehl to shorten the time that travel trailers are allowed by eliminating Winter Trailer Permits (Nov 15 –April 1). Motion Passed. **After Board and audience discussion, Committee requested to provide a more complete explanation for the next meeting.**
2. Sharon Hamilton made a motion, seconded by Samantha Franklin to ask the Board to take legal action to force cleanup of property Div 4 Lot 4 located at 171 E Barnsby Place and owned by Angela Lopeman. Motion Passed. Copy of file and pictures to be given to Board. **Architectural Committee Chair Brian Smith and Vice President Paul Wagner will meet with legal staff to determine how best to proceed with compelling cleanup.**
3. Tom Taylor moved: THE GREENS COMMITTEE ACCEPT THE “GOLF COURSE POLICIES MANUAL”. Ron Gruszczynski 2nd, and the motion passed. Tom Taylor then moved to: PRESENT THE “GOLF COURSE POLICIES MANUAL” TO THE BOARD OF DIRECTORS, AS APPROVED BY THE GREENS COMMITTEE. Ed Irvin 2nd, and motion passed. **Most of the Board had not seen the manual. Golf Pro Ron Stuhl got copies for the Board to review prior to considering adoption at its next meeting.**
4. After some discussion, Mary Lou Trautmann moved that: THE GREENS COMMITTEE ACCEPT THE GOLF CART PLAN AS PRESENTED BY JOHN TORKELSON; AND THAT WE RECOMMEND THE BOARD OF DIRECTORS IMPLEMENT STEPS 1 & 2 ... STEPS 3 & 4 WILL BE SUBJECT TO FUTURE REVIEW & PLANNING. Gayle Wilcox 2nd, and motion passed. **John Torkelson will work with the Greens Committee to develop plans and a Project Approval Request.**
5. Lance Levine moved to: SUBMIT RON’S USGA EXPLANATION AND “CREDIT ON THE LLCC BOOKS” PROPOSAL TO THE BOARD OF DIRECTORS FOR REVIEW...ALONG WITH THE “CREDIT ON THE BOOKS” POLICY #16 (see Attachment 4) DEVELOPED BY RON FOR APPROVAL BY THE BOARD. Gayle Wilcox 2nd; and the motion passed. **Golf Pro Ron Stuhl will look at the RCWs concerning gambling and work with the CAM and LLCC accountant determine ways not to have golf winnings count as taxable income for LLCC.**
6. Motion by Penny, second by Bona, to install door and signs to redirect traffic down the dining room stairs, and incorporate that end of the restaurant into the bar. Motion passed with one abstention. **Inn committee and building improvements subcommittee**



**to provide more detail on what is being proposed and a Project Approval Request if needed.**

7. Motion by Penny, second by Emily, to purchase a washer and dryer. Motion carried with two voting No (Dorothy Powter, Nan Stricklin). **Inn committee and building improvement subcommittee will prepare a Project Approval Request.**