



**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS**

**MINUTES**

**August 18, 2018**

**9:00 AM**

- 1. ROLL CALL:** President Paul Wagner; Vice President Brian Smith; Treasurer Mike Prather; Secretary Penny Cory; Directors Sharon Hamilton, Dave Kohler, Kelly Evans, Amanda Stephen, Water Committee Chair Don Bird (ex officio)  
**Excused:** Roger Milliman
- 2. APPROVAL OF MINUTES**  
**Action:** Motion by Mike Prather, second by Brian Smith to Approve minutes July 21, 2018. Passed with no nays
- 3. FINANCIAL REPORT**—Treasurer Mike Prather  
**Action:** Treasurer Mike Prather reviewed financial reports (attached). Motion by Kelly Evans, second by Sharon Hamilton to Approve Financial Report. Passed with no nays.
- 4. ADDITIONS TO THE AGENDA** None
- 5. GUESTS FROM THE FLOOR**  
Requests to be added to the agenda  
Richard Lindstrand 1-182 Request for Architectural variance.  
John Sem 4-69 Street lights and Water Fees
- 6. CONSENT AGENDA**—Motions to Board from Committee Minutes  
**Action:** Motion by Dave Kohler, second by Kelly Evans to Approve Consent Agenda and Committee motions, in particular the Architectural Committee report, with exception to the Permit for Lindstrand and add “not to exceed \$6500” to #3 Motion from Lake Dam.
- 7. PRESIDENT’S REPORT**—President Paul Wagner advised that due to necessary work on 2018-2019 Budget, there will be no President’s report this month. Discussion with Water Committee Chair, Don Bird regarding updated map of entire water system underground pipes to avoid any further incidents of rupture of pipes. Mr. Bird advised that it would be extremely costly to get completely accurate mapping. President Wagner advised that in the future, we should adopt policy of not “guaranteeing” specific location of pipes.
- 8. COMMUNITY ASSOCIATION MANAGER’S REPORT**—CAM Deborah Wallace reports that KCL construction has submitted a bid for \$35,000 for the road repair due to the water line fracture. The insurance adjuster came on Aug 10<sup>th</sup> and has not made a determination, explaining that it is a complex issue and he was scheduled to immediately review another case in Chicago.  
Also reported: Exterior painting of the Inn will begin on the 23<sup>rd</sup> with preparation and pressure washing and painting the week of the 27<sup>th</sup>. Concern was raised regarding having scaffolding, etc. being present during End of Summer Bash which is scheduled on Sept. 1<sup>st</sup>.

Members have complained about safety issues at the swim area on the Island. Lake Dam Committee is reviewing bids and alternatives for remediation. We will post signs that use of the Inn Island beach will be at their own risk and refer members to other parks/beaches. Rain Garden shaping and layout is done, Jason is in contact with Mason County, working on an Earth Moving Permit.

New street signs are being installed and the old signs are being removed and stored at the Maintenance Facility awaiting a decision on disposing of them.

Lake Treatments are completed.

Maintenance is working on the playground equipment installation.

## 9. OLD BUSINESS

- a. Architectural Committee - Sharon Hamilton reports that she will be contacting volunteers to meet with office staff next week and begin reviewing the Architecture Guidelines and planning to re-establish the Architecture Committee. Pat Paradise advised that two people have asked him how to get involved with the committee. He will refer them to Sharon.
- b. Update on Cranberry Creek Mitigation Site—Mike Prather reported that he has been working with owners of property neighboring the original tract that was the focus of ivy removal. The plan is to use the neighbor's trees to create the fish habitat since the owners of the original tract refused access for the tree drop.
- c. Navy Easement Negotiation—Brian Smith reported that he had talked to the owner of DR Land Surveying who told him LLCC should receive the cadastral survey results next week.
- d. Maintenance Personnel Update—CAM reviewed staff and expected review dates.
- e. Electrical Repairs Update. CAM reviewed status after installation of transformer. CAM Deborah Wallace indicated that we received only one bid, after 3 companies were contacted. This led to a discussion of failure to contact more companies to get bids in order to comply with past practices. **MOTION:** Amanda Stephen moved to accept RAM Electric's bid not to exceed \$25,000. Second by Kelly. Passed with nays from Brian Smith and Penny Cory.
- f. Lakeside Deck repairs—Original plan for resurfacing the deck has resulted in complete removal of the deck due to structural codes and dry rot. CAM Deborah Wallace reports that we should have a design for rebuild next week. When questioned about chain of command in approving complete teardown, Ms. Wallace agreed that she held sole responsibility.
- g. Entry Ramp & Small Deck—deferred to Budget discussion.

- h. Old street signs—Lake Dam Committee has proposed a process that includes a pot luck and silent auction on Oct 20<sup>th</sup> prior to Semi-annual membership meeting.  
**MOTION:** Brian Smith moved, seconded by Penny Cory to approve the plan and ask volunteer Debbie Moore to proceed with plans. Passed with no nays.
- i. Utility vehicle —CAM Deborah Wallace recommends that we purchase a Polaris UTV at a cost of \$9,000. Discussion and review of plans to transfer ownership of current Water truck to Maintenance dept., after their purchase of a new Water truck. Water Committee Chair, Don Bird, verified the plan has not changed. **MOTION:** Brian Smith moved, seconded by Penny Cory to remove this item from further agendas. Passed with no nays.
- j. Survey—Amanda Stephen has developed a membership survey and shared it with BOD members for feedback. Discussion of how to implement the survey using on line delivery with option of paper copy for those members who request it. **MOTION:** Sharon Hamilton moved, seconded by Kelly Evans to purchase no more than three months subscription to Survey Monkey for \$37 per month, and proceed with delivery of survey. Passed with no nays.
- k. 2018-2019 Budget preparation. Review and provide updates to budget. After lengthy discussion and analyzation, it was agreed that the Board will meet at 9:00am on August 25 to review and prioritize Special Project Requests for 2018-2019 budget. Additionally, **MOTION:** Kelly Evans moved, seconded by Brian Smith to establish a Reserve Account and indicate on billing statements that \$5.00 goes to dedicated Reserve Account. Passed with no nays.

## 10. NEW BUSINESS

- l. Water Shut Off List—No new shut-offs, one recurring.
- m. Members Not in Good Standing—No Significant change.
- n. Richard Lindstrand 1-182 Building Permit for shop denied because plan for roof will not match residence. Mr. Lindstrom argued that there are homes in LLCC with shingled roofs and out buildings with metal roofs. Explained to Mr. Lindstrom that we cannot issue variances but acknowledge there are properties that have non-matching roofs that are not in compliance. President Paul Wagner explained that the Executive Committee, acting as the Architecture Committee agreed to meet and review Permit application.
- o. John Sem 4-69 Requested street lights be installed in two locations on Dunvegan to increase security and safety. Agreed we will contact PUD for installation. Mr. Sem also stated he is being charged for water on a lot that does not have water. It was explained to Mr. Sem that the \$15 monthly fee is for non-metered lots and the fee is

charged because all owners have an obligation of shared ownership and responsibility for the Water System. Mr. Sem's stated that he should not be charged because he only owns one lot, which he pays a water bill for. Mr. Sem's property is actually one and a half lots, so Water obligation is billed accordingly. After some discussion, President Paul Wagner agreed to meet with Mr. Sem to help gain understanding.

**11. OTHER BUSINESS** N/A

**12. CORRESPONDENCE** N/A

**13. ANNOUNCEMENTS** N/A

**14. MOTION TO CONVENE TO CLOSED SESSION** by Penny Cory second by Mike Prather. Passed with no nays.

**15. CLOSED SESSION** Personnel and Real Estate topics discussed

**16. MOTION TO RECONVENE TO OPEN SESSION** by Kelly Evans, second by Dave Kohler. Passed with no nays

**17. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION** Motion by Penny Cory, second by Sharon Hamilton. Passed with no nays.

**18. MOTION TO ADJOURN** by Kelly Evans, second by Dave Kohler. Passed with no nays.

**Lake Limerick Country Club Board of Directors  
CONSENT AGENDA  
August 18, 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** Ron Stull would like to change the wording in Policy 7.8. Discussion followed and a motion was made by Gayle Wilcox and second by Ed Irvin for the following with no nays.

7. Tee Times

~~7.8 No outside tournaments will be scheduled on observed holidays, or LLCC scheduled event weekends.~~

7.8 All outside golf Tournaments on holidays and holiday weekends (eg: LLCC Daze) are at the discretion of the Golf Pro.

**Inn Committee:** Motion to approve minutes of July 14, 2018 made by Penny Cory, second by Bonnie Morrow passed unanimously.

Motion not to exceed \$2500.00 towards the purchase of exterior lighting fixtures presented at Inn committee meeting made by Penny Cory, second by Bonnie Morrow passed unanimously.

**Lake Dam Committee:** *Motion #1: I move that the Board approve the use of funds already allocated for Park Improvements to replace the swing set at Leprechaun with an 8' single pole swing. Cost not to exceed \$1900 and adding dog poop bag dispensers. Motion made by Debbie Moore and seconded by Dorothy Powter. Motion accepted.*

*Motion #2: I move the Board include in the maintenance budget for the 2018/2019 years for fall zone upgrades for 5 parks: Log Toy, Anglia, Olde Lyme, Banbury, and the Inn. Motion made by Maureen Glenn and seconded by Linda Smith. Motion carried.*

*Motion #3: I move that we add climbing wall and small picnic table per plan and within park improvement budget not to exceed \$6500.00. Installation to occur within 60 days. Motion made by Debra Moore and seconded by Maureen Glenn. Motion passed.*

**Water Committee** A motion was made by Brandon Koch seconded by Mark Franklin and passed with no nays as follows: To approve the Financial Report for July 2018 as presented.

A motion was made by Pat Paradise, seconded by Norm Bartoo and passed with no nays as follows:  
To approve the operating budget as presented.

A motion was made by Pat Paradise seconded by Brandon Koch and passed with no nays as follows:  
To approve a one a time forgiveness for 230 E Kilmarnock in the amount of \$248.00.

*JULY RESULTS*

BUDGET VS ACTUAL 2017 2018

Report Date:  
 2017 - 2018

8/14/2018  
 Percent  
 83%

	JUNE	JULY	YTD TOTAL	Budget	Percent	
<b>Income</b>						
Income - Events	1223.26	50.00	13812.62	16000	86%	*
Income - Cafe	10505.24	14151.89	64355.36	123900	52%	
Cafe Discounts		0.00	-345.94	0		
Income - Golf	20764.99	23770.40	156001.42	167180	93%	*
Pro Shop Merchandise Sales	3321.10	3536.41	21830.72	25000	87%	*
Pro Shop Discounts		0.00	-752.98	0		
Income - Golf - Other		995.00	2645.62	0		
Income - Lounge	14868.04	13264.83	94223.24	106100	89%	*
Income - Restaurant	15830.70	17173.50	140438.14	158500	89%	*
Income - HOA						
Membership Dues	107840.50	116607.50	1061481.10	1232580	86%	*
Social Members	100.00	50.00	1700.00	4000	43%	
Fines & Fees	5160.00	3800.00	28696.00	4000	717%	*
Miscellaneous Income			417.82	4000	10%	
Water reimbursement	10522.00	11226.00	108748.44	130500	83%	
<b>Total Income</b>	<b>190135.83</b>	<b>204625.53</b>	<b>1693251.56</b>	<b>1971760</b>	<b>86%</b>	<b>*</b>
<b>Cost of Goods Sold</b>						
Food	11987.61	13933.45	60646.71	101120	60%	
Liquor	4349.22	6370.06	21097.21	29400	72%	
Merchandise	2667.94	930.63	8255.21	19075	43%	
Cost of Goods Sold - Other	0.00	0.00	0.00	0		
<b>Total Cost of Goods Sold</b>	<b>19004.77</b>	<b>21234.14</b>	<b>89999.13</b>	<b>147767</b>	<b>61%</b>	
<b>Gross Profit</b>	<b>171131.06</b>	<b>183391.39</b>	<b>1603252.43</b>	<b>1823993</b>	<b>88%</b>	<b>*</b>
<b>Expense</b>						
Advertising and Promotion	729.00	110.30	2059.30	3200	64%	
Auto Fuel/Gas Expense	2665.25	1366.30	20160.46	13750	147%	*
Automobile Expense - Other	37.00		1198.21	0		
Bank Service Charges	294.45	767.00	5745.06	6600	87%	*
Cash Drawer Payouts	83.32	932.10	1386.17	0		
Computer and Internet Expenses	1139.61	317.91	5065.11	6620	77%	
Dues & Subscriptions	1752.00	298.50	8059.63	4675	172%	*
Employee 401(k) Expense	827.95	624.52	5565.22	11620	48%	
Employee Expense - Other	168.08	19.49	4315.38	3600	120%	*
Equipment Lease	4725.02	4616.75	42897.79	49173	87%	*
General Liability Insurance	0.00	4806.08	52142.73	68000	77%	
Health Insurance	4767.28	4767.28	47239.52	53240	89%	*
Insurance Expense - Other	127.75	127.75	638.75	0		
Interest Expense	0.00		489.44	2100	23%	
Janitorial & Laundry Expense	1631.22	2399.80	15105.31	27595	55%	
Labor	103554.34	70146.53	635641.32	768373	83%	
Lake Expense	113.88	2994.60	6336.30	43746	14%	
Legal	3181.33	100.00	7870.89	60000	13%	
Licenses and Permits	0.00	0.00	2983.71	4260	70%	
Merchant deposit fees	2205.44	2345.49	18332.26	17300	106%	*
NSF Check Fees Returned Items	0.00	24.00	752.07	0		
Office Expense	334.83	60.33	7349.54	0		
Office Supplies	218.72	734.65	4901.31	4675	105%	*
Park Expense	257.03	0.00	3831.55	5000	77%	
Payroll Expenses	10267.93	7138.14	53972.75	76878	70%	
Payroll Tax Expense	1788.68	12043.36	54104.24	106164	51%	



	<u>JUNE</u>	<u>JULY</u>	<u>YTD TOTAL</u>	<u>Budget</u>	<u>Percent</u>	<u>83%</u>
Postage and Delivery	1008.50	309.25	9848.62	11200	88%	*
Professional Fees	2947.38	1179.23	45098.72	32000	141%	*
Repairs and Maintenance	8601.34	3617.37	49769.70	59545	84%	*
Security	89.85	0.00	2175.06	26400	8%	
Small Tools and Equipment	16.24	307.86	5371.75	8000	67%	
Supplies	5839.90	8547.56	56309.41	46650	121%	*
Tax Expense	0.00	0.00	8075.71	0		
Taxes - Excise	250.90	286.93	1881.12	2400	78%	
Taxes - Property	0.00	0.00	7506.20	5800	129%	*
Telephone Expense	1578.27	1587.56	14040.60	23400	60%	
Uniforms	0.00	0.00	471.97	3495	14%	
Utilities	3510.32	6567.31	48983.15	49200	100%	*
<b>Total Expense</b>	<b>164712.81</b>	<b>139143.95</b>	<b>1257676.03</b>	<b>1604659</b>	<b>78%</b>	
<b>Net Profit (Loss)</b>	<b>6418.25</b>	<b>44247.44</b>	<b>236827.96</b>	<b>219334</b>	<b>108%</b>	
Contingency			72223.35	72000	100%	
Savings/Reserve	\$ 20,000.00	\$ 25,000.00	142334.00	60000	237%	
Capital Projects		\$ (3,742.31)	87334	75405.58	funded	
				<u>0</u>		



**BALANCE SHEET ACCOUNTS**  
 July 2018

	Current Month	Balance
<b>Cash in Banks</b>		
Operating Account		\$ 142,652.27
Heritage Operating		
<b>Special Assessment Accounts</b>		
Heritage - Golf Projects	\$ -	\$ 8,830.32
<b>Savings Accounts</b>		
Heritage: Money Market	\$ 25,000.00	\$ 201,561.27
Property Sales	\$ -	\$ 15,000.00
<b>Reserve Account</b>		
Ed Jones CD	\$ -	\$ 181,592.90
<b>Total Cash in Banks:</b>		<b>\$ 549,636.76</b>

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Accounts Receivable</b>						
Current - credits are prepaid accounts	\$ -	\$ 10,864.20	\$ 9,167.42	\$ 5,131.73	\$ 65,552.20	\$ 91,177.80
Accounts - Members not in good standing	\$ -	\$ 5,907.50	\$ 5,737.50	\$ 7,012.50	\$ 140,740.19	\$ 159,397.69

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Accounts Payable</b>						
Vendors - does not include water	\$ 18,166.08	\$ (280.07)	\$ 17.98	\$ (71.26)	\$ 6,159.30	\$ 23,992.03
Hoss included \$6434.85 over 90 days						
<b>Totals:</b>	<b>\$ 18,166.08</b>	<b>\$ (280.07)</b>	<b>\$ 17.98</b>	<b>\$ (71.26)</b>	<b>\$ 6,159.30</b>	<b>\$ 23,992.03</b>

CASH ACCOUNTS		JULY		8/3/2018			
Location	Type	Name	Balance	Operating	Savings	Reserve	Property Sales
<b>HOA</b>							
Heritage	Checking	Operating	\$ 142,652.27	\$ 142,652.27			
Heritage	Money Market	LLCC Savings	\$ 216,561.27		\$ 201,561.27	\$ 181,592.90	\$ 15,000.00
Edward Jones	CD 6 month	LLCC Corp. Reserve	\$ 181,592.90				
Heritage	Checking	Golf Projects	\$ 8,830.32		\$ 8,830.32		
<b>Total HOA</b>			<b>\$ 549,636.76</b>	<b>\$ 142,652.27</b>	<b>\$ 210,391.59</b>	<b>\$ 181,592.90</b>	<b>\$ 15,000.00</b>
<b>Water</b>							
Heritage	Checking	Water Operating	\$ 120,305.80	\$ 120,305.80			
OCCU	Checking	Water Committee	\$ 145,245.17		\$ 145,245.17		
OCCU	Savings	Water Committee	\$ 101,537.25		\$ 101,537.25		
Edward Jones	CD 6 month	Water Mainline	\$ 283,790.00			\$ 283,790.00	
Edward Jones	CD 6 month	Well #6 Reserves	\$ 176,501.25			\$ 176,501.25	
Edward Jones	CD 3 month	Savings	\$ 50,891.88		\$ 50,891.88		
Heritage	Money Market	Water Mainline	\$ 5,600.07			\$ 5,600.07	
Heritage	Money Market	Well #6 Reserves	\$ 3,277.93			\$ 3,277.93	
<b>Total Water</b>			<b>\$ 887,149.35</b>	<b>\$ 120,305.80</b>	<b>\$ 297,674.30</b>	<b>\$ 469,169.25</b>	<b>\$ -</b>
<b>TOTAL:</b>			<b>\$ 1,436,786.11</b>	<b>\$ 262,958.07</b>	<b>\$ 508,065.89</b>	<b>\$ 650,762.15</b>	<b>\$ 15,000.00</b>

<u>SIGN IN SHEET</u>		
Lake Limerick Board of Directors Meeting		
Date: August 18, 2018		
NAME	Division	Lot
MIKE SCHWACK	3- <del>22</del> 23	22/23
Mark - Tamara Franklin	5	-36
Mary Ann Wagner	1	153
A. TORKERSON	1	34
Jane Miller	1	86
Karen Kohler	1	41
ED STEMBER	4	71
JOHN SEM	4	
RITA LINDSTREND	1	

Note: Meetings are recorded for the purposes of preparing minutes