



Meeting Minutes (draft) – Saturday, September 16, 2023

Meeting ID:857 1939 0908-Passcode:784040

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

President Ingwaldson called the meeting to order at 9am. Roll call was taken with all members present except M Robinson who had an excused absence.

- 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).*

Community Member Don Bird presented information on recent Mason County Assessor Office valuations for any community members that want to have their valuations lowered. High value properties were subject to a software glitch and are being reviewed by the assessor office

- 3. Approval of Minutes:**

a) **Action:** Motion to approve the Minutes from the Board of Director's Meeting of August 19, 2023
A motion was made by D Dyson, seconded by J Ingemi, and passed with no nays to accept the August 19th Board Meeting Minutes without corrections.

- 4. Financial Report –E. Springer-Johannesen**

- Current Financials
- Audit Status
- Payment Plans: How many accounts? How many are in compliance.
- **Action:** Motion to accept the Treasurer's Report for July 2023.

No Treasurers Report Motion Made Today

Treasurer presented financial data to the best of her ability. Due to office staff personnel shortage, current information is not available at this time. Interviews for a full time bookkeeper are ongoing. Daily tasks are getting completed by office staff, Treasurer and volunteers are working countless hours to support accounting needs. Cash position is strong and in cd's and savings accounts. Receivables over 90 days are at 217k and are being diligently pursued. (see board packet for detailed information). July and August financial information will be provided once the data is available. Audit status is waiting on completion of 2021/2022 taxes and should be the last item required to turn llcc books over to the audit firm. Recommendation is to utilize DNM as our auditor who quoted a ROM of \$20,000. A special member meeting will be held September 30th to review and discuss the proposed budget.

A motion was made by E Springer-Johannesen, seconded by S Saylor, and passed with no nays to utilize DNM for the LLCC audit subject to a written scope and dollar quote for services being provided.



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5. **President's Report: T. Ingwaldson** – *The President provided a brief report (see attached)*

A report on reserves, budget, and audit decisions was given by President Ingwaldson.

6. **CAM Report: R. Milliman**

- Compliance Status - # properties reported by Division, # properties in the legal process – *list of individual properties reviewed by CAM*
- Navy Trestle update – *Navy will pay all costs and warrant work for LLCC water line at trestle.*
- Security Patrol Review – *2 hour patrols are ongoing and reports filed as needed.*
- Golf Now (G1) update and status of issues to be resolved- *ongoing issues are being resolved*
- Bookkeeper Search Status- *A search is ongoing*

CAM provided a brief report (see attached)

7. **Water Report: K. Evans**

A report on water system status was provided by water committee chair. (see water committee meeting minutes for detailed information). All wells are operating normally (except well #2 which is being brought back online by end of October). Water rates are going up \$2 per month, and an additional \$2 per month into the reserve accounts beginning with the new operating budget. Central Mason Fire requested a meeting with LLCC CAM to discuss LLCC hydrants; this meeting is scheduled for September 25th. Water System Plan is in final editing and will be distributed to the State of Washington Health Department prior coming back to the Board of Directors for final review comments.

8. **Old Business**

a. Status of Projects: Roger

Projects completed – new phone system, new point of sale system, two golf irrigation projects completed, purchased 5 reconditioned golf carts, Lake Limerick and Lake Leprechaun sediment analysis completed by Lake Advocates, Cranberry Creek Stream Walk conducted, pro shop golf cart storage modification completed, and the office server has been upgraded.

Projects in process – Inn Island bridge repair is scheduled to be completed by the end of December, Inn Island Erosion design and repair - a request for costs and design has been submitted to the Mason Conservation District. Re-roof park bathrooms and sheds to be completed in October, park bathroom metal doors and cipher lock installation is ongoing, upgrade of Banberry Park for year around use is ongoing (electrical work completed), Replace fence at LLCC Clubhouse property line, Dam weir board seasonal adjustment pending.

A request was made to have the LLCC Club property surveyed prior to fence (and tennis court renovation) – a survey could cost around \$4,000

b. Bylaws & Declarations Committee Resolution Second Reading – J. Ingemi

J Ingemi read the bylaws and declarations committee resolution for a final reading. (see board packet for details)

A motion was made by D Dyson, seconded by S Saylor, and passed with no nays to accept resolution 2023-01 creating the LLCC Bylaws and Declarations Committee.



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- c. Org Chart: review of current flow – S. Saylor

A final review of the proposed organizational chart was led by S Saylor.

A motion was made by J Ingemi, seconded by M Paradise, and passed with no nays to accept the LLCC Organization Chart as presented today, (see board packet for specific details)

- d. Reserve Study Recommendation – S. Saylor

S Saylor presented the current status of the reserve study documents to date. S Saylor and CAM are recommending using 50% of the anticipated costs provided by Lake Advocates in the Reserve Study. This would result in matching reserve funding requirements and estimated life durations of Lake Advocates dredge costs and operations in line.

RCW6434.380 “encourages” associations to establish reserve funds. LLCC has not formally adopted a reserve account to date.

A motion was made by J Ingemi, seconded by D Dyson, and passed with one nay to use the midpoint (50%) of dollar estimates for long term lake management provided by Lake Advocates be provided to and used by the reserve study consultant in the current reserve plan update.

9. New Business

- a. HR Consultant – Tamra, Mandy & or Esther

An HR Vendor has been selected to proceed with LLCC organizational planning. The consultant will interview staff, committee chairs, and board members as a part of their scope of work.

- b. Motions to the Board from Committees, including the Architecture Register.

See attached “motions to the board” page

10. Correspondence – Report from J. Ingemi and M. Paradise

A letter was received from a member requesting a hearing on boat length regulations. A hearing will be scheduled.

11. Announcements and Upcoming Events

- Next Community Litter Pick-Up, Saturday, September 23, 2023.
- Remember to register for the LLCC Email Listserv

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

A motion was made by T Ingwaldson, seconded by D Dyson, and passed with no nays to adjourn to closed session to discuss legal/personnel issues and compliance register/hearing committee issues

13. Motion to Reconvene to Open Session.



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A motion to reconvene to open session was made by P Paradise, seconded by M Berni, and passed with no nays.

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

No motions or decisions made in closed session

15. Motion to Adjourn

A motion to adjourn was made by P Paradise, seconded by E Springer-Johannesen, and passed with no nays to adjourn the meeting. Meeting adjourned at 1:25pm

Presidents Message

Over the summer, your board of directors continued the practice established last year for reviewing and prepping for our 2023-2024 budget. These meetings were published and open for all members to attend, ask questions, and share their ideas. If I recall, only approximately 10 members in total attended one or more of these meetings held on:

HOA Budget Study Sessions were held on 5/25, 6/11, 6/29, 7/25, 8/9, and 8/15.

Water Budget Study Sessions were held on 6/8, 6/26, 7/13, 7/26, and 8/1.

At our August meeting, we had a healthy conversation about the budget, different scenarios, the pros, and cons of each, and then each board member voted. We also polled the members in attendance, and I believe 75% of those also shared that option 3 (the one on the ballot) made the most sense. We did not make this decision lightly. We are each very cognizant of the economic diversity of our shared community. Many of us are retired, work part-time, and or are a full-time student. We knew we had to take small steps to build our reserve fund to the level that the RCW governing HOAs says it should be. The bulk of our shared dues increase is for the reserves. This will help to mitigate the cost of large projects in the future. Reserve dollars are for repairing, replacing, and maintaining community assets. By growing our reserves in this thoughtful manner, we are working to mitigate the need for any form of special assessments in the future – those would be too much of a budget hit for members.

Your board of directors continues to grow as a team. We don't always agree, and when our disagreements are perceived as disrespectful by another member, members apologize to each other and work through our disagreements. Our growth and our ability to create a space of trust and respect allow us to speak with one voice when communicating our decisions.

Our 2023-2024 budget ballot mailing generated a lot of conversations on social media. I've read all the comments. We also received a few emails from members who shared their concerns about dates respectfully, this was appreciated.

While on vacation visiting my oldest daughter whom I'd not seen for two years, we as a board were working behind the scenes to verify timelines, work on a correction, and mail out a revised timeline notice.

We have also heard your concerns and frustrations regarding the 2021-2022 audit. We too are frustrated with the time it is taking. Our financial task force under the leadership of our treasurer has been volunteering countless hours reviewing our internal accounting systems and tools. They have been looking at what our processes have been and making recommendations. As a board, we have been discussing best practices and whether to make an annual audit the norm or, do we have one every 3 years with an independent financial review in between the formal audits.

Regarding the ballot item of voting to have, or not have, an audit, that is something that the members have the opportunity to vote on annually, whether to approve the expenditure or not.

Regarding concerns that the 2023-2024 budget shouldn't be created nor voted on before the audit of a previous fiscal year has been completed is not a good business practice. We must continue to plan, and budget based on available information. As new information comes forward, we will adjust as needed – budgets are a fluid planning tool. If we find through the audit process more ways we can adapt cost-savings, those savings will go towards our reserve fund and savings accounts.

We have also begun the process of an Organizational Audit/Assessment with an independent HR Consultant. You will hear more about this as it progresses.

In closing, I'd like to share one of my favorite quotes about Servant Leadership. It is from the book, "Stewardship, Choosing Service Over Self-Interest" by Peter Block; *"There is a longing in each of us to invest in things that matter, and to have the organization in which we work be successful. Our task is to insure that when we step aside, our job, or at least our organization, still exists for the next generation. No easy task."* We all have the opportunity to invest in our shared community. We can invest our time, our talents, our treasure, or any combination of them. Your board of directors, our committees, and our staff have been, and are making those various investments into this community we all call home. We invite you to join us.

Tamra Ingwaldson
LLCC HOA Board President
September 2023

September 16, 2023

CAM Board Report

Good morning,

Compliance Register, the total number of properties reported by division:

Div 1 – 1

Div 2 – 3

Div 3 – 3

Div 4 – 6

Div 5 - 9

Four properties are currently in legal - 02-295 AirBB violation for use of LL amenities; 05-051 trash; 05-084 bankruptcy; and 05-121 water theft and meter tampering

Navy trestle project history and update:

On September 12 LL received confirmation from our attorney that the Navy will pay for the entire water mainline project. The Navy's attorney is preparing a contract. Conditions include LL granting the Navy permission to move the waterline. The contractor will provide a 1-year warranty, after which it will be LL's responsibility to maintain.

LL achieved our goal of maintaining our continuous looped water mainline. WHEW! This was a complete team effort and I want to acknowledge the support of the Board, Water Committee Chair Kelly Evans and Committee, Water Manager Chris McMullen, member Brian Smith and water engineer Doug Eklund.

Security Patrol

If you attended the End of Summer Bash on Sept 2, WA Security Services patrolled the event and parks. I receive the monthly schedule for the 2 hour daily patrols conducted at random times. Patrols change their routes not using the same pattern. Incident reports are received when they occur. There has been no MSCO escalations to date.

GolfNow POS Status

The daily cash and credit card transactions for golf, café, lounge and restaurant daily close receipts are now matching GolfNow management reports. This issue is resolved.

Credit card transactions are working with pin pads syncing with the iPads. This issue is resolved.

Splitting payment tickets issue is resolved.

The only remaining issue is duplicate kitchen printer orders. Trouble ticket #11504918 is created. Golf Now is planning to resolve with the next software release 2.17 to be scheduled.

Bookkeeper Status

We are continuing to screen Indeed applicants. Treasurer Esther interviewed one last week. On Tuesday of this week I met with Express Professionals validating their services. We are considering using their temporary hire service that may turn into a permanent hire. Currently we have our former accounting manager Ron Harper working part time.

Old Business

a. Project Status

Completed projects this year with all at or under budget:

- New telephone system
- New POS system
- Golf course irrigation upgrades
- Golf course pumphouse upgrades
- 5 reconditioned golf carts purchased
- Lakes Limerick and Leprechaun bathymetric sediment analysis
- Cranberry Creek stream walk assessment; walked Sept 9, report pending
- Extend the golf cart storage shed located on the side of the Pro Shop Cafe
- Office server upgrade

Projects in process:

- Inn Island bridge repair scheduled to complete by end of December
- Inn Island NE shoreline repair; requested formal quote from Mason Conservation District
- Reroof Park bathrooms and storage sheds scheduled to complete in October
- Install Park bathrooms with metal doors and programmable cypher locks; Olde Lyme currently is being worked on
- Upgrade Banbury Park bathroom for full year usage starting September 21; this will be a winter project
- Replace Inn fence on the property's north side as a winter project
- Removal of Lakes Limerick & Leprechaun weir board to start in October dependent on maintaining fish ladder water flow

Water Report for 09/16/23 Board of Directors Meeting

Overview

This report is a very abbreviated summary. Full details of Water Committee business are included in the Water Committee minutes and are available in the BOD packet and on line. The Water System Committee did not have a quorum for the regular July meeting so no business was conducted.

1. Operations

- Wells are operating normally with the exception of Well #2. Well #2 remains off line until upgrades are completed. This work being done by Coast Controls will begin on September 18th and should be completed by month's end. Once operational, the well will be flushed with initial water being pumped into a tank truck to avoid injecting rusty or stale water into the system. Flushing operations will continue until the best available water is produced. Regularly scheduled flushing will continue. The goal is to have Well #2 back on line by the end of October. If regular flushing does not achieve the desired quality of water with minimal iron and/or manganese odor, filtration options will be explored.
- The water theft issue is being resolved with the new property owner.
- The high temperatures and dry conditions have resulted in a significant increase in consumption. Customers are asked to limit lawn and garden watering to non-peak times on alternating days until the rainy season begins.

2. Water Rates for 2023-2024

- An increase of \$2.00 (4.8%) per month in the base rate (which includes up to 6,00 gallons per month for no additional charge) and \$2.00 per month for reserves is being proposed for the next fiscal year. Voting on the new budget ends on September 30th. The city of Shelton, by comparison, is proposing a 14% increase for 2024 in their base rate with **all** water use being an additional charge.
- More system maintenance and repairs continue to be completed "in-house" by our Water Manager and his team which reduces our expenditures and helps us to keep our rates as low as possible.

3. Fire Hydrant Use

- The Central Mason Fire deputy chief has asked to meet with LLCC leadership to discuss hydrant use. We will be discussing our plan for implementing hydrant use and clarifying how fire department use to prevent any damage to our system. The Water System Committee believes that activating at least some of our hydrants is a prudent step in serving the needs of our members.

4. Water Conservation

- We continue to encourage our members to conserve water by checking for leaks including dripping faucets and running toilets, watering sparingly in off-peak demand times, and perhaps showering with a friend.

5. Water System Plan Completion:

- The final draft of the Water System Plan and the Emergency Response Plan showing all editing is being updated by Lydia Bower from NWS. Water System Committee members have reviewed her edits, provided additional data, and will submit the revisions to NWS this week.
- Northwest Water will submit the plan 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

09-16-2023 LLCC Board of Directors Meeting

Advisory Committee Motions to the Board

Including the Architecture Register

Executive Committee: No Motions to the Board

Architectural Committee: No Motions to the Board

Compliance Committee: Two Motions to the Board

A motion was made by S Smart and seconded by E Stember to request the board provide a paid secretary or provide administrative support from the HOA for the Compliance Committee – due to the type of work that is done (correspondence and record keeping that must often support serious legal actions. Motion passed with one abstention.

Motion from compliance committee died for lack of a motion and a second from the board of directors

A brief discussion led to having our HR Consultant look into the question of “is the taking of minutes (and the associated documentation required) an administrative task or a committee task”?

A motion was made by J Ingemi and seconded by S Smart to allow the chairperson of the compliance committee to have reasonable access to the HOA Attorney, preferably with a board member/cam also present to discuss and prepare effective compliance case strategies. Motion passed unanimously.

A motion was made by J Ingemi, seconded by E Springer-Johannesen, and passed with no nays to provide reasonable access to the HOA Attorney with the CAM and/or the LLCC Board President also present to discuss and prepare effective compliance case strategies.

A brief discussion of the motion questioned budget control, documentation paper trail, follow up procedures, and maintaining attorney client privilege.

Lake/Dam Committee: No Motions to the Board

_Greens Committee: No Motions to the Board

Greenbelt Committee: Two Motions to the Board

A Motion was made by Sandy and seconded by Mary Ann to urge the BOD to consider selling the property Div. 2, Lot 100 and the funds used to provide improvements on the other three adjacent lots 101, 102 & 103. This could mean a possible dog park or another need of the community. The motion passed with no nays.

A motion was made by D Dyson, seconded by J Ingemi, and was referred back to the Greenbelt Committee for further study , to sell association owned division 2 - lot 100 and the funds used to provide improvements on 3 association owned adjacent lots 101, 102, and 103 No vote was taken on the motion.

Brief discussions of the motion questioned why not sell all 4 lots? Are the lots buildable? Will the lots perk? Where would funds go? Into the general fund? Does LLCC own additional lots that could/should also be sold?

A Motion was made by Sandy and seconded by Allen to form a sub-committee on Emergency Management. The committee would be tasked with finding ways to communicate emergency situations to the community in the shortest time possible. Also, to create plans to deal with all kinds of possible emergencies. The motion passed with no nays.

A motion was made by J Ingemi, seconded by M Berni, and passed with no nays to refer back to the greenbelt committee to form and further define and develop emergency management planning subcommittee.

A brief discussion of the motion included how best to make notifications, there are a few locations that only have one ingress and egress,

Inn Committee: No Motions to the Board

Hearing Committee: No Motions to the Board

Welcoming Committee: No Motions to the Board

Water Committee: no motions to the board