

*Lake Limerick C.C.*



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**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
VIDEO CALL [WWW.ZOOM.US](http://WWW.ZOOM.US)**

**Meeting ID:885 7360 8311 Password: 947612**

**December 19, 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 A. Stephen to approve the minutes of the November 21, 2020 meeting. Motion passed unanimously.**

- 3. Financial Report – C. Wong**

We have a loss, due to tree felling, that we hadn't budgeted for. The Golf Course needed trees removed around the Hole #5 restroom for its repair, as well as other dangerous trees that had to be removed around the community. Golf and Café revenues were up from budget. Repair & Maintenance is high due to 150 Barnsby (\$2500.00 for replacement of electrical box). Supplies and paper products were up. On the Balance Sheet cash receipts were down this month compared to last year by \$30,000. We will be monitoring that. A/R is running normal. There is no Capital Expenditure sheet for this month but, there was \$5700 spent for Golf Storage Shed electrical work. A new refrigerator and shelving were purchased for the kitchen for about \$3100.00. Also, a truck purchased for Facilities for around \$15,000.00. P. Paradise questioned the amount we had budgeted for tree removal. R. Milliman responded with \$24,000.00 was budgeted (\$2000.00 per month). Discussion ensued P. Paradise, R. Milliman and C. Wong. There was also discussion on removal of the felled trees that involved R. Milliman, T. Ingwaldson, B. Smith, S. Nokes, C. Wong, and J. Ingemi. B. Smith asked for volunteers from the Board Members to look at these green

belt issues. S. Nokes and T. Ingwaldson, and tentatively P. Paradise volunteered to start looking at this after the 1<sup>st</sup> of the year.

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

**4. Additions to the Agenda from the Board**

NONE

**5. Additions to the Agenda from Member Guests**

NONE

**6. President's Report – B. Smith**

We are 10 months into the COVID-19 pandemic and our operations are still up and running and doing pretty darn well! We are still continuing to provide services and recreational opportunities to our members. Golf has picked up this year. ZOOM meetings have provided both good and bad news. The good news is that they work. B. Smith also feels that they provide more opportunity for participation. The bad news is that we have been having 4-hour meeting as a result. Also, it is appreciated that all of the Committees, at this point, are having their meetings through ZOOM. Our Food & Beverage operations are doing a great job of providing services to our members during this pandemic. We have had one hiccup with a staff member testing positive, but this showed that the systems we have in place are working. On the issue of the budget, the fact that we are in this kind of financial shape 10 months into a pandemic, 4 years after being around \$300,000 dollars in the hole, is really a testament to the whole operation of the HOA.

**7. CAM Report: R. Milliman**

R. Milliman thanked the staff for the job that they have been doing during this whole pandemic. They have been doing a fantastic job providing customer service. The staff has mentioned that they truly appreciate the support that they have been receiving from the members, committees and the Board. In the past month, we have established a new 5-year lease contract for new golf equipment, all of which has been delivered. On December 1<sup>st</sup>, we started the new \$2.50 per transaction fee for people that call into the office with dues and/or water payments and, the good news is that there has been very little resistance. It is also giving the office the chance to get members on an auto pay plan or a pay plan. PSN continues to grow. We currently have 392 signed up for dues and 520 signed up for Water payments. This week we renewed our general liability

insurance policy including umbrella and D&O coverage. I want to thank the Executive Committee for doing the final review this week. It was an educational experience for all of us on our coverages. We currently have 9 active ongoing legal cases with our attorney and are monitoring progress on them. On Capital Purchases, the Inn Committee has secured some tables and chairs to date, the Naugahyde in the bar has also been replaced and it looks fantastic. And the swing doors from the dining room into the kitchen are on order. We have assessed our POS system and I am working with the staff in the Pro Shop to look at how we rebuild our current platform to do tracking of sales with member names and, with available fields, division and lot number, so that we have better data to do marketing analysis and tracking. Food & Beverage is looking into the possibility of delivery services next year. There will be more on this in January and February. On the holiday schedule, we will be observing Christmas and New Year's Day. The Dining Room and Café will be closed on the 24<sup>th</sup> and 25<sup>th</sup> but will both be open on the 26<sup>th</sup> and 27<sup>th</sup>. Chef Josh will be preparing a New Year's menu of appetizers that will be several assortments to choose from. The Inn and the Lounge will be closed for annual deep cleaning starting on January 2<sup>nd</sup>. There will also be some painting being done in the service area of the kitchen to clean it up a bit. This will be done by staff.

#### **8. Water Report: D. Bird**

D. Bird mentioned that the Greens Crew that are working on cleaning up the water meter box areas are doing a great job! This has been reported by many, including D. Carothers. Another benefit to this work being done is they are also doing a "look/see" in the boxes and have discovered numerous leaks, both on the customer side as well as the LLCC side. Water quality continues to be good. Quality tests are done several times each month. Financials for Water are good. Revenues are up. Mostly due to the change in rate structure. Also, expenses are under budget, so they look good also. We have around \$11,500 net income. We will be performing more tests on the hydrants. P. Paradise, D. Bird, and D. Carothers will be going out to do additional testing. D. Carothers is working with various engineering firms to come up with further analysis of the water system. Water losses are down considerably due to the leaks being found and repaired. Due to the rate increase, people are monitoring their bills more closely. Some have noticed leaks and have made the repairs. A couple of members have asked for the "one time forgiveness" to cover leaks that they have had. This is part of the Consent Agenda. C. Wong on labor costs being transferred from Greens to Water to cover the crew working on the meter box cleaning. Further discussion from J. Ingemi, P. Paradise and D. Bird.

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

B. Smith asked for questions, comments, etc. on the Consent Agenda. K. Evans brought up the costs of the sod for Olde Lyme Park, (\$1,375) for the Boards consideration. P. Paradise made a motion to accept the Consent Agenda. After a second on the motion, B. Smith called for further discussion. S. Hamilton reported that we have hired an

Architecture/Compliance Secretary and requested an hour pay for the time that she spent at the Architecture Committee. R. Milliman will take care of this.

***A motion was made by P. Paradise and seconded by C. Wong to accept the Consent Agenda as amended. Motion passed unanimously.***

## **10. Old Business**

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

P. Paradise reported that R. Milliman has been doing the “lion’s share” of monitoring the contractor and work being done. They are currently working on the electrical work for the “under deck” lighting. These are dimmable, and color-changing LED lights with a remote-control option. These have been roughed in. They are working on the railing, tongue & groove blue pine, will be started within the next week. They will be applying coating on the top of the deck. He further stated that he is not panicking about the amount of time they are taking as he would rather it be done right than rushed. And, with the Clubhouse being closed, it makes it easier for them to get the job done. The work so far has been very high quality and the contractor has been easy to work with. We are currently looking for a gutter/downspout contractor for when they have finished. T. Ingwaldson brought up “rain barrels” while we are looking at downspout installation. P. Paradise stated he will look at that, but it may interfere with the seating plans on the patio, but he will check it out. C. Wong asked if the posts were going to be wrapped at the bottom and P. Paradise said, “no.”

### **b. Reserve Study Update – C. Wong**

C. Wong reported that the Committee had a meeting with M. Fleming from Associate Reserves, and he answered Committee member questions. It has been established that R. Milliman will be his point of contact and she will be cc’d so as to be kept up with issues and progress. M. Fleming is working now on our report and has asked for more information and various members of the committee are in the process of providing that. We are still looking at the end of December for the report. R. Milliman stated that he is taking 2 to 3 calls a week from M. Fleming and is having him work directly with staff to fine tune questions and answers.

### **c. Fireworks Survey – A. Stephen**

A Stephen reported that we currently have 204 responses to the survey. This is double the amount reported last month. This also appears to be a result of the survey information being sent out with the bills. The results have stayed about the same as last month. She presented the results as they stand so far and entertained discussion. We

still have till the end of the month for members to fill out the survey and she will send the results to the Board at that time. Further discussion from B. Smith, R. Milliman, J. Ingemi, C. Wong, V. Duggan, K. Skinner, S. Stoney and P. Paradise.

**d. Needlepoint Bipolar Ionization System update – R. Milliman**

R. Milliman stated that with the Board's passing of expenditure to fund this, he has been working with Olympic Heating & Cooling. They have supplied a bid for the amount of \$3,400.00 for 4 units. 3 in the Inn and 1 in the Café / Pro Shop area. The check has been sent and we are looking at the 3<sup>rd</sup> week in January. K. Evans on portable unit for office. Further discussion on this.

**e. Nominating Committee update – B. Smith**

S. Stoney on meeting with C. Wong for her input as she has done this before. She will continue to work with T. Ingwaldson to find candidates. She also left a message with K. Paradise to get her input as well and to see if she may want to co-chair. She will continue to work with T. Ingwaldson to find candidates from Division 4 & 5. There was a question regarding spouses being able to be on the Board at the same time, from S. Stoney and discussion ensued from B. Smith, A. Stephen, S. Stoney, P. Paradise, D. Kohler, J. Ingemi and T. Ingwaldson. P. Paradise suggested we get a legal opinion on whether 2 or more members of the same family should be running for the Board. Everyone agreed.

**11. New Business**

**a. Governor's Proclamation on COVID-19 Phases**

R. Milliman reported that the employee who was sick was properly quarantined and has received, earlier this week, a negative result on his COVID test. So, he is back to work. There was some discussion on vaccination when it becomes available.

**12. Other Business**

None

**13. Correspondence**

R. Milliman on notification of Health Insurance coverage coming due in early February. He will be working with the agent.

**14. Announcements and Upcoming Events**

Happy Holidays, Merry Christmas and Happy New Year!

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

*A motion was made by J. Ingemi and seconded by S. Stoney to adjourn to closed session to discuss legal issues. Motion passed unanimously.*

**16. Motion to Reconvene to Open Session:**

*A motion was made by T. Ingwaldson and seconded by S. Nokes to reconvene to open session. Motion passed unanimously.*

*There were no motions/actions taken in closed session.*

**17. Motion to Adjourn**

*A motion was made by P. Paradise and seconded by S. Stoney to adjourn. Motion passed unanimously.*

*Respectfully submitted,*

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