



Minutes (draft) – Saturday, December 16, 2023

Meeting ID:83277609077-Passcode:820678

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**)

President Ingwaldson called the meeting to order at 9:02am. Roll call by Secretary P Paradise: all above referenced members were present - (K Evans joining a few minutes late)

A motion was made by T Ingwaldson, seconded by D Dyson, and passed with no nays to move the security vendor presentation from new business item A to the top of the agenda.

2. **Community Input/Comments (10 minutes):** *This time is allocated for community members to speak (2-minutes) 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).*

Two community members asked for clarification on LLCC interim operations without a community association manager. Christy Smith will temporarily manage office staff and LLCC department managers will oversee their department and employees.

3. **Approval of Minutes:**

Action: Motion to approve the Minutes from the Board of Director's Meeting of November 18, 2023

A motion was made by E Springer-Johannesen, seconded by D Dyson, and passed with no nays to approve the Board of Directors Meeting Minutes of November 18, 2023.

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

- Current Financials
- Audit Status
- Payment Plans: How many accounts? How many are in compliance.

Action: Motion to accept Treasures report.

A motion to approve the financial report as presented was made by M Robinson, seconded by D Dyson, and passed with no nays.

Treasurer E Springer-Johannesen provided a detailed financial report:

Audit status – *a temporary hire was made to provide document support for requested/required audit materials. A spreadsheet of tasks was reviewed, llcc bookkeeper, temp employee, and llcc treasure are working diligently to complete the required audit tasks.*

Cash Accounts – *a review of finances was provided, cash accounts were reviewed.*

Receivables – *over 90 day receivables are at \$203,000.00. This is an improvement and is the result of increased efforts to collect. (including filing of liens and foreclosures)*



5. President's Report: T. Ingwaldson

President T Ingwaldson reflected on LLCC as it is now over 50 years old and maturing from a recreational facility to a small city. This growth and maturation requires that we make changes when necessary. LLCC is working with Human Resources Pacific Northwest and has completed an organizational audit and assessment. LLCC with it's HR vendor is completing surveys with department managers, current, and past board members seeking input on what a future general manager role could be defined, what skill sets are needed, and what attributes are needed to be successful. A job description will be developed, and interview/hiring effort will result.

6. Operations Update: T. Ingwaldson or C. Smith

T Ingwaldson provided an operations update: a new bookkeeper has been hired and a temporary audit support person has been added to staff. Office will be closed for a few days for a deep cleaning and re-organization. A day of staff training will be provided on QuickBooks. The office will be open to members for an hour in the morning and an hour in the afternoon during this effort. GolfNow point of sale software issues continues to be resolved with a December software update installation. Inn and café will be closed Jan 1 – Jan 16 for deep cleaning. LLCC was written for an infraction by the Mason County Health Department in the Mason County Journal. Corrections have been made and staff has been re-trained on the noted infractions. Park bathroom roofs, steel doors, cyber locks, and Banberry Beach bathroom upgrades have been completed.

7. Water Report: K. Evans

A water committee chair report was provided by the water system manager: well site two is being flushed and water samples have been delivered to the lab for analysis.

8. Old Business

a. Bylaws & Declarations Committee Resolution Update – J. Ingemi

J Ingemi provided an update on committee work. By-Laws Article 1 will be the focus of next months meeting. A request was made to have the LLCC attorney provide a concise clarification/definition of what is required to change a by-law and to change a covenant. A commonly accepted definition of what is required for each task.

b. Navy Trestle Update – K. Evans

Water Committee Chair K Evans provided an update on the Navy Trestle Project. LLCC water system manager is the point lead for llcc on this project. Notification to members for water outages will be provided by the water manager. Outage durations will be held to a minimum and notification will be made to members (tentative for January 2024). The LLCC Water System Plan outlines means and methods for outages.

c. HR Consultant – T. Ingwaldson

T Ingwaldson provided an update on HR vendor activities under President report.

9. New Business



LAKE LIMERICK COUNTRY CLUB BOARD OF DIRECTORS

- a. Security Services – D. Dyson (*moved to top of agenda out of consideration to vendor time*)
D Dyson introduced LLCC security vendor Washington Guard Service. Washington Guard Service representatives Mike Cathlet and Bill Gustafson provided a brief outline of the services they are currently providing, made recommendations for possible schedule and service considerations, and answered questions from Board and community members. Community members should call the Mason County Sheriff for concerns on Mason County property (roads) and should call the LLCC Office for concerns on LLCC property (common areas). Informational only - No action taken.
- b. Motions to the Board from Committees, including The Architecture Register and the Compliance Register – P. Paradise

See Attached "Motions to the Board" page for specific motions and voting results

- c. Nominations/Elections of Board Members – T. Ingwaldson

Elections are on the horizon, positions will come open and any member that has a desire to run for a board position or water committee position should file for candidacy.

- d. Hearing Request - Division 03, Lot 085 – M. Berni

A community member requested a hearing with the Board of Directors in accordance with LLCC By-laws. The hearing consisted of a request to utilize a motor boat that exceeds the boating rules and regulations size rules. A special board approval process is required for any exception to the boating rules. This special board review and approval process was not followed and the board did not approve an exception for this vessel, however, an approval was provided by a staff member. No decision was made today and a request was made for a legal opinion on the hearing issue. The subject will be brought up for discussion and resolution upon receipt of the LLCC Attorney opinion.

10. 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 M Berni, and passed with no nays to adjourn to closed session to discuss legal/personnel issues and compliance.

11. Motion to Reconvene to Open Session.

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

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

No motions were made in closed session, discussion only.

13. Motion to Adjourn

A motion was made by P Paradise, seconded by E Springer-Johannesen, and passed with no nays to adjourn. Meeting adjourned at 12:35pm

Meeting minutes taken by Secretary P Paradise

12-16-2023 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 - one

A motion was made by K. Summers and seconded by C. Johannesen to get bids (quotes) for renovating the Green Belt area adjacent to Lot 05 – 012 on the Mason Lake Road side, that was devastated by the previous property owner. The monies for this project have already been allocated. Motion passed unanimously.

A motion was made by J Ingemi, seconded by S Saylor, and passed with no nays to get bids to renovate the green belt area adjacent to lot 05-012 on the Mason Lake Road side that was devastated by the previous property owner. A PAR to be approved by the board will be provided as a part of the motion.

Compliance Committee Motions to the Board –

Lake/Dam Committee Motions to the Board – one

The Board is requested to approve the LLCC Dam Operations and Maintenance Manual dated December 2, 2023. The update incorporates inputs from the LLCC CAM, Facilities Manager, Dam Engineer Ken Martig and the Lake Dam Committee. [See Attachments 6 & 7]

A motion was made by P Paradise, seconded by J Ingemi, and passed with no nays to approve the LLCC Dam Operations and Maintenance Manual (dated December 2, 2023)

Compliance Register: bod motion to approve the current compliance register

A motion was made by P Paradise, seconded by M Berni, and passed with no nays to approved the compliance register as presented in the 12-16-2023 Board Meeting packet.

Greens Committee Motions to the Board – none

Greenbelt Committee Motions to the Board – two motions

A motion was made by S. Klemp and seconded by S. Nelson to concur with the motion of the Architecture Committee on renovating the Green Belt area adjacent to Lot 05 – 012 on the Mason Lake Roadside of the property that was devastated by the previous property owner. The monies for this project have already been allocated. Motion passed unanimously.

The motion was withdrawn. No motion required – this same motion was made by the Architectural Committee, made by the Board of Directors, and passed by the BOD today.

A motion was made by S. Nelson and seconded by J. Richter to have the BOD approve a survey through Survey Monkey to the LLCC members to find out if there is any interest in a dog off leach area and/or a community garden. A draft of a possible survey can be found enclosed. The motion passed unanimously.

A motion was made by J Ingemi, seconded by S Saylor, and passed with 4 yays, 3 nays, and 2 abstentions to approve a survey through Survey Monkey to the LLCC members to find out if there is any interest in a dog off leash area and/or community garden.

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 –

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

Motions assembled by Secretary P Paradise