

Lake Limerick C.C.



est. 1966

**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
VIDEO CALL [WWW.ZOOM.US](http://WWW.ZOOM.US)  
Meeting I.D. 856 2901 2633 Password: 153611  
September 19, 2020**

The meeting was called to order at 9:00AM by President Brian Smith.

Special Agenda: Approval of the 2021 Budget

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

*A motion was made by J. Ingemi and seconded by S. Nokes to move to Closed Session. Motion passed unanimously.*

- 3.) **Motion to Reconvene to Open Session**

*A motion was made by C. Wong and seconded by S. Nokes to return to Open Session. Motion passed unanimously.*

- 4.) **Motion to accept all motions and actions taken in Closed Session**

*A motion was made by D. Dyson and seconded by T. Ingwaldson to approve all of the motions and actions taken by the Board in Closed Session. Motion passed unanimously.*

- 5.) **Approval of Minutes:**

*A Motion was made by A. Stephen and seconded by D. Dyson to approve the minutes of the August 15, 2020 meeting as presented. Motion passed unanimously.*

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

C. Wong stated that she hoped anyone that wanted the larger printout for the August Financials was able to pick one up at the office. There was a discussion with staff on how to make sure this gets printed large each month.

P&L – we are below budget for the month, and YTD we're still doing better than budget. Current Month – permit expenses - > \$11,000 paid to the Navy for "Door Opening" conversation surrounding the golf land issue. Also, we reassigned from Water ½ the cost of the tree felling expense at Well #4 off of Glenmorgan Ct. (\$7,500.00) and another \$5,000.00 (Facilities) was spent for the trees along the access to trail at the dam. Discussion from V. Duggan and R. Milliman on where/why the Navy fee got charged to Golf Budget. B. Smith asked R. Milliman to work with Ron to look at where that fee should be applied. Further discussion from P. Paradise.

A/R is steady. So far, dues continue to be paid at the same rate as last year. Actually, cash collected for dues in August was \$6,000.00 over last year.

For investments, we have earned \$5,180.00 in interest this year. C. Wong is hoping to check out some new investment opportunities this coming week(s) and had received a call from Scott Davis @ Edw. Jones and will speak with him as we have \$250,000 in cash to invest. C. Wong has also been looking into other banks where we can earn 0.8 to 0.85%. Term to be determined. Right now we have investments maturing in October and in January. Discussion ensued with D. Bird, K. Evans, K. Skinner and P. Paradise on various investment scenarios, including a possible line of credit investigation or keeping everything liquid.

We've spent \$62,000.00 on capital projects YTD. Of the total \$117,000.00, it looks like the Inn Architect Review isn't going to get done or the golf enhancements aren't going to get done and the ADA bathroom is getting moved to next year.

***A Motion was made by J. Ingemi and seconded by D. Dyson to approve the Financial Report as presented. Motion passed unanimously.***

**7.) Additions to the Agenda from Board**

**No additions**

**8.) Additions to the Agenda from the Membership.**

**No additions**

**9.) President's Report – B. Smith**

President Smith stated he will keep his comments really short as we are going to focus on getting a Budget adopted today and that is probably going to take a little discussion.

**10.) CAM Report – R. Milliman**

R. Milliman gave an update on projects, stating that he is the Project Mgr. for the Anglia electronic key card improvement, and I working with a fence vendor (Southgate Fence) and Century Link to restore remote telecom access to the gate control box. The goal is to add capacity to the existing controller box with a goal to be able to activate additional cards. Also, the side gate is now unlocked for members (walkers) to be able to have access during the winter months. The Inn Island Log Boom Project is half done, 3 of 6 logs are installed (with buoys) and the rest will be installed next week. (update: Project completed 9-22-20). We have a carry-over project from the dredge project of 2015 – building a fish habitat in Cranberry Creek. That will be anchored with 2 logs to the bank of Cranberry Creek – not to affect navigation. The Inn Sport Courts have been resurfaced and striped and thanks to everyone for their patience during that project. Golf staff are busy this week and next week with the aeration of the Greens, collars and fairways. Work continues on Olde Lyme Park, in addition to park maintenance, lake buoy and swim line work. The Employee Grievance Procedure has been approved by our attorney and awaiting approval from the BOD. (update: BOD approval on 9-19-20). We put out an announcement that the Inn Restaurant will be open this Sunday for the Seahawk game. The goal is to drive patronage back into the restaurant and lounge. We saw some good attendance during Labor Day Weekend as well as the past couple of days. We plan to be open on Sundays going forward based on supportive patronage. PSN continues to grow. Currently a quarter of our members are signed up on the due's payment side (352) and approximately a third of our members are signed up on the Water side (486). P. Paradise on card reader upgrade and re-issuing 100% of the cards. B. Smith on what a "new brain" would cost as opposed to trying to fix the current system. R. Milliman responded \$6,000.00. We put this into the Capital Budget 2021. J. Ingemi on problem with "patching" the current system. D. Kohler on the system was working up to a few years ago. B. Smith recommends assessing what we have before we purchase something new and leave the money in the Budget until a final decision is made.

## 11.) Water Report: D. Bird

D. Bird reported that over the last month, we've had many events and issues to deal with. Over Labor Day we had a windstorm and it caused a 4-hour power outage. Normally we have generators at 2 Well Sites that kick in and provide water. Well, not only did we have a windstorm, but we had a "Perfect Storm" of events within the Water system, consisting of generator failures, pump failures, notifications gone awry, etc. D. Carothers has tested our capacity for using the Community's fire hydrants and found that we have problems with pressure issues. He will be making recommendations on short-term and long-term solutions. D. Carothers suggested adding fire hydrants at some of the Well Sites for Fire Dept. usage. We are currently implementing corrections for Notifications when an incident occurs, as D. Carothers was not even notified that we had an issue. We are looking to implement cellphone notification system on the SCADA. We will also be engaging engineers to help us analyze our generators and other fail-safe conditions and have them make recommendations. We have some valve replacement work coming up on this Tuesday. We have a lot of "prep" work already completed and just need to do the actual valve replacement. There will be an announcement and it will contain who will be affected and projected downtime for those affected. There may be a "boil water" alert. D. Bird also spoke on the Water Budget and rate increases, as well as the rate structure. On hiring another staff member for Water. R. Milliman reported several applicants have applied and they look reasonable on paper. D. Carothers is doing follow up on these. B. Smith and D. Bird spoke briefly on the Rate Study that was done by NW Water. Our current system is not up to the current standard for fire safety. For example: our mainline pipes are 4" and should be 6", issue of fire hydrant spacing, etc. These are some of the things that we will be having analyzed by an engineer.

## 12.) Consent Agenda – Motions and Actions to the Board from Committee Minutes

J. Ingemi on Compliance Committee fine forgiveness. 05 – 012. We cannot have the Compliance Committee involved with water and dues payments. J. Ingemi believes this should go to Hearing Committee if they want some negotiations – like the trailer over-wintering members. D. Dyson on they didn't ask for a hearing. T. Ingwaldson on moving this to New Business. B. Smith stated it will be item d. Compliance Committee. C. Wong also suggested moving the Inn Committee Motion. B. Smith suggested to remove the Inn Committee items from Consent Agenda and discuss it within NB 14. B Budget item and acknowledge what was sent from Inn Committee. Other suggestions on Golf/Greens moved from Consent Agenda and put under 13 d. of Old Business. T. Ingwaldson on Water looking for Budget approval and on the increased cost for meter installations. D. Bird stated that they were just approving water budget themselves to be sent to the Board. Water Assumptions on the Budget didn't contain the meter installation increase. B. Smith wants to leave it in Consent Agenda. D. Bird gave an explanation on the meter installation costs. Discussion from J. Ingemi, D. Kohler, P. Paradise, K. Evans. It was decided to leave it in the Consent Agenda. C. Wong on L/D Committee motion. Discussion on Lake Leprechaun and the \$8000.00 in addition to the budget requests from Lake/Dam. B. Smith spoke on leaving it in the Consent Agenda, so it gets approved and added to the budget. He believes it is that important an issue.

***A motion was made by A. Stephen and seconded by J. Ingemi to approve the Consent Agenda as amended. Items removed from the Consent Agenda have been placed under new business. Motion passed unanimously.***

## 13.) Old Business

### a. Status of the Deck Project – P. Paradise

P. Paradise still talking to FineLine Construction and he says he is going to get me a price. Still waiting for materials information from Lumberman's so just kicking the can down the road. And, we're still talking to Integrated Northwest Construction and starting to get a refreshed list of contractors to take a

look at the project. C. Wong asked if they are really that far behind at ProBuild? P. Paradise stated that all contractors appear to be “slammed” with work, so maybe? We are up to 12 different contractors that have had an opportunity to bid on this project and none of them have moved forward on it. C. Wong stated that she did check with Ashby Homes and they had forgot about the bid. P. Paradise stated that he had called them multiple times and they never got back to him. Discussion from C. Wong, D. Kohler, K. Evans, J. Ingemi, P. Antonsen and B. Smith. P. Paradise will speak with R. Milliman and get the beams covered and tied off for the winter.

**b. Reserve Study Update – C. Wong**

C. Wong stated that there was a site visit scheduled for this past week but was changed due to the smokey weather. It has been rescheduled for October 6, 2020 and she will be notifying the Reserve Study Committee. His name is Michael Fleming has the plot maps and he will send his document list but we haven't received it yet. C. Wong will be updating the committee on this.LI

**c. Island Log Boom Project – R. Milliman**

Already discussed.

**d. Greens Committee Motion concerning walkers on cart paths – S. Nokes / V. Duggan**

S. Nokes stated that the Greens Committee met and had a member draw up this proposal. There was a ton of discussion. The existing rules, public play, concerns are mostly of liability and the cooperation of the walkers. We have not met with any walkers besides K. Skinner and J. Ritter. We, as the Greens Committee wanted to propose this motion as “No Walkers,” during business hours on the Golf Course. Then, have the BOD discuss and decide if this is something we should follow through with because, as a Committee, we are at a loss as to what to do. We have also submitted proposals of different routes that people can take to walk. V. Duggan stated that we are looking for the BOD to give us direction. We cannot find any information on this from prior Boards and we just want to know – Do we want walkers or not. Also, that we realize the liability issues for the HOA. If the Board wants to allow walkers, then let us know and we can proceed with proposed rules that we can present back to the Board. Discussion ensued by A. Stephen, J. Ingemi, P. Paradise, B. Smith, D. Dyson, Budd Morrow, S. Nokes, C. Wong, D. Bird, P. Antonsen, T. Ingwaldson, S. Stoney

***A motion was made by A. Stephen and seconded by S. Nokes to accept the Greens Committee's motion of NOT allowing walkers on the Golf Course during business hours. A roll call vote was asked for by the Chair.***

***B. Smith – no***

***D. Dyson – yes***

***J. Ingemi – no***

***C. Wong – no***

***P. Paradise – nay***

***S. Nokes – yes***

***A. Stephen – yes***

***T. Ingwaldson – no***

***S. Stoney – Abstain***

***Motion did not pass.***

**14.) New Business**

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

No updates at this time.

**b. Budget Update – R. Milliman**

R. Milliman summarized the Assumptions page of the proposed budget (see HOA Assumptions page). All of these documents were posted on our website. R. Milliman stated that we had developed a balanced budget for 2021 with no profit – 0 sum. Total income is coming in at \$1.9m and that is a reduction of \$90,000 over the current year. This is primarily due to reductions in Food & Beverage revenues. That's a reduction of 4.5%. Cost of Goods sold are down \$60,000, coming in

at \$145,000 and that's a reduction of 29%, and that goes across golf merchandise, food and liquor. Total expenses are up 3% at \$1,675,000. That's an increase of over \$47,000 over the current year budget.

Some line items we're proposing to keep funded this year are: advertising as it has proven itself with increased golf revenues and café sales, fuel prices are staying under control and are flat, Computer expenses are flat, Labor is up, legal is flat, licenses and permits are up slightly, office supplies and postage are flat, we've drop some professional fees looking at some one-time items that have occurred over the past year. Repair and Maintenance is flat when we consider our new line item for tree maintenance. Small tools and equipment flat, telecom is up slightly, and utilities are up slightly, due to inflation. We have yielded a net income of \$81,540 which is the \$5.00 per month dues payment that will be allocated into the Reserve account. So, we used the same process this year as we have last year in developing the Budget and that's getting the first inputs from departmental managers and the Committees. From there, R. Harper and myself – with support from C. Wong, analyzed actual expenses for the various areas we have to maintain. They are common grounds, 3 buildings, 7 parks, 2 lakes, a golf course, a Café, a Restaurant and a Lounge, and a private water system.

Moving on to Capital projects, we also used the same process for getting submissions from Department Mgrs. and Committees for both equipment and capital projects. The list came in at nearly \$500,000.00 with member's concerns and needs in terms of what we needed to look at to maintain our assets. The Board took these through the process of using 3 criteria and rating the requests from 1 to 5. With 1 being a top priority and 5 being the lowest priority. The 3 criteria which use were: **a.** maintain the asset; **b.** does it enhance and/or maintain safety and **c.** does it enhance or improve the member experience. 15 projects came out rated with a number 1 and those are in the Budget Packets that were submitted. Submissions were from Food & Beverage, the Inn, Greens and Lake/Dam Committees as well as the Facilities and Administration Departments. The grand total of these 15 submissions was \$158,750.00.

With passage, each project will be required to submit a Project Approval form with a dedicated Project Manager to drive the development of those particular projects. In April, the CAM and the Executive Committee will take a mid-year look at the projects that had received final approval, what the status is of the project and take a look at our cash flow to determine what we can fund going forward.

C. Wong questioned where we are putting the \$8,000.00 for Lake Leprechaun. R. Milliman stated that R. Harper, C. Wong and himself will have to go back into the office and make a determination as to how and where that will go. S. Nokes on what happens to the other 34 submissions and are they listed in an order and will they be looked at again? R. Milliman stated that was correct and explained where to find that list. D. Dyson on clarification on L/D submissions for weed treatment and we may find monies there for Lake Leprechaun. On another note: The Golf Pro is currently under capital items and it should be under the Greens budget line items stating "Golf Pro."

B. Smith stated that what we are calling "capital" should be called, "Capital and Special Projects." Some of the things are clearly not a capital expenditure. J. Ingemi on taking the top 15 projects off of the list then looking at the remaining list with a fresh eye and "re-sort" the list according to priorities again. J. Ingemi also pleaded briefly on the importance of the Lake Leprechaun weed treatments. T. Ingwaldson asked if we are working off of the priorities list or the Budget list and has the priority list already been incorporated into the budget. A. Stephen on a different list of priorities in the Consent Agenda from the Inn Committee than what is presently on the scored CAPEX. If we swapped the Inn Committee's list with the current CAPEX list there could be some cost savings there. K. Evans on issue of not having the same documents as the rest of the meeting participants. C. Wong on the documents being posted on the LLCC website. It is a Capital Project Description list. S. Nokes on where did the Mare's Tail come from that is in Lake Leprechaun? K. Evans stated that it is likely air-borne and is affecting the Bird Sanctuary as well. B. Smith did an explanation of what was sent out in the Board and Committee packets. J. Ingemi will review what gets sent out again. M. Wagner gave an explanation of what the Mare's Tail weed is and how it has to be eradicated. D. Dyson on Lake Leprechaun used to be drained every winter and the people who lived around it would go out and clean up a bit. Discussion ensued on this by B. Smith, C. Wong and P. Paradise. P. Paradise assured everyone that they never drained the lake but may have

lowered it a bit. B. Smith stated we will now move on to the Inn Committee motion and their priorities.

K. Skinner on presenting budget submissions by Inn Committee and will be asking for assistance from the Inn sub-committee on Design during his presentation. He then gave a brief description on where the Inn Committee is coming from and his knowledge of the “current state” of the beer and restaurant industry. We are facing a lot of uncertainty as to the future because of the pandemic. We are looking to re-conceptualize the restaurant and lounge to be more of a social gathering place. The design subcommittee has had plans in the works for a number of years now and have been working towards a “Northwest Bistro” type of setting, which involves more flexibility with smaller tables, pub booths, high top tables by the back walls and lower top tables by the windows. We would like to install TVs in the restaurant. Not that they would be on all of the time but for Seahawk’s Game Night, Wednesday night can be Bingo night, and a whole bunch of things that will allow the Community to be able to use this as a “social” meeting place. So, the Design Committee took all of these ideas and has been working towards this goal. Especially in this new world that we find ourselves in. So, we have based our submissions on what can we do immediately, and then, what are our long-term plans and goals for the restaurant and lounge. Our main goal is to make the business more inviting. Discussion ensued on this issue with N. Milliman, J. Ingemi, B. Smith and on the list that the Board was offering to the Inn Committee. K. Skinner on “improving the member experience.” C. Wong on appreciating the explanations of their visions on how things will change the atmosphere of the restaurant and lounge and thanked K. Skinner for his donation of the table and chairs. S. Nokes on the Magpies not having any fundraising this year and therefore she is unaware of what funds may be available to assist with these projects. N. Milliman spoke on the theme “bringing the Northwest inside.” D. Bird also spoke on the item by item budget. T. Ingwaldson spoke on approving their concept, giving a budget amount and allowing them to make their choices. We shouldn’t be micromanaging. B. Smith stated the he didn’t consider it “micro-management and our fiduciary responsibility is to spend the member’s money wisely. V. Duggan on our need as a Community to prioritize these things and move forward. Every one of our priorities are big and he supports our decisions on them. We have to make sure that Lake Leprechaun doesn’t turn into a marsh. The Committees put in hours and hours of work and put a lot of thought and effort in their submissions. A. Stephen said how grateful she was for all of the work that the Committees do. She went on to propose that we fund the Inn Committee’s proposals and take the rest of the monies to help fund the Lake Leprechaun project.

B. Smith on let’s give them a dollar amount and let them decide. While the tables, chairs, booths and the proposed lounge improvements seem more than reasonable, B. Smith does not support the purchase and installation of the mantel piece at this time. C. Wong also agrees with this. K. Skinner would like a compromise on the issue and come to some kind of middle ground. K. Evans on being curmudgeonly and cannot find the documents. C. Wong on approving more this year, on projects, than we did last year (\$158000). We also have the Reserve Study coming up that will tell us how much we do need to have in the bank, and we don’t know what the results of this will be yet. P. Paradise on getting that glazed over feeling insisting that we have to move on to the other issues pending. J. Ingemi called for a motion on the current proposal.

***A motion was made by J. Ingemi and seconded by A. Stephen to allocate \$11,000.00 to the Inn Committee for the purpose of booths, tables, TVs and bar/lounge improvements. And, to allow the Committee to oversee these purchases and make sure that they are not only going to be investments for the Inn but explainable as well. Motion passed unanimously.***

On the proposed Water Budget, B. Smith asked for questions. C. Wong on whether the “engineering study” is included in the budget. This study involves the hydrants, generator, pressure issues, communication issue. D. Bird stated that we have two items in combination in the budget. The generator is item 1 and the hydrologic study is item 2. These are in our Capital Budget. There will be the engineering study first and then that will lead in to Capital Projects to install at least one more generator, likely at Well #4, and to do the studies on how much water can we get out of our wells and how much water can we pump into the network in order to satisfy fire flows. As well as, what other things we can look at within the network to determine where else we may be having losses within the system. Discussion from C. Wong and B. Smith.

V. Duggan again on how appreciative he is of the current Board and the work, passion and dedication in making the decisions that they have made to allow us to even have the money to make a lot of these requests become reality.

S. Nokes and B. Smith on Golf Pro will remain on the CAPEX list and we will look at it again next year. P. Paradise.

B. Smith and D. Bird discussed the Water Reserve study and the rate increases. T. Ingwaldson on water conservation issues. C. Wong on more than half the properties within the Community use less than the proposed 6000 gallons per month. B. Smith on entertaining motions for both the Water and HOA Budgets.

***A motion was made by J. Ingemi and seconded by S. Nokes to pass the Water Budget as submitted by the Water Committee, including the increase in the meter installation fee from \$1,000 to \$1,500. B. Smith called the Roll:***

<b><i>B. Smith – aye</i></b>	<b><i>D. Dyson – aye</i></b>	<b><i>J. Ingemi – aye</i></b>	<b><i>C. Wong – aye</i></b>
<b><i>P. Paradise – aye</i></b>	<b><i>S. Nokes – aye</i></b>	<b><i>A. Stephen – aye</i></b>	<b><i>S. Stoney – aye</i></b>
<b><i>T. Ingwaldson – aye</i></b>			

***Motion passed unanimously.***

On the main HOA Budget:

***A motion was made by S. Nokes and seconded by T. Ingwaldson to approve the HOA Operations Budget with the amendments for the Lake Leprechaun (\$8,000) and the Inn Design Committee (\$11,000). B. Smith called the Roll:***

<b><i>B. Smith – aye</i></b>	<b><i>D. Dyson – aye</i></b>	<b><i>J. Ingemi – aye</i></b>	<b><i>C. Wong – aye</i></b>
<b><i>P. Paradise – aye</i></b>	<b><i>S. Nokes – aye</i></b>	<b><i>A. Stephen – aye</i></b>	<b><i>T. Ingwaldson – aye</i></b>
<b><i>S. Stoney – aye</i></b>			

***Motion passed unanimously***

**c. Vote to have Member's Semi-Annual Meeting in October on ZOOM due to COVID-19 Restrictions**

B. Smith on holding the membership meeting by ZOOM. Looking at a combination of both meetings, the BOD meeting to start at 11:00 and the membership meeting at 1:00PM. With voting being cut off by 2:00PM. J. Ingemi on sending out the documents on the budget with an announcement of the meeting times. Once the votes are calculated, will the Office send out an eblast as to the results. Further discussion from S. Nokes, R. Milliman, C. Wong, B. Smith.

***A motion was made by C. Wong and seconded by S. Nokes to hold the October Member meeting as a continuance of the October BOD Meeting, on October 17, 2020, with the Board Meeting starting at 11:00AM; the Member Meeting starting at 1:00PM and the voting on the Budgets closing at 2:00PM. Motion passed unanimously.***

**d. Compliance Committee's Motion concerning 05 – 012**

In agreement with the Board and the Compliance Committee Chairperson, this motion will be added to the next meeting's agenda.

**15.) Other Business**

**None**

**16.) Correspondence**

**None**

**17.) Announcements and Upcoming Events**

- a. Board of Directors meetings to be held via ZOOM will continue
- b. Committee (and other) Meetings being held via ZOOM or other means
- c. All HOA Events are still CANCELED until further notice
- d. Food and Beverage, Golf and HOA Administrative Business Operations – Roger Milliman

**18.) Motion to Adjourn**

***A motion was made by J. Ingemi and seconded by T. Ingwaldson to adjourn at 1:20PM. Motion passed unanimously.***

**Respectfully submitted,**

**John C. Ingemi**