

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
VIDEO CALL WWW.ZOOM.US**

**Meeting ID: 872 4956 3029 Password: 733291
November 21, 2020 @ 9:00AM**

- 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 D. Dyson to approve the minutes of the October 17, 2020 meeting as corrected. Motion passed unanimously.

- 3. Financial Report – C. Wong**

C. Wong spoke on the issue of the amount of information created and distributed at these meetings and if we should condense it. She also brought up the matter of having “enlarged” copies and the difficulty in getting them printed. If you want or need it to be printed in a larger format, Christy will do it on an individual basis. Revenues were up overall. We had some expenses that were over budget but overall, we had a \$2000 gain. Areas that were up were Janitorial Services, Merchant Services are high, and she will discuss that with R. Milliman to see if monies are being assigned correctly. Maintenance was high as well, she questioned whether Park Expense for Olde Lyme Park should be coming out of “Olde Lyme Capital.” We had \$7,000 in tree felling maintenance charged to the Greens Budget. R. Milliman gave an explanation of why.

Investments are the same. We are trying to find higher rates and will continue to do so. Cash receipts are high and running about normal. She discussed capital expense sheets and projects, as they are printed. She recommends putting Water on a separate page. B. Smith questioned whether Licenses & Permits are calculating correctly as they look off. C. Wong agreed and will have it checked out.

A motion was made by J. Ingemi and seconded by A. Stephen to approve the Financial Report as presented. Motion passed unanimously.

4. Additions to the Agenda from the Board

**D. Dyson on properties we own and want to sell. New Business, item F.
S. Stoney on Welcoming Committee – Old Business, item 4.**

5. Additions to the Agenda from Member Guests

None

6. President's Report – B. Smith

President Smith will forgo a formal report and will partake in discussions on agenda items. He will also be making a presentation later under new business.

7. CAM Report: R. Milliman

R. Milliman reported on projects. The fish habitat has been completed, all Parks are closed and winterized. Winter cleanup and maintenance will continue. Olde Lyme Park has had grass seeding done and the purchase of the steel for the swing set has been done. We have updated/upgraded our HVAC filters for better air quality. HOA on tree removal has been ongoing, assessing where we have issues and responding to members on dangerous tree issues. We have 10 projects in Water and 15 HOA projects for the upcoming year that are in various stages of development. The bathroom on hole #5 is still waiting to be repaired due to a root issue. Monies previously allocated for this project have not been spent. P. Paradise asked about permits and if any "sign-off" is required on the Cranberry Creek fish habitat. R. Milliman will check to make sure we are in compliance.

8. Water Report: D. Bird

D. Bird reported that the new water rates are in effect and there haven't been any issues around them. All water leaks are being checked. We currently have 68 accounts that are 90 days overdue. Revenue is up for October, compared to last year. Michael Boyd is our new Water Distribution Operator. The Greens maintenance staff have been assisting in clearing out brush and debris around water boxes. J. Ingemi brought up the leak on Dartmoor and was wondering if we would be liable if the road froze and someone skidded off into the ditch. After discussion, it was decided that we will make this a priority to check out. D. Bird also stated that the "leak rate" has been under 10% for the year. D. Carothers has been working on getting us an Engineering firm to review our emergency generator, pump failures and hydrant testing. There was discussion, from T. Ingwaldson, on the MCFD and our hydrants. D. Bird stated that the FD has a

pump truck stationed at the station for any emergencies we may have. P. Paradise stated that the Water Committee wants to check our hydrant pressure at various locations to make sure that this pressure problem is actually system wide. D. Carothers has also been working with Morrison Engineering to develop drawings for a temporary or permanent bypass during the construction and what we plan to do around or after the Navy trestle construction is done. Plans are about ready to submit to the Navy engineer, so we are moving forward.

There was some discussion on the NW Water Study from D. Bird, P. Paradise, B. Smith, C. Wong and J. Ingemi. We will continue to support the data that the study contains while we wait for the official report.

9. Consent Agenda: Motions to the Board from Committee Minutes

items to come off of the Consent Agenda. J. Ingemi on Carsey issue with house being built and an overwintering request. Discussion from S. Hamilton, J. Ingemi and B. Smith. Moved to NB H. Item NB G. Nominating Committee. A. Stephen on 4 items from Compliance Committee. Discussion from D. Dyson, J. Ingemi, R. Milliman, B. Smith on these long-standing issues. A lot of discussion on the Pettyjohn and Thompson cases. Some discussion on Marian as well. C. Wong reports that the Executive Committee go over these 4 items and we should rule on them. S. Nokes also on issue of Marian. B. Smith to move these 4 items to the Executive Committee for resolution. Trailer letters will stay on as they may lead to further legal actions.

Discussion from P. Paradise and B. Smith on what should be part of the Consent Agenda.

Greens Committee motion to be discussed now. After a lengthy discussion, it was decided that the Greens and Inn Committees' motion to use funds from their Marketing Budget for this year's LLCC calendars didn't need Board approval, just notification. Item was removed from the Consent Agenda. K. Skinner and S. Nokes spoke on fundraising monies from the calendar sales be allocated to the Pro-Shop / Café budget and not to the General Fund. B. Smith suggested that those Committees make a motion to that effect at their next meetings. V. Duggan and K. Skinner agreed to do that.

C. Wong brought up that either the Architecture Committee or the Compliance Committee has the member's name wrong. It is listed as Walton vs Watson. I will check and send out the correct name.

Motion was made by J. Ingemi and seconded by S. Stoney to approve the Consent Agenda as modified. Motion passed unanimously.

10. Old Business

1. Status of Deck Project – P. Paradise

P. Paradise reports that the contractor is working on the project. They are not getting as much done as they were when they first started, but they are getting there. They have done waterproofing and the deck surface is primed. They have posts down below and have had an inspection from the County, but he hasn't seen any report on this yet. Discussion ensued by J. Ingemi, B. Smith and P. Paradise. R. Milliman reported that an electrical contractor has been selected to do the necessary electrical work.

2. Reserve Study Update – C. Wong

C. Wong reported that she scheduled a meeting of the Reserve Study Committee for Monday and invited Mike Fleming, the RS Project Mgr. and he said he would be able to attend. This will be for the Committee to get introduced to him and there will be a question-and-answer session. Once they have met and gone over things with the Committee, C. Wong will set up a time for him to meet with the Board. He has most of the information that he needs and will let us know if he has questions, once he gets into the detail. C. Wong has discussed the Water Study with him and, whether we should incorporate it into the HOA study. After discussion from P. Paradise, D. Bird, S. Nokes, T. Ingwaldson, and B. Smith, C. Wong will bring it up again at the meeting on Monday and see what Mike Fleming has to say, as well as the consensus of the Committee. J. Ingemi on Reserve Study Committee minutes. C. Wong agrees we should start documenting with "action" minutes. B. Smith gave reasons for keeping both the Water and HOA Reserve Studies in the same binder.

3. Fireworks Survey – A. Stephen

Amanda Stephen reported that survey has been announced in a number of venues, including the October HOA/Water bills. We have received over a hundred responses so far. The survey will be open until 12/31 so there is ample opportunity for members to fill it out. So far, there are mixed responses to the questions. Based on the responses so far, members are aware of laws regarding fireworks but don't want to ban them. The question on whether we should have a rule on illegal fireworks being a nuisance is currently split equally between yes and no. There was some discussion, and we will check again next month and maybe just wait till January for the final report. R. Milliman and B. Smith discussed sending it out again as a "color" insert reminding members to fill it out.

4. Welcoming Committee – S. Stoney

S. Stoney reported that the 1st Welcoming Committee meeting was held on Nov. 1, 2020 and she will be working on writing up the minutes and sending them out to everyone. While a few members sent in ideas for the meeting, only three (3) members were at the

meeting. It's a start. She would like to ask all the Committee Chairs to send her a little blurb on what the committee is and does and who to contact for more information, who to contact for assistance (such as water issues), etc. T. Ingwaldson spoke on a "neighborhood asset map." It's a way for your community to be resilient in a disaster. It would contain things like, who the doctors are in your neighborhood, who has chain saws, who has different skill sets, who are the people most vulnerable and need to be checked on? It could be a key piece of info for EMS or Firefighters during an emergency response by helping them navigate thru the Community. S. Stoney stated that they want to give the new calendars and fridge magnets to new members. The magnets could have pertinent information on "who to contact" for various situations. Discussion from J. Ingemi, C. Wong, and D. Bird. S. Stoney brought up the issue of Josh not being able to post on the LLCC Community FB page. There was discussion from S. Stoney, T. Ingwaldson, R. Milliman, K. Skinner, B. Smith.

11. New Business

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

R. Milliman reported that the Governor had put new restrictions on businesses. This requires us to go back to take out service only. Our staff continues to follow the "safe start" protocols, which includes masks, gloves, and cleanliness activities. Because of the Governor's Proclamation that is requiring people NOT to attend family functions during the holidays, we have communicated this to our employees. We are looking for those who are going to do it anyway, that they self-disclose this information to us and that they self-quarantine for a period of 14 days or 7 days with a negative COVID-19 test. R. Milliman has had team meetings with all of the employees to this effect. And, we have notified the membership that there will be pick up and take-out from the Inn Parking lot and the front of the Café. Sales have not been "robust." But we are looking to that improving. For golf operations, we have limited access to the back side of the Pro-Shop. Water Dept. will continue operations. Lake Limerick operations will be closed on Thanksgiving Day. The day after Thanksgiving, golf operations will be open. The Café and the Inn Food & Beverage will be closed. As well as the office. Food & Beverage at both the Inn and Café will resume operations for Saturday and Sunday. There were comments from both J. Ingemi and K. Skinner on support for the staff.

b. Committee Meetings "In-person vs. ZOOM – B. Smith

B. Smith on Governor's message on gatherings. We have to stop the "in-person" meetings and use ZOOM. It works! All other Committees are using ZOOM and V. Duggan stated that the Green's Committee will comply. S. Nokes will assist with the setting up the meeting. A. Stephen said she will be very happy to help with getting people up and running.

c. Mailing of the Newsletter – B. Smith

B. Smith stated we haven't been mailing a newsletter for a number of years. He would like us to mail at least 2 newsletters per year. We only have a few hundred people on our email list and can't assume that our members are always going to be able to find the newsletter on our website. A mailing will get to their last known address and to where we are sending the HOA and Water bills. Discussion from R. Milliman, J. Ingemi, S. Nokes, C. Wong, T. Ingwaldson, D. Dyson.

A motion was made by J. Ingemi and seconded by C. Wong to mail the newsletter to all of our members, twice a year, and to email the other two newsletters. Motion passed unanimously.

d. Report on minutes search concerning Board Election and Budget Approval Results – J. Ingemi

J. Ingemi gave a brief report on both the authority and responsibility of the Board to create rules and regulations. In particular, the responsibility to set the timeframe for when ballots are counted after an election, and when the Executive Officers of the Board are elected by the Board. This question arose around the counting of ballots that come in, by mail, on the day of the election and/or budget, after votes are counted. The Board agrees that, due to mail irregularities, the ballots shall be counted, and reported, on the Monday following the election. There was discussion from B. Smith, D. Bird, C. Wong, P. Paradise, and S. Nokes. B. Smith said he will write it up for a proposed "rule change" for the next Board Meeting and a possible vote at the January meeting.

e. Needlepoint Bipolar Ionization System – B. Smith

B. Smith sent information to all Board Members on the Needle Bipolar Ionization System (NBIS). He has spoken with various members of the board/committees. He explained the effectiveness of this system vs. the one we currently have with the (MERV-13) filters. An ionization system puts little charged + / - particles out and they physically attack viruses and other things in the air. B. Smith has spoken with restaurant owners who are using this system for their input, as well as estimate costs. He also has done some other "extensive" research on this topic. After his presentation on this, he stated that he feels it is worth doing, in both the Inn and the Café/Pro-Shop and opened it up for discussion. There was discussion from P. Paradise, B. Smith, K. Skinner, R. Milliman, S. Nokes, T. Ingwaldson, P. Antonsen, C. Wong, D. Dyson, K. Evans, V. Duggan.

A motion was made by B. Smith and seconded by J. Ingemi to purchase and install NBIS units for the afore-mentioned 3 locations (Inn, Lounge and Café,) with a cost not to exceed \$4500.00. Motion passed unanimously.

J. Ingemi spoke briefly on how appreciative we all are with the steps President Smith has taken, and the leadership he has provided, to ensure the safety and well-being of all our members and staff while dealing with the COVID-19 pandemic.

f. Properties owned by LLCC and available for sale – D. Dyson

D. Dyson stated that we have around 18 properties that are owned by LLCC, including one in Shelton. We are paying property taxes on these lots and not getting revenues from them. D. Dyson has spoken with P. Wagner and R. Milliman and P. Wagner is coming up with a plan to sell about 6 properties that we have. D. Dyson just wanted to alert the Board that this is something being worked on. R. Milliman spoke on hiring a Real-estate manager to do the real work on this. He is hoping to get a deal on fees. He also stated that he wants to give LLCC members first crack at the properties before they get to the public. P. Paradise added that members who live in the adjoining (or adjacent) properties should be asked first. There was further discussion from D. Dyson and R. Milliman. B. Smith thanked them for their work on this.

g. Nominating Committee – B. Smith

B. Smith stated that we need to have a Nominating Committee established. S. Nokes suggested an email blast to give members a chance to volunteer for this job. Also, have it posted on our website. B. Smith would like to see more interest and involvement from Divisions 4 & 5. There will be 3 vacancies on the Board and 2 on Water up for election. Discussion from B. Smith, S. Nokes, S. Stoney, C. Wong, T. Ingwaldson and P. Antonsen.

h. Architecture Committee (Carsey issue) – S. Hamilton

B. Smith stated that they want to live in their trailer over the winter. They do not have any building permits, that we know of, from Mason County, no site work is being done, this should be denied by the Board, per Resolution. Discussion from S. Hamilton, J. Ingemi, B. Smith, D. Dyson, R. Milliman, P. Paradise and D. Bird.

A motion was made by J. Ingemi and seconded by D. Dyson to deny an Overwintering Permit for the Carsey trailer. Motion passed unanimously.

12. Other Business

13. Correspondence

R. Milliman brought up the letter from the member on Ballycastle with drainage issues. This resulted in some discussion from P. Paradise, R. Milliman, B. Smith, J. Ingemi, C.

Wong and S. Stoney on what is and isn't LLCC responsibilities in regard to drainage issues.

14. Announcements and Upcoming Events

Due to the COVID-19 pandemic, we will not be having our annual HOA events around the Christmas Tree lighting, no "Tom & Jerry" event, no inside dining. The Inn Committee may put up a tree on the street-side of the Great Hall, as a way of just celebrating the season and putting lights in the Inn.

P. Paradise on Christmas gifts for our employees. After a discussion, B. Smith called for a motion on this.

A motion was made by S. Nokes and seconded by T. Ingwaldson to give our employees who have been here over a year a \$100.00 bonus and those that have been here for less than a year \$50.00. Motion passed unanimously.

- 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

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

No issues to be discussed.

16. Motion to Adjourn

A motion was made by J. Ingemi and seconded by S. Nokes to adjourn. Motion passed unanimously.

Respectfully submitted,

**John C. Ingemi – Secretary,
LLCC Board of Directors**