

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
LLCC Great Hall and Zoom
June 17, 2023 @ 9:00AM
Board Meeting Minutes**

Meeting ID: 840 2078 2026 Passcode: 097331

1. President Ingemi called the meeting to order at 9am

Roll Call: President – J. Ingemi, **Vice President** – T. Ingwaldson, **Secretary** – P. Paradise, **Treasurer** – E. Springer-Johannesen; **Directors:** S. Saylor , M. Robinson, M. Paradise, M. Berni, D. Dyson, K. Evans (**Ex Officio**), R. Milliman, CAM all present

2. Community Input/Comments (10 minutes): *This time is allocated for community members to speak on issues. The board will listen only, and no questions will be answered. Issues raised may be added to next month's agenda, (if the member so requests).*

Sandy Nelson; commented on the progress of the current association audit, we are 9 months into this process. Sandy also asked when the last audit was completed.

Dan Brussler; asked about the progress on the Navy Trestle project, it is an agenda item for today.

3. Approval of Minutes:

Motion to approve the Minutes from the Board of Director's Meeting of May 20, 2023

A motion to approve the minutes of May 20th, 2023 was made by D Dyson, seconded by M Berni , and approved with no nays

4. Financial Report – E. Springer-Johannesen

The treasurer provided a detail report including past due account collection efforts, audit preparation, budget meeting schedule, and an overview of the annual budget to date.

a. Action: Motion to accept the Treasurer's Report for May 2023

A motion was made by P Paradise, seconded by D Dyson, and approved with no nays to approve the treasurers report.

5. President's Report: J. Ingemi

No report was provided by the President at today's meeting. President Ingemi requested that all members review the by-laws in regard to confidentiality and also commented that the LLCC HOA attorney works on the behalf of the association, not for individual members. No motions were made.

6. CAM Report: R. Milliman

A detailed report was provided by the Community Association Manager, a copy is attached for complete details of the report. No motions were made.

Action items for CAM.

Cam will co-ordinate member lot cleanup with Mason County Sheriff.

Cam will notify members in the vicinity of arborist report trees that will be removed.

Cam will assemble a team of llcc members to co-ordinate llcc response to the Navy.

Cam will attend a pre-construction meeting with the Navy and will assemble a team to attend the meeting. Topics will include traffic control, franchise agreement vs easements, and llcc water line relocation. The Navy has committed to re-location of the effected water line within their contract – no decision has been made on who will cover the costs associated with this scope of work.

7. Water Report: K. Evans

A brief report was provided, as well as a reference to the water committee meeting minutes for more specific details. Budget sessions are underway for the water system. A new vfd was installed to correct a failed one. A new laptop is being purchased. Security cameras are being quoted and will require the new cell towers to be activated prior to installation and commissioning. Water Manager is putting together a scope of work for the evaluation of all LLCC well sites. Well number two is in the process of being re-commissioned prior to the testing of hydrant water flows. The water system plan is ongoing with edits by NWS. Asphalt patching quote of \$6,200 was determined by the water manager to be the water system share of the work. A copy of the quote was requested.

A motion was made by M Robinson, seconded by M Berni, and passed with no nays to accept the water report as presented.

8. Old Business

- a. Finance Advisory Report – E. Springer-Johannesen
This subject was covered under the treasurers financial report.
- b. Audit Update – E. Springer-Johannesen
This subject was covered under the treasurer's financial report.
- c. CAC – how many accounts?
LLCC has accepted 4 community action council funded accounts and the moratorium dis-allowing them has been lifted by the bod.
- d. Reserve Study Committee – S. Saylor
The reserve study committee is now the reserve study team, it is not a committee. The team is reviewing all the listed components in the reserve study for completeness and replacement cost estimate accuracy. Two more meetings are scheduled, and a vendor site visit will occur this summer.
- e. Amenities Pricing (has the increase been instituted?)
July 1st menu price increase of 10% on food only at the Inn and Café.
- f. Organizational Chart – M. Berni CC&Rs and Board Members responsibilities – M. Paradise
Steve Saylor led a discussion of an organizational chart for Lake Limerick as a business entity. Is being developed and input is being requested from board members. Inflow and communication charts to follow the adaptation of the basic org chart.
- g. CCR's / Declarations final reading – M. Paradise

The final reading for last review will be distributed to all bod members. This document will be on the agenda for next month's meeting. Brian Smith commented that not all documents that are being discussed are not currently posted prior to – or for the meetings. A request was made for all discussion documents be included into the board packet. A second comment is that the bod packets are not available to the membership via the website.

- h. Mailers from Board – M. Paradise
No report this month – an updated packet will be sent to bod members for review and comment.

9. New Business

- a. Motions to the Board from Committees, including the Architecture Register.
(see attached motions to the board for individual motions)
- b. Budget Study Sessions & Schedule – T. Ingwaldson
Budget study sessions have been mostly conceptual to date. Next budget study session will be held on June 29th at 5:30pm at the Inn. Membership is invited to attend the budget study sessions. Both the budget and integration of the reserve study will be looked at next session. Advisory committee chairpersons will have a formal opportunity to participate and speak during the budget process. A community member requested that the membership have additional time to review the budget prior to voting on it.
- c. Motions from the Board on Budget issues “what does this mean?” J. Ingemi
President Ingemi stated that the budget study sessions are not board meeting in the sense that no motions are made in the study sessions. Any decisions that need to be made will be taken at a board meeting with a motion being made and then voted upon.
- d. Security Camera proposal – R. Milliman
Security camera proposals have been received for both the water well sites and the community parks. The costs associated with the proposal will be discussed during the 2023/2024 budget process.
- e. Security Patrol Contract Proposal – R. Milliman
A quote was received from Washington Guard Services for the procurement of a security contractor to patrol Lake Limerick on a month-to-month basis. CAM will ask vendor to clarify the terms of the contract as well as the duration of each visit. A cost of \$4,000 a month for an annual cost of \$48,000 a year was provided. \$15,000 is in the current year's budget for security services.

A motion was made by E Springer-Johannesen, seconded by T Ingwaldson, and approved with no nays to hire Washington Guard Services for a 90 day duration on a trial basis.
- f. Scheduling the Inn & Lounge open for 7/3 and 7/4 – M. Robinson
A discussion of the Inn & Lounge hours for the week of the 4th of July holiday was requested. Does it make sense to extend the hours of the Inn, Lounge, and Café? The amenities are normally closed on Mondays and Tuesdays – but does it make sense to open them for the Holiday due to additional membership participation during the holiday? A lengthy discussion covering multiple options was held with No action taken.
- g. Fire and Fireworks Safety issues – T. Ingwaldson
A discussion was held regarding passing a resolution to ban fireworks similar to a resolution banning fireworks passed two years ago. There are currently State and local laws that are enforced by those agencies regarding both legal and illegal fireworks. LLCC does not condone the use of illegal fireworks and follows State and Local laws regarding the use of fireworks. No action taken.

10. Other Business - none

11. Correspondence – Report from J. Ingemi and M. Paradise - none

12. Announcements and Upcoming Events – posted on LLCC website.

13. Motion to Adjourn to Closed Session to discuss legal/personnel issues and Compliance Register/Hearing Committee Issues.

A motion was made by M Robinson, seconded by D Dyson, and passed with no nays to adjourn to closed session.

14. Motion to Reconvene to Open Session.

A motion was made by E Springer-Johannesen, seconded by M Berni, and approved with no nays to reconvene into open session.

15. Motion to Accept all Motions Made in Closed Session.

A motion was made by E Springer-Johannesen, seconded by S Saylor, and passed with no nays to accept all motions made in closed session.

16. Motion to Adjourn

A motion to adjourn was made by T Ingwaldson, seconded by S Saylor, and passed with no nays to adjourn at 2pm

Respectfully submitted,

**Pat Paradise, Secretary
Lake Limerick Board of Directors**

Financial recap May 2023

- 1) Cash totals including reserves, savings, checking \$1,656,845
- 2) Receivables over 90 days based on total amounts due = \$233,912
 - a. Top 10 accounts = \$79,713
 - b. Top 20 accounts = \$127,890
 - c. Top 35 accounts = \$174,385. (Accounts over \$2400 or two years HOA fees)
- 3) May 2023 Financial report
 - a. Revenue \$234,682 YTD \$1,635,020 vs budget \$1,634,061
 - b. Cost of goods sold \$25,308 YTD \$156,260 vs budget \$140,295
 - c. Expenses \$163,932 YTD \$1,270,595 vs budget \$1,413,238
 - d. Total Operating income \$45,443 YTD \$226,165 vs budget \$80,528
 - e. Other income \$9 YTD \$32 vs budget \$9,600
 - f. Total net income \$45,452. YTD \$224,533 vs budget \$90,128
- 4) Good news is for month of May every department, except for Admin was under the budgeted expense amounts or within a few dollars of budget. Admin was \$2660 total over but had Postage, Reserve study, and unbudgeted items that has zero expense in the budget column for the month of May. All in all well done for controlling our expenses this past month.
- 5) Revenues in all departments were above budget as well.
- 6) Will be working this next week in getting pricing from local banks to create new accounts for savings. We continue to generate funds which put us over the insured limits between the combined water and HOA accounts. We need to split this out. By opening savings, we could move funds in / out to checking as needed to insure we stay below the FDIC insured limits.
- 7) Budgets – Board is holding separate budget meetings. Next meeting is June 29th at 5:30 pm in the great hall at the inn.
- 8) Audit – we are very close to completion of the transference of water to our existing accounting system. That should be completed within the next 14 days. Then a bid proposal will be written up and submitted to at least 3 accountants for processing the audit. I know this has taken a lot of time but the additional work we have done inhouse was not a simple task. And a huge thank you to Kyle Skinner for all his assistance in this process.
- 9) Collections – In closed session will be making recommendations to foreclose on several properties. As this involves members individual names and legal it will be done in closed session.

June 17, 2023

CAM Board Report

Good morning,

New Food menus and pricing for the Inn and Café are now planned for July 1. Our new GolfNow POS system went live Tuesday June 13 and was pre-programmed with our current menus and pricing. F&B employees need time adjusting to the new system. Also within 90 days by mid-September F&B costs and selling amounts yielding margins will be programmed per sold item.

The Navy has communicated that they plan to start the Mason Lake Road railroad trestle project in September. This will likely be a one-year project with one-way traffic similar to the Hwy 3 project near Shelton. The Mason County approved traffic plan requires 3 flaggers including Olde Lyme Road Monday – Friday 7am – 5pm. During evening hours and weekends there will be 3 lighted signals. We are also in discussions with the Navy regarding their request for an easement that may result in LL being invoiced for material and labor for re-installing the water mainline.

LL received the arborist report recommending the removal of 29 dead trees from Log Toy and Olde Lyme Park including 3 greenbelts. Facilities is currently getting contractor bids.

The WA Cares Act goes into effect July 1 resulting in employee paycheck withholding in the amount of 0.58% that is \$0.58 per \$100 unless they previously opted out. Employees have been notified.

Per L&I labor requirements, Managers have been coached to inform employees that work breaks are mandatory for 10 minutes for every 4 hours worked; that a 30 minute lunch break is required during an 8 hour shift unless an exemption waiver is signed. And also during 80+ degree weather to hydrate and seek shade for 10 minutes every hour.

We received counsel from our attorney that a reserve study is required per RCW 64.90.545. I additionally asked our contractor Association Reserves if they assess water systems. We're awaiting an answer. I requested a start date for on-site inspections be scheduled in early July.

The property owner of 31 Clonakilty has not cleaned up there property and is in default of a Mason Superior Court order. Lake Limerick has hired a contractor who is determining their schedule to be announced. All cleanup expenses, attorney and court fees will be assessed to the property owner.

Old Business

Community Action Council currently has 4 original accounts and no additional applicants have applied. A total of \$6,200 has been received. 2 of 4 are on a payment plan that have been maintained to date.

As reported during my CAM report new Restaurant and Café Food prices will be published by July 1.

New Business

Security camera proposal

I have a status report for a plan in development. The funding for this project will be included in the 2023-24 capital budget for HOA and Water

- For the 6 well sites exterior and building interiors e/w 18 cameras, 6 recorders and misc. hardware totals \$13,836 plus tax and shipping.
- For 7 parks e/w 25 cameras, 6 recorders and misc. hardware total \$16,156 plus tax and shipping.
- For future consideration LL could invest in license plate capturing cameras for in front of the Inn.
 - o One camera costs and equipment at \$2,700 or a 2 camera system at \$3792.

The plan calls for LL installation labor. There are additional expenses being determined for the installation of PUD power meters where required plus for the monthly recurring internet connection. We're determining optimal internet connectivity via cellular hot spots or fiber connections. I'm working with the video security company and HCC for developing a complete proposal. Our next meeting is June 26.

Security Patrol proposal

We have a preliminary proposal from Washington Guard Services for 30 random after dark patrols per month both driving and foot patrols of the community's 16 common assets. Foot patrols would include 6 water tanks and pumphouses, 7 parks, the Limerick Dam, and the Inn, Pro Shop Café and Shop buildings. Cost is \$4,000/month. Driving without foot patrol is \$2,000/month. LL's current year budget is \$15,000.

Company will act as LLCC's agent enforcing LL guidelines and rules including evictions for trespassing unauthorized persons and requesting law enforcement assistance as required.

There is still some needs that need to be determined and added to the contract including a presence at community events, adjustable hours, days per week and identifiable vehicles.

Water Report for 06/17/23 Board of Directors Meeting

Overview

This report is is the Reader's Digest version. Full details of Water Committee business are included in the Water Committee minutes and are available in the BOD packet and on line.

1) **Mangers Report & Consumption Spreadsheet** – See attached *April's spreadsheet*.

- All the well sites are working well.
- Don and Chris are continuing to work together editing the Excel consumption document to assure accurate consumption data.
- Well Site #6 was off line for about three weeks due to a VFD failure. A new, updated VFD was installed by our communications/electronics vendor the second week of June. The well site is now operating properly intermittently
- Chris and Don are finalizing purchase of a backup rugged duty laptop for meter reading.
- With new cell towers going up in several locations surrounding Lake Limerick, Chris will revisit the idea of installing security cameras.

2) **Project Status:**

- **Well #2 Repair** – Coast Controls has ordered the parts and they should be here by the end of June to move forward on the repairs. Once Well #2 is operational we will be able to evaluate total system capabilities.
- **Well Site Evaluations** – Chris is putting together a scope of work and sending it out for competitive bids. The challenge is to find qualified bidders willing to take on the job. The Water Committee feels it is essential that we know the true conditions and capacities of our wells as we plan future maintenance and upgrades.
- **Asphalt Patches** – Sections of road including golf course paths need to be repaired and some of these repairs are due to water line work. Chris received a bid and will coordinate with other Lake Limerick departments to have them repaired at the same time. Water's estimated part of the patches is approx. \$6,220.08.

3) **Water Sample Testing:** Routine samples taken in May came back satisfactory as expected.

4) **Other:**

- Chris continues to look for a fuel-efficient small truck or van for the Water department. Even with increasing the budget amount, this continues to be a challenge.
- Repaired a water connection that had been locked out / shutoff, individuals cut the lock and made a makeshift connection many times. The matter has been referred to the MC Sheriff, and the property owner has been notified that he is ultimately responsible.

5) **Water Financials**

Bottom Line net income / Receivable update – *See attached month end APRIL*

- Our bottom line is looking good, and revenue remains above budget.
- The Water Departments operating expenses are down, great job Water to efficiently work together and reduce expenses.

6) **Forgiveness Requests:** None received as of May 31st

- 7) **Water System Plan Completion:** Several members of the Water Committee, our Water Manager, the CAM, and several board members met with Lydia Bower at the Inn on June 7th to review suggested edits to the WSP from Northwest Water Systems. The final draft of the Water System Plan and the Emergency Response Plan showing all editing is being updated by Lydia and will be returned within the next two weeks. This draft will be shared with the BOD with a recommendation for approval. Once the BOD has reviewed and approved the plan Northwest Water will submit it to the Department of Health for review. It will then come back to NWS for final editing to incorporate any DOH requirements and then returned to the BOD for final approval. Once approved as the final document the revised WSP will be in effect until 2033.

Kelly Evans

LLCC Water System Committee Chair



06-17-2023 LLCC Board of Directors Meeting

Advisory Committee Motions to the Board

Executive Committee: No Motions by Executive Committee

Architectural Committee: No Motions to the Board

Compliance Committee: No Motions to the Board

Water Committee: Purchase new laptop

*Motion made by Don Bird to purchase a rugged laptop for meter reading, the purchase is not to exceed \$4,000.00. Seconded by Dan Cossano and carried with no nays.

A motion was made by T Ingwaldson, seconded by E Springer-Johannessen, and passed with one nay to purchase a new rugged laptop computer for meter reading, the purchase price not to exceed \$4,000.00

Lake/Dam Committee: Motions to the Board

MOTIONS TO THE BOARD

Motion 1 – Recommend the Anglia Park pedestrian gate adjacent to the car gate be chain locked until a permanent fix can be installed (cypher gate/lock) to ensure no access by non-members. This action is supported by both the CAM and Anglia Park Host. *[See Attachment 2 - CAM Report.]*

A motion was made by D Dyson, seconded by M Berni, and passed with one nay to chain the personnel gate closed as an interim measure to prevent non-members from accessing the park.

A community member requested the gate be provided with both a keypad and a return spring to insure positive closure of the gate. CAM will pursue this request.

Motion 2 - The BOD is requested to authorize the \$12.5K expenditure for conducting the Cranberry Creek Stream Walk as proposed by Lake Advocates latest SOW/Proposal submittal. The approved budget amount for this activity is \$14,000. See Attached Proposal. *[See Attachment 8 – Lake Advocates CCSW Proposal]*

A motion was made by T Ingwaldson, seconded by M Robinson, and passed with no nays to approve a \$14,000 expenditure per the latest Lake Advocates SOW/Proposal to perform the cranberry creek stream walk.

Motion 3 - Request the BOD authorize the purchase of 14 swing mats for all park swings, Estimated cost is \$3,250. *[See Attachment 9 - Swing Safety Mat data]*

A motion was made by T Ingwaldson, seconded by M Paradise, and passed with no nays to authorize the purchase of 14 rubber swing mats, estimated cost of \$3,250 to be installed under each swing set. (intent is to install for summer use and store over winter)

Motion 4 - The BOD is requested to authorize \$17,800 for the procurement of security cameras in all parks based on the proposal submitted by Bruce Loften of WMG Security. It is recommended that the Water Committee, who will also be procuring camera systems, should take the lead in evaluating cost reasonableness of the WMG proposals. *[See Attachment 10 - Security Camera Quote/Specs]*

A motion was made by T Ingwaldson, seconded by D Dyson, to approve Lake dam motion 4, the motion was tabled and deferred for consideration by the budget process. The motion was withdrawn

A motion was made by, seconded by, and

Motion 5 - The BOD is requested to accept the Lake-Dam FY2023/24 Expense and Projects budget plan, dated 3June2023 for inclusion in the LLCC 2023/2024 budget planning. See Attached Expense and Project budget Spreadsheets. *[See Attachment 11 & 12- LD FY23-24 Operations/Projects Budgets]*

A motion was made by T Ingwaldson, seconded by D Dyson, to approve Lake Dam motion 5, the motion was tabled and deferred for consideration by the budget process. The motion was withdrawn

Greens Committee:

Gayle Wilcox moved that: **GREENS COMMITTEE RECOMMENDS THE REVISED GOLF FEE INCREASES, EFFECTIVE MARCH 1, 2024, FOR BOARD APPROVAL (per ATTACHMENT 2).** Lance Levine seconded, and the motion PASSED.

ATTACHMENTS (requiring Board Action)

- **2023-2024 Greens proposed CAPITAL BUDGET priorities**
 - **PAVE-X estimate**
 - **Golf Cart Purchase estimate (Pacific Golf & Turf), plus photo**
- **2024 Greens proposed Lake Limerick Golf Course FEES**

2023-2024 Greens Committee proposed CAPITAL BUDGET Priorities

(prepared June 6, 2023)

- 1) Finish Paving cart paths (\$41,000)**
- 2) Purchase 3 newer golf carts (\$9,300)**
[\$5,300 x 3 = \$15,900, less \$6,600 ... i.e., net of \$8,800 sale of 4 old carts, less \$2,200 paid for gas cart]
- 3) Replace flooring in Pro-Shop area (If-Ida room) (Nancy to provide our share of estimate)**
- 4) Expand putting practice green (\$25,000)**

No motion was made by the Board, Greens Committee recommendations will be taken up during the budget review process.

Greenbelts Committee:

MOTION TO THE BOD: Moved by Mary Ann and Seconded by Dan to have maps of walkable roads and existing trails in the Lake Limerick Community placed in the Office, Pro-shop, in Welcome Packs and made available online so they could be downloaded onto phones and computers.

A motion was made by E Springer-Johannesen, seconded by T Ingwaldson to have maps of walkable roads and trails in the Lake Limerick Community placed in the office, pro shop, in welcome packs, and made available online so they could be downloaded onto phones and computers. An amendment to the motion included adding improved design enhancements and adding a legal disclaimer for the Lake Limerick Corporation.

Motion passed with one nay.

Inn Committee: No Motions to the Board