



Lake Limerick Country Club
Board of Directors
Minutes
January 19, 2019

1. **Roll Call**

Present: President, Paul Wagner, Vice President Brian Smith , Secretary Samantha Franklin, Directors, Kelly Evans, Dave Kohler, Amanda Stephen, Sharon Hamilton, Norm Bartoo, Don Bird (Ex Officio)

2. **Approval of Minutes:** Dave Kohler moved and Kelly Evans seconded that the minutes from the December 2018 meeting be approved as submitted. The motion passed with no nays.

3. **Financial Report:** Paul Wagner presented the financial report. Paul responded to questions regarding reduced revenue in winter, collection successes , etc. Roger Milliman clarified that the financial report would be posted on the web site after it was approved by the Board. Vern Duggan from the audience asked that the financial report be available to anyone prior to the vote. After further discussion Brian Smith moved and Dave seconded that the financial report be copied and distributed to the audience prior to a vote. Motion passed.

4. **Additions to the agenda:** Brian Smith requested that Capital Improvements be added as d) under Old Business.

5. **Additions to the agenda from Guests:**

- a. Mr. and Mrs. Kelly Division 1 lot 60 asked to add overwintering trailers.
- b. Joseph Ritter Division 2 lot 60 asked to add his building permit.
- c. Joel Gray Division 2 lot 281 asked to add his shed/carport permit.

6. **Consent Agenda:**

Dave Kohler asked that the resolution from the Compliance committee be pulled and considered with his resolution for Architecture Committee as item e) under old business (item e).

There followed an extended discussion on remedies available to compel compliance with our Declarations of Restrictions when requests and fines have been ineffective, **-Dave Kohler made a motion to accept the consent agenda minus the Compliance Committee resolution and Compliance**

Committee motion for a lien and water shut off on the Cook property. The motion carried with no nays.

Action: Amanda Stephen moved to have the Board instruct the Community Association Manager to start the process to impose a lien or other appropriate action on Kimberly Cook. Dave seconded and the motion passed with no nays.

Action: Kelly Evans moved and Brian Smith seconded to instruct the CAM to seek an attorney to work in consultation with the Compliance committee to take appropriate action to compel compliance with recalcitrant cases. The motion passed with no nays.

Action: Brian moved and Kelly seconded that Norm Bartoo be appointed to the vacancy on the Board left when Roger Milliman became CAM, the position having been advertised and an electronic vote of the Board already supporting his appointment. The motion passed with no nays.

7. **Presidents report:** Paul reported that he is happy to see the level of volunteer involvement in our committee system. He is working policies and procedures to provide even more transparency to our best practices.
8. **Report from Community Association Manager.** Roger Milliman thanked the community and Board for putting our faith in him. He introduced our new Chef, Josh Neely and welcomed him . He and the Chef are working on a new menu.
 - In addition to Josh, Faith Warren has been hired as lead server with wait staff reporting to her. She reports to Josh who will supervise Restaurant and Café staff.
 - We have changed health insurance providers at a savings of seven thousand dollars per year to the HOA.
 - He is finishing the work on our third party claim for damage to a county road. He has a meeting on the 24th of January and after that, repair should commence. It will be a two day process with Mason Lake road being reduced to one lane for a short time.
 - The use agreement for the Limerick Littles was reviewed by our liability insurance provided attorney. This will now be used with other hall rental agreements.
 - Roger has been attending every committee meeting to become familiar with their procedures and concerns.
 - He is working with Duane and Joe on security procedures and key control. They have been cleaning up the maintenance shop and yard. They removed 1800 pounds of scrap metal and sold it for twenty seven dollars for the HOA coffers.
 - He is ready to start the asset inventory and labeling process. Inn and Water department property will be done first, with remaining assets inventoried after that.
 - Measures are being taken to protect the island shore line and rebuild the log boom

- An employee recognition burger lunch was held at the café in December.

9. Old Business:

- a) Dishwasher- Roger reported the history of the HOA purchasing used high temperature dishwashers with the aim of saving the association five hundred dollars a month in the cost of chemical sanitizer. The one installed in the café is working after several minor repairs. The one to be installed in the kitchen proved to be too costly to repair. Therefore with Executive committee approval he is purchasing a *new* high temperature dish washer under warranty to be delivered and installed shortly.
- b) Navy Easement- Brian reported that the person handling the lease for the Navy has changed several times and he is now working with Angela Stanton.
- c) Inn Deck- Brian Smith reported that MC squared had provided plans for options for the deck. These have been reviewed by the Executive Committee and Duane . The plan is to remove the structures that are now storage room and CAM office (because they are unsafe), expand the deck and the patio below it, install a staircase from the patio to the deck. We now need to obtain cost estimates.
- d) Capital Improvements- Brian Smith reported that there are three main components to this process.
 - Major Capital-projects that create new assets, like new golf sheds
 - Maintenance Capital—projects that are big repairs to existing assets like the Inn Deck
 - Routine Maintenance—normal repairs like fixing lights and toiletsRoger is working on a comprehensive plan for general maintenance tracking, and identifying major projects. Terry Hinchcliff is assessing what tools are available through quick books for asset management, while Joe, Duane and Jason are working on identifying assets.
- e) Compliance Resolution 2019-01 and Architectural Resolution 2006-01 amended January 19, 2019. Dave moved and Kelly seconded to accept these two resolutions. The motion passed with no nays. **Action Item:** Both resolutions be added to web site and filed with county.

10. New Business:

- a) **This item handled earlier in the meeting.**
- b) Paul announced that the Board is soliciting applications for the vacancy left when Treasurer Mike Prather needed to resign due to personal reasons. The Board is grateful for Mike's service and wishes his family well.
- c) Golf Pro- Vern Duggan, President of the Greens committee outlined why a Golf Pro is a necessity given the unique challenges of a nine hole course and the many duties he fulfills. **Action:** **Brian Smith moved to direct CAM Roger Milliman to work with the Greens and the Executive Committee to move forward with advertising and interviewing for the Golf Pro vacancy, with appointment subject to Board approval. Kelly seconded** and the motion passed with no nays.

- d) The Kelly's reported that they did not move their trailer this fall despite the requirement to do so, due to a variety of hardships that still exist. They have now received a second letter about their non-compliance. **They were advised to request a hearing before the Hearing Committee.** A member of the compliance committee offered to work with them to find assistance in moving the trailer.
- e) Mr. Ritter had submitted plans for a new house construction. They were reviewed by Board members Sharon Hamilton and Norm Bartoo after the meeting.
- f) Mr. Gray withdrew his application for a shed /car port since his plans had been modified. He will resubmit.

11. Closed Session:

Brian moved and Kelly seconded that the Board go in to closed session to discuss legal and personnel matters.

12. Motion to reconvene to Open session:

Dave moved and Amanda seconded that the Board reconvene to open session.

No motions made in closed session

13. Adjournment

Action: _Dave moved and Brian seconded that the meeting be adjourn. The motion passed.

Consent Agenda January 2019

Lake Dam Committee motion

A motion was made after required vetting and a background check to recommend to the Board of Directors to accept Matt Jensen as a voluntary Park Host for the 2019 season (for placement at Anglia Beach Park). Motion by Brian Smith, second by Mike Prather, carried with 11 yes votes.

For reference, two other Park Hosts from the 2018 season plan to return for the 2019 season; Dave Murphy at Log Toy Park and Pat Paradise at Ballantrae Park.

Inn Committee motion

Approval of minutes: motion to approve December 8, 2018 made by Penny Cory second by Nancy Milliman passed unanimously.

Compliance Committee motions

A motion was made by S. Hamilton and seconded by S. Smart to approve the minutes of the meeting held on December 5, 2018. Motion carried.

~~A motion was made by S. Smart and seconded C. Wong to approved the updated Committee Resolution No. 2019—01, which sets forth the purpose, authority, makeup and operating procedures for the newly formed Lake Limerick Community Compliance Committee. Motion passed.~~

~~A motion was made by K. Jensen and duly seconded to have the Board start the process of turning off the water and putting a lien on the property of Kimberly Cook for her refusal to comply with the HOA CC&Rs and/or her refusal to pay any of the fines assessed on her. M./passed.~~

Water Committee motions

Approval of Minutes:

A motion was made by Phyllis Antonsen, seconded by Brandon Koch and passed with no nays as follows: To approve the Minutes of December 8th, 2018 as written.

A motion was made by Brandon Koch, seconded by Norm Bartoo and passed with no nays as follows: To approve the financial report of January 14th 2019 as presented.

Greens Committee motion and comment.

Minutes: After review, the minutes from December were approved by Gayle Wilcox and second by Mary Lou Trautmann. Approval passed with no nays.

The Greens Committee would like to request a Board member attend their monthly meetings and to also spend time with Jason once a month to go over the improvement and condition of the golf course. This we hope will familiarize the Board with the Golf Course Operations.

There were no motions from Architecture

RESOLUTION NO. 2019 – 01

Compliance Committee

This Resolution sets out the purpose, authority, makeup, and operating procedures of the Lake Limerick Country Club Compliance Committee.

1. **Purposes.** The Lake Limerick Country Club Compliance Committee has four primary purposes, all centered on service to the members of the Association:
 - to review and investigate complaints of lot conditions and or violations of compliance against CC&Rs and Association rules, and to initiate notices of infractions and fines, per fine schedule(s) previously approved by the Board of Directors. The Board of Directors will review all actions of the Committee at their monthly meeting and approve/disapprove of the actions taken.
 - to work with the Architecture Committee, such as to solicit information about possible compliance issues as part of investigations or to refer items to the Architecture Committee for their consideration and or feedback, as needed;
 - to keep written or computerized records of communication with member(s) and any complaints involved, as well as any notice of infractions and or fines recommended to the Board of Directors; and
 - to identify circumstances that would benefit from a general rule, investigate these circumstances, and recommend such rules to the Board.
2. **Authority.** The Compliance Committee does not have the authority to act for the Board with respect to any final decisions; rather, it recommends to the Board based on its investigations, experience and deliberations. The Board may or may not accept such recommendations in whole or in part. The Compliance Committee does have the authority to make such investigations and recommendations to the Board. Any member who believes that an emergency exists so that more immediate attention must be given to a complaint or violation, not to include the mere failure to submit the complaint earlier so it could be considered in the regular course of events, must bring this concern to the Chair of the Compliance Committee, or if not available, to the President of the Board as soon as possible.
3. **Makeup.** The Compliance Committee shall consist of one Chair, who is appointed, and serves at the pleasure of the Board. The Chairperson is encouraged, and may be requested, to attend Board of Directors meetings, and a record of such attendance will be noted in the Board of Directors minutes.

Additional membership will be from those Association Members, who have petitioned the Compliance Committee for appointment to the Committee, have

attended three meetings as a guest over a six-month period and have subsequently been approved by the Compliance Committee. The Board or the Compliance Committee may also terminate membership of any of the general members of the Compliance Committee at its discretion. Only association members in good standing may serve as Compliance Committee members, although any actions that may be taken by the Compliance Committee while a member who is not in good standing is serving on the committee are not subject to challenge for that reason. It is understood that the Committee will actively continue to recruit membership from all five (5) Divisions.

4. **Operating Procedures.** The Compliance Committee shall operate pursuant to procedures that are fair and reasonable. It shall create and make a readily-accessible record of systems for its operation, which shall include processes, timelines, assignment of responsibilities, accountability and forms, as well as other procedures that are beneficial to the work of the committee. These shall include systems for the processing of complaints, findings and responses to complaints of property condition violations, recommendations to the Board for rules violations, adoption of new rules, coordination with legal counsel and the conduct of meetings.

Robert's Rules of Order, or other mechanical rules of procedure, shall not apply to any of the process and procedures of the committee; rather, the committee shall proceed in all ways reasonably and fairly, with concern not only for the rights of the general membership to enforcement of the applicable rules, but also for the rights of individual members to a process that affords them respect as members, gives them a reasonable chance to participate in the process, and fairly considers their positions.

RESOLUTION NO. 2006 – 01
Architectural Committee

AS AMENDED January 19, 2019

This Resolution sets out the purposes, authority, makeup and operating procedures of the Lake Limerick Country Club Architectural Committee.

5. **Purposes.** The Architectural Committee has three primary purposes, all centered on service to the members of the Association:
 - to review, and recommend to the Board, approval, disapproval or conditional disapproval of applications for permits for projects involving changes to the platted lots, common areas, and any other real property within the jurisdiction of the Association. Such projects include but are not limited to grading, tree cutting, and construction of residences, docks, fences, and so on;
 - to work with the Compliance Committee, such as to solicit information relevant to a permit under review, or to provide information about possible compliance issues for consideration of the Compliance Committee; and
 - to identify circumstances that would benefit from a general rule, investigate these circumstances, and recommend such rules to the Board.

6. **Authority.** The Architectural Committee does not have the authority to act for the Board with respect to any final decisions; rather, it recommends to the Board based on its investigations, experience and deliberations. The Board may or may not accept such recommendations in whole or in part. The Architectural Committee does have the authority to make such investigations and recommendations to the Board. Because the Architecture Committee does not have the final authority to act; the recorded restrictive covenants provide that any application for approval that is submitted, and not acted on within 20 days, is automatically approved; and the Board meets only once per month on a regular basis; all applications to the Architectural Committee are automatically denied, pending consideration by the Board. Any member who believes that an emergency exists so that more immediate attention must be given to an application (not to include the mere failure to submit the application earlier so it could be considered in the regular course of events), must bring this concern to the Chair of the Architectural Committee, or if not available, to the President of the Board, as soon as possible.

7. **Makeup.** The Architectural Committee shall consist of one Chair, who is appointed, and serves at the pleasure of the Board; and additional members, who have petitioned the Architectural Committee for appointment to the Committee, have attended three meetings as a guest over a six month period and have subsequently been approved by the Architectural Committee. The

Board or the Architectural Committee may also terminate the membership of any of the general members of the Architectural Committee, at its discretion. Only Association members in good standing may serve as Architectural Committee members, although any actions that may be taken by the Architectural Committee while a member who is not in good standing is serving on the committee are not subject to challenge for that reason.

8. **Operating Procedures.** The Architectural Committee shall operate pursuant to procedures that are fair and reasonable. It shall create and make a readily-accessible record of systems for its operation, which shall include processes, timelines, assignment of responsibilities, accountability and forms, as well as other procedures that are beneficial to the work of the committee.

These shall include systems for the processing of applications for permits, responses to complaints of property condition violations, recommendations to the Board for adoption of new rules, coordination with legal counsel and the conduct of meetings.

Robert's Rules of Order, or other mechanical rules of procedure, shall not apply to any of the process and procedures of the committee; rather, the committee shall proceed in all ways reasonably and fairly, with concern not only for the rights of the general membership to enforcement of the applicable rules, but also for the rights of individual members to a process that affords them respect as members, gives them a reasonable chance to participate in the process, and fairly considers their positions.

11:55AM
01/18/19
Accrual Basis

Lake Limerick 2016
Profit & Loss
December 2018

Dec 18

Ordinary Income/Expense

Income

40000 • Income	5,454.88
40100 Income Banquets	2,865.00
41000 • Income - Cafe	2,563.98
42000 • Income Golf	2,109.52
44000 • Income - Lounge	10,845.28
45000 Income Restaurant	9,064.61
46000 Income - HOA	
46100 Fines & Fees	350.00
46200 • Membership Dues	115,515.00
46000 • Income - HOA- Other	175.0b

Total 46000 Income HOA	146,040.00
49999 • Miscellaneous Income	1,633.73
50009 • Returned Check Charges	50.00

Total Income 150,627.00

Cost of Goods Sold

50000 Cost of Goods sold	
50100 Food	9,790.40
50200 • Liquor	2,554.69
50300 • Merchandise	250.57

Total 50000 Cost of Goods sold 12,595.66

Total COGS 12,595.66

Gross Profit 138,031.34

Expense

60201 • Fuel/Gas Expense	
60400 Bank Service Charges	299.75
61200 • Cash Drawer Payouts	227.70
61700 • Computer and Internet Expenses	320.09
62500 Dues and Subscriptions	230.00
62600 • Employee Expense	
62601 • 401(k)	802.60
62600 • Employee Expense Other	2,736.00

Total 62600 • Employee Expense 3,538.60

62900 • Equipment Lease 3,975.36

63300 • Insurance Expense	
63310 • General Liability Insurance	16,122.75
63320 • Health Insurance	4,171.37
63300 • Insurance Expense - Other	1,191.82

Total 63300 • Insurance Expense	21,485.94
63500 Janitorial & Laundry Expense	
63600 • Labor	59,101.91
64400 • Merchant Account Charges	588.72
64901 Office Expense	336.51
64902 • Office Supplies	453.22
65000 • Parks Expense	557.80
66000 • Payroll Expenses	5,779.50
66100 Payroll Tax Expense	842.33
66500 • Postage and Delivery	846.24
66700 • Professional Fees	8,721.91
67200 Repairs and Maintenance	5,712.80
67300 • Security	89.85
67800 • Small Tools and Equipment	571.76
67805 Supplies	1,998.21
68000 • Tax Expense	2,440.98
68001 • Taxes - Excise	1,716.49
68100 Telephone & Television Expense	
68400 • Travel Expense	961.98
68500 Uniforms	181.89

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Lake Limerick 2016

11:55 AM

Profit & Loss

01/18/19

Basis

December 2018

Accrual

Dec 18

68600 Utilities	4,178.58
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130,426.32

Total Expense

Net Ordinary Income

7,605.02

Other Income/Expense

Other Income

30.43

70200 • Interest Income

30.43

Total Other Income

30.43

Net Other Income

Net Income

7,635.45
