



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS**

Minutes

May 19, 2018

9:00 AM

1. **PRESENT:** President Paul Wagner; Vice President Brian Smith; Treasurer Mike Prather; Secretary Penny Cory; Directors Kelly Evans, Sharon Hamilton, Dave Kohler, Roger Milliman, Amanda Stephen, Water Committee Chair Don Bird (ex officio)
2. **APPROVAL OF MINUTES**
Action: *Motion to Approve minutes of April 21st, 2018 made by Mike Prather, seconded by Kelly Evans, passed with no nays.*
3. **FINANCIAL REPORT**—Treasurer Mike Prather
Treasurer Mike Prather reviewed financial report noting that Café was closed January and February, impacting sales so we'll be watching to see if we can catch up. Fines and fees line has improved. Auto and gas numbers are higher now because they had previously been reported differently and now being captured appropriately. We are also now logging mileage and use of vehicles. Banking fees continue to be reduced with the switch in banks. Some questions on Golf numbers and Mike will discuss with Deborah and get answers. Suggest that Golf income and expense be broken out on the report. Mike reviewed line items, correlating them with activities and events. Financial Report provides much more detailed information than previously, and will continue to be developed as we use it for budget analysis. **Action:** *Motion to Approve Financial Report made by Brian Smith, seconded by Dave Kohler, passed with no nays.*
4. **ADDITIONS TO THE AGENDA**
 - a. Brian Smith: Add overwinter trailer permit.
5. **GUESTS FROM THE FLOOR**
Requests to be added to the agenda
 - a. John Torkelson requested to be added to discuss Inn Exterior Upgrade in Great Hall.
6. **CONSENT AGENDA**—Motions to Board from Committee Minutes
Pull item 2 from Inn Committee; (**Motion** to accept as written Resolutions and Great Hall Rental made by Bonnie Morrow, second Deb Will passed with no nays.) **Action:** *Table for June meeting when copies of documents will be presented for review/approval*
Pull item 3 from Inn Committee; **Motion** to look into feasibility of live music events on Sunday nights made by Bonnie Morrow, second by Donna Miller passed with no nays.
Action: *Motion by Dave Kohler second by Roger Milliman to authorize live music at the Inn three (3) different nights in June, July and August at the cost of \$300 per night for a total of \$900. Passed with no nays.*
Amend Greens item 2; (**Motion** was made by Lance Levine and second by Mary Lou Trautmann: That Ron Stull secures a domain for Lake Limerick Golf at a minimal cost of \$9.95. This site will

be developed by Golf Now at no cost to us with a link between both HOA and Golf websites. Motion passed with no nays) **To Read: Motion** was made by Lance Levine and second by Mary Lou Trautmann: That Ron Stull secures a domain for Lake Limerick Golf at a minimal annual cost of \$9.95 for the first year, then \$13.95 annually. This site will be developed by Golf Now at no cost to us with a link between both HOA and Golf websites.

Action: *Motion to Approve Consent Agenda and Committee motions, in particular the Architectural Committee report with revisions to Greens Committee Motion 2 and minus Inn Committee items 2 and 3 made by Dave Kohler, seconded by Kelly Evans and passed with no nays.*

7. PRESIDENT'S REPORT- President Paul Wagner. N/A this month.

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

Report on approved projects made by Mike Prather in Deborah's absence; the deck tilt was successful, will apply for permit for deck railing with demolition/construction next month.

We have 3 bids for Inn exterior painting, schedule for next month. Bids have not been presented to BOD for approval and concern was raised that if we wait a month to approve the bids, the painter(s) may not be available. It was agreed that the bids will be provided to Directors and vote to approve will be handled electronically.

Property Clean-up has been completed and said property is now in foreclosure, we may be able to get re-imbursement for clean-up costs soon if/when property sells.

We have one bid for Inn Island Mitigation. Lake Dam Committee is working with CAM on a different concept and we will be seeking additional bids.

Work on the Rain Garden will begin land dries out.

No new information on Street Signs, still expect work to be done this month.

Steve Beier has completed the Inn Electrical load calculation, and has been working with Joe from Maintenance, RAM electric and PUD to determine next steps.

Harry Gibbons will check the lake to be sure instructions clearly reflect where Lake Treatment needs to occur this year.

Navy Lease - Report under Old Business # c.

PUD light has been installed at Olde Lyme Park, we are waiting for approval and dead tree removal (\$3,400)

Input for Budget has been received by all Departments and Lake Dam committee. Currently creating wage and salary analysis and reviewing current year anomalies for the Operating Budget.

9. OLD BUSINESS

- a. New Website update—Dave Kohler provided update on status of website development. We will have link to a Golf Now hosted site for Lake Limerick golf with a one button click transfer.

- b. Update on Cranberry Creek Mitigation Site—Mike Prather. advised this needs to be dealt with in closed session
- c. Navy Easement Negotiation—Brian Smith has met with Deborah, Joe, Jason and Lance Levine. The Navy has a new representative who would also like to wrap things up. We will continue to need some access to Navy property, but will be able to vacate areas south of the RR tracks. We need to prepare documents that show our need to remain on Navy property. Joe and Jason have staked out some areas for a cadastral survey meeting Navy requirements. We have a bid for the survey to be not more than \$2800. CAM Deborah Wallace will draft the narrative request for submittal to the Navy along with the survey. The Navy has indicated they will require \$13,500 to cover administrative costs. Brian suggested we try to get early informal review of the draft submittal, and seek to get an idea of potential cost for the lease based on the detailed estimate of the land area involved. We have not yet determined what the monetary "value" to LLCC is of all the uses for which we would like to continue using Navy Right of Way, but getting an idea of what the lease cost might tell us if we need to re-visit the idea of further reducing our footprint in the Navy Right of Way. **Action:** *Motion by Kelly Evans second by Dave Kohler to authorize not more than \$2800 for a cadastral survey. Passed with no nays.*
- d. Deck Repair Update—See Community Association Manager report Section 8. John Torkelson presented list of additional upgrades and projects for the Inn. Inn Committee chair, Sheila Nokes, advised that we will be using a different (better grade) coating for the back deck surface. Sheila also provided overview of preparation for Inn painting. No additional projects were approved.
- e. Maintenance Personnel Update—Table this item due to Water Manager, Steve Wheaton advising that he may be relocating out of state, which will call for his replacement, so we need to re-visit personnel planning.
- f. Brian Smith has reviewed Senate Bill 6175 and Section 322 addresses procedural Rule making changes. Our overwintering trailer policy has reverted to pre 2008 guidelines, so Brian recommends that we address this with an official Rule Change. Publishing the change at our next meeting and adopting in July. That will ensure that all members will have been notified and follows the procedures that are required in SB6175 which will be implemented in July. Consensus agreement of the Board with this proposal.

10. NEW BUSINESS

- a. Architectural Committee - Sharon Hamilton has had little progress in getting volunteers to work on revising the architectural guidelines for and re-establishing the Architectural Committee. She will continue talking to people.

- b. Water Shut Off List—Mike Prather for CAM, reports that shut off notices are being mailed from the list approved previously.
- c. Members Not in Good Standing—Mike Prather for CAM Deborah Wallace-need to have clear understanding of what tools we have for dealing with Members who continue to be past due on their Dues and/or by other reasons are no longer Members in Good Standing.

11. OTHER BUSINESS

12. CORRESPONDENCE None

13. ANNOUNCEMENTS

14. MOTION TO CONVENE TO CLOSED SESSION—*Motion to move to Closed Session by Brian Smith, second by Kelly Evans, Passed with no nays.*

15. CLOSED SESSION—Discussion – Legal and Personnel matters. No Motions made

16. MOTION TO RECONVENE TO OPEN SESSION-- *Motion to move to Open Session by Brian Smith, second by Mike Prather, Passed with no nays.*

17. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION--None

18. MOTION TO ADJOURN

Action: *A motion to adjourn was made by Brian Smith, seconded by Kelly Evans, and passed with no nays.*

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

Greens Committee

Motion was made by Lance Levine and second by Mary Lou Trautmann: That Ron Stull secures a domain for Lake Limerick Golf at a minimal cost of \$9.95. This site will be developed by Golf Now at no cost to us with a link between both HOA and Golf websites. Motion passed with no nays

Motion was made by Jerry Nokes and second by Ed Irvin: The Lake Limerick Country Club introduce "The Youth on Course ages 6-18" program at Lake Limerick. WSGA administers the program. We determine the Tee Times available. There is no administrative cost to the association. Motion passed with no nays

Inn Committee:

Motion to approve minutes of April 14, 2018 meeting made by Donna Miller second by Bonnie Morrow passed with no nays.

Motion to accept as written Resolutions and Great Hall Rental made by Bonnie Morrow, second Deb Will passed with no nays.

Motion to look into feasibility of live music events on Sunday nights made by Bonnie Morrow, second by Donna Miller passed with no nays.

Lake Dam Committee

Motion: I move that the topsy-turkey toy planned for installation at Leprechaun Park be replaced by a climbing wall requiring less routine maintenance. Motion made by Brian Smith and seconded by Kelly Evans. Motion carried.

Water Committee

Motion was made by Mark Franklin, seconded by Phyllis Antonsen and passed with no nays as follows: To approve the Minutes of April 14, 2018 as written.

19. Motion was made by Brandon Koch seconded by Mark Franklin and passed with no nays as follows: To approve of the Financial Report for March as presented.

Lake Limerick Country Club
 May 19, 2018 Board Of Directors Meeting

BUDGET VS ACTUAL 2017 2018

Report Date:
 2017 - 2018

5/15/2018
 Percent
 58%

	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD TOTAL	Budget	Percent
Income										
Income - Events	250.00	698.00	2933.26	625.00	250.00	388.50	110.00	5254.76	16000	33%
Income - Cafe	6000.59	3376.15	3894.67	1884.55	2363.46	5344.45	7645.99	30509.86	123900	25%
Cafe Discounts	-232.36	-113.58	0.00					-345.94	0	
Income - Golf	4927.81	1043.08	420.56	1108.46	17107.18	56705.68	11271.28	92584.05	167180	55%
Pro Shop Merchandise Sales	2241.48	1487.48	1984.67	1812.45	325.43	1724.37	1992.84	11568.72	25000	46%
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	
Income - Lounge	9428.45	8651.80	5337.93	4296.43	8422.62	8914.99	10269.37	55321.59	106100	52%
Income - Restaurant	11617.01	14316.43	17541.64	6259.64	14596.60	13899.87	14181.75	92412.94	158500	58%
Income - HOA		0.00						0.00		
Membership Dues	99874.50	102702.50	101617.40	102025.50	105491.01	103884.50	109629.50	725224.91	1232580	59%
Social Members	592.50	467.50	517.50	710.00	1160.00	660.00	610.00	4717.50	4000	118%
Fines & Fees	1875.00	3385.42	1959.32	2465.00	2160.00	1637.00	1823.76	15305.50	4000	383%
Merchandise Sales	380.75	0.00	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	10854.88	10822.00	10522.00	74931.72	130500	57%
Total Income	147252.61	146749.62	147651.51	131396.63	162751.20	203981.36	168056.49	1107839.42	1971760	56%
Cost of Goods Sold										
Food	8584.32	8373.28	7608.13	5659.68	7756.18	9212.73	10312.57	57506.89	101120	57%
Liquor	2616.95	2862.54	2853.86	1269.71	3025.16	2644.67	2712.44	17985.33	29400	61%
Merchandise	1930.03	2366.87	512.20	394.02	0.00	870.48	1458.87	7532.47	19075	39%
Cost of Goods Sold - Other	480.77	0.00	0.00		0.00	0.00	0.00	480.77	0	
Total Cost of Goods Sold	13612.07	13602.69	10974.19	7323.41	10781.34	12727.88	14483.88	83505.46	147767	57%
Gross Profit	133640.54	133146.93	136677.32	124073.22	151969.86	191253.48	153572.61	1024333.96	1823993	56%
Expense										
Advertising and Promotion	120.00	0.00	120.00	225.00	0.00	270.00	120.00	855.00	3200	27%
Auto Fuel/Gas Expense	2409.92	2312.65	1770.63	1558.13	1032.77	3018.58	1722.34	13825.02	13750	101%
Automobile Expense - Other	11.96	573.26	6.99	145.99	311.06	0.00	111.95	1161.21	0	
Bank Service Charges	574.18	605.48	515.93	570.92	580.99	633.78	874.06	4355.34	6600	66%
Cash Drawer Payouts	59.58	80.84	0.00	16.50	126.35	0.00		283.27	0	
Computer and Internet Expenses	108.79	0.00	195.30	324.42	211.49	203.17	9.95	1053.12	6620	16%
Dues & Subscriptions	0.00	203.00	0.00	280.5	307.99	350.73	4337.91	5480.13	4675	117%
Employee 401(k) Expense	404.00	393.59	791.05	393.21	443.82	455.57	513.16	3394.40	11620	29%
Employee Expense - Other	45.00	30.76	2738.75	116.52	151.60	259.38	680.40	4022.41	3600	112%
Equipment Lease	4209.34	4279.34	4373.50	4214.98	4363.25	4079.84	4172.82	29693.07	49173	60%
General Liability Insurance	5320.16	805.00	9903.09	7278	4806.08	4806.08	4806.08	37724.49	68000	55%
Health Insurance	4623.42	4623.42	4730.51	4414.93	4414.93	4171.37	5959.10	32937.68	53240	62%
Insurance Expense - Other	0.00	0.00	0.00	0.00	127.75	127.75	127.75	383.25		
Interest Expense	155.84	128.82	93.50	64.41	32.33	14.54		489.44	2100	23%
Janitorial & Laundry Expense	993.23	1540.69	1393.39	817.11	795.25	1162.35	2578.90	9280.92	27595	34%
Labor	55032.52	51886.90	70925.19	47624.34	53041.23	52211.88	65583.98	396306.04	768373	52%
Lake Expense	0.00	993.63	0.00	94.00	0.00	0.00	2140.19	3227.82	43746	7%
Legal	75.00	150.00	997.00	3142.56	0.00	75.00	75.00	4514.56	60000	8%

Lake Limerick Country Club
 May 19, 2018 Board Of Directors Meeting

Licenses and Permits	757.50	93.00	0.00	1489	42.75	290.46		2672.71	4260	63%	*
Merchant deposit fees	1692.37	1727.27	1423.57	1542.15	1513.16	1781.09	1983.73	11663.34	17300	67%	*
NSF Check Fees Returned Items	224.00	0.00	160.00	0.00	0.00	0.00	52.00	436.00	0		
Office Expense	1382.50	519.74	843.79	268.92	189.39	1690.05	1374.56	6268.95	0		
Office Supplies	692.01	685.68	363.97	201.72	930.26	369.64	704.66	3947.94	4675	84%	*
Park Expense	0.00	0.00	158.40	520.7	0.00	2636.10		3315.20	5000	66%	*
Payroll Expenses	5343.18	847.27	1109.77	4931.49	5522.30	5586.29	6596.39	29936.69	76878	39%	
Payroll Tax Expense	7264.95	13496.16	7026.62	2628.2	921.78	952.02	6832.40	39122.13	106164	37%	
Postage and Delivery	1056.27	512.88	2334.76	35.18	1008.50	1564.78	2018.50	8530.87	11200	76%	*
Professional Fees	5453.50	1894.80	6318.98	8213.04	8330.00	9371.71	790.39	40372.42	32000	126%	*
Repairs and Maintenance	7441.61	4261.73	4149.55	5494.74	5406.00	4279.96	4185.93	35219.52	59545	59%	
Security	738.25	0.00	89.85	569.78	0.00	687.33		2085.21	26400	8%	
Small Tools and Equipment	440.11	361.09	149.08	340.01	1230.07	1976.42		4496.78	8000	56%	
Supplies	4706.56	5191.07	2993.76	4272.01	8293.84	7243.46	3810.25	36510.95	46650	78%	*
Tax Expense	0.00	0.00	0.00	8668.9	0.00	0.00	-593.19	8075.71	0		
Taxes - Excise	484.63	126.10	132.14	116.72	63.13	98.91	139.71	1161.34	2400	48%	
Taxes - Property	3847.11	150.00	0.00	75.00	0.00	3434.09		7506.20	5800	129%	*
Telephone Expense	589.06	1517.41	1033.96	1278.57	1524.41	1695.95	1657.14	9296.50	23400	40%	
Uniforms	0.00	0.00	435.28		0.00	0.00		435.28	3495	12%	
Utilities	4047.13	4094.56	5357.65	5331.31	5001.37	4989.04	4742.73	33563.79	49200	68%	*
Total Expense	120303.68	104086.14	132635.96	117258.96	110723.85	120487.32	128108.79	833604.70	1604659	52%	
Net Profit (Loss)	13336.86	29060.79	4041.36	6814.26	41246.01	70766.16	25463.82	190729.26	219334	87%	*
Contingency									72000		
Savings/Reserve	\$ 20,000.00	\$ -	\$ 9,000.00	\$ -	\$ 20,000.00	\$ 90,000.00	\$ 10,557.35	\$ 149,557.35	60000	249%	*
Capital Projects									87334		
									0		

BALANCE SHEET ACCOUNTS
April 2018

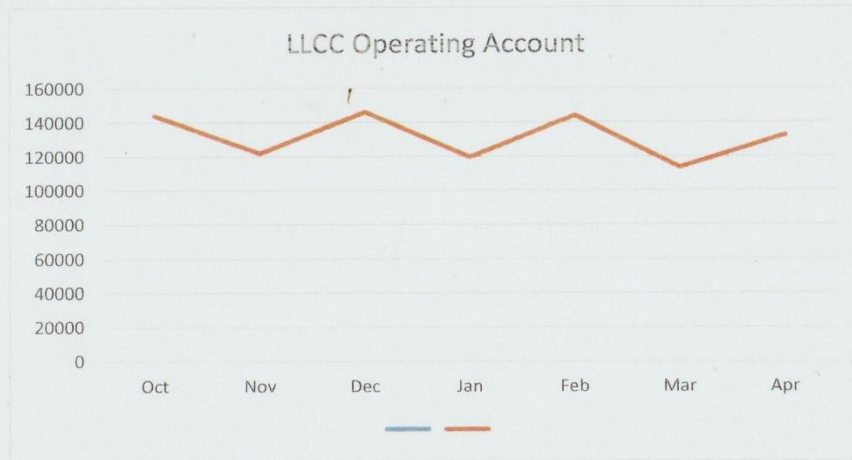
<u>Cash in Banks</u>	<u>Current Month</u>	<u>Balance</u>
Operating Account		
Heritage Operating		\$ 132,356.32
Special Assessment Accounts		
KBWA Golf Special Projects	\$ -	\$ 8,830.31
Savings Accounts		
Heritage: Money Market	\$ -	\$ 136,504.60
Property Sales	\$ -	\$ 15,000.00
Reserve Account		
Ed Jones CD	\$ 10,557.35	\$ 181,592.90
Total Cash in Banks:		<u>\$ 474,284.13</u>

Accounts Receivable	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Current - credits are prepaid accounts	\$ 510.00	\$ 26,043.47	\$ 5,962.74	\$ 3,525.85	\$ 1,473.31	\$ 37,515.37
Accounts - Members not in good standing	\$ -	\$ 11,457.50	\$ 10,838.50	\$ 11,057.50	\$ 218,066.28	\$ 251,419.78

Accounts Payable	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Vendors - does not include water	\$ 35,904.00	\$ 3,214.12	\$ -	\$ (219.41)	\$ (1,231.06)	\$ 37,667.65
Hoss					\$ 12,327.40	\$ 12,327.40
Totals:	<u>\$ 35,904.00</u>	<u>\$ 3,214.12</u>	<u>\$ -</u>	<u>\$ (219.41)</u>	<u>\$ 11,096.34</u>	<u>\$ 49,995.05</u>

CASH ACCOUNTS			5/3/2018				
Location	Type	Name	Balance	Operating	Savings	Reserve	Property Sales
HOA							
Heritage	Checking	Operating	\$ 132,356.32	\$ 132,356.32			
Heritage	Money Market	LLCC Savings	\$ 151,504.60		\$ 136,504.60		\$ 15,000.00
Edward Jones	CD 6 month	LLCC Corp. Reserve	\$ 181,592.90			\$ 181,592.90	
Key Bank	Checking	Golf Projects	\$ 8,830.31		\$ 8,830.31		
Total HOA			\$ 474,284.13	\$ 132,356.32	\$ 145,334.91	\$ 181,592.90	\$ 15,000.00
Water							
Heritage	Checking	Water Operating	\$ 100,576.51	\$ 100,576.51			
OCCU	Checking	Water Committee	\$ 145,100.42		\$ 145,100.42		
OCCU	Savings	Water Committee	\$ 101,461.34		\$ 101,461.34		
Edward Jones	CD 6 month	Water Mainline	\$ 264,790.00			\$ 264,790.00	
Edward Jones	CD 6 month	Well #6 Reserves	\$ 164,501.25			\$ 164,501.25	
Edward Jones	CD 3 month	Savings	\$ 50,891.88		\$ 50,891.88		
Heritage	Money Market	Water Mainline	\$ 15,260.22			\$ 15,260.22	
Heritage	Money Market	Well #6 Reserves	\$ 9,243.14			\$ 9,243.14	
Total Water			\$ 851,824.76	\$ 100,576.51	\$ 297,453.64	\$ 453,794.61	\$ -
TOTAL:			\$ 1,326,108.89	\$ 232,932.83	\$ 442,788.55	\$ 635,387.51	\$ 15,000.00
6 month CD rate		1.95					
3 month CD rate		1.7					

Oct	Nov	Dec	Jan	Feb	Mar	Apr
143887	121860	145986	119682	144022	113445	132356



HOA OPERATING ACCOUNT

MONTH END BALANCES

SIGN IN SHEET

Lake Limerick Board of Directors Meeting

Date: May 19, 2018

NAME	Division	Lot
Karen Kohler	1	41
Jayla Franklin Mark Franklin	5	36
J. MCKERSO	1	34
R. S Full	STAFF	
Dean Dyson	2	200
Sheela Neka	2	150
Van Dyke	2	253
Pat Parson	3	375

Note: Meetings are recorded for the purposes of preparing minutes