



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MINUTES
October 20, 2018
9:00 AM**

1. **PRESENT:** President Paul Wagner; Vice President Brian Smith; Treasurer Mike Prather; Members Kelly Evans, Samantha Franklin, Sharon Hamilton, Dave Kohler, Roger Milliman, Amanda Stephen, Don Bird (Ex Officio)
2. **APPROVAL OF MINUTES**
Action: Roger Milliman moved Approval of the Board minutes of September 15, 2018, Sharon Hamilton seconded, and the motion passed with no nays.
3. **Announcement of New Board Member Appointment**-President Paul Wagner
President Paul Wagner announced that the Board received 4 applicants for the vacancy created by Penny Cory's resignation. Via electronic vote, the Board selected Samantha Franklin to serve out the remainder of the term. President Paul Wagner encouraged the other applicants to consider running for election in the Spring.
4. **FINANCIAL REPORT**—Treasurer Mike Prather
Treasurer Mike Prather presented a Fiscal Year 2018 summary, noting that many of the projections made in developing last year's budget closely tracked actual expenditures. He answered questions from Board members and Association members in the audience.
Action: Dave Kohler moved Approval of the Financial Report, Kelly Evans seconded and the motion passed with no nays.
5. **ADDITIONS TO THE AGENDA**
 - a. Roger Milliman requested adding an item concerning the year-end report of the Design Subcommittee of the Inn Committee (added as item 9c).
6. **GUESTS FROM THE FLOOR**
Association member John Ingemi requested an update concerning the Architectural Committee be added to the agenda (item 9d).
7. **CONSENT AGENDA**—Motions to Board from Committee Minutes
Dave Kohler noted that a motion from the Lake Dam committee recommending approval of the lake management contract with Lake Advocates needed to be added to the consent agenda. Don Bird noted that a motion from the Water Committee regarding charges needed to be added to the consent agenda as well.
Action: Dave Kohler moved Approval of the amended Consent Agenda and Committee motions, in particular the Architectural Committee report, Amanda Stephen seconded, and the motion passed with no nays.

8. PRESIDENT'S REPORT- President Paul Wagner

President Paul Wagner commented on challenges still confronting the association, such as completing the repairs to Mason Lake road caused by discharge from an old water system pipe that should have been sealed off decades ago; and developing a system to manage better work requests made to staff from committee and members. He mentioned that Chef Romel Brazel is replacing Chef Brandon Lawin who resigned to start his own catering business.

9. OLD BUSINESS

a. Navy Easement Negotiation—Brian Smith

Vice President Brian Smith reported that the cadastral survey of Navy rail right-of-way used by the golf course and the access road to the dam is ready to be transmitted to the Navy once some more information is provided by our Golf Course Superintendent.

b. Inn Deck—Brian Smith

Vice President Brian Smith recounted part of the history of the deck replacement project and what he believes the current status is regarding design options. President Paul Wagner provided additional history and insights. Brian Smith suggested it was time to fish or cut bait, and that he believes the best option is to get a design that recognizes the structural reality of the existing building; provides a deck design from a qualified engineer that will be acceptable to the county; and provides for community oriented activities related to the great hall, improves outside sitting and dining opportunities downstairs at the lounge and restaurant and provides additional shelter for events like the fishing derby and outside music in the summer.

Action: Sharon Hamilton moved approval of obtaining several design options from the engineer with whom we have been consulting for an amount not to exceed \$4,000, seconded by Kelly Evans, and the motion passed with no nays.

c. Inn Committee Design Subcommittee accomplishments—Roger Milliman presented a list of 2018 accomplishments by the Design Subcommittee and Future Projects slated for 2019.

d. Architectural Committee—Sharon Hamilton presented progress to date in reconstituting the Architectural Committee into two Committees as approved by the Board last month, one dealing with permits for new construction on LLCC lots, and the other dealing with Compliance by members with the Declaration of Restrictions and other rules adopted by the Board over time.

10. NEW BUSINESS

a. Work orders for staff—Paul Wagner

This item was discussed during the President's Report.

11. OTHER BUSINESS

Action: In response to a question the audience, by consent the Board selected July 6, 2019 as the next Lake Limerick Daze date.

12. CORRESPONDENCE

13. ANNOUNCEMENTS AND UPCOMING EVENTS

- a. October 21—Bingo
- b. **October 27-Magpies Annual Bazaar**
- c. **October 28-Annual Trunk or Treat**
- d. December 2—Tree Lighting Ceremony
- e. December 8—Tom and Jerry Party
- f. December 19—Christmas Buffet Dinner
- g. December 31—New Year's Events

14. MOTION TO CONVENE TO CLOSED SESSION

Action: Dave Kohler moved convening the Board in closed session, Roger Milliman seconded and the motion passed with no nays.

15. CLOSED SESSION

During closed session the Board discussed several legal and personnel related issues.

16. MOTION TO RECONVENE TO OPEN SESSION

Action: Dave Kohler moved to reconvene in open session, Kelly Evans seconded and the motion passed with no nays.

17. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION

Dave Kohler moved to accept all motions that were passed in closed session, Kelly Evans seconded and the motion passed by consensus. Samantha Franklin was selected as the new Board Secretary. However, the Board took several actions when returned to open session in part based on discussions in closed session, and an Inn Committee recommendation from their last meeting.

Action: Dave Kohler moved to change the café hours to Friday, Saturday, Sunday open 8AM-2PM (staffed 7AM to 3PM), seconded by Brian Smith, motion passed with no nays.

Action: Dave Kohler moved to have the business office only open the Saturday of the Board meeting, beginning in November, seconded by Roger Milliman and passed with no nays. **NOTE:** This will require Board members who also belong to committees that meet the first and second Saturdays of the month to have keys and the alarm codes to open the building.

18. MOTION TO ADJOURN

Action: Dave Kohler moved to adjourn, seconded by Sharon Hamilton, motion passed with no nays.

BUDGET VS ACTUAL 2017 2018		10/19/2018			Report Date: 2017 - 2018		
4th Qtr		JULY	AUGUST	SEPT	YTD TOTAL	Budget	Percent
Income							
Income - Events	50.00	2202.39	498.00	15289.75	16000	96%	
Income - Cafe	14151.89	14364.23	7404.79	75619.14	123900	61%	
Cafe Discounts	0.00			-345.94	0		
Income - Golf	23770.40			135236.43	167180	81%	
Pro Shop Merchandise Sales	3536.41	2828.93	2130.89	23469.44	25000	94%	
Pro Shop Discounts	0.00			-752.98	0		
Income - Golf - Other	995.00	14733.49	6039.30	23418.41	0		
Income - Lounge	13264.83	11806.58	5714.58	96876.36	106100	91%	
Income - Restaurant	17173.50	6197.15	1534.32	130804.59	158500	83%	
Income - HOA							
Membership Dues	116607.50	111350.00	110061.50	1175052.10	1232580	95%	
Social Members	50.00	0.00		1600.00	4000	40%	
Fines & Fees	3800.00		200.00	23536.00	4000	588%	
Miscellaneous Income		3820.00	3485.00	7722.82	4000	193%	
Property Sales		21572.50		21572.50			
Water reimbursement	11226.00			98226.44	139500	75%	
Total Income	204625.53	188875.27	137068.38	1829059.38	1971760	93%	
Cost of Goods Sold							
Food	13933.45	20606.89	12393.71	119641.29	101120	118%	
Liquor	6370.06	7100.73	1385.12	37862.06	29400	129%	
Merchandise	930.63	663.87	982.35	12436.61	19075	65%	
Cost of Goods Sold - Other	0.00	0.00	0.00	480.77	0		
Total Cost of Goods Sold	21234.14	28371.49	14761.18	170420.73	147767	115%	
Gross Profit	183391.39	160503.78	122307.20	1658638.65	1823993	91%	
Expense							
Advertising and Promotion	110.30	749.95	200.00	2280.25	3200	71%	
Auto Fuel/Gas Expense	1366.30	3340.90	3600.63	24436.74	13750	178%	
Automobile Expense - Other		717.09	768.19	2646.49	0		
Bank Service Charges	767.00	313.10	558.40	6322.11	6600	96%	
Cash Drawer Payouts	932.10	248.95	301.17	1852.97	0		
Computer and Internet Expenses	317.91	2131.28	456.65	6513.43	6620	98%	
Dues & Subscriptions	298.50		505.00	6812.63	4675	146%	
Employee 401(k) Expense	624.52	348.74		5086.01	11620	44%	
Employee Expense - Other	19.49	204.75	2641.71	6993.76	3600	194%	
Equipment Lease	4616.75	5881.37	5235.24	49289.38	49173	100%	
General Liability Insurance	4806.08	4806.08	4806.08	61754.89	68000	91%	
Health Insurance	4767.28	4951.48	184.20	47607.92	53240	89%	
Insurance Expense - Other	127.75	127.75	127.75	766.50	0		
Interest Expense				489.44	2100	23%	
Janitorial & Laundry Expense	2399.80	3063.25	1052.91	17590.25	27595	64%	
Labor	70146.53	70372.63	66887.59	669347.20	768373	87%	
Lake Expense	2994.60		584.76	6807.18	43746	16%	
Legal	100.00	303.00	100.00	5092.56	60000	8%	
Licenses and Permits	0.00	106.50	4342.00	7432.21	4260	174%	
Merchant deposit fees	2345.49	3836.93	977.40	20941.15	17300	121%	
NSF Check Fees Returned Items	24.00		25.00	777.07	0		
Office Expense	60.33	3910.20	2682.90	13607.81	0		
Office Supplies	734.65	429.31	911.46	6023.36	4675	129%	
Park Expense	0.00	16014.58	6986.50	26575.60	5000	532%	

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>YTD TOTAL</u>	<u>Budget</u>	<u>Percent</u>
Payroll Expenses	7138.14	7972.92	6668.44	58346.18	76878	76%
Payroll Tax Expense	12043.36	1339.25	1105.83	54760.64	106164	52%
Postage and Delivery	309.25	77.01	2097.68	11014.81	11200	98%
Professional Fees	1179.23	8258.85	24572.58	74982.77	32000	234%
Repairs and Maintenance	3617.37	6288.07	29563.02	77019.45	59545	129%
Security	0.00		89.85	2175.06	26400	8%
Small Tools and Equipment	307.86	885.52	542.99	6784.02	8000	85%
Supplies	8547.56	11435.44	12061.00	73965.95	46650	159%
Tax Expense	0.00		691.12	8766.83	0	
Taxes - Excise	286.93		325.70	1955.92	2400	81%
Taxes - Property	0.00			7506.20	5800	129%
Telephone Expense	1587.56	1098.67	2817.58	16378.58	23400	70%
Uniforms	0.00		793.03	1265.00	3495	36%
Utilities	6567.31	5548.71	4181.80	55203.34	49200	112%
Total Expense	139143.95	164762.28	189446.16	1447171.66	1604659	90%
Net Profit (Loss)	44247.44	-4258.50	-67138.96	211466.99	219334	96%
Contingency		0	0	72223.35	72000	100%
Savings/Reserve	25000.00	0.00	0	122334.00	60000	204%
Capital Projects	-3742.31	0	0	87334	75405.58	funded
					<u>0</u>	

**Lake Limerick Country Club Board of Directors
CONSENT AGENDA--AMENDED
October 20, 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 October 2018 list of actions for Board approval.

Greens Committee

No Board action motions.

Inn Committee

No Board action motions

Lake Dam Committee

1. Motion #1 I move that LLCC accepts and executes the Lake Advocates Service contract for October 1, 2018 through September 30, 2019 in the amount of \$24,840.00 plus Sales Tax not to exceed \$25,000.00. Motion made by Debra R. Moore and seconded by Brian Smith. Motion carried.

Water Committee

1. A motion was made by Brandon Koch and seconded by Mark Franklin and passed with no nays to approve the LLCC Water Rate Charges for Fiscal year 2018-2019 as presented.

LAKE LIMERICK COUNTRY CLUB

WATER RATE CHARGES for Fiscal Year 2018 -2019

	Monthly Billing	Base Allocation	Annual Fees	Water Available
Metered	\$ 27.00	first 10,000 gal.	\$ 324.00	Yes
Metered, locked	\$ 15.00	0	\$ 180.00	No
Non-metered	\$ 15.00	0	\$ 180.00	No
Half lot, metered	\$ 13.50	first 5,000 gal.	\$ 162.00	Yes
Half lot, non-metered	\$ 7.50	0	\$ 90.00	No

Excess Usage (over 10,000 gallons for full lot, over 5,000 for half lot) will be billed monthly @ \$2.00 / 1,000 gallons or any portion thereof.
For example, a total usage of 11,005 gallons for a full lot would result in an additional \$4.00 excess usage charge.

Breakdown of Fees per Month

	Basic fees incl. utility tax	Mainline replacement reserves	Water capacity reserves	Total plus excess usage
Metered	\$ 19.00	\$ 5.00	\$ 3.00	\$ 27.00
Metered, locked	\$ 7.00	\$ 5.00	\$ 3.00	\$ 15.00
Non-metered	\$ 7.00	\$ 5.00	\$ 3.00	\$ 15.00
Half-lot, metered	\$ 9.50	\$ 2.50	\$ 1.50	\$ 13.50
Half lot, non-metered	\$ 3.50	\$ 2.50	\$ 1.50	\$ 7.50

Additional Charges:

New valve and meter installation (includes water spigot upon request)	\$ 1,000.00
Install spigot (customer side, past meter and backflow devices)	\$ 175.00
Lockout (reduces monthly fee to \$15.00 – voluntary or involuntary)	\$ 60.00
Return to service (increases monthly fee to \$27.00)	\$ 60.00
Hose bib lock	\$ 15.00

Notes:

1. Fees are for originally platted lots, and for half lots resulting from dividing a full lot, not per owner or combined lots.
2. All fees are subject to change at any time.
3. Per Washington State Department of Health laws (WAC 246-290-496(2)), a lot must have a meter installed in order to have water available.
4. Per Bylaws of Lake Limerick Country Club, Article II (A), only members in good standing have the right to use water from the LLCC water system.

October 20, 2018

Design Committee (A Sub-Committee of the Inn-Committee)

2017-18-19 Project Completions and Future Plans

We, as a subcommittee of the Inn Committee, have been working on ways that we believe benefit the Lake Limerick community.

Our vision is to improve the appearance of the interior and exterior of the Inn, for the Association and potential Group Bookings and Future Events.

Using nature as our inspiration, we have made color and material decisions that are intended to create a warm, relaxed and welcoming environment.

We have been vigilant in the use of any HOA monies and have relied on volunteer help, donations and the appreciated funds provided by the Magpies.

The following is a list of completed tasks as well as what we hope to accomplish in the next year.

January-October 2018 Completed by Volunteers, and including some Assigned Staff:

- Cleaned, insulated and organized Storage Area outside of Restaurant
- Painting of the walls, and ceilings of the Lounge
- Replaced seat cushions, with new leather on all Bar Stools
- Donation of small black refrigerator for Bar
- Donation of Large Led TV for Lounge
- Wood window trim donated and installed in Lounge
- New Wood Door at stair entrance to Lounge (donated)
- Wine Cooler for Restaurant and Lounge, and at entrance to the Lounge
- Wall painted adjacent to Fireplace in Restaurant
- New Chairs and Tables on the Patio
- Painting of the outside of the Lake Limerick Inn – Completion October 2018
- Exterior Inn Lighting selected and purchased is to be installed after painting is completed

FUTURE PROJECTS for Completion from October to Year End 2019

- Painting of walls and ceilings of Restaurant, allowing for acoustic component (purchased paint 9/18)
- Replace Lighting in Restaurant
- Install Barn Doors between Lounge and Restaurant
- Install Wood Window Trim around windows in Restaurant (donated wood)
- Install Wood Fireplace Mantel (donated wood beam) on Fireplace
- Install Wood Railing on stairwell wall in Lounge (maintenance)
- Replace Black Padded Bar face in Lounge, with Cedar wainscoting or another durable surface
- Replace Flooring in Lounge and Restaurant (to be selected)
- Attach wooden ledge under all Windows inside Restaurant and Lounge
- Assisting in design and completion of the outer decks off the Great Room