

Lake Limerick C.C.



est. 1966

**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
VIDEO CALL. [WWW.ZOOM.US](https://www.zoom.us)
Meeting ID: 845 4727 9449 Password: 284065
JULY 18, 2020**

- 1.) Roll Call:** President, Brian Smith; Vice President, Dean Dyson; Secretary, John Ingemi; Treasurer, Connie Wong, Directors; Pat Paradise, Amanda Stephen, Sheila Nokes, Tamra Ingwaldson, Stacie Stoney, Don Bird (Ex Officio), Invitee: Roger Milliman, CAM

Amanda Stephen will be co-hosting the meeting with B. Smith. A. Stephen will have everyone on mute who is not speaking.

- 2.) Approval of Minutes:**

A Motion was made by S. Nokes and seconded by C. Wong to approve the minutes of June 2020 as reworded. Motion passed unanimously.

- 3.) Financial Report:** Treasurer C. Wong

C. Wong spoke on our financials being in good shape. Dues are doing good. Nothing unusual on the P&L. There was discussion by T. Ingwaldson and the issue of reminding members of back payments so that members don't get too far behind once the COVID-19 epidemic is over. Roger spoke about "friendly" reminders. C. Wong also spoke on the possibility of moving funds from Edw. Jones to Seattle Bank because of the issue of interest earned. A. Stephen asked about our current rates. B. Smith spoke on any risks involved in this. Are they the same? V. Duggan on taking advantage of a higher interest because it will go away in a heartbeat! R. Milliman spoke briefly on the 3-page form to fill out for PPP with 64 pages of instructions, with links. There was discussion on where it is on our balance sheet, C. Wong discussed issues of tax implications. D. Dyson asked where PPP shows up on the reports. C. Wong stated it shows up as a payable – not on the balance sheet.

A motion was made by J. Ingemi and seconded by T. Ingwaldson to authorize the Treasurer and the Executive Committee to further pursue diversifying the accounts, and taking action if appropriate, between now and the next Board Meeting. Motion passed unanimously.

B. Smith spoke on Capital Expenditures as we are thru 2/3's of the year. C. Wong spoke about updating the Golf Green column and issues of monies that are committed and then expensed. D. Bird spoke on Water issues/projects and where we were. Doug Carothers, our new Water Mgr. will review the items. There was further discussion on A/R from Water Committee and D. Bird will look into that. Also R. Milliman and D. Bird spoke on the issue of issue of not spending as much on Professional Services for NW Water. R. Milliman reported cash on the HOA side is doing great! We're managing our cash pretty tightly.

A motion was made by D. Dyson and seconded by S. Nokes to approve the Financial Report as submitted. Motion passed unanimously.

4.) Additions to the Agenda from Board

- a. Architecture Committee Issue – J. Ingemi
- b. Welcoming Committee - S. Stoney

5.) Additions to the Agenda from the Membership

6.) President's Report: B. Smith

I'm glad we're continuing as a Community and Organization to weather this pandemic and of course we have to stay flexible as we may be ramping back in a little while – we'll have to see what the Governor wants to do. Golf is up, boating activity is good, and the membership is still using our food and beverage services. We've had some bumps but we are experiencing better cooperation from our membership on masks and that sort of thing. Our staff appear to be on a more even keel. R. Milliman agreed. It's appreciated that our members are stepping up to volunteer to be greeters at the restaurant and that has worked well. K. Skinner proposed at the Inn Committee a change in the Dining Room and has a sub-committee looking at a Pub concept for the lounge and restaurant and they are actively discussing that now. I have spoken with members that have resonated with that idea. Anything that the Board can do while you are considering that, and getting ready to make recommendations to us. Let us know.

7.) CAM Report: R. Milliman

Budget season is upon us and we are creating templates for managers where they provide us with their recommendations for labor, supplies, maintenance, things of that nature. R. Milliman, C. Wong and R. Harper are expensing items like janitorial, insurance, utilities, etc. Josh working on days open per week, (both restaurant and café) revenue, etc. Additionally, Managers are to develop their prioritized list of capital equipment and projects. Due July 29th. Committees like Lake Dam, Inn, Greens and Water are working on their capital project lists. On revenue, we are thinking about coming in slightly higher than this year. In August, the BOD will have preliminary expense budgets to review. Due to Covid-19, the looming question is: will the HOA have sufficient cash flow going forward vs using reserves to pay bills maintaining operations? Then, the next question to be answered is available funds for capital projects and equipment. Through June, our HOA dues payments are meeting our budget plan.

With the Payroll Protection Program completed, we've started developing our 3-page summary report. It comes with a modest 64 pages of instructions plus links...to be submitted to Heritage Bank.

With the support of the Lake/Dam Committee for the Inn Island Log Boom Shoreline Protection Project, I have submitted SEPA and Building Permit applications to Mason County and HPA to WDFW.

Don Bird and I recently met with the parent and one of the youths who climbed on water tank #3. Two additional youths were identified, and letters have been sent to the parents inviting them to meet.

Last Tuesday I met with the Greens Committee members to revise golf course Walker Rules. Potential injury and maintaining pace of play are of concern. Liability inputs from our insurance broker and attorney were helpful including recommended entrance signage saying:

WARNING

Walkers should be aware of golf ball hazard and potential injury, and permission to walk the course is conditioned upon users assuming any and all risk. The plan is to finalize Walker Rules next week with HOA communications including inviting walkers to discuss course safety. There was plenty of discussion on this matter, involving: J. Ingemi, C. Wong, V. Duggan, S. Nokes, T. Ingwaldson and P. Paradise. All of the recommendations will be forwarded to the Board for approval.

Parks are being reinstalled with trash cans and we are continuing with Sani-cans through October 31. J. Ingemi commented that Lake Leprechaun is still waiting for their barrel and that the people who use the park are not happy. R. Milliman stated that a work order has been filled out.

Another issue is with our Anglia Park card reader is repair, reprogram or replace, R. Milliman scheduled 1 of 3 contractors to date for a walk through to provide bids on applications that we could consider. Lake Dam Chair Kelly Evans will be supporting.

We are scheduled on August 5, 2020, for our 5-year Dam Inspection by WA Dept of Ecology Dam Safety Office. Supporting will be the Lake Dam Parks Committee.

Payment Services Network continues to grow as a convenient way for Members to pay both Dues and Water invoices. LLCC currently has 311 Dues accounts and 444 Water accounts established.

Lastly, the HOA recently adopted an addition to our Code of Ethics as LLCC operates with WA State Phase 3 requirements: Lake Limerick Country Club COVID Code of Conduct

Our staff is committed providing our members and customers with excellent, prompt, courteous and safe service in compliance with all applicable COVID-19 prevention rules and practices. Our members and customers commit to interacting with our staff with respect and cooperation, including compliance with all applicable COVID-19 prevention rules and practices.

8.) Water Report: D. Bird

We had a significant leak from the cul de sac Penzance to St. Andrews loop. It filled up a member's septic tank in 2 hours! Happened on July 1 – repair on July 2. Douglas Fir root punched a hole in the 4" main. Road of Tralee and Penzance had to have their water shut down. Associated with that, it brought our leak number to 625000 gallons. But we are still under the state guidelines. Again, we have a possible 130 members with leaks on the customer side. We were going to send out a notice, but it got delayed because of logistics (holiday, billing cycle, etc.) We are hoping to send it out with the August billing. Another thing brought to our attention by the new Water Mgr. concerns our policy of new customers requesting a water spigot on the customer side of the meter. He has investigated this and the Water Dept personnel are not allowed to do this. The Water Committee discussed and reviewed this issue and have decided to remove this from our rate sheet. Water Committee agrees that when a customer has problems with a leak, we can help locate the leak but not repair it. S. Nokes on complimenting the Water Department on how quickly the Penzance leak got handled. Office also assisted with calling members on issue. T. Ingwaldson questioned if we had list of contractors for repairs and are our employees' part of a contractor list? We don't have a list. Roger on potential liability if recommendation does not turn out well.

9.) Consent Agenda: Motions to the Board from Committee minutes.

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

An Inn Committee motion was read by J. Ingemi. This motion is a recommendation from the Inn Committee for the Board's consideration:

A motion was made by N. Milliman and seconded by B. Morrow to use the empty golf cart shed for the storage of restaurant tables and chairs. Motion passed unanimously.

This motion was discussed by V. Duggan, B. Smith asked for questions or comments. R. Milliman on moving tables and chairs stating that it would take a ½ day of our labor to move them. B. Smith on why take chairs from an empty building to a storage shed? Why not use the Great Hall? K. Skinner on aesthetic and our ability to spread out a little more. Discussion ensued around getting volunteers to move them, banging around the newly painted walls, and other liability issues. R. Milliman on problems and issues with moving them. C. Wong, J. Ingemi, on further discussion.

Question has been called. Moving question to original motion. A motion was made by J. Ingemi and seconded by T. Ingwaldson to approve the original Inn Committee motion

recommending moving the excess lounge and restaurant furniture to one of the unrented golf cart sheds. Motion passed.

P. Paradise on Architectural Minutes – the motion for a fine from the Committee for clearing a lot and putting it up for sale. What is the fine? After discussion with S. Hamilton, K. Skinner, J. Ingemi, T. Ingwaldson, P. Paradise, C. Wong, B. Smith spoke on the problem with guessing why he cut them down. J. Ingemi on tabling the issue until next month and get all the facts together and present again. S. Hamilton agreed to this and will bring it back to the Committee.

B. Smith on Compliance Committee's recommendation to have a letter written to the Aparicio family stating that we are going to clean up the properties (Division 4, Lots 137,138,139) and cite the appropriate Articles and sections in the CC&Rs that allow us to do so and we will charge them for this work. B. Smith asked that our CAM find someone to do this project (Landscape?) and get it done as this has been in disarray for too long. And, with this action we can remove it from the agenda. Discussion from B. Smith, D. Dyson, T. Ingwaldson, S. Hamilton.

A motion was made by J. Ingemi and seconded by T. Ingwaldson to approve the Consent Agenda as amended. Motion passed unanimously.

B. Smith feels that some of the minutes we receive from the Committees are repetitious. He would like Secretary J. Ingemi to work with the Committees on streamlining their minutes. He feels that the narratives are not as helpful as are the tables that summarize the actions that are being taken and might have the history. So, he would like us to review and maybe streamline the minutes.

10.) Old Business

a. Status of Deck Project: – P. Paradise

P. Paradise reached out to the 8 contractors that he sent bid pkgs to last month. Two responded they only do "bidder" design work, 2 called ahead that they will not be bidding on remodel and 3 didn't return calls. NW Integrators stated may reconsider their decision not to bid the project. The owner deferred to the Project Manager whom P. Paradise has not made contact yet. Meanwhile, based on info from C. Wong and P. Antonsen, we gave Fineline Construction and Ashby Homes a bid package which are due today. P. Paradise has spoken to both of them this past week and they both stated that they were going to bid the project, but they requested another week. J. Ingemi, V. Duggan, P. Paradise, S. Nokes, C. Wong on further discussion. B. Smith go with one of the contractors that bid next week and come back to the Board and we will do an e-vote.

b. Reserve Study Update – C. Wong

C. Wong spoke on the Reserve Study contract that it gives us a better deal when we sign a multi-year contract for up to 3 years. C. Wong is also working on getting our assets onto a spreadsheet. J. Ingemi read the motion from the e-vote to be put into the minutes.

E-Vote held on June 29, 2020

A motion was made by C. Wong and seconded by J. Ingemi to approve the motion made at the June 22, 2020 meeting of the Reserve Study Steering Committee, pertaining to the hiring of their number one selection, Association Reserves (AR), of Federal Way, WA, to perform the Reserve Study for the Lake Limerick Country Club's HOA. Motion passed unanimously.

c. Navy Train Trestle Status and Approval of Next Steps – B. Smith

Navy responded to our attorney's letter stating expressing a willingness to try and work with us. A strategy suggested by our attorney was to get an engineer that can talk to their engineer and we can come up with a mutually acceptable solution. We have entered into a contract with an engineer from Morrissette & Associates and at this point we are waiting for our attorney to send a letter back

to the Navy stating” talk to our engineer” and we’ll go from there. R. Milliman said the letter from Steve Whitehouse, our attorney, to Capt. Reinhardt(?) was sent Wednesday of this week. D. Bird and B. Smith got copies. But bottom-line is let’s let the engineers do their work and move forward. Again, our goal is to maintain our water-main loop system without an easement.

d. Navy Golf Easement – B. Smith

A Project Approval Recommendation was sent to all of the Board Members, as well as V. Duggan. Basically, the Recommendation is for the Board to enter approval for the HOA to enter into a renewed license agreement with the Navy for the minor parcels abutting the railroad tracks by the Navy ROW that our Golf Course encroaches on, in a couple of locations, and our road to the Dam encroaches on at one location. Approximate cost for a five (5) year agreement would be \$11,400.00 (a one-time administrative fee) and an annual fee of approximately \$300.00 per year, based on previous fees. This is far less than it would cost us to relocate the facilities (approximate cost - \$159,000.00). Discussion ensued by D. Bird, R. Milliman on water line issues. B. Smith and R. Milliman explained what is indicated in the pictures. Other discussion on the costs by T. Ingwaldson, B. Smith. V. Duggan. C. Wong, D. Dyson on what the colored lines depicted are for.

A motion was made by P. Paradise and seconded by J. Ingemi for the Lake Limerick HOA, as recommended by the Greens Committee, to enter into a renewed License Agreement with the Navy for use of minor parcels (less than an acre total) of the Lake Limerick Golf Course, the Lake Limerick Dam access road and all utilities that encroach upon the Navy’s railroad Right of Way, for a five (5) year cost of not to exceed (fifteen thousand) \$15,000 dollars. Motion passed unanimously.

e. Fireworks issues – J. Ingemi, A. Stephen

J. Ingemi stated that he and A. Stephen had one meeting on this and were formulating questions for the survey but never got any further. J. Ingemi stated he had serious time constraints and things didn’t go as planned. But B. Smith has submitted the Alderbrook fire safety and fire works policy. B. Smith spoke on burning yard waste and fire pits not following regulations with clearances. Fire hazard issues, smoke issues, maybe address both in survey. Is this something that the Board would like to take on and consider. J. Ingemi on getting back with A. S. on both issues. An important issue as this, we should have our own rules. B. Smith on should we pursue? R. Milliman on survey on both. B. Smith on town hall on this issue. T. Ingwaldson, D. Dyson, K. Evans, B. Smith, J. Ingemi and A. Stephen on enforcement, compliance and fines. B. Smith on “nuisance” clause. J. Ingemi and A. Stephen on continuing on this and checking with Alderbrook for their compliance data.

11.) New Business

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

We are compliant within Phase 3 with our operational practices. Members are by and large wearing masks and complying with social distancing. Reports from the staff have been good over the last couple of weeks. Staff wants to thank the Inn Committee for getting volunteers to do check-ins at the restaurant. It has been very successful. This has also created more socialization between our members.

b. Capital Golf Equipment Purchase Approval (HOA Budget Approved) – R. Milliman

R. Milliman on approved equipment (Sweep-N-Fill III). He gave a brief explanation on the benefits and had previously sent out the flyer on this. Discussion by R. Milliman, T. Ingwaldson on L&I benefits to look into.

A motion was made by J. Ingemi and seconded by D. Dyson to make this purchase (Sweep-N-Fill III). Motion passed unanimously.

- c. Capital Project Approval Inn Sport Court (HOA Budget Approved) – R. Milliman

R. Milliman spoke on this proposed bid from Pave-X, LLC, item 2 for \$5,994.72. “To cutout and clean cracks in court, then fill with hot mix and roll. Sealcoat existing court with sealer.” The proposal is still good with that price.

Also, we got a bid last year from Awnaroll Painting, Inc. on painting the lines in the court. That bid of \$1,481.00 still stands at this cost.

A motion was made by J. Ingemi and seconded by T. Ingwaldson to approve the funding of both proposals, not to exceed \$7,700.00. Motion passed unanimously.

- d. Fire Safety – B. Smith

We covered this under the Fireworks issue above.

B. Smith spoke on the issue of noxious weeds and “weedy, brushy lots.” He was asking about Security Joe could possibly keep an eye out for egregious behavior, and note them, as far as yards that may cause a fire hazard issue. We are now in a burn ban. R. Milliman agrees with this. D. Dyson will review the reports and send letters as necessary. He thinks it could be a couple of hundred properties involved. Discussion from D. Dyson, S. Hamilton, S. Nokes, R. Milliman, J. Ingemi, P. Paradise, R. Milliman will make contact with the County on culvert maintenance

- e. Member Compliance Issues – B. Smith

B. Smith states that we already discussed this previously and we will move on to the next item.

- f. Strategic Plan – B. Smith

B. Smith spoke on the issue of a strategic plan but will defer it to a later time, due to the time constraints on this meeting.

- g. Welcoming Committee – S. Stoney

S. Stoney gave a brief presentation to the Board on the establishment of a new Committee. The Committee would be responsible to meet with new members and welcome them to the Community. Some of the things the Committee would be responsible for would be an orientation to the HOA, the CC&Rs, present the new members with some small welcoming gift(s). The new members would also be provided with a contact person, or list of people, to help them acclimate by answering any questions/concerns or providing the appropriate person(s) to do so. B. Smith likes the idea of building a sense of Community. There was discussion from various Board Members, including A. Stephen, who suggested a video be made to be available thru FB and on the LLCC website. S. Stoney on the face to face meeting, the personal touch. B. Smith stated that a video would be an excellent idea and we should investigate how to get this done. C. Wong supports an online video, as well. K. Skinner spoke as well.

A motion was made by D. Dyson and seconded by T. Ingwaldson to establish an Ad Hoc Committee named the “Welcome to the Community,” and have Stacie Stoney be its first Chairperson. Motion passed unanimously.

- h. Katie Kohler on Sea Fair Triathlon – D. Powter

D. Powter brought up a resident’s daughter, Katie Kohler, who is taking part the Sea Fair Triathlon. She will be taking part here at Lake Limerick because there is no group participation so Katie will be using Lake Limerick for her base as she performs her activities. It involves swim, bike and run. Robbi Alberts has all of the times of her events and will post them. She will be going around our lake (Limerick) and swimming in it as well. D. Powter would like it to be noted as an unofficial, “GO

KATIE DAY". S. Stoney on mapping out route and getting people to support her along the way. S. Stoney stated that, "it's a huge commitment that she is taking on." Let's get signs and support for her.

i. Boating Issues/Concerns – M. Sorensen

M. Sorensen introduced himself and his concerns are out of concerns and safety. A lot of boats that don't have Division or Lot numbers and feels that they probably don't belong here. Also, boats that don't know the rules – and that applies to some boats that have numbers on them as well. Just to give one example – Wednesday afternoon, we were sitting out here watching a boat that had a bunch of young people on it. They were doing tubing stuff and they pulled over to the Banberry Park dock and had a couple of picnic tables set up and before 7:00PM. I watched them pull the boat out at Banberry Park. I have ideas about this but don't know who to share this with. B. Smith on K. Evans to work on this. K. Evans brought up the area of enforcement. People are stopped and have had chats with people violating rules. K. Evans offered a membership on L/D. But definitely invited M. Sorensen to the next meeting to bring up these issues. Discussion involved S. Nokes, J, Ingemi, D. Bird, K. Evans, D. Powter,

12. Other Business

13. Correspondence

None

14. Announcements and Upcoming Events

- a. Board of Directors meetings to be held via ZOOM.
- b. Committee (and other) Meetings being held via ZOOM or other means
- c. All HOA Events, with the exception of some COVID compliant golf tournaments, are still CANCELED until further notice
- d. Food and Beverage, Golf and HOA Administrative Business Operations – Roger Milliman
- e. Dept. of Ecology, Dam Safety Office will be doing its 5-year inspection. August 5th at 9:00AM. Joining Duane and I will be 2 people from the State and K. Evans and another L/D member.

15. Motion to Adjourn to Closed Session to discuss legal/personnel issues

None

16. Motion to Adjourn

A motion was made by T. Ingwaldson and seconded by D. Dyson to adjourn. Motion passed unanimously.

Respectfully submitted

John C. Ingemi - Secretary