



Minutes (draft) – Saturday, **November 18, 2023**

**Meeting ID: 856 2786 4265 - Passcode: 436618**

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** (Christy Smith)

*Meeting called to order at 9am by President Ingwaldson and roll call by Secretary Paradise; all above referenced members present except for cam Milliman – Christy Smith sitting in for R Milliman 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 participation comments:*

*A community member requested information on the process for combining lots – member was directed to contact the architectural for the process.*

*Two community members expressed concerns of the increasing costs of hoa and water fee's required to live in this community.*

3. **Approval of Minutes:**

- a) **Action:** Motion to approve the Minutes from the Board of Director's Meeting of October 21, 2023

*A motion was made by M Robinson, seconded by M Berni, and passes with no nays to accept the meeting minutes of October 21, 2023 as presented.*

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

- Current Financials
- Audit Status
- Payment Plans: How many accounts? How many are in compliance.
- **Action:** (Tentative) Motion to approve Staff Accountant/Bookkeeper candidate
- **Action:** Motion to accept the Treasurer's Report for July - October 2023

*Treasurers report covered the following:*

*Total cash on hand of association including hoa – water – and reserves is \$3.65 million dollars.*

*Total receivables is \$338,000 (current 30 days and past due) with past 90 days balance being \$194,000 of that amount. Efforts are being made to collect this money via payment contracts and/or legal action.*

*No current financial report is available until a bookkeeper is hired and provided time to provide one.*

*Audit status – audit consultant continues to ask for additional information to assist with their audit effort, hoa staff is providing information as it is requested. Additional staff of one is being requested to facilitate the audit process.*



est. 1966

## LAKE LIMERICK COUNTRY CLUB BOARD OF DIRECTORS

*Closeout of / and budget to actual expenditures is still pending for the 2022/2023 budget. Documentation of transfer of funds between water and hoa – as well as a monthly invoice is not occurring per past practices. An action log and follow up tracking will be developed and implemented.*

*A recommendation to establish a fund for struggling community members was suggested.*

*A motion was made by D Dyson, seconded by S Saylor, and passed with two nays to accept today's financial report as presented.*

### **5. President's Report: T. Ingwaldson**

*No formal report today – President thanked members, staff, and volunteers for all their contributions of time and energy to the community.*

### **6. CAM Report: C. Smith for R. Milliman**

- Compliance Status - # properties reported by Division, # properties in the legal process.
- Golf Now (G1) update and status of issues pending resolution.

*Christy Smith presented bullet points prepared by CAM R Milliman.*

*Non-Compliance status of member properties was reviewed (legal issues will be discussed in closed session)*

*LLCC security vendor continues to patrol the community as scheduled.*

*Golf Now point of sale soft vendor is working to resolve issues with the newly implemented point of sale package. Issues are being resolved.*

*Parks are closed for the season – upgrades to park bathroom roofs and doors are ongoing.*

*LLCC Insurance Broker is preparing an insurance coverage scope and cost package for review and acceptance.*

*A new truck and backhoe were purchased for shared usage between 3 departments (greens, maintenance, and water) based on amounts budgeted and approved by the community.*

*Inn Island bridge maintenance and Inn Island erosion repairs are being project managed by llcc water manager. Project manager is working with Mason County Conservation District for budget, design, and permitting assistance and is due by end of December.*

*Inn fence replacement is scheduled to be done with in house labor upon dryer weather.*

*Navy trestle project – an agreement was signed by llcc President and forwarded to the Navy. An easement application is being developed by the water manager and llcc engineering consultant for Navy review and agreement.*

#### **BOD Comments:**

*A legal review by llcc attorney of easement draft prior to submission to the Navy was requested. A review of GolfNow issues was discussed-was the system designed for food and beverage use? A dedicated food and beverage point of sale software may be preferable for the Inn and*



## LAKE LIMERICK COUNTRY CLUB BOARD OF DIRECTORS

*café. A concern was voiced on the purchase of the GolfNow system for food and beverage usage. Does this system meet our needs? Does it provide inventory and cost control? Is the system providing the functionality promised? A list of deficiencies will be developed, and the vendor will be contacted.*

*Does the tractor purchase comply with the PAR approved by the BOD? Who approved the equipment purchase of a different machine? A revised motion should be made reflecting the machine purchased. The water manager and water chair will follow up.*

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

*The water committee chair provided a report that included the following items. (see board packet)*

*All wells are operating properly except well #2 (which is currently operational and being flushed) The well 2 source meter is monitoring flushing – 275,000 gallons have been flushed to date. No water testing has been done to date to determine effectiveness of the flushing effort.*

*Capital projects are being developed and scheduled by the water system manager.*

*A par for elevated water tower is being developed by the water system manager.*

*Mason Central Fire is developing processes and procedures that could provide for some fire hydrants to be utilized. Long range planning for the water system is being developed.*

*An overhaul of the one-time forgiveness policy is being rewritten.*

*NWS is finalizing edits of the draft water system plan – the final draft plan will be provided to the board for review, comment, and edit.*

### **8. Old Business**

- a. Status of Projects: C. Smith for R. Milliman – *(covered under cam report by Christy Smith)*
- b. Navy Trestle update: C. Smith for R. Milliman *(covered under cam report by Christy Smith)*
- c. Bylaws & Declarations Committee Resolution Initial Update – J. Ingemi

*John Ingemi provided an update on bylaws and declarations committee meetings. Meeting turnout has been strong with a turnout of over 20 members. A lot of ideas have been added to the spreadsheet. The committee will make recommendations to the board in an open session environment (ie: not in closed session). Members can send suggestions to the committee via email. A study session may be needed to discuss the ideas submitted. All suggestions to date have been submitted by 3 members. The rationale behind the recommendations will be a major part of any discussions that occur.*

- d. HR Consultant – T. Ingwaldson



*The board is continuing to work with the HR Consultant and their recommendations. The consultant is also assisting with the hiring of a bookkeeper position.*

**9. New Business**

- a. Approved Capital Projects Process – R. Milliman

*No discussion – add to next moth agenda.*

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

*See attached “motions to the Board” for all motions made to the Board for consideration.*

- f. Review/discussion Executive Committee Resolution – P. Paradise

Review of possible changes to the executive committee meeting structure to a twice a month board meeting – one informal for discussion and one as a business meeting. No discussion or decisions made.

- g. Hearing committee – should or can the hearings committee hearing be an open or closed session meeting. The hearings should be open to the membership UNTIL a legal or personal issue arises and requires the hearing committee to adjourn into closed session to continue. Further discussion to follow.

**10. Correspondence – No discussion**

**11. Announcements and Upcoming Events**

- 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 M Robinson, seconded by E Springer-Johannessen, and passed with no nays to adjourn into closed session.*

**13. Motion to Reconvene to Open Session.**

*A motion to reconvene to open session was made by S Saylor, seconded by Mike B, and passed with no nays.*

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

*A motion was made and passed with no nays to hire an applicant for the bookkeeper position.*

**15. Motion to Adjourn**

*A motion to adjourn was made by M Paradise, seconded by S Saylor, and passed with no nays. Meeting adjourned at 12:22pm*

Minutes taken by P Paradise

## Financial Recap

November 18, 2023

- 1) Cash Totals for HOA, including reserves, savings, checking \$ 1,674,211
- 2) Receivables
  - a. <30 days 119,562
  - b. 31-60 = 11,972
  - c. 61-90 = 12,458
  - d. Over 90 = 194,592
  - e. Total Receivables as of November 18 = \$338,584
- 3) October Financial report
  - a. No report available. New bookkeeper starts on Monday November 20<sup>th</sup>. Once all old financial reports are completed we will provide to all BOD as well as post on our website.
- 4) Audit – Out of 23 requests so far 6 have been completed and sent to the auditor. Working on several that need clarification from the auditor before we can complete them. Separate excel report is being used for tracking purposes.

**Cash Accounts****October 2023**

<b>Location</b>	<b>Type</b>	<b>Name</b>	<b>Balance</b>	<b>Operating</b>	<b>Savings</b>	<b>Reserve</b>
<b>HOA</b>						
Heritage	Checking-0214	Operating	\$271,489	\$271,489		
Edward Jones	Investments	#01533	\$473,110		\$473,110	
Edward Jones	Investments	#20043	\$929,612			\$929,612
<b>Total HOA</b>			<b>\$1,674,211</b>	<b>\$271,489</b>	<b>\$473,110</b>	<b>\$929,612</b>

**Heritage Bank** \$602,348 (HOA 271,489 Water 330,859)

**OCCU** \$ 179,345 Water

**Edward Jones** \$2,903,989 (HOA 1,402,722 & Water 1,501,267)

**Total** \$3,685,682

## Summary of DNM & Associates Audit Information Requested

DNM Item #	DNM Item Full Description	Summary Description	Date Received	Status	Date Submitted
1	Copies of page one of the 9/30/22 and 9/30/21 bank statements and supporting bank reconciliations for all checking and savings accounts, including the reserve fund	Bank Statements	10/11/2023	Complete	11/1/2023
2	Copy of Edward Jones 9/30/22 and 9/30/21 statements and supporting reconciliation	Edward Jones	10/11/2023	Missing both '21 & '22 for Trust acct	
3	Management analysis of the allowance for doubtful accounts, as necessary. Include any calculations performed and comments on individually significant accounts. If any balance remains, please provide an explanation for why the balance should not have an allowance established for it	Doubtful Accounts Analysis	10/11/2023	Not started	
4	Supporting detail for the Golf inventory, reflecting physical count performed at year-end	Golf Inventory	10/11/2023	Sent clarification request to DNM	
5	Schedule supporting prepaid expenses. For prepaid insurance, please provide the confirmations of coverage for the package, umbrella and directors/officers policies	Pre-Paid Expenses	10/11/2023	Not started	
6	Operating and reserve fund fixed asset and depreciation reports as of 9/30/22. Please have available for examination all invoices for all property and equipment purchases over \$5,000	Fixed Asset & Depreciation	10/11/2023	Not started	
7	Form 941's for all quarters of the year	Form 941's	10/11/2023	Not started	
8	Copy of October 2022 VISA card statement	VISA card statement	10/11/2023	Not started	
9	State unemployment and L&I returns to support payables at 9/30/22	Unemployment and L&I	10/11/2023	Not started	
10	Schedule supporting gift certificates at 9/30/22	Gift Certificates	10/11/2023	Not started	
11	General Ledger detail for legal expenses for the year-ended 9/30/22	Legal Expenses	10/11/2023	Complete	11/15/2023
12	Labor Reconciliation spreadsheet	Labor Reconciliation	10/11/2023	Sent clarification request to DNM	
13	Lot and Assessment Summary	Lot / Assessment Summary	10/11/2023	Sent clarification request to DNM	
14	Analysis of IRA contributions for the year showing employer matching	IRA Contributions	10/11/2023	Not started	
15	Minutes of Board of Directors meetings for 2021 and subsequently	BoD Meeting Minutes	10/11/2023	Complete	11/9/2023
16	Loan or Line of Credit agreements, including notes, guarantees, loan covenants and collateral, and financing agreements on receivables	Loan / LoC Agreements	10/11/2023	Not started	
17	Notes and other documentation in support of other notes payable, including any forgivable/forgiven notes (e.e. PPP loan), if applicable	Other Notes Payable	10/11/2023	Not started	
18	Lease agreements for facilities and equipment. Only those portions showing lease terms are needed but have entire agreement available during field work	Facilities & Equipment Leases	10/11/2023	Complete	11/14/2023
19	Notes and other documentation in support of notes receivable or payable	Notes Receivable/Payable	10/11/2023	Sent clarification request to DNM	
20	Summary plan descriptions for benefit plans	Benefit Plans summary	10/11/2023	Not started	
21	Latest reserve and replacements study prepared for the Association	Reserve/replacement Study	10/11/2023	Complete	11/15/2023
22	Pages from major contracts, such as for landscaping services, showing primary contract terms and commitments for future expenditures	Major Contracts	10/11/2023	Sent clarification request to DNM	
N/A	LLCC letter to Whitehouse & Nichols requesting information be forwarded to auditors	Whitehouse & Nichols, LLP letter	11/7/2023	Complete	11/9/2023

## Summary Audit Info Request 2021-2022

DNM Item #	Summary Description	Date Received	Status	Date Submitted
1	Bank Statements	10/11/2023	Complete	11/1/2023
2	Edward Jones	10/11/2023	Missing both '21 & '22 for Trust acct	
3	Doubtful Accounts Analysis	10/11/2023	Not started	
4	Golf Inventory	10/11/2023	Sent clarification request to DNM	
5	Pre-Paid Expenses	10/11/2023	Not started	
6	Fixed Asset & Depreciation	10/11/2023	Not started	
7	Form 941's	10/11/2023	Not started	
8	VISA card statement	10/11/2023	Not started	
9	Unemployment and L&I	10/11/2023	Not started	
10	Gift Certificates	10/11/2023	Not started	
11	Legal Expenses	10/11/2023	Complete	11/15/2023
12	Labor Reconciliation	10/11/2023	Sent clarification request to DNM	
13	Lot / Assessment Summary	10/11/2023	Sent clarification request to DNM	
14	IRA Contributions	10/11/2023	Not started	
15	BoD Meeting Minutes	10/11/2023	Complete	11/9/2023
16	Loan / LoC Agreements	10/11/2023	Not started	
17	Other Notes Payable	10/11/2023	Not started	
18	Facilities & Equipment Leases	10/11/2023	Complete	11/14/2023
19	Notes Receivable/Payable	10/11/2023	Sent clarification request to DNM	
20	Benefit Plans summary	10/11/2023	Not started	
21	Reserve/replacement Study	10/11/2023	Complete	11/15/2023
22	Major Contracts	10/11/2023	Sent clarification request to DNM	
N/A	Whitehouse & Nichols, LLP letter	11/7/2023	Complete	11/9/2023



November 18, 2023

CAM Board Report

Good morning,

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

Div 1 – 01

Div 2 – 03

Div 3 – 03

Div 4 – 05

Div 5 - 07

Four properties are currently legal: 02-295 AirB&B violation for use of LL amenities; 05-051 trash; 05-084 bankruptcy; and 05-121 water theft and meter tampering.

### **Security Patrol**

CAM receives monthly schedules for the 2 hour daily patrols. Patrols change their routes not using the same pattern.

There have been no MSCO escalations to date. The owner of Washington Guard Services is invited to make a presentation at the December Board meeting.

### **Golf Now POS Status**

Software 2.17.1 released Oct 30 resolved the split ticket issue

Double transactions of credit cards is resolved. On October 24 Golf Now extended the credit card device timeout to 60 seconds. Alderbrook was contacted and they have the same issue with their POS system also using Heartland processing. We will continue to monitor the situation.

### **Other News**

Parks are closed for the season on November 1 with bathroom doors locked. A sani-can is installed at Banbury Park until the bathroom is upgraded for year around use is completed. I'll provide additional park bathroom updates during Old Business.

LL's Philadelphia Insurance policies for Liability, Director & Officer and Cyber security expire on December 17. Our agent is currently shopping the market for competitive rates. The agent will provide an update for a meeting to be scheduled in early December.

LL purchased a Dodge RAM 2500 pickup and Kubota tractor e/w front loader and backhoe devices. Both capital purchases were Member budget approved and both will be used by the

Facilities, Greens and Water Departments. These capital purchases significantly support maintaining LL community assets with improved performance, reliability, and safety.

## **Old Business**

### **Status of Projects**

#### **a. Status of Projects**

- Inn Island bridge repair
  - o Handrail repair will be installed during dry spring weather
  - o Coating bridge tread metal supports will be completed in the spring during a dry weather
- Inn Island NE shoreline repair; requested formal quote from Mason Conservation District engineer for geogrid design including County shoreline permitting
  - o Design due YE December
- Reroof 5 Park bathrooms and 4 Park Host storage sheds
  - o Cogent Construction completed on November 7
- Install Park bathrooms with metal doors and programmable cypher locks
  - o Olde Lyme is completed
  - o Metal doors installed at Tipperary; cypher locks received and will be installed including new sinks and toilets
  - o Metal doors and locks received for Banbury and Anglia; Anglia doors reordered due received damaged
  - o Log Toy bathroom schedule will be determined when the LD sub-team creates an ADA upgrade design plan
- Banbury Park bathroom upgrade for full year usage started September 21 with electrical work; this is a winter project and will be open year around when completed
- Replace the Inn fence on the north side; project to be scheduled during dry weather

#### **b. Navy Trestle update:**

The Navy agreement was signed by the Board President Tamra and register mailed to the Commanding Officer.

Water Manager Chris is working with our water engineer developing easement applications for Mason Lake Road and Saint Andrews water mainline crossings including golf irrigation pipe. They will be delivered to the Navy by December 1.

# Water Report for 11/18/2023 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.

## 1. Operations

- Wells are operating normally with the exception of Well #2. Well #2 upgrades have been completed, and the Water Manager continues to flush and sanitize components. The goal is to have Well #2 back on line by the end of December. If regular flushing does not achieve the desired quality of water with minimal iron and/or manganese odor, filtration options will be explored.

## 2. 2023-2024 Projects

- Water Manager Chris McMullin will begin work on approved capital projects and laying out a timeline with the Water Committee for updates and completion schedules. We will be sharing that information during Water Committee and BOD meetings as well as from time to time in billing statements.
- Water system staff will continue working on capital projects from last year as well as new projects authorized in this year's budget.
- The new backhoe and pickup truck authorized in the 2023-2024 budget have been purchased.



- Elevated Storage Feasibility PAR is in process. The Water Manager has submitted study requirements to HR2 Engineering to guide their proposal.
- We are awaiting hydrant use specifications from Central Mason Fire. Once received and approved by the BOD, the Water System Manager will begin final analysis, testing, and undertake any needed maintenance of some hydrants including capacity identification painting prior activating service.
- The Water System Committee will continue with long-range planning and beginning 2024-2025 budget work in January.
- Updating of the one-time forgiveness policy will continue.

## 3. Water Conservation

- Water conservation is now becoming a year-round focus. We continue to encourage our members to conserve water by checking for interior leaks including dripping faucets, dripping under-sink valves, and running toilets.
- Customers are also asked to check their water connections for signs of leaks, e.g., bubbling water on and around their property. Customers should notify the Water Manager ASAP if they notice any irregularities. If leaks are determined to be on the owner's property it is their responsibility to arrange for necessary repairs. Mainline leaks will be repaired by Water System staff as quickly as possibility and will be prioritized based on severity and related damage potential.

## 4. 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. All documents requested by her for inclusion in the WSP have been submitted. Once she has finished her update a final version showing all edits will be submitted to the BOD along with a clean version prior to her sending it to the Department of Health for their input.
- After receiving DOH edits the WSP will then come back to Northwest Water Systems for final and then be submitted 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

## 11-18-2023 LLCC Board of Directors Meeting

### Advisory Committee Motions to the Board

#### Including the Architecture Register

CAM Motions to the Board - none

Executive Committee Motions to the Board - none

Architectural Committee Motions to the Board –

**A motion was made by M Robinson, seconded by M Berni, and passed with no nays to approve the Architectural spreadsheet as included in the board packet.**

Compliance Committee Motions to the Board – three motions

- a. *MOTION: Karen Summers moved, seconded by Susan Smart, a request that the BOD clarify and resolve of LLCC amenities-use issues associated with tenants of STRs, as the Committee members continue to receive complaints with which the Committee must deal appropriately. Motion passed unanimously.*

**A motion was made by M Berni, seconded by D Dyson, and passed with 5 yeas, 2 nays, and 2 abstentions for the BOD clarify and resolve of LLCC amenities-use issues associated with tenants of STRs, as the Committee members continue to receive complaints with which the Committee must deal appropriately.**

- b. *MOTION : Karen Summers moved, and Ed Stembers seconded, a request that the BOD initiate Delinquency Foreclosure proceedings against the owners of Div 04 Lot 152 due to a long history of violations of the applicable Declarations of Restrictions and non-payment of assessments. Motion passed unanimously.*

**No motion made – will be discussed in closed session due to legal issues**

- c. *MOTION: John Ingemi moved, and Karen Summers seconded, a request to the BOD to seek injunctive relief with regard to continuing nuisance and rubbish violations of the Declarations of Restrictions at Div 05 Lot 027. The relief should require the owner to clean up the property by a date certain, or LLCC can exercise its right per the Declarations to enter and clean up the property at owner expense.*

**No motion made – will be discussed in closed session due to legal issues**

- d. A motion was made by M Berni, seconded by D Dyson, and passed with no nays to approve the compliance spreadsheet as included in the board packet**

Lake/Dam Committee Motions to the Board - none

Greens Committee Motions to the Board - none

Greenbelt Committee Motions to the Board - none

Inn Committee Motions to the Board - none

Hearing Committee Motions to the Board - none

Welcoming Committee Motions to the Board - none

Water Committee Motions to the board – two motions

*\*Motion to accept Picatti's bid to complete output testing, not to exceed \$150,000.00 which includes the testing and repairs/upgrades needed for the entire project, made by Dan Cossano. Seconded by Anne Moen and carried with no nays.*

**The motion was withdrawn by water chair and will be referred to committee for further clarification of scope of work.**

*\*Motion made by Dan Cossano to approve a onetime forgiveness request of \$195.00 by Jacob and Marjorie Miller at 651 E Ballantrae due to a broken sprinkler system. The Water Department has approved the repair and verified it is no longer leaking. Seconded by Sue Hearron and carried with no nays.*

**A motion was made by E Springer-Johannessen, seconded by J Ingemi, and passed with no nays to approve a onetime forgiveness of \$195.00 due to a broken irrigation line.**

By-Laws and Declarations Committee Motions to the Board - none

Motions assembled by Secretary P Paradise