



**LAKE LIMERICK COUNTRY CLUB**  
**BOARD OF DIRECTORS**  
**MINUTES**  
**March 17, 2018**  
**9:00 AM**

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

**EXCUSED:** President Paul Wagner

**2. APPROVAL OF MINUTES**

**Action:** *Mike Prather moved to accept the minutes of February 17, 2018 with the Consent Agenda date corrected, Roger Milliman seconded, and the motion passed with no nays.*

**Action:** *Mike Prather moved to Approve Executive Committee Minutes of March 3, 2018, seconded by Brian Smith and the motion passed with three yes votes from Executive Member present at the meeting, and one absent.*

- 3. FINANCIAL REPORT**—Treasurer Mike Prather reported that the lounge, restaurant, golf and café all had a good February. We are starting to get annual golf dues coming in. Social members above budget as are fines and fees. Employee expense reflects the Christmas Party. Professional fees reflect expenditures for tax accountant. We are close to current on tax returns. Big expense in Supplies category is for sand for the golf course. Showing a net profit of \$30,000 in February from which Deborah put \$20,000 into reserves. Moving from Key Bank to Heritage Bank—accounts will be changed over during March. Heritage Bank will charge lower fees and provide better, local service. Heritage also supplies automatic account “sweeping” to keep accounts below the level protected by FDIC insurance. LLCC has also purchased some Edward Jones CDs to get a better interest rate. The “Dredge” loan is paid off. Bottom line for LLCC attorney is now zero. The accounts receivable reflect the 80/20 rule—a few accounts have large amounts. Mike Prather proposed eliminating the “Norm Report” graphic in favor of the Cash Balance report now that operating accounts have stabilized largely due to monthly billing. Dave Kohler suggested the use of leading indicators. Roger Milliman suggested separating water and non-water operating account balances. Kelly Evans suggested graphing a 3-month running average, and Norm Bartoo concurred with the approach.

**Action:** *Dave Kohler moved approval of the Financial Report with a correction to posting the Water Reimbursements, Norm Bartoo seconded and the motion passed with no nays.*

**4. ADDITIONS TO THE AGENDA**

Penny Cory asked to introduce a new candidate for the Board; Kelly Evans indicated that would be done later.

**5. GUESTS FROM THE FLOOR**

No requests to be added to the agenda

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

Don Bird responded to Mike Prather's question that the SCADA work was in the Water Budget and the work was necessary to update the SCADA system Wonderware software, and the operating system for the SCADA computer (currently running XP which is no longer supported by Microsoft). A new PC is included. A thorough and detailed Project Approval Request was submitted by the Water Committee. Several Board members had questions concerning the Inn Committee motion regarding the 2018 New Year's Eve party. There was no indication that any change in the business model from last year (no hall rental fee, potluck food and BYOB) was proposed. Paul Wagner was going to work with the committee but had not had time before going on an out of state trip. Inn Committee Chair Sheila Nokes withdrew the motion until a meeting with Paul Wagner occurs.

**Action:** *Dave Kohler moved to approve the Consent Agenda and Committee motions, in particular the Architectural Committee report and minus the Inn Committee motion, Mike Prather seconded and the motion passed with no nays.*

**7. PRESIDENT'S REPORT-** President Paul Wagner

In Paul Wagner's absence, Vice President Kelly Evans noted that the Association's status continues to look better and better, books balanced, a good outlook for the foreseeable future, thanks to a great number of members and the Board for taking on a great challenge.

**8. COMMUNITY ASSOCIATION MANAGER'S REPORT-CAM Deborah Wallace**

- a. Deborah Wallace reported that Steve and Leroy in Water, and Leedia in the main office had received kudos from members for their assistance.
- b. Deborah Wallace expressed concern about the condition of some member lots, with garbage and rats, etc. She quoted the Declaration of Restrictions provisions that permit the Association to go onto lots and clean up nuisance conditions. Brian Smith stated the need for a court order or permission for us to clean up the property in order to have the support of law enforcement for the protection of the clean-up crew. Brian Smith is working with staff to prepare needed documents.
- c. LLCC met with Harry Gibbons and Adam Bain from Lake Advocates and TetraTech on March 8 to discuss options for controlling erosion on the Inn Island and to install a data logger in Cranberry Cove.
- d. Work on the Rain Garden (storm water control, from the Golf projects special assessment) is progressing but currently on hold due to wet weather.
- e. Some staff are undergoing regular performance reviews.
- f. Deborah Wallace presented a schedule for developing the FY 2018-2019 budget, and has given information to staff and committees. The Board discussed the advantages of also providing some guidance in terms of budget reduction targets (to reduce or eliminate low priority activities and provide budget capacity for new activities), and adding a priority related to member benefits as the third bullet after safety and preservation of assets.

At this point, Kelly Evans introduced Board of Directors candidates Amanda Stephen, Penny Cory and Brian Smith, and Water Committee candidates Phyl Antonsen and Norm Bartoo.

**9. OLD BUSINESS**

- a. New Website update—Dave Kohler  
Dave Kohler indicated that he has been working with staff and the consultant on formalizing responsibilities for different actions and services. He answered some questions from staff and the audience.

**b. Update on Cranberry Creek Mitigation Site—Mike Prather**

Mike Prather reported that Mason County Conservation District will be clearing and replanting the mitigation site from April 9-12. The Hydraulic Project Approval has been extended to 2020, and WDFW will allow trees to be dropped into the lake in June.

**c. Navy Easement Negotiation—Kelly Evans**

Kelly Evans has not yet heard back from the Greens Committee representative. Deborah Wallace reported that LLCC maintenance has contacted a contractor to locate golf course irrigation pipes, but the price is \$180/hour.

**d. Capital and Major Maintenance Projects for FY 2017-18—Norm Bartoo**

Norm Bartoo and Brian Smith described the process for collecting Board member votes for potential projects for funding in FY2017-2018. This had produced a shortlist the Board considered at a study session March 3, 2018. The Board had also set some evaluation criteria including preserving and maintaining assets, meeting community needs and financial feasibility. The purpose was to select projects the Board wants to see move forward to the next logical steps (e.g. NTE=Not to Exceed

Project Approval Requests). The Study session notice had been posted prior to the meeting and the long project list was available at the office. The summary of the study session with both project lists was posted to the website. Dave Kohler pointed out that he had been absent from the study session.

<b>Project</b>	<b>Cost Estimate</b>	<b>Cumulative Costs</b>
<b>Cranberry Creek Mitigation Project</b>	<b>\$6,500</b>	<b>\$6,500</b>
<b>Inn Island Mitigation</b>	<b>(NTE) \$25,000</b>	<b>\$31,500</b>
<b>Inn Deck Repair</b>	<b>(NTE) \$15,000</b>	<b>\$46,500</b>
<b>Olde Lyme and Leprechaun Park Improvements</b>	<b>\$18,000</b>	<b>\$64,500</b>
<b>Marketing LLCC</b>	<b>\$5,000</b>	<b>\$69,500</b>
<b>Painting Inn Exterior</b>	<b>\$18,000</b>	<b>\$87,500</b>
<b>Low Cost Restaurant Improvements</b>	<b>Match to Magpies Contributions \$3,000</b>	<b>\$90,500</b>

NTE=Not to Exceed

**Action:** *Dave Kohler made a motion to move forward the projects listed through the project approval process, which was seconded by Roger Milliman and passed with no nays.*

## 10. NEW BUSINESS

### a. Deck Repair Statement of Work—CAM Deborah Wallace

Deborah Wallace presented a statement of work for repairing the lakeside deck of the Great Hall, generating a lot of discussion about what needs to be repaired and how. The current estimate with work performed in-house is \$17,232. John Torkelson cautioned concerning the application of the Gaco deck, and suggested proceeding with the first phase of adjusting the slope of the deck. John Torkelson and Jack Betterley have volunteered to help staff. Brian Smith pointed out in the spirit of value-engineering, whatever repair is undertaken needs to accommodate safe standing on the deck AND moving chairs to and from the store room.

**Action:** *Dave Kohler moved approval to proceed with in-house labor as outlined for a total not to exceed \$13,000 for materials, providing first a working session be held with the maintenance superintendent, John Torkelson, Jack Betterley, an Inn Committee representative, and President Paul Wagner (if possible). John Torkelson seconded and the motion passed with no nays.*

### b. Additional Maintenance Personnel—CAM Deborah Wallace

Deborah Wallace requested permission to hire a part-time maintenance person for 24 hours/week, including weekend coverage. Several Board members expressed frustration at not having data on maintenance work load and activities being accomplished, and those not getting done, information that has been requested in the past.

**Action:** *Roger Milliman moved approval of hiring a temporary 24 hour/week maintenance person for the period of 2 months from the point of hire, with re-evaluation and decision at that time to extend or terminate employment. Sharon Hamilton seconded the motion and it passed with 7 yes, 1 nay (Smith) and 1 absent.*

c. Town Meeting—CAM Deborah Wallace

Deborah Wallace proposed topics for the Town Meeting previously tentatively scheduled for May 12, 2018: Clean-up day, volunteer recruitment (expanding member participation for activities and committees and governance), trailer over-wintering policy, and removing the tree in the front of the Inn. The Board and the audience discussed various options for a clean-up day, including dates and dumpster locations. The idea of “an hour a week” slogan for volunteer encouragement was floated by Kelly Evans to convey that a relatively moderate time commitment would help serve the community. It was suggested that committee chairs could talk about their committees at the meeting. Deborah Wallace reported that an arborist had examined the trees at the Inn and that two were in good shape, and the fir that was damaged could be in better shape, but was not an emergency. The proposal to cut down the trees has generated interest and controversy in the community, and was not funded on the project list.

**Action:** *Brian Smith moved that the Board take removal of the trees at the Inn off the table for at least this year, Roger Milliman seconded and the motion passed with no nays.*

d. Olde Lyme Park Update—CAM Deborah Wallace

Deborah Wallace presented estimates for surveying the boundaries of Old Lyme and Leprechaun parks. John discussed the need to locate the original stakes from the 1960's. Surveying is not needed at Olde Lyme until such time that park improvements are proposed near the lot lines and the greenbelt extension to Dartmoor. Surveying is not likely needed at Leprechaun since no work is contemplated near the lot lines. Deborah Wallace indicated that maintenance has identified several trees for removal and 64 trees for limbing. The Maintenance supervisor will discuss tree work at Olde Lyme Park when he attends the next Lake Dam Committee meeting.

e. Water Shut Off List—CAM Deborah Wallace

Deborah presented the next list of properties with delinquent water bills for Board action to initiate the water shutoff process. Past experience is that the vast majority of accounts previously so listed have been brought current.

**Action:** *Dave Kohler moved that the owners of the following 10 properties be declared members not in good standing with the intent to initiate the water*

*shutoff process. Motion seconded by Mike Prather and passed with no nays. The properties are (Division-Lot) 4-80, 5-16, 5-58, 4-35, 4-93, 3-479, 3-456, 3-423, 4-28, and 5-77.*

Dave Kohler raised the issue of expanding the list of members declared to be not in good standing to include members not in compliance with the Declarations of Restrictions or in arrears of their dues; and the issue of re-instating those members previously found to be not in good standing for non-payment of water bills when they pay their water bill. Kelly Evans suggested the Board talk about this at its next meeting. Deborah Wallace will provide a list of members.

f. Digital Only Newsletter—CAM Deborah Wallace

Deborah Wallace suggested we could save money on printing and postage (\$8, 000/year). Board and audience members discussed the pros and cons of having a hardcopy. Brian Smith suggested that items we want to be sure get to members could be put in the bills, and that we could use the next bill to survey people about how interested they are in a digital newsletter. Kelly Evans suggested this be discussed at the town hall.

## 11. OTHER BUSINESS

- a. Member Tom Taylor expressed his disappointment that the Association just doesn't go in and clean up his neighbor's property. This developed into a repeat of the discussion in item 8b.
- b. Dave Kohler sought guidance regarding Park Hosts, since he has potential hosts. We need clarification soon as to whether there are L&I issues if we give Park Hosts stipends. Dave and Deborah will seek additional clarifying information, and if necessary put an action up for electronic vote by the Board.

## 12. CORRESPONDENCE

None

## 13. ANNOUNCEMENTS AND UPCOMING EVENTS

- a. March 17—Meet the Candidates
- b. March 17—St. Patrick's Day dinner
- c. March 27—Deep drilling of the greens

- d. April 1—Easter Buffet
- e. April 21—Election for Board of Directors and Water Committee and Annual Members Meeting
- f. April 21—Parks open
- g. April 28—Fishing Derby
- h. May 12—LLCC Membership Town Hall Meeting
- i. May 13—Mothers' Day Brunch
- j. May 19—Magpies' Fashion Show
- k. May 26—Clean Up Day

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

Dave Kohler moved to convene in closed session, Roger Milliman seconded and the motion passed with no nays.

**15. CLOSED SESSION**

There were no motions in closed session

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

Dave Kohler moved the Board reconvene in open session, seconded by Sharon Hamilton, passed with no nays.

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

There were no motions in closed session

**18. MOTION TO ADJOURN**

Sharon Hamilton moved to adjourn, seconded by Roger Milliman, passed with no nays.



**Lake Limerick Country Club Board of Directors  
CONSENT AGENDA  
March 17, 2018**

**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.**

**Architectural Committee**

No special motions. Specific administrative actions are listed in the March 2018 list of actions for Board approval.

**Greens Committee**

The Greens Committee had no motions for the Board in March 2018.

**Inn Committee**

- ~~1. Motion by Penny Cory, second by Deb Will to have New Year's Eve group again have use of the hall and responsibility for New Year's Eve event. Approved with one nay by Nan Stricklin.~~

**Lake Dam Committee**

The Lake Dam Committee had no motions for the Board in March 2018.

**Water Committee**

1. A motion was made by Pat Paradise, seconded by Mark Franklin and passed with no nays as follows: To approve of the Financial Report for February as presented.
2. A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows: To approve the use of up to and not to exceed \$20,000 out of the budgeted capital expenditure moneys for the use of completing the SCADA PC Upgrade project.

**Committee Motions pulled from the Consent Agenda**

**Inn Committee**

1. Motion by Penny Cory, second by Deb Will to have New Year's Eve group again have use of the hall and responsibility for New Year's Eve event. Approved with

one nay by Nan Stricklin. [Motion pulled by Inn Committee Chair Sheila Nokes]

Lake Limerick Country Club  
 March 17, 2018 Board Of Directors Meeting

BUDGET VS ACTUAL 2017 2018								Report Date: 2017 - 2018	
	OCT	NOV	DEC	JAN	FEB	YTD TOTAL	Budget	Percent	
<b>Income</b>									
<b>Income - Events</b>	250.00	698.00	2933.26	625.00	250.00	4756.26	16000	30%	
<b>Income - Cafe</b>	6000.59	3376.15	3894.67	1884.55	2363.46	17519.42	123900	14%	
Cafe Discounts	-232.36	-113.58	0.00			-345.94	0		
<b>Income - Golf</b>	4927.81	1043.08	420.56	1108.46	17107.18	24607.09	167180	15%	
Pro Shop Merchandise Sales	2241.48	1487.48	1984.67	1812.45	325.43	7851.51	25000	31%	
Pro Shop Discounts	-440.58	0.00	0.00	-312.40		-752.98	0		
Income - Golf - Other	200.06	0.00	420.56			620.62	0		
<b>Income - Lounge</b>	9428.45	8651.80	5337.93	4296.43	8422.62	36137.23	106100	34%	
<b>Income - Restaurant</b>	11617.01	14316.43	17541.64	6259.64	14596.60	64331.32	158500	41%	
<b>Income - HOA</b>		0.00				0.00			
Membership Dues	99874.50	102702.50	101617.40	102025.50	105491.01	511710.91	1232580	42%	
Social Members	592.50	467.50	517.50	710.00	1160.00	3447.50	4000	86%	
Fines & Fees	1875.00	3385.42	1959.32	2465.00	2160.00	11844.74	4000	296%	
Merchandise Sales	380.75	0.00	0.00			380.75	0		
Merchandise Sales Discounts	-312.40	0.00	0.00			-312.40	0		
Miscellaneous Income	327.80	0.00	70.00		20.02	417.82	4000	10%	
Water reimbursement	10522.00	10734.84	10954.00	10522.00		42732.84	130500	33%	
<b>Total Income</b>	<b>147252.61</b>	<b>146749.62</b>	<b>147651.51</b>	<b>131396.63</b>	<b>151896.32</b>	<b>724946.69</b>	<b>1971760</b>	<b>37%</b>	
<b>Cost of Goods Sold</b>									
Food	8584.32	8373.28	7608.13	5659.68	7756.18	37981.59	101120	38%	
Liquor	2616.95	2862.54	2853.86	1269.71	3025.16	12628.22	29400	43%	
Merchandise	1930.03	2366.87	512.20	394.02	0.00	5203.12	19075	27%	
Cost of Goods Sold - Other	480.77	0.00	0.00		0.00	480.77	0		
<b>Total Cost of Goods Sold</b>	<b>13612.07</b>	<b>13602.69</b>	<b>10974.19</b>	<b>7323.41</b>	<b>10781.34</b>	<b>56293.70</b>	<b>147767</b>	<b>38%</b>	
<b>Gross Profit</b>	<b>133640.54</b>	<b>133146.93</b>	<b>136677.32</b>	<b>124073.22</b>	<b>141114.98</b>	<b>668652.99</b>	<b>1823993</b>	<b>37%</b>	
<b>Expense</b>									
Advertising and Promotion	120.00	0.00	120.00	225.00	0.00	465.00	3200	15%	
Auto Fuel/Gas Expense	2409.92	2312.65	1770.63	1558.13	1032.77	9084.10	13750	66%	
Automobile Expense - Other	11.96	573.26	6.99	145.99	311.06	1049.26	0		
Bank Service Charges	574.18	605.48	515.93	570.92	580.99	2847.50	6600	43%	
Cash Drawer Payouts	59.58	80.84	0.00	16.50	126.35	283.27	0		
Computer and Internet Expenses	108.79	0.00	195.30	324.42	211.49	840.00	6620	13%	
Dues & Subscriptions	0.00	203.00	0.00	280.5	307.99	791.49	4675	17%	
Employee 401(k) Expense	404.00	393.59	791.05	393.21	443.82	2425.67	11620	21%	
Employee Expense - Other	45.00	30.76	2738.75	116.52	151.60	3082.63	3600	86%	
Equipment Lease	4209.34	4279.34	4373.50	4214.98	4363.25	21440.41	49173	44%	
General Liability Insurance	5320.16	805.00	9903.09	7278	4806.08	28112.33	68000	41%	
Health Insurance	4623.42	4623.42	4730.51	4414.93	4414.93	22807.21	53240	43%	
Insurance Expense - Other						127.75			
Interest Expense	155.84	128.82	93.50	64.41	32.33	474.90	2100	23%	
Janitorial & Laundry Expense	993.23	1540.69	1393.39	817.11	795.25	5539.67	27595	20%	
Labor	55032.52	51886.90	70925.19	47624.34	53041.23	278510.18	768373	36%	
Lake Expense	0.00	993.63	0.00	94.00	0.00	1087.63	43746	2%	
Legal	75.00	150.00	997.00	3142.56	0.00	4364.56	60000	7%	
Licenses and Permits	757.50	93.00	0.00	1489	42.75	2382.25	4260	56%	
Merchant deposit fees	1692.37	1727.27	1423.57	1542.15	1513.16	7898.52	17300	46%	
NSF Check Fees Returned Items	224.00	0.00	160.00	0.00	0.00	384.00	0		
Office Expense	1382.50	519.74	843.79	268.92	189.39	3204.34	0		
Office Supplies	692.01	685.68	363.97	201.72	930.26	2873.64	4675	61%	
Park Expense	0.00	0.00	158.40	520.7	0.00	679.10	5000	14%	
Payroll Expenses	5343.18	847.27	1109.77	4931.49	5522.30	17754.01	76878	23%	
Payroll Tax Expense	7264.95	13496.16	7026.62	2628.2	921.78	31337.71	106164	30%	
Postage and Delivery	1056.27	512.88	2334.76	35.18	1008.50	4947.59	11200	44%	
Professional Fees	5453.50	1894.80	6318.98	8213.04	8330.00	30210.32	32000	94%	
Repairs and Maintenance	7441.61	4261.73	4149.55	5494.74	5406.00	26753.63	59545	45%	
Security	738.25	0.00	89.85	569.78	0.00	1397.88	26400	5%	
Small Tools and Equipment	440.11	361.09	149.08	340.01	1230.07	2520.36	8000	32%	
Supplies	4706.56	5191.07	2993.76	4272.01	8293.84	25457.24	46650	55%	
Tax Expense				8668.9	0.00	8668.90	0		
Taxes - Excise	484.63	126.10	132.14	116.72	63.13	922.72	2400	38%	
Taxes - Property	3847.11	150.00	0.00	75.00	0.00	4072.11	5800	70%	
Telephone Expense	589.06	1517.41	1033.96	1278.57	1524.41	5943.41	23400	25%	
Travel Expense	0.00	0.00	0.00		0.00	0.00	0		
Uniforms	0.00	0.00	435.28		0.00	435.28	3495	12%	
Utilities	4047.13	4094.56	5357.65	5331.31	5001.37	23832.02	49200	48%	
<b>Total Expense</b>	<b>120303.68</b>	<b>104086.14</b>	<b>132635.96</b>	<b>117258.96</b>	<b>110723.85</b>	<b>585008.59</b>	<b>1604659</b>	<b>36%</b>	
<b>Net Profit (Loss)</b>	<b>13336.86</b>	<b>29060.79</b>	<b>4041.36</b>	<b>6814.26</b>	<b>30391.13</b>	<b>83644.40</b>	<b>219334</b>	<b>38%</b>	
<b>Contingency</b>							<b>72000</b>		
<b>Board Reserve</b>	\$20,000.00	\$-00	\$9,000.00	\$-00	\$20,000.00	\$49,000.00	<b>60000</b>	<b>Final</b>	
<b>Capital Projects</b>							<b>87334</b>		
							<b>0</b>		

<b>BALANCE SHEET ACCOUNTS</b>						
<b>February 28, 2018</b>						
<b>Cash in Banks</b>	<b>Current Month</b>	<b>Balance</b>				
<b>Operating Account</b>						
KBWA Operating		\$44,022.00				
Heritage Operating		\$100,124.80				
<b>Special Assessment Accounts</b>						
KBWA Golf Special Projects		\$8,830.31				
KBWA Dredge	\$-00	\$113.75				
<b>Contingency Accounts</b>						
Heritage: Money Market	\$20,000.00	\$56,480.54				
Property Sales	\$5,000.00	\$5,000.00				
<b>Reserve Account</b>						
Ed Jones CD		\$171,000.00				
<b>Total Cash in Banks:</b>		<b>\$385,571.40</b>				
<b>Commercial Loan</b>						
Dredge loan:	\$(11,365.55)	<b>\$-00</b>	<b>Paid</b>			
<b>Accounts Receivable</b>						
	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
Current - credits are prepaid accounts	\$-00	\$10,153.50	\$(1,148.73)	\$2,733.45	\$(315.48)	\$11,422.74
Accounts - Members not in good standing	\$-00	\$12,234.80	\$10,850.00	\$19,825.73	\$211,151.44	\$254,061.97
<b>Accounts Payable</b>						
	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
Vendors - does not include water	\$30,049.78	\$2,810.09	\$(24.47)	\$-00	\$(1,206.59)	\$31,628.81
Hoss						
<b>Totals:</b>	<b>\$30,049.78</b>	<b>\$2,810.09</b>	<b>\$(24.47)</b>	<b>\$-00</b>	<b>\$(1,206.59)</b>	<b>\$31,628.81</b>