

Lake Limerick C.C.



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LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

Minutes

January 18, 2020 9:00 am

1) Roll Call:

PRESENT: President, Brian Smith; Vice President, Tim McKern; Treasurer, Connie Wong; Secretary, vacant; Directors; Dean Dyson, Pat Paradise, Dave Kohler, Amanda Stephen, Don Bird (Ex Officio)

ABSENT: Norm Bartoo (excused)

2) Approval of December 2019 Minutes:

Action: Dave Kohler moved and Tim McKern seconded that the minutes be approved as presented. Motion passed unanimously.

3) Financial Report:

Connie Wong presented the financial report stating

- Nothing new to report in the P&L.
- Employee expense a pinch high due to normal end of year recognition, which was in the form of cash Gifts this year.
- Dave Kohler questioned the cost for permit from Department of Ecology for dams and if it was budgeted. Roger said the line item was not budgeted for the month but is budgeted for the year.
- Supplies over budget due to the Emergency Communication mailing.
- Balance of Accounts Receivable still holding steady.
- Property taxes are at 50% of budget because the first half was paid in October.
- Estimated income taxes for last year at \$45,000. We are now accruing taxes based on budget of \$1500-1600 per month as tax liability.
- Heritage cash balance is down within FDIC limits, due to Water & HOA continuing to move funds from Heritage to Edward Jones. There will be continued monitoring of balances at Heritage to ensure balances remain within FDIC limits of insurance.
- Reassigned a portion of the membership dues income into HOA Reserve. Reflected in new breakdown on monthly member statements. The money put into reserves reduces taxable income. The breakdown supports the IRS requirements.

Brian Smith noted that financial information is available on the Lake Limerick web site if anyone wishes to review further.

Action: Dean Dyson moved and Dave Kohler seconded that the financial report be accepted. Motion passed unanimously.

4) Appointment to fill Board Vacancy-Remaining Term of Samantha Franklin

- a. **Announcement of Candidates:** Brian Smith announced the names of the three candidates. Evan Sorenson, John Ingemi and Tamra Ingwaldson (not present due a long-standing one time work conflict)
- b. **Presentation by Candidates:**
 - i. **Evan Sorenson:** In person statement.
 - ii. **John Ingemi:** In person statement.
 - iii. **Tamra Ingwaldson was not present:** Brian Smith read statement on her behalf.

Brian Smith took a moment to remind all candidates that if not elected to please stay involved, and consider filing for open seats on the BOD & Water Committee in the upcoming April 2020 election. Vern Duggan thanked the candidates for volunteering and encouraged the candidates that, if you don't make it here, please, please continue to stay involved.

5) Motion to Adjourn to Closed Session to Appoint Board Member

Action: Dave Kohler moved and Tim McKern seconded to convene to closed session. Motion passed unanimously.

6) Motion to Reconvene to Open Session

Action: Brian Smith moved and Connie Wong seconded to Reconvene to Open Session. Motion passed unanimously.

7) Appointment of New Board Member

Action: The Board voted unanimously to accept all motions made in closed session. Brian Smith invited Evan Sorenson to join the Board of Directors. Evan accepted.

Note: Subsequent to the Board meeting, Evan Sorenson resigned her appointment on January 21, 2020. In order to fill the vacancy within a reasonable time President Brian Smith polled the Board members electronically. The Board decided to conduct an electronic vote for either of the two remaining volunteer candidates. Tamra Ingwaldson, who had placed second in the first round during the closed session, was selected to fill the vacancy. All documentation from the electronic vote will be filed with the minutes of this meeting.

8) Additions to the Agenda from Board

Dave Kohler asked to discuss a park host candidate. Dave stated that the interview was done, and the LD committee was aware and supportive of the candidate, pending a successful background check. LD would not like to wait until next BOD meeting for appointment, due to park host scheduling. Board operationally agreed to proceed, pending the background check. Need license number for Background check, office will contact applicant for information this week. Applicant is a potential Tipperary park host. They were recommended by Dave Murphy, who has been a Lake Limerick park host for years.

Connie Wong asked about a park host at Olde Lyme? Dave Kohler responded parks are improved one at a time. Old Lyme does not have the necessary hook ups at this time. Park hosts are utilized at the most problematic parks. Olde Lyme, historically has not been a problem, but if that changes we can consider the required electrical and plumbing improvements.

9) Guests from the Floor

None

10) Consent Agenda: Motions to the Board from committee minutes and reports of actions from the Compliance and Architectural Committees.

Dave Kohler questioned the Water Committee motion, as to why there was some concerns in their meeting. Don Bird responded that these are estimates instead of quotes, hence the discussion in their meeting. That is why the committee did a "...not to exceed \$5,000" motion.

Discussion regarding high water losses for the month due to E. Mason Lake Road leak in mid-December 2019.

Dean Dyson questioned compliance motions to BOD for further action and whether they should be part of the Consent Agenda. Brian Smith clarified that BOD approval of minutes is acknowledgement, approval and/or promoting of committee actions. Including attorney involvement.

Brian Smith added the importance of the agenda to specifically mention "Motion to approve Consent Agenda and Committee Motions, in particular the Compliance and Architecture Committee reports. "

Action: Motion to approve the Consent agenda, in particular the Compliance and Architecture Committee action reports, passed with unanimously.

11) Presidents Report

Brian Smith welcomed Evan Sorenson to the Board and thanked her for volunteering. He congratulated those community volunteers that worked to make improvements to the Inn over the January break. The flooring and paint look great and are an asset to our community.

12) CAM Report: Roger Milliman

- a. YTD our retail sales are 19% above last fiscal year. More importantly including HOA revenues our YTD P&L statement reveals LL is performing better than plan.
 - Total revenue is \$32,700 better than plan
 - COGS is \$4400 better than plan
 - Resulting in Gross Profit is \$37,100 better than plan
 - Operating Expenses are \$11,500 better than plan
 - Resulting in Net Income \$44,500 better than plan
- b. Regarding the water main break on November 12, we had a recent conference call with the 811 Safety Committee. They advised in favor of the excavator. Their advice letter is now being sent to the UTC for a ruling. If LL is ruled against, we are appealing since we believe LL followed WA ST RCW 811 Dig Laws.
- c. We have been meeting with our attorney to determine how to legally correct compliance issues for properties with issues, over-winter trailers and properties with liens for delinquent owed Dues and Water bills.
- d. Office calls for Dues and Water payments are continuing to go down. Currently Members signed up on the LLCC website for automatic bill payments total 199 for Dues and 340 for Water which is up ~40 for each over last month. Your participation is reducing manual transaction time by our Office Staff.
- e. If you have yet to look at the remodeled dining room and lounge flooring and entrance way carpeting and paint, please take the time to say thank you to the Inn Committee and Volunteers who made this happen. A special thanks to the Design Sub Committee for a job very well managed.
- f. We hope to see you in the Dining Room on next Saturday January 25 for an evening with musician Chris Eakes. We will be serving a Special menu with 6 Entrees. This will be a fun evening taking your favorite song requests.
- g. And lastly for everyone's favorite date night on Friday February 14 we'll be serving a Special Dinner with music by Dave Pierik who plays a terrific cello.

13) Water Report

Don Bird reported that finances are good. Net positive income for 1st quarter (small). Due to aging our system is in need of repair and maintenance. Some funds have been moved from Heritage to Edward Jones. Thank you,

Connie Wong for assisting. Major water leak on Errigal, resulted in high water losses. Leak started in November 2019, was repaired in mid-December 2019, loses are down by more than 2/3rds since repair. No day to day or hourly tools to monitor usage, just month end reports. Leak resulted from a pipe resting on a rock, puncturing the bottom of the pipe, it percolated until the leak was big enough to be noticed, resulting in the high losses.

PUD upgrade to true Phase 3 power. Pumps are happier and running more efficiently. Repair, Maintenance & Safety updates at wells 3, 4 & 6 are underway, including new ladders for OSHA compliance. Improvements are also occurring to tank hatches and openings, keeping particles and malicious activity out of tanks.

Don wanted to thank the community for accepting the small water increase. It is helping with the maintenance and system upgrades.

14) Old Business

a. Status of Deck Project

Pat Paradise reported that he met with Mason County (unofficially) twice over the last week to review the permit application. There is a meeting scheduled for February 5, 2019 for formal review of the permit package with Mason County. Roger Milliman will be attending the meeting also. The permit could be approved soon.

Once we secure a permit, bidding for the deck should be easier since Lake Limerick will already have the necessary Mason County documentation. Architecture Committee will review drawings and permits.

Connie Wong asked if we had any idea regarding contractors? Pat Paradise responded, no, one task at a time.

Brian Smith stated that he would be keeping fingers crossed that the meeting on 5th goes well.

b. Bus Shelter

Roger Milliman noted that the December BOD minutes approved a cost not to exceed \$2000 for removal and upgrade of bus shelter. Gravel & 2 concrete benches have been ordered. Demolition was to begin last week but was delayed to due weather. Work should begin this week.

c. Reserve Study Committee status

Connie Wong stated that not much work has been done in the last month. Committee will consist of 10-12 members. Connie will be sending out an email to those that have expressed interest with background information this week. Roger Milliman noted that the committee had been provided sample polices from other HOA's for reserve studies, to gain knowledge from the experience of others.

d. Navy Train Trestle status

Brian Smith reported that, nothing has changed. Navy is "silent running". Waiting for a Lt JG to forward information that Brian has been waiting two months for. Pat Paradise stated that Highway 3 will be closed 1/20 for trestle work. Concern is that if Mason Lake Rd. is closed, diversion traffic will use St. Andrews causing potential safety and facility damage problems, and we will also have to relocate a water main.

15) New Business

None

16) Other Business

None

17) Correspondence

- a. **Roger Milliman received a letter from Philadelphia Insurance** (broker) we have been asked to fill out a new form, since we are considered a Country Club and have alcohol consumption on site. Request took our Tacoma agent by surprise. This has never been asked of Lake Limerick before.

- b. **Department of Ecology has confirmed our dam inspection on Wednesday January 22nd**. Roger will contact Tim Reber to see if he is available to attend the inspection as a representative of the Lake-Dam Committee after Dave Kohler expressed interest that a L/D committee member would be present. Brian reminded Roger to pull the dam operation manuals and ensure that all inspections are current.

Connie Wong questioned if this inspection had to do with the Dam permit money for the state, Roger confirmed that it did.

18) Announcements and Upcoming Events

None

19) Motion to Adjourn to Closed Session to discuss legal/personnel issues

Action: Dave Kohler moved and Dean Dyson seconded to Adjourn to Closed Session for legal matters. Motion passed unanimously.

20) Motion to Reconvene to Open Session

Action: Dave Kohler moved and Dean Dyson seconded to reconvene to Open Session. Motion passed unanimously.

21) Motion to Accept all Motions Made in Closed Session

Action: The Board voted unanimously to approve all motions made in Closed Session.

22) Motion to Adjourn

Action: Tim McKern moved and Pat Paradise seconded that the Board adjourn. Motion passed unanimously.