



LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

Minutes

May 18, 2019

9:00 AM

1. Roll Call:

PRESENT President, Brian Smith; Vice President, Tim McKern; Treasurer, Connie Wong; Members, Dean Dyson, Dave Kohler, Pat Paradise, Amanda Stephen, Norm Bartoo; Don Bird (Ex Officio)

EXCUSED Secretary, Samantha Franklin

2. Approval of Minutes:

Action: Tim McKern moved and Dean Dyson seconded that the April minutes be approved. The motion passed with no nays.

3. Financial Report: Treasurer Connie Wong

Connie Wong gave the financial report. She noted that cash balances are good, savings are growing, and accounts payable is current. Café revenue is up given the increased hours, the lounge revenue is even, the restaurant revenue is up a little bit, and golf revenue is down from last month because of the number of golf annuals purchased the month before. The 7th green project on the golf course came in under budget. Big expenses for the month included the fish for the fishing derby, property taxes, and excise taxes. Accounts receivable is consistent and Connie explained that she and others are currently reviewing the aging to determine if any amounts can be written off. Connie also responded to questions from the membership.

Action: Dean Dyson moved and Dave Kohler seconded that the financial report be accepted. The motion passed with no nays.

4. Additions to the Agenda

None

5. Guests from the Floor

None

6. Consent Agenda:

Dave Kohler had several questions on the Inn Committee motions. The Inn Committee Chairperson clarified that Chef Josh wants to use the new smoker for BBQs and other specialty items, has experience using a smoker, and will maintain it. Roger Milliman explained how the lighting in the Restaurant will change. It was clarified that the Magpies will pay for the improvements. One member had an interest in purchasing the current lighting and it was suggested that the current lighting could be auctioned at the same time as the old street signs are auctioned. Roger agreed to ask Debbie Moore if she is still interested in coordinating an auction of those items.

Dave Kohler suggested that the Lake Dam Committee motion #1 be moved to Old Business Item 9c and that Lake Dam Committee motion #1 be considered during the Park Host discussion at New Business Item 10a.

Action: Dave Kohler moved and Tim McKern seconded that the consent agenda be approved except for the Lake Dam Committee motions #1 and #2, which will be considered later in the agenda. The motion passed with no nays.

7. Presidents Report: Brian Smith

Brian Smith explained that he and Roger Milliman are beginning to work with the committees and departments to prepare budget proposals for next year's budget. The target is to have a draft budget for each committee and department by July 15 so that Connie Wong and Roger Milliman can communicate a budget proposal to the Board of Directors by August 15. The final presentation and vote on the budget will occur in October.

8. CAM Report: Roger Milliman

- a. We had a very well-organized Fishing Derby on April 27. I believe for the first time we made a profit due to Dennis Muretta's Team and Breakfast and Lunch services made by Chef Josh and served by the Inn Committee.
- b. We have hired and trained 2 seasonal employees for the Café; Christy Tupper cook and Cheyenne Hernandez server. The Café starting May 1st is now open 7 days per week 7:30 – 3pm. Plan to come in and enjoy the new menu. Feedback is welcome.
- c. The Easter and Mother's Day Brunches were well attended with over 70 people each. Our hard-working staff thanks you for your support. FYI the Restaurant is now having consistent \$2k Fridays and Saturdays.
- d. We hired Elen Gaschet as our Golf Operations Manager including the support of Mark Hendricks and Joe Frater. We have an excellent staff focused and customer service.
- e. Elen with the support of Joe, Renie Dyson, Sheila & Jerry Nokes have finalized a summer youth training clinic scheduled for July. Segmented age groups are 6-9, 10-13 & 14-17 for 3 lessons each. For safety and focused training, we are limiting to 3 kids per group priced @\$15 per session. Call the Pro Shop at 426.6290 or stop by to sign up including a release waiver of liability. Depending on demand, the program may be extended to August.
- f. Our HOA and Water Payment System is being developed by our vendor with the support of Hood Canal Communication and NW Computer Creations. Internal training starts next week
 - May 22 Marketing
 - May 23 Customer communications and Account management
 - May 29 Daily reconciliation

We will keep you updated when we are ready to launch after complete testing

- g. With the support of the Lake Dam Committee and Mason County, we are permitted to remove diseased and dying trees in Olde Lyme Park. We closed the Park last winter when a tree fell in the swing set area. This upgrade project for the members is underway.
- h. Speaking of trees, we are continuing removal of diseased and dying trees in our extensive greenbelts. We encourage Members to keep their properties clear of dangerous trees and brush. We have two local resources to dump yard waste:
 - BCP 360.427.2869 located at 2994 E Johns Prairie Road
 - Brady's 360.426.3132 located at 922 Johns Prairie Road

A burn ban starts next week and, while recreational fires will be permitted, burn barrels will not be.

- i. And lastly a reminder that Mason County Outdoor Burning Restrictions start Thursday May 23rd
- j. Inn Deck: We are in contact and waiting for 3 contractors' bids. All are waiting for their steel suppliers to respond. The design is to rebuild an 84 x 16-foot deck including a northside stairwell and extending the current patio. The process plan is to review bids, internally select a contractor, determine BOD budget

approval, announce the contractor, submit stamped drawings to Mason County for permitting and start construction after Labor Day. A member asked whether the deck will be funded with an assessment. The hope is to fund construction on the deck with cash the HOA already has on hand, but an assessment cannot be ruled out until the price of the construction is established. Based upon another member concern, Roger Milliman will contact the County and request a site review or early ruling to ensure that the design, which is within the footprint of the original deck, complies with county requirements.

9. Old Business

- a. Deck Project Status-Roger Milliman

Covered in the CAM Report.

- b. Navy Easement Negotiation- Brian Smith

Brian Smith noted that there were no new developments. The contact at the Navy has communicated that he will get to it when he gets to it. No additional action will be taken until the Navy gets back to the HOA.

- c. Waterski Course – Lake Dam Motion #1

Dave Kohler provided a brief history of the recent Waterski motions from the Lake Dam Committee and explained that the current motion would authorize a temporary, portable course for the summer of 2019 only. Dave Kohler and Don Bird answered member questions about the proposal.

Action: Dean Dyson moved and Connie Wong seconded to approve the Lake Dam Committee Motion #1 as amended:

After reviewing the ski course issues raised by the community and addressing the concerns, the committee supports a slalom course on the lake. The committee puts forward two options proposed by the ski club: Option A and B. The committee supports Location B for the temporary, portable course for the 2019 season, subject to county requirements, as it best meets the needs of the entire LLCC community.

The motion passed with no nays.

10. New Business

- a. Park Host Duties—Roger Milliman/Dave Kohler

Dave Kohler explained that the biggest changes to the new park host Duties and Information sheet is to take out any responsibilities that might signal there is an employment relationship between the park host and the HOA, such as time sheets or references to L&I Insurance. He also explained that Duties and Information sheet described in the Lake Dam Committee minutes included a provision allowing park hosts to submit an expense reimbursement form for monthly telephone service, allowing park hosts to have access to phone service in case they do not have cell phone service and there is a need to call emergency services.

Action: Dave Kohler moved and Norm Bartoo seconded to approve the updated LLCC Park Host Duties and Information sheet, including the provision allowing park hosts to submit an expense reimbursement request for telephone service. The motion passed with no nays.

11. Other Business

None

12. Correspondence

None

13. Announcements and Upcoming Events

- a. Magpies Fashion Show May 18
- b. Ladies Golf Lunch June 12
- c. Fathers' Day Dinner June 16

d. Lake Limerick Daze July 6

14. Motion to adjourn to closed session to discuss personnel issues

Action: Dave Kohler moved and Tim McKern seconded to adjourn to closed session. Motion passed with no nays.

15. Motion to reconvene to open session

No motions made in closed session

Action: Dave Kohler moved and Tim McKern seconded to reconvene to open session. Motion passed with no nays.

16. Motion to adjourn

Dean Dyson moved and Connie Wong seconded to adjourn. Motion passed with no nays.

Lake Limerick Country Club Board of Directors
CONSENT AGENDA
May 18, 2019

The Board hereby approves unless otherwise noted the specific actions of the Architectural and Compliance Committees on individual permits, complaints and other business matters as presented in their meeting minutes and reports.

The following are motions to the Board of Directors from the indicated committees as presented in their minutes from their most recent meetings are approved except as noted.

Architectural and Compliance Committees

No special motions. Specific administrative actions are listed in the Committees' May 2019 list of actions.

Greens Committee

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

Inn Committee

Penny Cory made a motion for the Inn Committee to purchase a smoker, not to exceed \$500. Second by Nancy Milliman, all in favor and passed unanimously.

There was a motion made by Nancy Milliman to approve the design and accept the purchase proposal of the lighting project from the Magpies. Seconded by Bonnie Morrow, all in favor but one, Nan Stricklin.

A motion was made by Susan Smart that a feasibility study be done in the purchasing of a generator for the Inn 2021 Capital Budget. It was seconded by Penny Cory. Approved by all but one, Char Edwards.

Lake Dam Committee

Lake Dam Committee motions were considered at Old Business item 9c and New Business item 10a in the minutes.

Water Committee

Election of Officers:

A nomination was made by Pat Paradise, seconded by Esther Springer-Johannesen, and passed with no nays to elect Don Bird for water committee Chairperson. A nomination was made by Phyllis Antonsen, seconded by Esther Springer-Johannesen, and passed with no nays to elect Pat Paradise for water committee Secretary. A nomination was made by Esther Springer-Johannesen, seconded by Pat Paradise, and passed with no nays to elect Phyllis Antonsen for water committee Treasurer.

A motion was made by Esther Springer-Johannesen, seconded by Pat Paradise and passed with no nays as follows: To approve the financial report of April 11th 2019 as presented.

A motion was made by Pat Paradise, seconded by Esther Springer-Johannesen and passed with no nays to purchase two new replacement hydrants and one parts kit for in-house stock for any future emergency replacement need: IE traffic accident destroying a hydrant. Cost not to exceed \$10,000. Make and model to be determined after further discussion with Fire Marshall.

Lake Limerick
Profit & Loss
 April 2019

	<u>Apr 19</u>
Ordinary Income/Expense	
Income	
40000 · Income	-72.00
40100 · Income - Banquets	2,729.97
41000 · Income - Cafe	4,867.28
42000 · Income - Golf	26,777.67
44000 · Income - Lounge	6,906.85
45000 · Income - Restaurant	27,499.75
46000 · Income - HOA	
46100 · Fines & Fees	2,150.00
46200 · Membership Dues	115,360.50
46300 · Social Members	50.00
46000 · Income - HOA - Other	50.00
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Total 46000 · Income - HOA	117,610.50
49999 · Miscellaneous Income	1,500.00
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Total Income	187,820.22
Cost of Goods Sold	
50000 · Cost of Goods Sold	
50100 · Food	10,252.94
50200 · Liquor	4,104.41
50300 · Merchandise	526.80
50000 · Cost of Goods Sold - Other	302.01
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Total 50000 · Cost of Goods Sold	15,186.16
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Total COGS	15,186.16
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Gross Profit	172,634.06
Expense	
60000 · Advertising and Promotion	3.26
60201 · Fuel/Gas Expense	2,743.56
60400 · Bank Service Charges	295.94
61700 · Computer and Internet Expenses	739.91
62500 · Dues and Subscriptions	2,636.00
62600 · Employee Expense	
62601 · 401(k)	1,698.70
62602 · New Hire	106.56
62603 · Education & Training	496.36
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Total 62600 · Employee Expense	2,301.62
62900 · Equipment Lease	3,352.22
62950 · Green Re-build #7	4,965.39
63300 · Insurance Expense	
63310 · General Liability Insurance	4,467.68
63320 · Health Insurance	1,865.95
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Total 63300 · Insurance Expense	6,333.63
63500 · Janitorial & Laundry Expense	3,047.36
63600 · Labor	62,464.46
63700 · Lake Expense	1,053.74
63800 · Legal	100.00
63805 · Licenses and Permits	41.75
64400 · Merchant Account Charges	2,154.91
64901 · Office Expense	52.23
64902 · Office Supplies	1,595.10
65000 · Parks Expense	517.97
66000 · Payroll Expenses	6,369.39
66100 · Payroll Tax Expense	6,077.32
66500 · Postage and Delivery	164.17
66700 · Professional Fees	1,038.94
66900 · Reconciliation Discrepancies	-54.21
67200 · Repairs and Maintenance	2,329.57
67300 · Security	381.92
67800 · Small Tools and Equipment	2,909.16

Lake Limerick
Profit & Loss
April 2019

	<u>Apr 19</u>
67805 · Supplies	16,899.00
68000 · Tax Expense	2,103.49
68001 · Taxes - Excise	7,310.14
68002 · Taxes - Property	3,365.18
68100 · Telephone & Television Expense	1,517.05
68500 · Uniforms	254.78
68600 · Utilities	6,655.61
Total Expense	<u>150,740.56</u>
Net Ordinary Income	21,893.50
Other Income/Expense	
Other Income	
70200 · Interest Income	45.05
Total Other Income	<u>45.05</u>
Net Other Income	<u>45.05</u>
Net Income	<u><u>21,938.55</u></u>

BALANCE SHEET ACCOUNTS

4/30/2019

April 2019

	Current Month	Balance
Cash in Banks		
Operating Account		\$ 182,250.49
Heritage Operating		
Special Assessment Accounts		
Heritage - Golf Projects	\$ -	\$ 17,532.37
Savings Accounts		
Heritage: Money Market		\$ 230,840.97
Reserve Account		
Ed Jones CD	\$ -	\$ 182,663.78
Total Cash in Banks:		<u>\$ 613,287.61</u>

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Accounts Receivable						
Current - credits are prepaid accounts	\$ (561.26)	\$ (12,649.59)	\$ (5,080.50)	\$ (4,229.17)	\$ (10,198.41)	\$ (32,718.93)
Accounts -with balance	\$ 2,738.08	\$ 29,721.51	\$ 18,281.85	\$ 17,267.88	\$ 212,220.35	\$ 280,229.67
						\$ 247,510.74

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Accounts Payable						
Vendors - does not include water	\$ 17,628.63	\$ 1,105.64	\$ (56.83)	\$ -	\$ (125.40)	\$ 18,564.42
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals:	<u>\$ 17,628.63</u>	<u>\$ 1,105.64</u>	<u>\$ (56.83)</u>	<u>\$ -</u>	<u>\$ (125.40)</u>	<u>\$ 18,564.42</u>

