

Lake Dam Committee Meeting Minutes
6 January 2023

Call to Order - Meeting called to order at 9:30am.

Roll Call Committee Members: (P)=Present; (A)=Absent; (E)=Excused

Lou Jackson (P)	Teddy Lovgren (P)	Deanne Landsverk (P)
Dennis Muretta (P)	Jarred Foss (P)	Duane Landsverk (P)
John McRoberts (A)	Pat Paradise (P)	Dave Kohler (P)
Maureen Glenn (E)	Brian Smith (P)	Karen Kohler (P)
Steve Glenn (E)	Kelly Wieland (P)	Hannah Landsverk (P)
Joel Gray (P)		Eric Landsverk (A)

Guests: John Ingemi 3-244, Dan Bussler 5-92, Dean Dyson 2-200

Chairperson's Opening Comments: Teddy Lovgren

Kelly volunteered to take meeting notes for today's meeting.

Ted Lovgren thanked everyone for attending. Gary Wilson has decided to resign as Lake Patrol Captain and from the LDC due to family matters. Steve and Maureen Glenn plan to rejoin the Committee for the February meeting.

Meeting Minutes approval

Joel made a motion to accept the December meeting minutes, Dennis seconded the motion. Discussion: two updates/correction 1) revised Meeting Minutes Approval month from October to November, 2) add reminder to review and add missing historical data (provided by Dave) to Weir Board Historical file. Amended minutes were unanimously approved. [\[see Attachment 1 \]](#)

Motions to the Board Status – Dam Operations And Maintenance Manual update approved by the BoD.

CAM REPORT: CAM report not submitted for this reporting period.

Parks Report: John Ingemi reported for Maureen/Steve

John Ingemi conducted park surveys in Steve and Maureen's absence. John reported that all the parks looked great. He noted that the thermostat at Banbury was turned up to 80F which reduced to 65F. Pat recommended replacing the thermostat with a thermistor, which have preset temps. Joel will add recommendation to the Work Order Log. [\[see Attachment 2 \]](#)

Docks/Floats Permits: Teddy - None.

Boat Registrations: no new boat registrations.

LD Action Item List: Teddy

The committee reviewed individual action items and status. A summary of discussion includes the following: Duane completed his action item; will not try to reconcile or enforce State/County regulations. Will add note that county and state shorelines rules must be followed. LTLH subteam will meet after receipt of LA's 2023 Aquatic Plant Management Report. Lake Patrol Guidelines document update completed – see Old Business item #5. Vessel Registration Procedures And Forms Document update complete – see New Business item #1. Vessel Registration Audit – still analyzing and working to put together a list of recommendations. Park Restroom Updates expenditures – requested Office to pull actuals. [\[see Attachment 3 \]](#)

SUBTEAM REPORTS

Long Term Lake Health: Lake Advocates Bathymetric Survey/Stream Walk report has been received and is under review by the LTLH subteam. LA's 2023 Aquatic Plant Management Report is due Jan 14th. Brian plans to call a subteam meeting the week of Jan 22nd depending on member availability.

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Parks Improvement: Dennis reported that all Park Restrooms roofing is complete, Steel doors have been installed except for one or two of the parks. Banbury is now open year around; will ask Facilities to replace thermostat with thermistor. It was noted that the 50-amp RV hookup was removed from Banbury during electrical upgrade (probably as a cost savings). The committee determined it needs to be replaced to bring it up to the standard of the other 3 parks. An estimate (#3007) has been received from RAM electric for \$5K, excluding sales tax (estimated at \$500) and PUD fees (estimated at TBD). Motion to the Board was made and seconded to restore the 50-amp RV service not to exceed the RAM estimate #3007 plus sales tax and PUD fees; motion was unanimously approved. Dennis suggested installing Unisex signs as a minimum at each of the park restrooms. A motion was made and seconded to use existing park maintenance and repair funds to purchase unisex signs for the restrooms; motion was approved with one abstention. Dave requested gravel be added to the end of the RV pad at Log Toy to fill in dip; will be add to the Work Order log as a maintenance action. There was discussion on the need to compare and document Restroom Upgrade design described in the PAR versus the as-built design. Dennis noted that he has tried several times to schedule subteam meetings to discuss Park Restroom Update design changes, but no one responds.

****See Motions to Board ****

Lake/Dam Operations – Joel reported no change in Inn Island Repair and Bridge Maintenance projects status from last month due to the lack of a CAM to provide a report out on these projects. Next LD CAM Work Order Log Status meeting is 11 January where he hopes to get updated status from Chris and Gerardo.

OLD BUSINESS:

1. Special Projects Manager – no new status.
2. Network Drive for Committee Use – no new status.
3. Lake Shore Compliance Audit – no new status
4. Inn Park Sport Court Improvement Proposal Update – no new status
5. Lake Patrol Guidelines Update – Teddy made a motion, Dave seconded to approve the updated guidelines document for submittal to the BoD. Approval was unanimous.

****See Motions to Board ****

NEW BUSINESS

1. Vessel Registration Procedures And Forms document – A motion was made and seconded to approve the updated document for submittal to the BoD. Joel's comments/edits were reviewed and incorporated. Approval (with accepted edits) was unanimous.

****See Motions to Board ****

2. Lake Patrol Captain – Looking for a volunteer to be the Captain. Will ask members of the current lake patrol team for interest in stepping into the captain role first. Lou took an action to solicit interest. If nobody is interested from the current team, the opportunity will be posted to the Lake Limerick website and opened up for the whole community.
3. Park Hosts – Dave reported that 3 (out of 4) of last year's Park Hosts will be returning. There are 4 candidates for the one remaining opening. Dave will contact/interview the candidates and make a recommendation to the Committee. Park Host Coordinator Job Aid document (internal Lake Dam document) was updated including changing the provision from providing local phone service to providing a reimbursement of ground-based telecommunications services up to \$50/month.

[see Attachments 4 & 5]

As a result, this also necessitated updating the Park Host Duties document (posted on the LLCC Website) with the same language regarding local phone service reimbursement. Motion was made and seconded to approve the changes to both documents which was unanimously approved.

****See Motions to Board ****

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4. Other – Motion was made and seconded to approve the Letter of Concern from Lake Dam Committee to the BoD regarding oversized boat owned by lot 3-085; subject to moving the paragraph about the broader implications of this decision on the community to the beginning. Motion was Approved, with one abstention by Pat Paradise. [\[see Attachment 6 \]](#)

Guest Input None.

Review of Commitments & Action Items:

Action Items updated. Joel will add Maintenance actions to Work Order Log. Dennis will work with Gerardo regarding Banbury Bathroom Upgrade PAR Design vs “As-builts” to determine changes and pick-ups to the original approved configuration. Lou will survey the Lake Patrol members for interest in taking over the Captain position.

Review of Motions to the Board: See Motions to the Board below.

Motion to Adjourn: Motion to adjourn, Dennis seconded and it and was unanimously approved; meeting was adjourned around 12noon.

Many thanks to Kelly for providing notes for the Meeting Minutes

Next Meeting – Saturday, February 3rd, 9:30am in the Crow’s Nest

Look Ahead:

Jan 20 – Board of Directors Meeting
Feb 3 – Lake Dam Committee Meeting
Feb 17 – Board of Directors Meeting
March 6 – Lake Dam Committee Meeting
March 17 – Board of Directors Meeting
April 6 – Lake Dam Committee Meeting
April 20 – Board of Directors Meeting

Motions to the Board

Motion 1 – Board is requested to authorize restoration of the 50-amp RV service to Banbury Park Host utilities pole; not to exceed the RAM cost estimate #3007 plus sales tax and PUD fees.

[\[See Attachment 7 & 8 \]](#)

Motion 2 – Board is requested to approve the Updated Lake Patrol Guidelines that incorporates revisions for video/audio recording of lake incidents and retention protocol. This document was coordinated with the Compliance Committee.

[\[See Attachments 9 & 10 \]](#)

Motion 3 – Board is requested to approve the LLCC Vessel Registration Procedures And Forms document.

[\[See Attachment 11 \]](#)

BACKGROUND: A LDC sub team met numerous times during November and December. The team decided to combine the forms and the procedures into a single document. In addition, significant changes were made to the procedures, forms and the approval requirements. Significant changes include: all vessel registrations must now be approved by the Lake Dam Chair or designee; approvals for

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oversized vessels (ski boats over 19 feet) will be documented via the forms. This document combines and replaces three separate documents currently on the LLCC Website:

Vessel Registration Procedures, dated 04/10/2021

Vessel Registration Form, dated 09/2016

Vessel Inspection Form, dated 05/2007

Motion 4 – Board is requested to approve the LLCC Park Host Duties document update and a Telecommunications reimbursement allowance (for local phone service) of up to \$50 per month. BACKGROUND: Included in the updates to the internal Lake Dam document “LLCC Park Host Job Aid” it was recommended to change the Park Host benefit provision for local phone service to a Telecommunication Allowance to provide our Park Host flexibility in acquiring local phone service. This requires the same change to the LLCC Park Host Duties document located on the LLCC website. The recommended dollar amount of \$50/month is based on current CenturyLink landline rate for local service.

[See Attachments 12 & 13]

Lake-Dam Committee Meeting Minutes
2 December 2023

Call to Order - Meeting called to order at 9:30am.

Roll Call Committee Members: (P)=Present; (A)=Absent; (E)=Excused

Lou Jackson (P)	Teddy Lovgren (P)	Deanne Landsverk (P)
Dennis Muretta (P)	Jarred Foss (P)	Duane Landsverk (P)
John McRoberts (P)	Pat Paradise (P)	Dave Kohler (P)
Maureen Glenn (E)	Brian Smith (P)	Karen Kohler (P)
Steve Glenn (E)	Gary Wilson (P)	Hannah Landsverk (A)
Joel Gray (P)	Kelly Wieland (A)	Eric Landsverk (A)

Guests: John Ingemi 3-244, Dan Bussler 5-92, Dean Dyson 2-200, Tamra Ingwaldson 5-128

Chairperson's Opening Comments: Teddy Lovgren

Dennis volunteered to take meeting notes for today's meeting.

Ted Lovgren thanked everyone for attending. Roger is no longer the CAM and will not be attending today's meeting; an announcement will be posted to the LLCC website. Steve and Maureen are also on continuing hiatus while Steve recovers from his recent surgery. Teddy noted a couple accomplishments since the last meeting including: 1) The Lake Limerick weir board removal process has been completed. 2) the Lake Advocates final yearly report on Lake evaluations and overall health status has been received and is under evaluation by the Long Term Lake Health subteam and 3) upgrading of park restrooms is proceeding at a steady pace. Each subject will be addressed in more detail in later sections of the meeting.

Meeting Minutes approval [\[Attachment 1\]](#)

Teddy made a motion to accept the November meeting minutes as written, Dennis seconded the motion. No discussion occurred and the minutes were approved (John, Deanne, Duanne, abstained)

Motions to the Board Status – None.

CAM REPORT: Roger [\[Attachments 2 & 3\]](#)

CAM was not in attendance; Teddy summarized his written report (see attached).

Parks Report: John Ingemi reported for Maureen/Steve [\[Attachment 4\]](#)

John Ingemi conducted park surveys in Steve and Maureen's absence. John reported that all parks are in good shape and no major cleanup issues exist. He noted that the new roofs of all restrooms and the new steel doors installed on some of the restrooms really looked "amazing". The boat launch repair at Banbury also looked professionally done.

Docks/Floats Permits: Teddy - None.

Boat Registrations: Gary – no new boat registrations.

LD Action Item List: Teddy [\[Attachment 5\]](#)

The committee reviewed individual action items and status. A summary of discussion includes the following: a) items 1, 2 and 3; Duane and Brian reported that nothing significant has been done on these items over the last month for a variety of reasons. b) Item 4; Dennis reported that he has completed a near final update of the Lake Patrol Guidelines document - see New Business Discussion. c) Item 5; Dennis and Teddy reported that work on updating the vessel registration procedures is progressing and it is anticipated that a draft will be available for review by the next meeting. Item 6; Gary reported that he is continuing to review Vessel Registration data and discuss with the office a data management system for maintaining these records. It is anticipated that quick books will be adaptable to this task.

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2 December 2023

SUBTEAM REPORTS

Long Term Lake Health: Brian reported that the Lake Advocates Bathymetric Survey/Stream Walk report has been received and is under review by the LTLH subteam. Brian plans to call a subteam meeting soon to start discussing both the LA report and other long term lake health issues. This includes the idea of procuring or renting a small, portable suction dredge.

Parks Improvement: Dennis reported that planned park upgrades are proceeding at a steady pace. This includes: a) reroofing of all park restrooms and outbuildings is complete. b) replacing restroom doors with steel doors and cypher locks is complete for three parks and a fourth is in work. The fifth, Log Toy, has been held for completion of ADA remodel planning. c) upgrade of Banbury restroom for year around use is 65% complete (power, lighting and heater install complete). One remaining task is to refinish the restroom interior.

Lake/Dam Operations – Joel reported the Dam O&M Manual Update is complete. A motion was made by Teddy and seconded by Joel to approve the document subject to final cleanup (removal of highlights, etc.) and forward it to the Board for their approval and review. The motion passed unanimously. A question was asked about the status of stakes placed around the lake shoreline to measure beach erosion. Joel noted that 15 stakes were installed around the lake and that measurements will be taken next spring; may need another year to draw any conclusions. Reminder to review and add missing historical data (provided by Dave) to Weir Board Historical file. [\[Attachments 6 & 7\]](#)

****See Motion to Board****

OLD BUSINESS:

1. Special Projects Manager – on hold pending HR consultant to review LLCC organization structure. An extensive committee discussion occurred about the use of Chris, who is LLCC's Water Manager in a dual role as Project Manager for the Inn Island repair. This project appears to be languishing, which brings into question the idea of "dual hatted" management roles. In regard to the Inn Island repair project, there was concern regarding "Statement of Objectives" for the work and selection of a contractor to accomplish the project; Mason Count Conservation District (MCD) has been unresponsive to Chris' requests for status. Chris has identified a second source and is seeking input from them on the project. It was also agreed that Chris, would visit the County and discuss permitting requirements for the project. The committee also felt it important that the Board be made aware of this situation. John Ingemi said he would carry the message forward to the Board.
2. Network Drive for Committee Use – no new status.
3. Lake Shore Compliance Audit – no new status
4. Inn Park Sport Court Improvement Proposal Update – subteam has not met for a couple months. Concerns were raised about: a) noise associated with playing Pickleball, b) impact of extending the court 16 feet closer to the shoreline – recommend checking with the County. John Ingemi noted that a survey will be conducted to confirm the property line location adjacent to the sport court.

NEW BUSINESS

1. Dam O&M Update – Joel: The Dam O&M manual has been routed through the committee, all comments received incorporated, and the document approved for release to the Board. – See "Lake Dam Operations" report-out above.
2. Lake Patrol Guidelines Update – Dennis reported that a final update to the Guidelines, which incorporates comments from the Compliance committee, has been completed. This draft has been routed through the committee and no further comments provided. A motion was made by Teddy and seconded by Dennis to approve the updated document. During discussion, it was decided that the document needed to be formatted for formal release and submitted for committee review before final approval/motion to the Board. The motion was amended for the Committee to approve

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the Update content only. The motion was approved (with 3 abstentions). Dave offered to help Dennis with formatting the document for release. [\[Attachment 8\]](#)

3. Park Hosts – Dave requested approval to post LLCC Park Host 2024 openings in several periodicals. LLCC typically uses hosts at 4 different parks. Two individuals who served as hosts in 2023 have indicated they will return next year, leaving two openings. A motion to approve this request was made by Teddy, seconded by Dennis and unanimously approved by the committee. Joel will add this CAM action to the Work Order spreadsheet. Dave will follow up with Christy (LLCC Office).
4. Other – Discussion of geese impacts. Dave mentioned that last summer USDA declined to perform geese mitigation due to the low numbers; we need to coordinate with USDA now if we want them to perform geese mitigation next year. This is an annual CAM action and Roger should have all the necessary information/contacts. John Ingemi took an action to coordinate with Christy.

Guest Input None.

Review of Commitments & Action Items:

Dennis and Dave to finalize the format of Lake Patrol guidelines document. John Ingemi to coordinate with the Board on Inn Island repair issues. Dennis will obtain an accounting of the Park Restroom update expenditures to date vs budgets. Joel will add USDA Geese Mitigation Request to Work Order List and John Ingemi will follow up with Christy.

Review of Motions to the Board: Motion passed to recommend Board review and approve “Dam O&M Manual” update. See Motion to the Board below.

Motion to Adjourn: Teddy made the motion to adjourn, Dennis seconded and it was unanimously approved; meeting was adjourned at 11am.

Many thanks to Dennis for providing notes for the Meeting Minutes

Next Meeting – Saturday, January 6th, 9:30am in the Crow’s Nest

Look Ahead:

Dec 16 – Board of Directors Meeting
Dec 31 – LLCC New Years Eve Celebration @ Inn Great Hall
Jan 6 – Lake Dam Committee Meeting
Jan 20 – Board of Directors Meeting
Feb 3 – Lake Dam Committee Meeting
Feb 17 – Board of Directors Meeting
March 6 – Lake Dam Committee Meeting
March 17 – Board of Directors Meeting

Motion to the Board - 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. [\[See Attachments 6 & 7 \]](#)

Park Maintenance Inspection

Anglia Beach		Yes/No	Attention?
01/05/24	Garbage can(s) empty? (empty Mon & Fri	OK	
	Dog Station has poop bags available?	OK	
	Litter picked up?	OK	
	Restroom is cleaned and stocked? (Mon & Fri)	Locked	For season
	Lawn mown recently?	OK	
	Ground debris cleaned up?	OK	
	All debris removed from spillway?	OK	
	Safety floats are above water at the spillway?	OK	
	Notes: park was nice and neat.		
	Did we lock up the safety vests?		
Banbury Park			
01/05/24	Garbage can(s) empty? (empty Mon & Fri	OK	
	Dog Station has poop bags available?	OK	
	Litter picked up?	OK	
	Restroom is cleaned and stocked? (Mon & Fri)	Looked	Great
	Lawn mowed recently?	OK	
	Ground debris cleaned up?	OK	
	Notes:		
	Bathroom was clean and I turned down		
	Thermostat to 65 as it was on 80.		
Clubhouse/Inn			
01/05/24	Garbage can(s) empty? (empty Mon & Fri	OK	
	Dog Station has poop bags available?	OK	
	Litter picked up?	OK	
	Lawn mown recently?	OK	
	Ground debris cleaned up?	OK	
	Are pathways swept?	OK	
	Is the roof free of debris?	OK	
	Notes:		
	Bench on Island still broken.		
Leprechaun Park	Dog Station has poop bags available?		
01/05/24	Litter picked up?		
	Lawn mowed recently?		
	Ground debris cleaned up?		
	Notes:		
	Porta-Potty was gone for the Winter.		

Park Maintenance Inspection

Log Toy Park	Garbage can(s) empty? (empty Mon & Fri)	OK	
01/05/24	Dog Station has poop bags available?	OK	
	Litter picked up?	OK	
	Restroom is clean and stocked? (Mon & Fri)	Locked	For season
	Lawn mowed recently?	OK	
	Ground debris cleaned up?	OK	
	Notes:		
	Could use some gravel (3/4 -) for entranceway.		
Olde Lyme Park	Garbage can(s) empty? (empty Mon & Fri)	OK	
01/05/24	Dog Station has poop bags available?	OK	
	Litter picked up?	OK	
	Restroom is clean and stocked? (Mon & Fri)	Locked	And gated.
	Lawn mowed recently?	OK	
	Ground debris cleaned up?	OK	
	Notes:		
	Play area looked good as well.		
Way to Tipperary	Garbage can(s) empty? (empty Mon & Fri)		
01/05/24	Dog Station has poop bags available?	OK	
	Litter picked up?	OK	
	Lawn mowed recently?	OK	
	Ground debris cleaned up?	OK	
	Restroom is cleaned and stocked?	Locked	For season
	Is the roof free of debris?	OK	
	Notes:		
	Both Picnic tables are broken.		

Prepared by: J. Ingemi and T. Alkire

Lake Dam Committee Action Item Status

As of: 6 January 2024

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Establish Lake Limerick/Leprechaun Shoreline Guide for LD and Compliance Committees to use as an audit tool in order to begin reigning in the many violations observed (but not often reported) by members.	7-Jan-23	Duane	31-Aug-23	<p style="text-align: center;">COMPLETE</p> 5Jan2024 Duane provided list of restrictions from LLCC By-Laws and CCRs. 5Aug2023 Duane committed to complete by next LDC meeting. Recommend reviewing LLCC CCRs & Architechural Committee Guidelines, ByLaws, Declaration of Restrictions, etc. on LLCC Website, Association Documents.
Perform Shorline audit in Spring 2023 for non-compliances; non-permitted boat lifts/docks/floats, unauthorized intrusions/constructions, e.g. beach retaining walls, fences, etc.	7-Jan-23	Lake-Dam	TBD	6Jan2024 Using list provided by Duane (5Jan2024) need volunteer to develop audit check sheet. Placeholder for Spring/Summer LD Committee activity. <p style="text-align: center;">Volunteers will be needed.</p>
LTLH Subteam to investigate feasibility to lease/purchase a portable suction dredge (including permit requirements).	29-Jun-23	LTLH	TBD	Action Item on hold pending review of LA Report/Recommendations rcvd Nov 20 on dredging of Lakes and LA's 2023 Aquatic Plant Management Report due Jan 15th. Ken Martig provided photos of a portable suction dredge being used on Lake Limerick (in the 80's/90's?). Suggested as a more economical approach to dredging of both lakes.

Lake Dam Committee Action Item Status

As of: 6 January 2024

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Lake Patrol Guidelines need to be updated to indentify BoD authorization and use of Go-Pro camera for video/audio recording.	5-Aug-23	Dennis & Lou	TBD	<p style="text-align: center;">COMPLETE</p> <p>6Jan2024 Document approved by LDC for submittal to BoD.</p> <p>2Dec2023 document updates were reviewed and approved by the Committee. Dennis/Dave to format document for final approval at next LDC meeting.</p> <p>Lake Patrol has raised concerns that use of Go-Pro camera by LP members to record (audio/video) encounters with Boat owners is not authorized by the BoD.</p>
Vessel Registration Form/Procedure Update	7-Oct-23	Dennis, Dave, John M.	TBD	<p style="text-align: center;">COMPLETE</p> <p>6Jan2024 Document approved by LDC for submittal to BoD.</p> <p>29Dec2023 Vessel Registration Procedures And Forms document dated 28Dec2023 sent to LDC for review and comment (replaces 3 documents).</p> <p>29Nov2023 Working mtg held w/ Dennis, Dave, Teddy; next mtg scheduled for Dec 6.</p> <p>15Nov2023 Working mtg held with Dennis, Dave and Teddy; next mtg scheduled for Nov29.</p> <p>1Nov2023 Working mtg held with Dennis, Dave and Teddy; next mtg scheduled for Nov15.</p> <p>The current form and procedure needs to be reviewed/updated to address oversized vessel process (submittal, review, documentation/communication of results, etc.).</p>

Lake Dam Committee Action Item Status

As of: 6 January 2024

Commitments & Action Items	Date Assigned	Assigned To	Due Date	ECD / Status
Vessel Registration Audit	4-Nov-23	Lou & Gary	TBD	<p>6Jan2023 Lou to put together recommendations in conjunction with new Vessel Registration Procedures and Forms document.</p> <p>2Dec2023 vessel registration data is under review and discussions with Office regarding the data mgmt system for these records.</p> <p>Coordinate with the LLCC Office to determine the availability of Vessel Registration data, parameters and scope of an audit of existing data and resource requirements.</p>
Park Restroom Updates Expenditures	2-Dec-23	Dennis	TBD	<p>6Dec2024 LLCC Office requested to support audit. Obtain an accounting of expenditures to date vs budgets for the Park Restroom updates.</p>
Park Restroom Update Design Confirmation	6-Jan-24	Parks Subteam	TBD	<p>Need to reconcile the Banbury Restroom Update configuration: PAR approved "As Designed" vs "As Built". Dennis will coordinate with Gerardo.</p>
Lake Patrol Captain Candidates	6-Jan-24	Lou/LDC	TBD	<p>Lou to survey existing Lake Patrol members for interest in taking over LP Captain position. If no interest, next step is to post opening on LLCC website, FB page, etc.</p>

Lake Limerick Country Club
Park Host Job Aid

~~Lake Limerick Country Club~~
~~Park Host Coordinator Job Aid~~

1. Background

Lake Limerick Country Club has a Park Host program for four of the Club's wonderful lakeside beach parks. Park Hosts are needed from May 15 until Sept. 15 (with an extension possible until Nov. 15). ~~Hosts are on duty from midday to dusk, Friday through Sunday, and holidays. Expected hours are Friday through Sunday and Holidays, from midday until dusk. Compensation Benefits~~ includes a space in a lovely, wooded setting with power, water, septic, and ~~local phone service provided if desired (phone service provided as a stipend)~~ a monthly ground-based telecommunications allowance. Access to other club amenities includes the tennis/pickleball courts, golf course and restaurants.

2. Reference Information

LLCC Website page:

<https://lakelimerick.com/parkhost/>

Park Host Duties:

<https://lakelimerick.com/wp-content/uploads/2017/12/ParkHostDuties-072020.pdf>

Park Host Application:

<https://lakelimerick.com/wp-content/uploads/StaticDocuments/ParkHostApplication.pdf>

3. Host Recruiting

Time frame:

Park hosts that are seasonal in nature have historically been volunteers that have winter-overed in southern climates (Arizona for example) or from other places in the south that have desired to travel to the Pacific Northwest to spend their summers in a more temperate climate such as ours. These volunteer park hosts tend to research and schedule their summer activities over the fall and early winter, with many of them firming up their plans over the first quarter of the year. As a result, the Park Host Coordinator would focus advertising in the fall and early winter and interview and offer positions in the first quarter, at the latest.

Advertisement verbiage:

We have historically advertised in the Workamper magazine. Other websites have been used as well (Facebook and LLCC's website).

This is the advertisement used in the Workamper magazine (limited word count):

PARK HOSTS WANTED for four wonderful lakeside beach areas at a private club in rural Mason County, WA, just 30 miles west and north of Olympia. Hosts are needed from May 15 until Sept. 15. ~~Hosts are on duty from midday to dusk, Friday through Sunday, and holidays. Compensation~~

Lake Limerick Country Club
Park Host Job Aid

~~Benefits~~ includes space in a lovely, wooded setting with power, water, septic, and ~~local phone service available~~ a monthly ground-based telecommunication allowance. Access to other club amenities includes the tennis courts, golf course, and restaurants. ~~Expected hours are Friday through Sunday and holidays, from midday until dusk.~~ For further info on host duties and an application form, see the Lake Limerick Country Club website: <http://lakelimerick.com/parkhost> or send email to the attention of the Lake/Dam Committee at: mail@lakelimerick.com

This is the advertisement used in local LLCC references (Facebook, etc.)

LLCC had several of our parks staffed with Park Hosts last summer. We really appreciated the hosts' support in providing some much-needed guidance to members and guests. At this time, we are anticipating the need for additional park hosts, so if you know anyone who may have an interest, please reach out to the office. Park Hosts are needed from May 15 until Sept. 15 (with an extension possible until Nov. 15). ~~Our h~~Hosts are on duty from mid-day to dusk, ~~on~~ Friday through s, Saturday and Sunday, and holidays, and are there to ensure park visitors follow the rules. ~~Benefits includes~~ space in a lovely, wooded setting with power, water, septic, and ~~local phone service available~~ a monthly ground-based telecommunication allowance. Access to other club amenities includes the tennis/pickleball courts, golf course, and restaurants. For further information on host duties and an application form, see the Lake Limerick Country Club website: <http://lakelimerick.com/parkhost> or send email to the attention of the Lake/Dam Committee at: mail@lakelimerick.com

4. Park Host Interviewing and Selection

After reviewing a candidate's application, it is necessary for the park host coordinator to conduct an interview to validate and determine a candidate's background, skills, qualifications, and general fit for a position. As the LLCC Park Host assignment can be different than more traditional host assignments in state parks or private campgrounds (KOA, etc.) it is important to assess the candidate's comfort and abilities to deal with a variety of age groups (children, teenagers as well as adults) and the different setting associated with our parks (community residential park instead of a campground). An interview outline is provided as an attachment.

Once a candidate is interviewed and a fit seems appropriate, candidate information is shared with the Lake Dam Committee and the Community Association Manager (CAM) with a recommendation to proceed. The Committee would formalize their recommendation with a motion to the Board of Directors, subject to CAM approval. The CAM reviews the candidate, requests a standard Washington State background check, and they may follow-up with questions of their own if needed or desired. The CAM would inform the Board of their support or not, prior to action at the Board meeting on the Committee's motion.

5. Park Host Onboarding

[Lake Limerick Country Club](#)
[Park Host Job Aid](#)

Onboarding is coordinated by the CAM and includes ensuring the site is ready (power and water on) and providing a host information packet and introduction to Lake Limerick. The Office Manager maintains a Park Host reference information folder.

6. Park Host Follow-up and Debrief

In addition to the occasional check-in throughout the season with the Hosts to see how things are going, the Community Association Manager, and other staff along with the Park Host Coordinator (if available) will have an end of season debrief. The debrief serves several purposes: It will solicit feedback from the Hosts regarding member issues, review member feedback about the Hosts and determine if the Club is interested in inviting the Host back. Of course, the Club needs to assess if the Host is interested in returning the following year.

7. Park Locations

There are four (4) parks with Park Host ~~facilities~~[facilities](#).

Anglia Beach Park

~~Div 1 - Lot 66~~

~~113-111~~ E Ballantrae Dr, Shelton, WA 98584

~~Pad Size: 42 ft X 16 ft~~

~~Power: 50-amp, Telephone drop, Cable drop~~

~~Div 1 - Lot 66, Parcel Number: 321275000066~~

Banbury Park

~~Div 1 - Lot 31~~

531 E Ballantrae Dr, Shelton, WA 98584

~~Pad Size: 40 ft X 13 ft~~

~~Power: 30-amp, Telephone drop, Cable drop~~

~~Div 1 - Lot 31, Parcel Number: 321275000031~~

Log Toy Park

~~Div 3 - Lot 510~~

90 E Tregaron Ct, Shelton, WA 98584

~~Pad Size: 42 ft X 16 ft~~

~~Power: 50-amp, Telephone drop, Cable drop~~

~~Div 3 - Lot 510, Parcel Number: 321225000510~~

Lake Limerick Country Club
Park Host Job Aid

Way to Tipperary Park

Div 3 - Lot 507

230 E Way To Tipperary, Shelton, WA 98584

Pad Size: 36 ft X 16 ft

Power: 50-amp, Telephone drop, Cable drop

Div 3 - Lot 507. Parcel Number: 321225000507

Lake Limerick Country Club
Park Host Job Aid

Attachment - LLCC Park Host Interview Outline

Why are they interested in being a host, have they done it before?

Other work experience (and relevance to Park Host position – education field, etc.)?

Where have they lived, in the Pacific Northwest or elsewhere (checking familiarity with the weather)? Do they have a long trip to get here and what are their plans for arriving in the area?

Ask about activities, especially with children (did they do any, teaching, sports/coaching, 4-H, scouting, etc.)? Be listening to determine if they have had children and follow up on any activities they may have done.

Are the candidates comfortable interacting with teenagers? Share examples of dealing with teenagers in our parks and how to request behavior changes, especially in mixed group settings (noise, alcohol, etc.).

Set expectation and discuss our Parks, they are in a residential area, and are day parks without overnight camping, so not like typical RV campgrounds. Also, our host pads are wooded (they are under a tree canopy). Each park is a little different, some have play equipment, beaches, docks, boat ramps, etc. Share a picture if needed. Some pads support travel trailers best, while all accommodate RVs just fine (depending on length).

Lake Limerick Country Club
Park Host Job Aid

1. Background

Lake Limerick Country Club has a Park Host program for four of the Club's wonderful lakeside beach parks. Park Hosts are needed from May 15 until Sept. 15 (with an extension possible until Nov. 15). Hosts are on duty from midday to dusk, Friday through Sunday, and holidays. Benefits include a space in a lovely, wooded setting with power, water, septic, and a monthly ground-based telecommunications allowance. Access to other club amenities includes the tennis/pickleball courts, golf course and restaurants.

2. Reference Information

LLCC Website page:

<https://lakelimerick.com/parkhost/>

Park Host Duties:

<https://lakelimerick.com/wp-content/uploads/2017/12/ParkHostDuties-072020.pdf>

Park Host Application:

<https://lakelimerick.com/wp-content/uploads/StaticDocuments/ParkHostApplication.pdf>

3. Host Recruiting

Time frame:

Park hosts that are seasonal in nature have historically been volunteers that have winter-overed in southern climates (Arizona for example) or from other places in the south that have desired to travel to the Pacific Northwest to spend their summers in a more temperate climate such as ours. These volunteer park hosts tend to research and schedule their summer activities over the fall and early winter, with many of them firming up their plans over the first quarter of the year. As a result, the Park Host Coordinator would focus advertising in the fall and early winter and interview and offer positions in the first quarter, at the latest.

Advertisement verbiage:

We have historically advertised in the Workamper magazine. Other websites have been used as well (Facebook and LLCC's website).

This is the advertisement used in the Workamper magazine (limited word count):

PARK HOSTS WANTED for four wonderful lakeside beach areas at a private club in rural Mason County, WA, just 30 miles west and north of Olympia. Hosts are needed from May 15 until Sept. 15. Hosts are on duty from midday to dusk, Friday through Sunday, and holidays. Benefits include space in a lovely, wooded setting with power, water, septic, and a monthly ground-based telecommunication allowance. Access to other club amenities includes the tennis courts, golf course, and restaurants. For further info on host duties and an application form, see the

Lake Limerick Country Club
Park Host Job Aid

Lake Limerick Country Club website: <http://lakelimerick.com/parkhost> or send email to the attention of the Lake/Dam Committee at: mail@lakelimerick.com

This is the advertisement used in local LLCC references (Facebook, etc.)

LLCC had several of our parks staffed with Park Hosts last summer. We really appreciated the hosts' support in providing some much-needed guidance to members and guests. At this time, we are anticipating the need for additional park hosts, so if you know anyone who may have an interest please reach out to the office. Park Hosts are needed from May 15 until Sept. 15 (with an extension possible until Nov. 15). Hosts are on duty from midday to dusk, Friday through Sunday, and holidays, and are there to ensure park visitors follow the rules. Benefits include space in a lovely, wooded setting with power, water, septic, and a monthly ground-based telecommunication allowance. Access to other club amenities includes the tennis/pickleball courts, golf course, and restaurants. For further information on host duties and an application form, see the Lake Limerick Country Club website: <http://lakelimerick.com/parkhost> or send email to the attention of the Lake/Dam Committee at: mail@lakelimerick.com

4. Park Host Interviewing and Selection

After reviewing a candidate's application, it is necessary for the park host coordinator to conduct an interview to validate and determine a candidate's background, skills, qualifications, and general fit for a position. As the LLCC Park Host assignment can be different than more traditional host assignments in state parks or private campgrounds (KOA, etc.) it is important to assess the candidate's comfort and abilities to deal with a variety of age groups (children, teenagers as well as adults) and the different setting associated with our parks (community residential park instead of a campground). An interview outline is provided as an attachment.

Once a candidate is interviewed and a fit seems appropriate, candidate information is shared with the Lake Dam Committee and the Community Association Manager (CAM) with a recommendation to proceed. The Committee would formalize their recommendation with a motion to the Board of Directors, subject to CAM approval. The CAM reviews the candidate, requests a standard Washington State background check, and they may follow-up with questions of their own if needed or desired. The CAM would inform the Board of their support or not, prior to action at the Board meeting on the Committee's motion.

5. Park Host Onboarding

Onboarding is coordinated by the CAM and includes ensuring the site is ready (power and water on) and providing a host information packet and introduction to Lake Limerick. The Office Manager maintains a Park Host reference information folder.

6. Park Host Follow-up and Debrief

Lake Limerick Country Club
Park Host Job Aid

In addition to the occasional check-in throughout the season with the Hosts to see how things are going, the Community Association Manager, and other staff along with the Park Host Coordinator (if available) will have an end of season debrief. The debrief serves several purposes: It will solicit feedback from the Hosts regarding member issues, review member feedback about the Hosts and determine if the Club is interested in inviting the Host back. Of course, the Club needs to assess if the Host is interested in returning the following year.

7. Park Locations

There are four (4) parks with Park Host facilities.

Anglia Beach Park

111 E Ballantrae Dr, Shelton, WA 98584

Pad Size: 42 ft X 16 ft

Power: 50-amp, Telephone drop, Cable drop

Div 1 - Lot 66, Parcel Number: 321275000066

Banbury Park

531 E Ballantrae Dr, Shelton, WA 98584

Pad Size: 40 ft X 13 ft

Power: **30-amp**, Telephone drop, Cable drop

Div 1 - Lot 31, Parcel Number: 321275000031

Log Toy Park

90 E Tregaron Ct, Shelton, WA 98584

Pad Size: 42 ft X 16 ft

Power: 50-amp, Telephone drop, Cable drop

Div 3 - Lot 510, Parcel Number: 321225000510

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230 E Way To Tipperary, Shelton, WA 98584

Pad Size: 36 ft X 16 ft

Power: 50-amp, Telephone drop, Cable drop

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Lake Limerick Country Club
Park Host Job Aid

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Where have they lived, in the Pacific Northwest or elsewhere (checking familiarity with the weather)?
Do they have a long trip to get here and what are their plans for arriving in the area?

Ask about activities, especially with children (did they do any, teaching, sports/coaching, 4-H, scouting, etc.)? Be listening to determine if they have had children and follow up on any activities they may have done.

Are the candidates comfortable interacting with teenagers? Share examples of dealing with teenagers in our parks and how to request behavior changes, especially in mixed group settings (noise, alcohol, etc.).

Set expectation and discuss our Parks, they are in a residential area, and are day parks without overnight camping, so not like typical RV campgrounds. Also, our host pads are wooded (they are under a tree canopy). Each park is a little different, some have play equipment, beaches, docks, boat ramps, etc. Share a picture if needed. Some pads support travel trailers best, while all accommodate RVs just fine (depending on length).

To: Lake Limerick Board of Directors

From: Lake Dam Committee

Date: January 6, 2023

The Lake Dam Committee is aware that the Board is considering a member request from division 03, lot 85 (David LaFazia), for a Vessel Length Exception.

The Lake Dam Committee requests:

1. That the Board denies the member request because as pointed out below, the vessel can create safety issues and cause property damage.
2. While the declarations establish that the Board doesn't have to repeat a mistake, it will be difficult for future Boards to say no in similar situations.
3. Prior to making a decision in a similar situation, the Board should always engage in a discussion with the Lake Dam Committee to understand how lake issues can impact far more than a single member.

Background

The member wrote an email to the office on August 16, 2022 stating he wanted to buy a boat from a friend which apparently did not meet the normal size restrictions for permitting a boat on Lake Limerick. He sent in details on boat length and drive which clearly did not meet stated requirements and requested an exception to the Board of Directors' adopted rules. The office sent the request to the Lake Dam Committee (LDC) for review. On August 22, 2022 an LDC member who was among several the office's email had been forwarded to responded that he didn't think the boat complied, but suggested someone needed to check the rules. The office was a copied but not an addressed recipient of that email. Subsequently the member inquired (August 18, 2022) if there had been any word, and asked if he needed to provide any additional information. On August 19, 2022 the office replied that they had not heard anything and would follow up with the LDC. The member again checked with the office on August 29, 2022, and was told that since they hadn't heard back from the LDC, they would issue the permit. The issue of denying the permit was the subject of email within the LDC members on September 1, 2022 and discussed at the September 1, 2022 LDC meeting, approximately 2 weeks after the initial inquiry.

Significantly, the member was informed that the office had not received an approved exception to the lake rules from the LDC, so he should have known that he was taking a chance buying what could be considered a boat type not allowed on Lake Limerick and failed to heed the time-honored maxim CAVEAT EMPTOR (the principle that the buyer alone is responsible for checking the quality and suitability of goods before a purchase is made).

The Lake Dam Committee is concerned that the Board may be considering an exception, without soliciting input from those impacted members with property on the lake or that have vessels themselves. The failure to solicit other input is particularly disconcerting given that it appears only one member of the Board has a vessel themselves and that the Board in general lacks experience with lake issues or using the lake themselves.

The issue of vessel length is of grave significance because vessel length was the method chosen decades ago to help mitigate safety and property damage concerns. In essence vessel size has repercussions to the overall enjoyment of the lake.

This issue is not just about mitigating an office clerical error or dealing with a member who has solicited legal input. Rather this is about fairness to all members and mitigating the safety, property damage (dock damage and shoreside erosion) and the general enjoyment of the lake for everyone.

This is not the first time a member has placed an oversized vessel on the lake and has been asked to remove it.

When the Kohlers purchased 01-041 in the spring of 2000, they had a newer (1995) SeaRay 200 Bow Rider, which is a sister vessel to the 1995 SeaRay 200 Overnighter (Cuddy Cabin) owned by the new member at 03-085. Both vessels are based on the same hull size (20+ feet), just different upper configurations. To come into compliance, the Kohlers ended up having to sell their non-compliant boat and they purchased a newer boat the next year.

Around 2005, the member of 03-041 (Wes Lewis) brought a new Maxim 2100 onto the lake. The Lake Dam Chair at the time had an interaction with Mr. Lewis and shared the rules and indicated he would need to come into compliance (remove the vessel from the lake). Mr. Lewis was not happy but understanding and decided to come into compliance without the need for further escalation or documentation. This interaction with Mr. Lewis was confirmed in October of this year.

Over the past 23+ years the Lake Dam Committee has no record of LLCC issuing a single exception for an out of compliance vessel. Obviously, to grant an exception would be very problematic for future enforcement. Also, people need to remember the reason for these rules is to prevent oversized vessels on the lake, which is a primary concern for generating oversized wakes. Oversized vessels are immediately noticed by everyone on the lake (in a boat or shoreside). It's like driving a 4-wheel drive pickup or ATV down the golf cart path, it is extremely visible to anyone who looks and would inflict all kinds of damage. The general boating community is very conscious of oversized vessels and typically interacts immediately (on the water) with oversized vessels. This is because oversized vessels impact everyone's ability to enjoy the lake, whether it is with active boating watersports or simple kayaking or paddle boarding.

Thank you for your consideration.

Respectfully submitted,

Teddy Lovgren
For The Lake Dam Committee

Banbury Park Upgrade PAR

Dennis and Julie Muretta <djmuretta@hotmail.com>

Tue, Jan 9, 2024 at 10:47 AM

To: Tamra Ingwaldson <president@lakelimerick.net>

Cc: Dave Kohler <dave.kohler@q.com>, Karen Kohler <karen.kohler@q.com>, Maureen Glenn <meglenn58@gmail.com>, Steve Glenn <jsglenn19@gmail.com>, John McRoberts <john.mcroberts.email@gmail.com>, Duane Landsverk <duane@lqh-inc.com>, Deanne Landsverk <Deanne@lqh-inc.com>, Hannah Landsverk <Hannah@lqh-inc.com>, Eric Landsverk <erik@lqh-inc.com>, Lou Jackson <LJ1776@yahoo.com>, Pat Paradise <patparadise@comcast.net>, Kelly Wieland <kellywieland@live.com>, Joel Gray <jgray662@comcast.net>, Teddy Lovgren <thl9986@gmail.com>

Tamra

At the Jan 6th Lake Dam Committee (LDC) meeting, a BOD motion was approved requesting that 50 amp RV service be restored at Banbury park. The following provides background information on this motion and LDC recommended actions to accomplish service restoration.

Background. — Our Banbury Park restroom upgrade project includes installation of heat and lights to facilitate its usage on a year around basis. The heater eliminates the possibility of interior water lines and water in the toilet freezing during winter cold snaps. The new heater and lights required installing a new 20 amp power line from an existing 60 amp power panel to the restroom . This power panel also supported both 30 amp and 50 amp service receptacles for park host RV's. The added 20 amp line created a potential overload concern and the installer recommended, and the office concurred, that to resolve the overload concern the 50 amp RV service be removed from the panel. The installer felt that the remaining 30 amp service would be adequate for most RV's. LDC was not asked for an input on the subject and after discussing this situation, decided to recommend that the 50 amp RV service be reinstalled. Rationale is having both 30 and 50 amp service would offer LLCC more flexibility in attracting candidate park hosts. Reinstalling 50 amp service would involve having

PUD increase the service input line to the power panel from the current 60 amps to 100 amps (to address the overload issue).

Needed Actions/Help Wanted: It is requested that facilities obtain a minimum of two estimates for reinstalling 50 amp RV service at Banbury Park. Estimates must be in sufficient detail to clearly define what is included in the pricing. A proposed pricing instruction sheet is provided as an attachment to this email. Also note that Gerardo has obtained one estimate of approximately \$5500 for this work from RAM Electrical. It is unclear if County permit costs or PUD support costs are included. It is recommended that RAM Electrical be requested to provide an update to this recent bid (in the attached format) as one of the two bids. A suggested second source would be Jake Phillips, [360-265-9316](tel:360-265-9316), email:jjphill007@gmail.com. LDC also requests participation in any on-site discussions with suppliers.

It is also requested that a summary of expenditures to date against the Banbury restroom PAR be compiled by the office staff so we can better understand how much of the allocated \$15K budget has been expended. Expenditures to date would be to RAM Electrical for installation of heater and lights, Home Depot for electrical fixture (heater and lights) procurements and other costs per Gerardo. It is anticipated that approved PAR budget may remain to cover the 50amp service installation.

Please note that this email will be included as an attachment to our recent BOD motion. Thanks for your help on this matter.

Dennis and Teddy.

Sent from my iPad as do has

Obtained

Sent from my iPad by the office



BANBURY POWER UPDATE.xlsx

10K

RAM Electric
 PO BOX 3027
 Shelton WA 98584
 360-482-0292
 richymccartney@hotmail.com



Estimate

Date	Estimate #
12/19/2023	3007

Name / Address
LAKE LIMERICK 790 E ST ANDREWS DR SHELTON, WA 98584

DUE TO CURRENT MARKET FLUCTUATIONS OF MATERIAL PRICING, ALL ESTIMATES ARE SUBJECT TO CHANGE.

			Project
Description	Qty	Rate	Total
LAKE LIMERICK COMMUNITY CLUB PANEL UPGRADE FOR RV PLUG ADD NEW 100 AMP PANEL ON 4X6 PRESSURE TREATED POST. ADD ONE 50 AMP RV PLUG. USE EXISTING 30 AMP AND 120 AMP RECEPTS. ADD NEW RISER ON POLE, INTERCEPT BATHROOM CIRCUITS. MATERIALS, LABOR & PERMITTING EXCLUDES- TRENCHING & BACKFILL NEEDED FOR ELECTRICAL INSTALLATION. EXCLUDES- LOW VOLTAGE, CAMERA, SECURITY, ETC EXCLUDES- PUD # 3 ALTERED SERVICE APPLICATION, TO BE DONE BY OWNERS. EXCLUDES- PUD #3 FEES OF ANY KIND. *NOTE- PUD # 3 WILL NO LONGER ALLOW CUSTOMER MOUNTING OF THEIR EQUIPMENT TO THEIR POWER POLES. UPGRADE TO SERVICE WILL REQUIRE REMOVAL. Sales Tax	1	4,985.00	4,985.00
		8.50%	0.00
Total			\$4,985.00
- SALES TAX NOT INCLUDED			

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

1.0 PURPOSE

The Lake Limerick Country Club (LLCC) sponsors a volunteer Lake Patrol on Lake Limerick during the summer season (mid-April through the end of October). The function of the Lake Patrol is to monitor general boating and recreational activities on the lake for general compliance with approved and published Lake Safety Rules and Guidelines. The goal of the Lake Patrol is to positively contribute to safe recreational lake usage by noting rule violations and educating members on proper safety practices. This document standardizes Lake Patrol operating procedures including membership, responsibilities, patrol operations and incident reporting and emergency situations. Rule violations shall be acted on as appropriate by the LLCC Compliance Committee.

2.0 LAKE PATROL MEMBERSHIP GUIDELINES

The LLCC Lake Patrol is an all-volunteer Lake Limerick Country Club function. Membership guidelines are as follows:

1. The Lake Patrol is led by a designated Captain assigned by the Lake Dam Committee. The Lake Patrol Captain is required to be an LLCC member in good standing and is responsible for coordinating all aspects of Lake Patrol activities (see 3.0).
2. Lake Patrol membership is strictly on a volunteer basis. Lake Patrol members must be LLCC members in good standing or LLCC ~~staff~~ staff, or park hosts and at least 18 years of age.
3. Lake Patrol members must commit to a minimum of one complete season unless extenuating circumstances develop over the course of a season which restricts their availability.
4. Lake Patrol members must have a Washington State boater education card (unless exempt).
5. Lake Patrol members are encouraged to get approved training in safe boating practices, first aid and CPR.

3.0 LAKE PATROL CAPTAIN RESPONSIBILITIES

The LLCC Lake Patrol Captain is ~~lead~~ the lead of the Lake Patrol function and has multiple roles and responsibilities. These include:

1. Maintain a log of all Patrol members including contact information. Encourage and promote new membership.
2. Develop and manage a calendar of Patrol activities.
3. Maintain a log of important safety contacts including local fire and police departments, Coast Guard and key community members. ~~Assure~~ Ensure a copy of the contact list is in the Patrol boat for ready access.
4. Attend Lake Dam Committee meetings and report status of Patrol activities including significant incidents/infractions encountered (unless his/her meeting participation is excused). Prepare and submit a written report if unable to attend the meeting.
5. Review, approve and coordinate all member boat registration requests with the Lake ~~Dam~~ Committee.
6. Provide training to all Patrol members on Lake Limerick Rules and Safety Guidelines, Washington State and Coast Guard boating rules and regulations and general operating procedures of the Lake Patrol.
7. Develop and maintain an a Lake Patrol Incident Log to record safety incidents/infractions encountered during normal Patrol activities (see section 5.0). Educate Patrol members on requirements for documenting incidents in the log. Prepare LLCC Incident/Complaint forms on a weekly basis based on the Lake Patrol incident log (see 5.0.1).

4.0 LAKE PATROL OPERATIONS

The Lake Patrol is intended to be a community friendly function, not a security force, and ~~is focused on helping members understand and execute its purpose~~ is to promote safe boating practices and water recreation on Lake Limerick. It is the member's responsibility to understand and abide by published Lake Rules and Safety Guidelines and ~~also~~ exercise proper judgement and caution when participating

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

in water recreation. Members are ~~also~~ responsible for their own safety. To accomplish its objective, the Lake Patrol is tasked with conducting on-lake patrols to monitor general activities, identify and correct unsafe practices and document/report on any incidents encountered. This responsibility encompasses recreational boating, fishing, and personal/casual water activities (kayakings, canoeings, swimming, paddleboarding, ~~other~~etc.). ~~water activities.~~

On-lake patrols should be conducted during times when lake usage is the busiest and the Lake Patrol boat should be used to accomplish all Patrol activities. Patrol member boats may be used with the approval of the Lake Patrol Captain. Any private boats used must have a clearly visible ~~”~~ “Lake Patrol Boat” ~~”~~ sign. Patrols should focus on the following emphasis areas:

- ~~1. Conduct on-lake Patrols during times when lake usage is the busiest. The LLCC Lake Patrol boat should be used for all Patrol activities. Patrol member boats may be used with the approval of the Lake Patrol captain. Any private boats must have a clearly visible “Lake Patrol Boat” sign.~~
- 2.1. Observe boating and other activities for unsafe practices and violations of the approved “Lake Safety Rules and Guidelines” Instruct offending individuals on proper practices.
- 3.2. Verify boats on the lake have proper LLCC registration decals.
- 4.3. Identify public recreational boaters (public access is restricted to fishing only) and request they leave the lake. The Patrol may escort unauthorized boats to the boat launch if necessary.
- 5.4. Assure boat speed limits and time restrictions are observed.
- 6.5. Document all incidents or infractions observed on the incident log including nature of activity, time and date, member name and lot number and LLCC registration tag numbers. Incident data should be documented by the patrol member who observed the incident. Patrol members may also issue verbal warnings to boat operators and capture visual evidence of infractions with an on-board camera system.

5.0 FORMAL INCIDENT AND INFRACTION REPORTING

The Lake Patrol, as previously discussed, is responsible for maintaining a log of significant safety incidents and infractions encountered while on patrol. LLCC members are also encouraged to report incidents they observe to the LLCC office who will then forward them to the Lake Patrol Captain for processing. On a weekly basis, the Lake Patrol Captain will formally document all incidents/infractions recorded in the incident log on the LLCC Incident/Complaint form and forward them to both the Compliance and Lake/Dam Committees. Guidelines for incident reporting are as follows:

1. The LLCC Incident/Complaint form (see LLCC Website, Association Documents) shall be used to document boating incidents/infractions that are encountered during patrols. These reports shall be forwarded to both the Compliance and Lake Dam Committees and filed in the LLCC office.
2. Incidents reported should represent clear violations to the Lake Rules and Safety Guidelines document and have the potential to cause boating accidents, harm to individuals or erosion damage to structures or shorelines. Examples include: 4a) having an oversized or unregistered vessel on the lake, 2b) operating a vessel in a manner which creates an excessive wake which could damage lake structures or shorelines, 3c) not having safety flags on-board or in use, 4d) disregarding no-wake zones, 5e) driving in an erratic manner (excessive swerving, cutting across boating lanes or buoybuoy lines and turning sharp donuts while pulling skiers or tubers), 6f) sitting on boat rails or side railings, or standing due to overloading, when underway and 7g) others at the discretion of the Lake Patrol Captain. ~~Incidents may be categorized into three distinct types; a) minor rule infractions b) major rule infractions which represent significant safety concerns and c) repeat violators~~
- ~~3. Minor infractions are those which do not pose a significant safety hazard such as improper or missing registration decals, disregarding no wake zones, having an oversized vessel on the lake and others at the discretion of the Lake Patrol captain.~~
- ~~4. Major infractions include those which could result in physical harm to individuals. This includes lack of safety flags on-board or in use, excessive swerving or cutting across boating lanes or buoy lines, turning sharp donuts while pulling skiers or tubers, sitting on boat bows or sides or standing due to~~

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

~~overloading when underway and others at the discretion of the Lake Patrol captain.~~

- 5.3. Issuance of fines or other corrective action resulting from Lake Patrol reports is the responsibility of the Compliance ~~C~~committee. The Lake Dam ~~C~~committee shall be provided with copies of all proposed fines ~~or other corrective action.~~

6.0 LAKE PATROL VISUAL AND AUDIO RECORDINGS

Visual and audio recordings of incidents or infractions encountered during patrols may be taken but must be managed as follows:

1. An on-board camera system may be used to capture visual evidence of infractions. The capture of audio recordings is ONLY allowed with the consent of all parties being recorded.
2. The Lake Patrol ~~C~~captain shall maintain strict control of all visual and audio recordings taken during patrols. Subsequent access to recordings shall be limited to; a) the Lake Patrol ~~C~~captain, b) the Lake Dam ~~C~~committee chairman and co-chairman, c) all Compliance ~~C~~committee members and d) all ~~Board Of Director~~ members.
3. All recordings supporting observed/documented violations shall be provided to the Compliance ~~C~~committee for use in determining appropriate corrective action.
4. Dissemination of recordings to parties other than those identified in 6.0.2 requires a formal request to be submitted to, and approved by, the LLCC Board of Directors. Requests must include rationale for requesting access to the recorded data. Requests must be routed through the Compliance Committee and communicated with the Lake Dam ~~C~~committee for general awareness.

6.07.0 EMERGENCY OPERATIONS

If emergency situations are encountered during Lake Patrol, such as fire, physical injury, boat collisions or potential drownings, the Lake Patrol is tasked with:

1. Immediately providing on-site aid to all involved individuals
2. Requesting emergency support by calling 911 and ~~also~~ notifying the LLCC office to provide situational awareness. Lake Patrol members should always have a cell phone available when on patrol.
3. If emergency aid is required (ambulance, fire department or sheriff's office), first responders should be directed to the nearest LLCC park or the WDFW boat launch. Patrol members may transport individuals to this site if they feel they will not cause further injuries to involved individuals as might be expected of any "Good SamaritanSamaritan" in Washington State.
4. Stopping all boating activities in the immediate vicinity of the incident
5. Gathering relevant incident information and witness information for post incident reports

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

1.0 PURPOSE

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2.0 LAKE PATROL MEMBERSHIP GUIDELINES

The LLCC Lake Patrol is an all-volunteer Lake Limerick Country Club function. Membership guidelines are as follows:

1. The Lake Patrol is led by a designated Captain assigned by the Lake Dam Committee. The Lake Patrol Captain is required to be an LLCC member in good standing and is responsible for coordinating all aspects of Lake Patrol activities (see 3.0).
2. Lake Patrol membership is strictly on a volunteer basis. Lake Patrol members must be LLCC members in good standing or LLCC staff, or park hosts and at least 18 years of age.
3. Lake Patrol members must commit to a minimum of one complete season unless extenuating circumstances develop over the course of a season which restricts their availability.
4. Lake Patrol members must have a Washington State boater education card (unless exempt).
5. Lake Patrol members are encouraged to get approved training in safe boating practices, first aid and CPR.

3.0 LAKE PATROL CAPTAIN RESPONSIBILITIES

The LLCC Lake Patrol Captain is the lead of the Lake Patrol function and has multiple roles and responsibilities. These include:

1. Maintain a log of all Patrol members including contact information. Encourage and promote new membership.
2. Develop and manage a calendar of Patrol activities.
3. Maintain a log of important safety contacts including local fire and police departments, Coast Guard and key community members. Ensure a copy of the contact list is in the Patrol boat for ready access.
4. Attend Lake Dam Committee meetings and report status of Patrol activities including significant incidents/infractions encountered (unless his/her meeting participation is excused). Prepare and submit a written report if unable to attend the meeting.
5. Review, approve and coordinate all member boat registration requests with the Lake Dam Committee.
6. Provide training to all Patrol members on Lake Limerick Rules and Safety Guidelines, and general operating procedures of the Lake Patrol.
7. Develop and maintain a Lake Patrol Incident Log to record safety incidents/infractions encountered during normal Patrol activities (see section 5.0). Educate Patrol members on requirements for documenting incidents in the log. Prepare LLCC Incident/Complaint forms on a weekly basis based on the Lake Patrol incident log (see 5.0.1).

4.0 LAKE PATROL OPERATIONS

The Lake Patrol is intended to be a community friendly function, not a security force, and its purpose is to promote safe boating practices and water recreation on Lake Limerick. It is the member's responsibility to understand and abide by published Lake Rules and Safety Guidelines and exercise proper judgement and caution when participating in water recreation. Members are responsible for their own safety. To accomplish its objective, the Lake Patrol is tasked with conducting on-lake patrols to

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

monitor general activities, identify and correct unsafe practices and document/report on any incidents encountered. This responsibility encompasses recreational boating, fishing, and personal/casual water activities (kayaking, canoeing, swimming, paddleboarding, etc.). On-lake patrols should be conducted during times when lake usage is the busiest and the Lake Patrol boat should be used to accomplish all Patrol activities. Patrol member boats may be used with the approval of the Lake Patrol Captain. Any private boats used must have a clearly visible "Lake Patrol Boat" sign. Patrols should focus on the following emphasis areas:

1. Observe boating and other activities for unsafe practices and violations of the approved "Lake Safety Rules and Guidelines" Instruct offending individuals on proper practices.
2. Verify boats on the lake have proper LLCC registration decals.
3. Identify public recreational boaters (public access is restricted to fishing only) and request they leave the lake. The Patrol may escort unauthorized boats to the boat launch if necessary.
4. Assure boat speed limits and time restriction are observed.
5. Document all incidents or infractions observed on the incident log including nature of activity, time and date, member name and lot number and LLCC registration tag numbers. Incident data should be documented by the patrol member who observed the incident. Patrol members may also issue verbal warnings to boat operators and capture visual evidence of infractions with an on-board camera system.

5.0 FORMAL INCIDENT AND INFRACTION REPORTING

The Lake Patrol, as previously discussed, is responsible for maintaining a log of significant safety incidents and infractions encountered while on patrol. LLCC members are also encouraged to report incidents they observe to the LLCC office who will then forward them to the Lake Patrol Captain for processing. On a weekly basis, the Lake Patrol Captain will formally document all incidents/infractions recorded in the incident log on the LLCC Incident/Complaint form and forward them to both the Compliance and Lake Dam Committees. Guidelines for incident reporting are as follows:

1. The LLCC Incident/Complaint form (see LLCC Website, Association Documents) shall be used to document boating incidents/infractions that are encountered during patrols. These reports shall be forwarded to both the Compliance and Lake Dam Committees and filed in the LLCC office.
2. Incidents reported should represent clear violations to the Lake Rules and Safety Guidelines document and have the potential to cause boating accidents, harm to individuals or erosion damage to structures or shorelines. Examples include: a) having an oversized or unregistered vessel on the lake, b) operating a vessel in a manner which creates an excessive wake which could damage lake structures or shorelines, c) not having safety flags on-board or in use, d) disregarding no-wake zones, e) driving in an erratic manner (excessive swerving, cutting across boating lanes or buoy lines and turning sharp donuts while pulling skiers or tubers), f) sitting on boat rails or side railings, or standing due to overloading, when underway and g) others at the discretion of the Lake Patrol Captain.
3. Issuance of fines or other corrective action resulting from Lake Patrol reports is the responsibility of the Compliance Committee. The Lake Dam Committee shall be provided with copies of all proposed fines or other corrective action.

6.0 LAKE PATROL VISUAL AND AUDIO RECORDINGS

Visual and audio recordings of incidents or infractions encountered during patrols may be taken but must be managed as follows:

1. An on-board camera system may be used to capture visual evidence of infractions. The capture of audio recordings is ONLY allowed with the consent of all parties being recorded.
2. The Lake Patrol Captain shall maintain strict control of all visual and audio recordings taken during patrols. Subsequent access to recordings shall be limited to; a) the Lake Patrol Captain, b) the Lake Dam Committee chairman and co-chairman, c) all Compliance Committee members and d) all Board of Director members.
3. All recordings supporting observed/documented violations shall be provided to the Compliance

LAKE LIMERICK COUNTRY CLUB LAKE PATROL GUIDELINES

Committee for use in determining appropriate corrective action.

4. Dissemination of recordings to parties other than those identified in 6.0.2 requires a formal request to be submitted to, and approved by, the LLCC Board of Directors. Requests must include rationale for requesting access to the recorded data. Requests must be routed through the Compliance Committee and communicated with the Lake Dam Committee for general awareness.

7.0 EMERGENCY OPERATIONS

If emergency situations are encountered during Lake Patrol, such as fire, physical injury, boat collisions or potential drownings, the Lake Patrol is tasked with:

1. Immediately providing on-site aid to all involved individuals
2. Requesting emergency support by calling 911 and notifying the LLCC office to provide situational awareness. Lake Patrol members should always have a cell phone available when on patrol.
3. If emergency aid is required (ambulance, fire department or sheriff's office), first responders should be directed to the nearest LLCC park or the WDFW boat launch. Patrol members may transport individuals to this site if they feel they will not cause further injuries to involved individuals as might be expected of any "Good Samaritan" in Washington State.
4. Stopping all boating activities in the immediate vicinity of the incident
5. Gathering relevant incident information and witness information for post incident reports

LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS

INTRODUCTION/PURPOSE: This document describes the requirements, processes, and forms required to obtain a Watercraft Tag for operating a motorized Vessel on Lake Limerick. The terms Vessel, Boat and Watercraft are used synonymously in this document.

1.0 GENERAL VESSEL REGISTRATION REQUIREMENTS

1. Washington residents must have a Washington State title, registration certificate and registration decals to navigate, operate, employ, or moor a boat on Washington's waters (including Lake Limerick). Exceptions are:
 - a. Vessels that are "NOT" propelled by a motor (canoes, kayaks, etc.) and sailboats under 16 feet in length without a motor.
 - b. Vessels less than 16 feet in length with a motor of 10 horsepower or less if used only on non-federal waters.
 - c. Vessels that do not otherwise require registration with Washington State.
 - d. Properly registered vessels owned by residents of another state or country and using Washington waters for 60 fewer days.
2. All Lake Limerick Country Club (LLCC) member-owned vessels that require a State of Washington State Certificate of Title and Registration shall also require registration with Lake Limerick Country Club (LLCC) and must display a Lake Limerick Watercraft Tag when operating on Lake Limerick.
3. Only LLCC registered vessels owned by community members in good standing are allowed on the lake for recreational use. Vessels being actively used for fishing (only) are allowed without LLCC Vessel registration.

2.0 LLCC VESSEL REGISTRATION REQUIREMENTS

1. To register a vessel, an LLCC member must complete the Lake Limerick Vessel Registration Form (Attachment 1) and submit it to the office staff with an original copy of the current State Registration for the vessel. No LLCC Vessel Registration Form will be accepted without this original, signed document.
2. The member's name must be on the Vessel State Registration and be the owner of record of a lot in Lake Limerick.
3. Vessels over 19 feet in length and pontoon boats over 20 feet in length are not allowed to be registered for use on the lake. Vessel length will be as stated on the State of Washington Vessel Certificate of Title and/or Vessel Registration. Vessel length is based on Washington State Law, WAC 308-93-285 – Vessel Length Measurement.
4. All vessels over 19 feet require inspection by the Lake Dam Committee to confirm vessel information. The LLCC Office will forward the completed Vessel Registration form to the Lake Dam Committee Chair who will then initiate the vessel inspection process outlined in Attachment 2.
5. Members may request an exception from the Board for a competition ski boat up to 20 feet in length provided certain criteria are met (ex: near-flat bottom and straight shaft inboard engine). Requests for exception must be indicated on the Vessel Registration form (Attachment 1). Vessel inspection by the Lake Dam Committee and their recommendation to the Board regarding the request for exception is required for exception approval. When purchasing a new vessel, homeowners are strongly encouraged to review vessel specifications with the Lake Dam Committee prior to purchase.

LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS

3.0 LLCC VESSEL REGISTRATION PROCESS

1. The LLCC Office Staff are responsible for documenting receipt of each request and for routing it through the various review and approval steps. This includes:
 - a. Confirming that all required information, including the Washington State registration, has been provided and logging the request into their vessel registration database.
 - b. Confirming that the member meets LLCC membership requirements and is in good standing in the community.
 - c. Reviewing vessel length on the Washington State Registration and ensure accuracy of the vessel length identified on the Vessel Registration form.
 - d. Signing and dating the Vessel Registration Form ("LLCC Received By").
 - e. Photocopying the original current State Registration and returning the original State Registration to the LLCC member.
 - f. Forwarding a copy of the Vessel Registration form and State Registration to the Lake Dam Committee Chair for their review and approval.
2. The Lake Dam Committee Chair or designate, (e.g. Lake Patrol Captain) is responsible for reviewing all registration and vessel data provided and confirming it meets LLCC requirements (completed registration form, State Registration Certificate, and vessel length). If concerns exist on vessel length versus requirements, Lake Dam Committee Chair or designate will contact the vessel owner to schedule an inspection to confirm vessel information. The Lake Dam designate will also perform the inspections described for vessels 19 feet and over and for vessel length exception requests (Attachment 2). Once completed, Lake Dam Committee Chair or designate will annotate approval on the Vessel Registration Form and return the form to the office. If Board of Directors approval is also required for a length exception the Lake Dam Committee Chair will document and forward to the Board of Directors via the Office Staff.
3. Once all approvals are received the Office Staff will next issue a Lake Limerick Watercraft Tag to the requesting member if the vessel meets all requirements:
 - a. Provide the member a copy of the completed Vessel Registration Form.
 - b. Issue the member an LLCC Watercraft Tag and provide the member with a current copy of the LLCC Lake Rules and Safety Guidelines.
 - c. File the Vessel Registration Form and a copy of the State Registration in the Vessel Registration Binder.
4. The member is responsible for attaching the LLCC Watercraft Tag to the starboard (right) side windshield of their vessel. If it cannot be seen there, then it must be visibly displayed on the starboard side of the vessel hull. Also, all member vessels of any size shall be identified with their division and lot numbers as described in "Lake Rules and Safety Guidelines".

**LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS**

ATTACHMENT 1 - VESSEL REGISTRATION REQUEST FORM

To be completed by Member

Member Name _____ Div / Lot _____

Mailing Address _____ Phone _____

Vessel State Registration Number _____

Vessel Make / Model / Color _____

Vessel Length _____ (If 19 ft or over, an inspection is req'd)

Vessel Type Pontoon Boat Comp Ski Boat Power Boat Other _____

Vessel Propulsion Inboard Outboard Inboard/Outboard Other _____

Length Exception Requested (20 ft competition ski boat)

I release and hold harmless Lake Limerick Country Club, its agents, employees, and others associated with it, against any claim(s) that may be brought by the use of this vessel and/or user(s). This release and hold harmless agreement is regarding all claims relating in any way to the use of this vessel that may be brought on my behalf and on behalf of any other person(s) who will be using this vessel on the lake, and for all others who may have any claims through me or person(s) using this vessel in any way.

I agree that this release and hold harmless agreement shall apply to all vessel activities at any time and I shall be solely responsible for all family members and/or guests' use of this vessel. I understand that I am responsible for any property damage or harm that may come to others as a result of operating this boat on Lake Limerick.

I have received a copy of the Lake Limerick boating rules and regulations and hereby agree to abide by them as written. I shall abide by all Federal, State and Mason County boating laws, ordinances, and regulations. I understand I am solely responsible for all family members and/or guests' conduct.

Member Signature _____ Date _____

----- For Official Use -----

Form Received By (Office Staff) _____ Date _____

Attach Inspection Form prior to Approvals (if needed)

Board of Directors approval received for length exception, if required: N/A Yes No

Lake Dam Committee Approval _____ Date _____

Office Staff Action: Assign Vessel Tag If Approved Notify Member File Form(s) Tag#: _____

**LAKE LIMERICK COUNTRY CLUB
VESSEL REGISTRATION PROCEDURES AND FORMS**

ATTACHMENT 2 - VESSEL REGISTRATION INSPECTION FORM

To be completed by LLCC Vessel Inspector

Member Name _____ Div / Lot _____

Vessel State Registration Number _____ Phone _____

Verify Make / Model / Color _____

1) Is vessel over 19 feet in length but less than or equal to 20 feet Yes No

2) Is vessel a Pontoon boat Yes No

3) Is vessel a near flat bottom competition ski boat Yes No

4) Is vessel a straight shaft inboard design Yes No

If the answers to questions 1 & 2 are yes, then the vessel can be approved without further action.

If the answers to questions 1, 3 & 4 are yes, then the vessel can be submitted for the exception request process. The Inspector will submit the Vessel Registration and Inspection forms to the Lake Dam Committee to obtain Board of Directors approval.

Inspector: Recommend Reject Inspector _____ Date _____

Lake Dam Committee: Approve Reject Chair _____ Date _____

----- Exception Approval (for 20-foot Competition Ski boat) -----

Board Exception Approval _____ Date _____

Note: Include vessel pictures and manufacturer specifications confirming the design features if available

LLCC Park Host Duties and Information

~~LLCC Park Host Duties and Information~~

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Hosts Duties from Noon to Dusk Friday through Sunday and Holidays

- Be a good listener, polite and friendly, with a desire to be helpful.
- Be alert, observant and diligent.
- Support the club and its membership by being positive about staff and of park rules.
- Learn, understand, and be able to explain park rules and regulations such as:
 - How do I register my boat?
 - What are park hours?
 - ~~How do I get a gate key card?~~
 - What are some of the LLCC activities in the area?
- When you see a violation of the rules, respectfully advise the offender of the violation, and hand out an appropriate brochure if available. If the violation continues, report it to the office or Community Association Manager (CAM).
 - Ask individuals in the park what their names are and whether they are members or guests. Ask them for their member ID or guest pass. If an ID or guest pass is not available, inform the individuals they are technically trespassing and should return with their proper ID. (Provide Guest Pass handout)
 - Observe boat launching and if a State registerable vessel (over 16 feet or over 9 HP) does not have Div/Lot number and an LLCC registration tag, the parties should be informed this is a private member only lake with vessel registration required for boating activities and use of the member boat launch. (Provide Vessel Registration handout)
- If you witness dangerous or destructive behavior, and believe it is safe to do so, respectfully request the offender to cease and desist. If the dangerous or destructive behavior continues, report it to the LLCC Community Association Manager (CAM), or the emergency or non-emergency Sheriff's department number as appropriate. **If you feel threatened, call the Sheriff (911).**
- Provide accurate information. If you do not know the answer to a question, check with staff or refer the visitor to the office, or you may tell them you will contact LLCC staff to find the answer and get back to them. LLCC does not expect you to know the answer to

LLCC Park Host Duties and Information

every question you will be asked. Never be embarrassed to admit to a visitor that you do not know the answer to a question; refer them to the office.

- Refer complaints to the CAM.
- Under no circumstances are you to consume alcohol or other intoxicants while on duty as a Park Host.
- Be a good neighbor. Set a good example by obeying the park rules yourself.
- Submit a written activity log weekly to the CAM. The report contents should include, but are not limited to:
 - Describe significant events at the park or issues that should be brought to the attention of the Board of Directors;
 - Recommend needed repairs, equipment or supplies;
 - Account for any expenditures for repairs, equipment or supplies; and
 - Describe potential actions that may affect the business affairs of the park host or LLCC.

Emergencies

In the event of emergencies or accidents on LLCC property immediately summon, assist and inform law enforcement, medical personnel and the CAM as appropriate (who will notify the elected president of the Board) of Directors. In the event the CAM and president cannot be reached, the following should be notified in this order or priority until contact with the Board is established: a) Vice President, b) Secretary, c) Treasurer, and d) other Board members.

Routine Maintenance Duties

You are encouraged to perform routine light maintenance at your park:

- Sweeping or brushing off picnic tables;
- Reporting any damaged tables, trees, docks, or any other damage to the Maintenance Department;
- Moving or cleaning around garbage cans;
- Raking or sweeping driving areas smooth;
- Sweeping cobwebs off buildings;
- Hosing down building and signs;
- Clipping brush out of the way;
- Picking up litter in and around beach area and camp site;
- Removing strings and rope from trees, bushes;
- Cleaning and restocking of restrooms; and
- Opening and/or closing park gates.

LLCC Park Host Duties and Information

If special equipment or tools are required to perform your volunteer duties, you will be issued what you need and be trained in its use. LLCC equipment is not to be used for personal use. It is not recommended you use your personal equipment to perform your volunteer duties. If you do, LLCC is not responsible for damage, replacement or repair to such equipment.

The Following are NOT Part of Your duties and are To Be Avoided

- Do not argue with, scold or "chew out" visitors.
- Do not be harsh, sharp, abrupt, hurried or impatient.
- Do not be a know-it-all, self-righteous or a busybody.
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- Do not act or give the impression you are an on-duty lifeguard.
- Do not offer park visitors a ride in your personal vehicle. Taxi service is not one of your volunteer job duties.

Tips for Hosts

- Read the LLCC Host Duties and Information. Spend some time getting familiar with the local area.
- Do not hesitate to ask questions of staff to clarify responsibilities or bring up concerns.
- Remember, safety first always. Know your physical limitation and discuss any specific medical problems, allergies, surgeries, diabetes, etc. with the staff.
- Ask for feedback on your performance. You are entitled to receive an evaluation of your host experience by staff and in turn, you will be given an opportunity to give your feedback.

Expectations of Hosts While Not on Duty

Hosts are expected to maintain clean and orderly campsites. You must check with the Architectural Committee before adding any additional structures or storage containers at your site.

- All plants or gardens must be grown in portable containers.
- Do not perform vehicle maintenance at your site. Discuss with staff as to the availability of a location where such activities would be allowed.
- Only camping and recreational equipment may be in public view; all other equipment must be stored out of sight.

LLCC Park Host Duties and Information

Hosts are Representatives of LLCC, Therefore

- Please confine consumption of alcohol or use of tobacco to your campsite during off-duty hours. Under no circumstances are you to become under the influence of alcohol or other intoxicants while serving as a Park Host.
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- Be accessible to members/guests for questions, comments and complaints.

Business Enterprises

Conducting business, such as selling items/products or performing services for pay is not allowed.

Relationship to Lake Limerick Country Club

Park hosts are volunteers and not employees or contractors. They own and live in their own recreational vehicles and LLCC provides a place for them to park their unit, as well as septic, water, and electrical hook-ups and ~~local phone service~~ [a monthly ground-based telecommunications allowance](#). The volunteers do not rent the space provided; rather, it is necessary for them to live there so they may perform their volunteer duties. Volunteers agree and understand they are not employees or contractors and have no continuing right to occupy the premises once their status as a volunteer is terminated.

What You Receive in Return

With a four-month commitment ([approximately](#) 32 hours per week per site - noon until dusk - Friday, Saturday, Sunday, and Holidays), you will receive:

- Free camping and hookups
- A "Host" sign for your campsite
- ~~Free local phone service~~ [A monthly ground-based telecommunications allowance \(if needed for local service\)](#)
- A Social Member Privileges in Lake Limerick Country Club

Insurance Coverage

No insurance is provided.

Tort Liability: As a volunteer host, you are acting as an agent of LLCC. You are responsible for whatever damage you cause by your own negligence or intentional acts.

LLCC Park Host Duties and Information

Personal Property: A volunteer's personal belongings are not covered by LLCC. You must carry your own insurance to cover damage to personal belongings that may occur as a result theft, vandalism or natural disasters such as earthquakes, storms, ice, fire, flooding, high winds, etc.

Vehicle Insurance: You will be asked to show proof of vehicle insurance.

LLCC Park Host Duties and Information

Application Process

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After your application is reviewed, a member of the staff will either contact you by phone or mail if host openings are available. You will receive an explanation of your specific duties and responsibilities and be interviewed. Once you arrive for your assignment, you will receive further training and orientation.

Background Checks

As a volunteer, you will be acting as an agent of LLCC and interacting with our members and their families. You will be required to undergo a conviction or background record check prior to your approval by the Board. LLCC covers the cost of the background check.

Termination of Host Duties

LLCC reserves the right to remove a Park Host at any time.

Term of Assignment

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Vacating the Park Host Site

You are required to remove your RV and personal vehicle(s) upon your departure upon completion of your assignment, or if termination occurs. RV s or vehicles left more than 5 days shall be considered abandoned and will be subject to removal and impound at the owner's expense.

[LLCC Park Host Duties and Information](#)

Park Host Acknowledgement

I have read and received a copy of the Host Duties and Information and agree to abide by its terms.

Volunteer Host Printed Name

Volunteer Host Signature

Date

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Volunteer Host Signature

Date