



LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

Minutes

9:00 AM August 19, 2017

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

2. **APPROVAL OF MINUTES**

Action: Motion to Approve of minutes of July 15, 2017 made by Mike Prather, seconded by Dave Kohler, passed with no nays.

3. **FINANCIAL REPORT**—Treasurer Mike Prather

Treasurer Mike Prather reported that our operating cash is up, in part because the income from banquets, café, restaurant and pro shop is up. A lot of time has been spent cleaning up the accounts receivable and reconciling conflicts between old and new QuickBooks files. He plans to have a draft budget to the Board for review in 2 weeks. President Kelly Evans questioned why the accounts receivable balance is only half what it has been historically during his time on the Board. Treasurer Mike Prather answered that there were a number of bogus entries that made it appear more money was owed than really was. Community Association Manager (CAM) Deborah Wallace added that her office staff is ready to go into full collection mode on the accounts left after scrubbing the receivables list. President Kelly Evans thanked Norm Bartoo, Mike Prather, Deborah Wallace and LLCC member volunteer Howard Cornehl for their diligence in cleaning up LLCC books.

Action: Motion to Approve Financial Report made by Roger Milliman, seconded by Norm Bartoo, passed with no nays.

4. **ADDITIONS TO THE AGENDA**

There were no requests from the Board to add items to the agenda.

5. **GUESTS FROM THE FLOOR**

Requests to be added to the agenda as new business.

- a. Penny Cory (3-144) requested consideration of a beer garden at the End of Summer Bash.
- b. Bob Kostelecky (2-23) requested discussion of the Boards recent action re: overwintering trailer permits.
- c. Tamy Fletcher (3-317) requested discussion of lake weed treatment
- d. Craig and Deborah Kelly (1-60) requested discussion of the Board's recent action regarding overwintering trailer permits.

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

Action: Motion to Approve Consent Agenda and Committee motions, in particular the Architectural Committee minutes, with the following changes made by Glen Zevenbergen, seconded by Dave Kohler, and passed no nays:

- a. To the Café Policies Manual recommended for approval by the Greens committee, add the words “subject to change” to the price list in Addendum 2
 - b. To the Café Policies Manual recommended for approval by the Greens committee, add the words “ice chests” where it currently reads “coolers” in Paragraph 3.1
 - c. To the motion from the Inn committee recommending purchase of a new refrigerator for use in the Great Hall for events like memorials, and storing staff lunches, add the words “not to exceed \$500”.
 - d. After discussion of the roles of Committee, Board members and staff direction and communication, Glen Zevenbergen requested the Lake Dam Committee’s first motion concerning the Lake Leprechaun bollard project be pulled from the consent agenda for further discussion at the September Board retreat.
- 7. PRESIDENT’S REPORT**-President Kelly Evans
President Kelly Evans deferred his comments to specific items on the agenda
- 8. COMMUNITY ASSOCIATION MANAGER’S REPORT**-CAM Deborah Wallace
CAM Deborah Wallace reported that the 2014-15 corporate taxes are in preparation, with September 15 as the target completion date. The IRS visit went well, payroll tax issues were resolved but the case will remain “open” until the corporate taxes are filed. She continues to work on the budget and has distributed some preliminary materials to the Executive Committee. At next week’s department head meeting, they will be brainstorming ways to increase revenue during the off-season. The CAM’s administrative staff has produced some material to encourage the formation of Neighborhood Watch Groups on the supposition that LLCC cannot be involved, it has to come from the membership. The CAM and her staff are planning a Fall forum to discuss Neighborhood Watch.
- 9. OLD BUSINESS**
 - a. **New Website update—Dave Kohler**—Three vendors were interviewed to help LLCC create a new, modern website. One was selected and a contract has been signed. The consultant has started to set up a test site, and a Basecamp account has been established to help manage the project. President Kelly Evans gave attaboys to Dave and his working group-Kristi Gray, Sharon Hamilton, Golf Pro Ron Stull, Debbie Baker and Brian Smith.
 - b. **Golf Cart Path repaving project**—Kelly Evans/Paul Wagner—LLCC has signed a contract with low-bidder PaveX for \$111,385, with funding coming from the special assessment for this purpose. The contract was authorized by an email vote of the Board between meetings. Jason Howerton will be the project manager. The course will be closed August 28-31.
 - c. **September 2017 Study Session/Retreat:** Intended outcomes—President Kelly Evans/Roger Milliman—The retreat will be Saturday, September 9 at 8:30 AM at the PUD 3 headquarters in Shelton (offered for free). Roger Milliman reported

that themes for the retreat will include Maintaining Assets, Growing Community Participation and Growing Revenues. The session will involve looking at the LLCC mission statement; conducting a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis; developing specific actions related to the budget, committees, and communications/chain of command. Secretary Brian Smith suggested that the Board should identify specific measurable outcomes to be accomplished and the appropriate ways to measure those outcomes (metrics); develop quantifiable objectives for the coming year; and then make sure that data is collected so that progress can be measured. Glen Zevenbergen suggested everyone should try to read Boards that Make a Difference by John Carver to aid discussion about policy boards versus operational boards.

- d. **Future Water Rate Structure—Water Committee Chair Don Bird**—Don Bird reported that the Water Committee had not identified sufficient reason to propose changing the rates, even though as reported last month members paying the minimum rate but not actually using any water are subsidizing other members. The Committee recognizes that eventually replacing the mainlines will cost around \$10M, and currently there is about \$250,000 in the bank. The Committee was getting ready to put out an RFP for a firm to conduct a rate study and start preliminary engineering for line replacement. Secretary Brian Smith suggested splitting the topics and finding a consultant to conduct a rate study first, using previous assumption on the amount needed to replace the mainlines.

10. NEW BUSINESS

- a. **Rope Tow for the Golf Course--John Torkelson**—LLCC used to have a rope tow (like a ski rope tow) on its worst hill—as a means of helping walking golfers get their clubs and hand carts up the hill. The tow was replaced by golf cart paths when powered carts became available and popular. John Torkelson believes a rope tow would help not only members playing the course, but would increase play by non-members who currently struggle to get up the hill. John indicated the preliminary design is complete and that he estimates it would cost \$3,000 for him to construct the equipment while south for the winter, with Ron Stull bringing it back up. John Torkelson will present a Project Approval Request at the next Board meeting.
- b. **Inn Committee recommendations for improvements to the Inn--Inn Committee Chair Penny Cory**—Penny Cory presented some improvements to the Blarney Room (lounge) that the Inn Committee recommends and for which the Magpies have donated \$1,000. These improvements include painting the room “Wise Owl”, framing the windows with a wood trim, installing track lights along the lakeside window wall, and removing the coat “closet” in the northeast corner of the room. The Committee also would like to replace the plastic accordion door between the lounge and the restaurant with sliding barn style doors but the plan

is not fully developed for that improvement. Board members and Penny Cory discussed whether Board approval was required for the committee to take action modifying club assets. President Kelly Evans summarized that it is appropriate for committees to bring ideas forward to the Board for approval when proposing changes to LLCC assets.

ACTION: Brian Smith moved approval of the proposed painting, wood trim, track lights and closet removal, seconded by Glen Zevenbergen and passed with no nays.

- c. **Clarification about Beer Garden at the End of Summer Bash--Penny Cory (3-144)**—Penny Cory requested clarification regarding whether or not a beer garden is usually set up at the End of Summer (EOS) Bash outside the restaurant/lounge area. Members of the audience verified that there is always a beer garden at both Lake Limerick Daze and the EOS Bash. This discussion brought up an Inn Committee request that the Board assign responsibility for coordinating Lake Limerick Daze, the Tom and Jerry Party, and other events.
ACTION: Glen Zevenbergen moved that the Inn Committee be assigned responsibility for coordinating Lake Limerick Daze, the EOS Bash, the Tom & Jerry Party and the Garage Sale, seconded by Brian Smith, and passed with no nays.
- d. **Clarification of Policy Change on Overwintering Trailer Permits—Craig and Deborah Kelly (1-60) and Bob Kostelecky (2R-23) (left earlier)**—The Board was asked for additional information about its action to eliminate permits allowing trailers to be on Lake Limerick lots. This was a recommendation from the Architecture Committee after reviewing the results from last year where only a couple of trailers with permits were actually used, as indicated by the requirement to sign in at the office, lounge or Pro Shop each time a permitted trailer was used. Of the permits issued only two or three parties signed in and only one owner used their trailer near the minimum number of times established by the board as justification for having a permit. The Kelly's allege that they used their trailer but that a "volunteer" in the office last fall told them not to bother signing in. They request a waiver from the elimination of overwintering so they can leave their trailer on their property. President Kelly Evans directed that the Board will discuss this issue at its retreat September 9, 2017.
- e. **Lake Weed Treatment—Tamy Fletcher (3-317)**—Tamy Fletcher questioned if the Lake were going to be treated for noxious weeds this year. The answer is yes, just a bit later than usual (August instead of July).
- f. **Community Associations Institute conference at the end of September 2017—Kelly Evans**—Kelly reminded the Board members about the conference coming up.

g. Architectural Guidelines—Dave Kohler—Dave Kohler had some comments. Secretary Brian Smith reminded the Board the Architectural Committee has requested the Board to review and eventually adopt the guidelines.

h. Sale of property, 331 Errigal Place—Vice President Paul Wagner—Vice President Paul Wagner presented the circumstances surrounding a piece of property owned by LLCC that the adjacent owner wants to buy. The lot is not buildable due to stream proximity and setback requirements.

ACTION: Paul Wagner moved that LLCC accept the offer of \$4,000 on 331 Errigal Place, conditioned on continued maintenance of keeping the lot in good order, and continuing to pay full dues and assessments on the lot, seconded by Dave Kohler, passed with no nays.

11. OTHER BUSINESS

None

12. CORRESPONDENCE

None

13. ANNOUNCEMENTS AND UPCOMING EVENTS

President Kelly Evans announced that the next Executive Committee meeting will be the same day as the Board Meeting, September 16, 2017, at 8:00 AM

- a. August 28-31 Golf Cart Path paving and aeration of greens
- b. September Executive Committee--TBD
- c. September 2 End of Summer Bash
- d. September 7 Men's Golf Banquet
- e. September 12 Magpie Social
- f. September 27 Ladies' Golf Year End Lunch
- g. October 21 Semi-Annual Membership Meeting—Budget
- h. October 28 Magpies 27th Annual Bazaar
- i. October 29 Halloween Kids' Party (Sunday)
- j. October 31 Parks Close/Fishing Season ends

14. MOTION TO CONVENE TO CLOSED SESSION

Vice President Paul Wagner moved to convene in closed session, seconded by Dave Kohler, passed with no nays.

15. CLOSED SESSION

The Board discussed communication, personnel and performance issues. No actions were taken and no motions were made.

16. MOTION TO RECONVENE TO OPEN SESSION

Roger Milliman moved to reconvene to open session, seconded by Dave Kohler, passed with no nays.

17. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION

No motions were made in closed session

18. MOTION TO ADJOURN

Made and seconded by the whole board, passed with no nays at 12:10 PM.

**Lake Limerick Country Club Board of Directors
CONSENT AGENDA
August 19, 2017**

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

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

Italics represent changes made by the Board of Directors in adopting the consent agenda motions.

Architectural Committee

1. No special motions. Specific actions listed in August 2017 Minutes.

Greens Committee

1. Lance Levine made a motion for John Torkelson to pursue the Rope Tow Project and he will bring it back to the Board of Directors for approval. The amount of money to complete this project is not to exceed \$3000.00. Jerry Nokes was the second. The motion passed with one nay by Budd Morrow.
2. Ann Johnson motioned to approve the new Café Policies Manual and send it to the Board of Directions for final approval. Mary Lou Trautmann 2nd. Recommendation was passed with no nays. ***To the Café Policies Manual add the words "subject to change" to the price list in Addendum 2, and add the words "ice chests" where it currently reads "coolers" in Paragraph 3.1.***

Inn Committee

1. Refrigerator in kitchenette no longer works. Motion by Nan Stricklin, second by Jeanne Metz and passed with no nays to purchase a new *refrigerator "not to exceed \$500"*. Agreed that if this falls under Maintenance, the Motion will be pulled from the Consent Agenda.

Lake Dam Committee

- ~~1. Motion #1: I move that the Lake Dam Committee requests the BOD suspend the bollard/drainage project at Lake Leprechaun until alternative approaches to restrict motorized vehicle access are considered and a project approval request is prepared and submitted. Motion made by Brian Smith and seconded by Dan Barnett. Motion approved.~~

2. Motion #2: I move that the Lake Dam Committee submits to the BOD for consideration our budget for the fiscal year October 1, 2017 through September 30, 2018 and a 5 year forecast after changes discussed at 8-5-17 Lake Dam meeting to the draft version. Motion made by Debra R. Moore and seconded by Karen Kohler. Motion passed.

Water Committee

1. **A motion** was made by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows: To approve of the Financial Report for July as presented.

Committee Motions pulled from the Consent Agenda

Lake Dam Committee

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