

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MEETING VIA – ZOOM VIDEO
MINUTES
MAY 16, 2020**

1.) Roll Call: Present - President, Brian Smith; Vice President, Dean Dyson; Secretary, John Ingemi; Treasurer, Connie Wong, Directors; Tim McKern, Pat Paradise, Amanda Stephen, Sheila Nokes, Tamra Ingwaldson, Don Bird (Ex Officio), Invitee: Roger Milliman, CAM; Guests – Dave Kohler, Kelly Evans, Sharon Hamilton

2.) Approval of Minutes:

- a. **Action:** A Motion was made by D. Dyson and seconded by S. Nokes, to approve the minutes, with corrections, from the April 2020 Meeting. After discussion by A. Stephen, D. Dyson, C. Wong, and B. Smith, the motion passed unanimously.

3.) Financial Report: Treasurer Connie Wong

- a. **Action:** After a brief report by Treasurer Wong noting that LLCC continues to stay in good financial health, and some discussion by Board members, including A. Stephen, a motion was made by J. Ingemi and seconded by T. McKern to approve the Financial Report as written. Motion passed.

4.) Additions to the Agenda from Board N/A

5.) President's Report:

Brian Smith – Tim McKern is submitting his resignation, as of this meeting. He has accepted a position up north and will be moving. President Smith gave his thanks to Tim on behalf of the Board, Community and himself. He noted that we are not only losing an outstanding member of our community but someone who also had a unique access to various parts of our City and County governments. Tim will be missed. President Smith then discussed the issue of our dwindling participation on our volunteer committees and our need to get more people involved. He opened discussion on this, and A. Stephen brought up that maybe changing committee meeting times would help? Co-Chairs? S. Nokes spoke on this as part of the Inn Committee, etc. D. Bird and J. Ingemi brought up that the ZOOM meetings are not advertised and maybe an email blast or enews announcement would help. B. Smith brought up our FB page and allowing members the ability to watch. C. Wong brought up that, once meeting times are announced that maybe members can contact a Board Member to get access to the meeting. B. Smith stated that we can look at changing meeting times if we determine that can help. D. Kohler gave an historical perspective as to why the current times were established.

Another issue discussed were the outdoors meetings that some of the Committees were holding. Both Water and Architecture has done that and S. Nokes stated that the Greens Committee was considering it as well. President Smith stated that masks should still be worn at these meetings and we are still required to follow the Governor's guidelines of 5 or less at a meeting. This is regardless of whether you feel comfortable with more or not. K. Evans stated that he was not comfortable at the last Water Committee Meeting. D. Kohler spoke on the ease of holding the ZOOM meetings.

- 6.) **CAM Report:** Roger Milliman –The morale of employees is good and appreciative of LLCC’s support keeping them employed. Curbside orders for the Restaurant and Café continue to be well supported. Thank you, Members.

For billing, Members continue signing up for auto payments with Payment Services Network. Currently 417 for Water and 280 for Dues. This continues to reduce Office time on the phone.

In April 6 Lake Limerick’s applied and was approved for an SBA Payroll Protection Program loan that was approved on April 20 and funded on April 21. \$191,527.03 was deposited into our Heritage Bank account. The loan is forgivable by Congress under the Cares Act for coronavirus relief. Additionally, the loan contract was reviewed and approved by our attorney. The funds allow LLCC maintain payroll for a period of 2 months through June 20 and retain employees even when they cannot work or have to work reduced hours due to the COVID19 shutdown.

Governor Inslee announced the reopening of Parks and Golf on May 5 as part of Phase 1. Prior to reopening Golf, staff and I developed Operational Rules with the support of the Greens Committee and the Executive Committee.

Golfers and walkers are generally following the rules.

R. Milliman also spoke on our current IT issues. In particular, our phone system. We are in need of an upgraded system that will allow us to better coordinate our services between the Office, Maintenance, Dining Room, Blarney Room, Café, and Pro Shop. He is currently working on getting a plan together (speaking with HCC) that would involve what our needs are and the costs associated with them. He will continue to update the BOD on progress with this. C. Wong brought up the challenge of Office staffing during COVID-19 Phase II and R. Milliman stated he is re-establishing a 9AM to 5PM phone coverage plan

- 7.) **Water Committee** – Don Bird

D. Bird spoke on our new Water Manager, Doug Carothers. He has attended the Water Committee meeting and has been acclimating himself to our community and our system. We currently have over 100 meters that indicate leaking, on the customer’s side. We are going to send out flyers notifying them of this. Water revenue is good and on budget. We have fixed the leak on Angus Ct. J. Ingemi spoke on his meeting with D. Carothers and was impressed with his knowledge and overall demeanor. A fine addition to our community’s staff. There was also discussion by D. Bird, P. Paradise and J. Ingemi on the costs of meter installations for our members and if we were being over-charged? Under-charged? Charged both by the HOA and the Mason County Assessor? Also, customer shut off valves vs. Water Dept. shut off valves. These matters will be looked into.

- 8.) **Consent Agenda:** Motions to the Board from Committee minutes.

- a. Architecture, Compliance, Greens, Inn, Lake/Dam, Water
- b. **Action:** Motion to approve Consent Agenda and Committee motions, in particular the Compliance and Architecture Committee Reports

After discussion, a motion was made by D. Dyson and seconded by C. Wong to approve the Consent Agenda as written, with the exception of the Compliance Committee motions and Standard Operating Procedure draft. Motion passed unanimously.

The Compliance Committee motions will be sent out to all Board Members and there will be an e-vote on them within a week. The Board will also review the Compliance Committee’s SOP draft for input before approval.

An e-vote motion was made by J. Ingemi and seconded by D. Dyson, to approve the Compliance Committee’s Consent agenda motions from the May 16, 2020 Board’s agenda. Motion passed unanimously.

- 9.) **Old Business**

a. Status of Deck Project: – Pat Paradise

Pat Paradise wants to work on the RFP. We have the names of six (6) contractors that we would like to hear from. Once we send it out (hopefully within the next week) we are looking towards 2 – 3 weeks for bids to come in. Soon after that a decision could be made, and we can get the job started.

b. Motion for Deck Project made on 05/07/20 – A motion was made by J. Ingemi and seconded by P. Paradise to move forward with the LLCC Lakeside Deck Repair Project and to proceed with Request for Proposals (RFP) from contractors. Motion passed unanimously.

Executive Committee vote for increase budget for Lakes Treatment.

c. Navy Train Trestle Status – Brian Smith

President Smith spoke on the Navy Train Trestle status and the need to send another letter to Steve Whitehouse (our attorney) concerning both the St. Andrews Dr. and the Mason Lake Road train track/trestle land titles. There was discussion from Pat Paradise and R. Milliman on additional information that may be in the Office pertaining to the original Platts. R. Milliman will check this out before contacting our attorney on this matter.

d. Navy Golf Easement – Brian Smith

President Smith stated that he has requested several month extensions on this matter while we work to resolve the Trestle issue, and it was granted. He will continue to follow-up on this.

e. Committee Chairpersons for 2020 – 2021 – Brian Smith

1. Architecture – Sharon Hamilton
2. Compliance – Leslie Roswell
3. Elections – Gayle Wilcox
4. Greens – Vern Duggan
5. Inn - vacant
6. Lake / Dam – Kelly Evans
7. Nominating – Kayla Paradise

f. Reserve Study – Connie Wong, Treasurer

C. Wong spoke briefly on the Reserve Study progress. She stated that they are ready to send out an RFP or RFQ for this project. The team is looking at a May 23, 2020 deadline for the choosing of a company. We will not be looking at replacing the Dam as part of this study. Discussion ensued by B. Smith, D. Kohler, and K. Evans on assets to be considered such as; Items that are “above” routine maintenance.

g. Community Service Award – John Ingemi

J. Ingemi will look at preparing a resolution of thanks to a Community Member who has worked diligently keeping members informed of events, in the Community and County.

10.) New Business

a. **Governor’s Proclamation on opening (Phase 1, 2, 3, 4,) and our activities** – Roger Milliman

To prepare LLCC for Phase 2 (yet to be announced by Governor Inslee), Roger is working with Food & Beverage staff developing Operational rules for the Restaurant and Café. We’re using the same process as we did for Golf by first developing a draft with staff and then presenting to the Committee and the BOD for input to finalize and then followed with HOA communication.

We will follow State requirements which are designed for customer, employee safety and with check-in guidelines to enable contact tracing.

We are planning to continue providing Curbside To-Go service and add patio and indoor service for restaurant and patio service for the café.

Based on staffing and physical footprint, we will walk before we run. We will open for inside restaurant and patio service when we are ready. Our re-opening potentially will not take place when Phase 2 is announced, however this is the goal.

We have no idea what patronage will be like and the goal is to drive for To-Go and outside patio dining for safety.

On Friday evening May 16 Governor Inslee announced for golf operations:

- Foursomes are allowed
- Customer contact list is not obligatory for customers to sign in and be served
- Eliminate sit down golf F&B services and recommend To-Go service only

We will determine a plan for Café patio service.

There was a lot of discussion on these issues, including: thermal scanners for taking temperatures, outside seating while the deck is being repaired/installed, etc. B. Smith stated that he appreciated R. Milliman taking a conservative approach on how we open and expand our service. There was further discussion from other Board members and P. Paradise thanked R. Milliman for his ability to provide clarity on these issues.

b. Motion for Signatory Changes to the Association's Financial Institution Bank Accounts. – C. Wong

Treasurer C. Wong presented a motion(s) for a change to the Association's Financial Institution Bank Accounts, as follows:

I (C. Wong) move that at Heritage Bank we remove Tim McKern, past BOD Vice-President, from HOA accounts ending with 0214, 4023, 5841, and water accounts 8937, 8953, and 8945 and add Dean Dyson, newly elected BOD VP and Terry Hinchcliff, Office Staff, to the same, as well as remove Phyllis Antonsen, past water Treasurer, and add Esther Springer-Johannesen, newly elected Water Treasurer, to water accounts 8937, 8953, and 8945.

At Edward Jones, I (C. Wong) move we remove Phyllis Antonsen, past water Treasurer and Tim McKern, past BOD VP, from Water accounts 11177 and 20044 and add Esther Springer-Johannesen, newly elected W-Treasurer and Dean Dyson, newly elected BOD VP to both accounts.

And finally, at OCCU, remove Phyllis Antonsen, past W-Treasurer, and Tim McKern, past BOD VP and add Esther Springer-Johannesen, newly elected W-Treasurer and Dean Dyson, newly elected BOD VP, to accounts 0216550, and 021657.

Motions were seconded by J. Ingemi. Motions passed unanimously.

11.) Other Business

There was a lot of discussion surrounding the Greens/Golf Course and Walking Policies. P. Paradise stated that he didn't feel they should be called "policies." There ensued discussion pertaining to calling the suggested policies, "Rules." D. Kohler explained the difference between policies and rules, examples were given, S. Nokes will check to see if there are standing polices / rules already in place (see Elen) and the Executive Committee will work with the CAM on these.

President Smith brought up the issue of Tim McKern's replacement. He stated that the Board has, in the past, used many ways to fill a vacancy and would like to have input from the Board on this appointment, where it is so

close to the results of the last election. Discussion ensued from all Board Members and it was unanimously agreed upon that the Board appoint Stacie Stoney, the fourth candidate in the last election, to the vacant position. We had decided to hold off on the motion until after President Smith contacted Stacie with the offer.

Addendum – An email vote was taken by the Board of Directors (week of 5/17 – 5/23). A motion was made by J. Ingemi and seconded by S. Nokes to appoint Stacie Stoney to the vacancy that resulted from Tim McKern's resignation. Motion passed unanimously.

12.) Correspondence

None

13.) Announcements and Upcoming Events

- a. Board of Directors meetings to be held via ZOOM
- b. Committee (and other) Meetings being held via ZOOM
- c. All HOA Events are still CANCELED until further notice
- d. Business Operations – Roger Milliman
 - i. Inn Restaurant Curbside Service – Thurs, Fri & Sat
 - ii. Café Curbside Service – Fri, Sat & Sun
 - iii. Golf Course Play (Opened with restrictions on May 5)
 - iv. Office Operations
 - 1. Mon – Fri from 9AM to Noon
 - 2. Taking calls and NO Walk-ins

14.) Motion to Adjourn to Closed Session to discuss legal/personnel issues

No items for closed session.

15.) Motion to Adjourn

A motion was made by J. Ingemi and seconded by S. Nokes to adjourn at 12:30PM. Motion passed unanimously.

Respectfully submitted

John C. Ingemi, Secretary