

*Lake Limerick C.C.*



*est. 1966*

**LAKE LIMERICK COUNTRY CLUB**

**BOARD OF DIRECTORS**

**Minutes**

**October 19, 2019**

**9:00 AM**

**1) Roll Call**

**Present:** President, Brian Smith, Vice President, Tim McKern, Treasurer, Connie Wong (excused), Secretary, Samantha Franklin, Directors, Norm Bartoo, Dean Dyson, Dave Kohler, Pat Paradise, Amanda Stephen, Don Bird (ex officio)

**2) Superintendent Gummell from Pioneer School District gave a talk urging a yes vote on the current levy request.**

**3) Approval of September 2019 Minutes**

**Action:** Tim McKern moved, and Dean Dyson seconded that the minutes be approved as presented. **Motion passed unanimously.**

**4) Financial Report**

The Profit and Loss statement was reviewed by Roger Milliman, CAM and he responded to questions.

**Action:** Amanda Stephen moved, and Dave Kohler seconded that the financial report be accepted as submitted.

**Motion passed unanimously.**

**5) Additions to the Agenda from Board**

- a) Roger asked to review two foreclosure requests
- b) Brian Smith added a request from Connie Wong on investment

**6) Additions to the Agenda from Guests**

- a) John Ingemi requested to discuss a fine
- b) Penny Cory requested to discuss Committee Oversight

**7) Consent Agenda**

- a) Dave requested clarification on some points from the Water Committee minutes. The history of PUD failing to provide true three phase power was reviewed. There is an ongoing negotiation with PUD. Dave asked that options be considered other than leaving laptop in the water truck.
- b) From the Compliance minutes Dave clarified that any rule regarding number of pets shall be submitted to The Board for approval.
- c) Amanda asked to see the rental agreement (Inn Committee). Dave asked to pull this from the consent agenda until it is distributed to all Board members.

- d) Brian Smith pulled motion number two from Lake Dam Park minutes so the Committee can work with staff and Mason County on this project.
- e) Vern Duggan spoke about the desire to honor military and first responders with the Greens committee proposal to give member level prices to these individuals.

**Action:** Dave moved, and Amanda seconded that the consent agenda be approved pulling the rental agreement and the log boom motion. **The motion passed unanimously.**

**8) Presidents Report:** Brian deferred his report in the interest of time.

**9) CAM Report:** Roger Milliman

**a) Growth:**

- i) 91 (2019) and 79 (2018) property title transfers in each of the past 2 years
- ii) Started a marketing program; 3 promotions initially focused on Public and Member Golf & Café

**b) Financials:**

- i) +7% sales revenue growth vs 2018 and +2.4% growth over budget for combined Golf, Restaurant, Lounge, Café & Catered events
- ii) HOA budgeted Net Income \$120,475 vs actual Net Income \$310,246 for a gain of \$189,771
- iii) Water budgeted Net Income \$164,900 vs actual Net Income \$167,955 for a gain of \$3,055

**c) Personnel:**

- i) Hired a Chef in January managing the Restaurant, Café and Catering plus an entirely new wait and kitchen staff
- ii) Promoted our Golf Manager vs hiring a Golf Pro; hired 2 seasonal customer focused employees
- iii) Hired an Accounting Manager focused on GAAP financial processes, reports and SOPs
- iv) LLCC employs up to 19 part time/seasonal employees in food services, golf and greens
- v) LLCC has 14 full time employees with department managers

**d) Water:**

- i) Maintaining 6 wells, fire hydrants and 14.27 miles of distribution pipes
- ii) Installed SCADA electronic equipment providing remote monitoring and management
- iii) Work includes water sampling, flushing, compliance reporting, installing/maintaining service hook-ups
- iv) Focused on customer service and the best water at a low cost

**e) Facilities:**

- i) Maintaining lakes, dams, buildings, equipment and grounds
- ii) Multiple work orders completed at 2-3 per week in addition to routine maintenance
- iii) Our 7 parks are in great condition with restrooms, play equipment, picnic tables, beach areas and docks. Olde Lyme currently being remodeled for improved access and equipment scheduled for April 2020
- iv) Responding to Greenbelt trees on a regular basis

**f) Greens:**

- i) Completed 30 additional projects in addition to daily maintenance program
- ii) Managed the rebuild of Green #7; ¾ paid with golf donations

**g) Golf:**

- i) Revenue up 13.1% vs 2018 April through September
- ii) Developed, promoted and delivered 2 Kids Golf training clinics with 8 participants
- iii) Hosted 6 golf tournaments

- iv) With the support of volunteers, repaired golf carts
- v) Established a Golf Facebook page and maintaining a website

**h) Restaurant:**

- i) Revenue up 11.2% vs April thru September
- ii) Supported multiple themed events
- iii) Seasonal menu changes
- iv) Implemented comment cards

**i) Lounge:**

- i) Revenue at par vs 2018
- ii) Best bar on the water

**j) Café:**

- i) Revenue up 6.9% vs 2018 April thru September

**k) Catered Events:**

- i) Revenue up 4.6% vs 2018
- ii) Supporting member and public events

**l) Administration:**

- i) Communicating via website, emails and newsletters
- ii) Meeting regularly with Committees
- iii) Compliant with WA State employment requirements and business licenses
- iv) Contracted a new Medical Insurance policy covering 6 employees
- v) Mason County repaired Mason Lake Road in August
- vi) Hired a new attorney Whitehouse & Nichols
- vii) Updated the employee handbook
- viii) Updated employee job descriptions conducting annual reviews
- ix) Developed HOA budget Assumptions and Operations budget
- x) Re-implemented Capital Project Approval Form
- xi) Implemented a Dues and Water payment system accessed via the Lake Limerick website
  - (1) To date 170 Water and 70 Dues accounts established
  - (2) Migration from checks, call and walk-ins over time

**m) 2019-2020 Targeted Goals:**

- i) Track individual Capital projects in Quick Books
- ii) Procurement Policy
- iii) Inventory SOP
- iv) Reserve Study
- v) HOA targeted marketing

**10) Water Report: Don Bird**

Don asked for everyone to be alert to standing water in unusual places. We are still experiencing a very high water loss so be alert for leaks. Joe and Northwest water will attempt to address the issue by replacing valves that may be leaking and contacting a company to locate additional leaks. Joe has requested a policy regarding lock outs for water meters. Don and his committee will submit this to the Board for approval. Don reiterated that our water system is fifty years old and the reserve study will help us anticipate need replacements and repairs. He stated that the three dollar a month proposed rate hike for water had been favorably received by the community.

## 11) Old Business

- a) **Status of the deck:** Pat Paradise reported that he will meet to today with a structural engineer from Hodge. Within three to four weeks he should have a packet from them. He will submit this to Arch. Committee for review.
- b) A reminder that the trailer removal dead line on camping lots is approaching. It is November 15.

## 12) New Business

- a) **Budget** – will be discussed at the Semi-Annual meeting this afternoon.
- b) **Bus shelter replacement.** The bus shelter by the fire station is very bad repair. It was decided that the CAM would check with the school district and come to the Arch. Committee, and come back with a proposal. Tim asked that any structure have nothing that blocks the view of activities taking place in the area.
- c) Roger asked for a motion to move forward on foreclosure for two properties 4-18 and 5-27. Both properties owe thousands of dollars and have been unresponsive to phone calls, letters or certified letters.  
**Action:** Dean moved, and Norm seconded to move for foreclosure on these properties. **The motion passed unanimously.**
- d) Connie Wong had submitted a proposal to work with the executive committee on an investment strategy that would diversify our accounts and ensure FDIC protection.  
**Action:** Samantha moved, and Dave seconded to allow Connie Wong to pursue investment options with the Executive Committee. **The motion passed unanimously.**
- e) John Ingemi requested that a fine imposed on 3-383 be removed because the dog complaint had been resolved.  
**Action:** Dave moved, and Pat seconded that the fine be rescinded. **The motion passed unanimously**
- f) Penny Cory said that she is concerned that the decision to place a staff member in a position of overseeing the work of a committee is a violation of our By-Laws. The Board is the body that oversees committees and the Board can designate to other Board members responsibility for oversight but not to staff members. She emphasized that this is not a criticism of the staff person or the committee chairman but it sets a dangerous precedence. Roger stated that he is looking at Compliance letters before they go out but he is not amending them. He needs to have this information because when the letter recipients call, often in anger, they call his staff not the committee. He is often able to diffuse the situation. Brian stated that he disagreed with Penny's interpretation of the bi-laws and stands by his decision.

## 13) Correspondence:

Roger reported that he has received a letter from our insurance agent and the policy with Philadelphia is under review.

**14) Dave moved and Amanda seconded to adjourn to closed session to discuss legal/personnel issues.**

**15) Dean moved and Dave seconded that The Board move back to open session. Motion passed**

**16) Tim moved and Dave seconded that all motions made in closed session be adopted. Motion passed**

**17) Dave moved and Amanda seconded that we adjourn. Motion passed.**