



Minutes (draft) – Saturday, April 20, 2024

1. **(9:00am) 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. Secretary Paradise called roll and all above referenced members were present with the exception of Director S Saylor who had an excused absence from the meeting.

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

3. **Approval of Minutes:**

Action: Motion to approve the Minutes from the Board of Director's Meeting of March 16, 2024

A motion was made by D Dyson, seconded by M Paradise, and passed with no nays to accept the meeting minutes as presented for the March 16, Board of Directors meeting.

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

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

Treasurer E Springer-Johannesen provided a brief financial report (see attached for details). Details included cash on hand, investments, and reserve funds – as well as an aged accounts receivable report. The recently hired bookkeeper is working diligently to provide financial information to the treasurer, as well as providing updates to QuickBooks, assisting with audit requirements, and correcting previous entry errors. Bookkeeper, treasurer, and staff continue to work through issues with the recently purchased point of sale software. Issues are being documented and will/are being presented to the vendor for resolution. The audit is ongoing with an "in office" site visit by the auditing team scheduled for next week. LLCC utilizes 3 software systems for water department, golf, food/beverage, and general ledger. It has been challenging to integrate the systems for reporting purposes.

Action: Motion to accept Treasurer's report

A motion was made by J Ingemi, seconded by D Dyson, and passed with no nays to accept the treasurer's report as presented.

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



LAKE LIMERICK COUNTRY CLUB BOARD OF DIRECTORS

President Ingwaldson provided a brief report (see attached) that included thanking directors, staff, and community for supporting her time as board president. The hiring committee with assistance from its consultant HRPNW continues to seek qualified candidates to fill a vacant General Management position. An educational outreach by Mason County Conservation has been received and a presentation is available to educate community members on the Oakland bay watershed. The educational outreach meeting will be held July 24th at 5 to 7 pm. Notice of the presentation will be provided to the community and it will be held in the LLCC great hall. The LLCC semi-annual meeting is today at 2pm at the LLCC great hall and is also available via zoom. Election results will be announced at the semi-annual meeting and new officers will be elected. M Robinson provided a brief outline of the general manager hiring process and how the selection process works.

6. Operations Report: M. Berni

M Berni presented a brief operations report (see attached for complete details). Olde Lyme Park bathroom is temporarily closed due to septic/drain field issues, a contractor is scheduled to provide a site assessment and proposal for repairs. Fishing season and the fishing derby is the 27th. A review of the meeting minute process for both committees and the board provided, the establishment of office hours was discussed and accepted. HOA billings have been an issue for around 100 member accounts due to software errors. The data entry errors are being resolved. New office hours have been proposed, the updated office hours will be posted for member services.

7. Water Report: K. Evans

Water Committee Chair K Evans presented a brief report (see attached for complete details). A State of Washington, Department of Health mandated survey has been distributed to membership. The purpose of the survey is to determine lead content in plumbing systems. Solder contained lead up into the mid 1980's and can be a source of lead poisoning. The water department is requesting that members complete and return the survey. All wells are operating with the exception of well #2 which exhibits levels of iron and manganese. Installation of a filtration system to remove iron and manganese is being investigated by the water manager. New source meters will be installed at 3 well sites and report the number of gallons being pumped into the water system. One source meter has failed and two source meters are not recording accurately. The source meters will be installed by staff. A feasibility study for an elevated storage tank is being prepared. 2024/2025 budget planning is ongoing. The draft 2023 ten year Water System plan is under review by the State of Washington Department of Health.

8. Old Business

a. Board Training –

The next session will be April 25th at 5:30pm via Zoom. A Zoom link will be sent closer to the date.

9. New Business

- a. Motions to the Board from Committees, including The Architecture Register and the Compliance Register – P. Paradise

Advisory Committee Motions to the board (see attached) for complete details.

- b. Bylaws Committee temporary change



The Bylaws Committee will suspend operations of the committee for a period of 6 months to provide the opportunity for LLCC restructuring of management and board strategic planning to occur.

- c. Flock Safety System – Informational (see Greenbelt-Trails-Trees minutes) – D. Dyson

D Dyson presented information on a Flock Safety System, The Mason County Sheriff's office contacted Lake Limerick to inform them of this security opportunity. No action taken, D Dyson will collect more information.

10. Community Announcements

- a. **2pm Today – Spring Membership Meeting, hear from Committee Chairs, Election Results**
- b. **Fishing Derby 6am April 27th** Derby tickets and Raffle tickets are on sale.

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

A motion was made J Ingemi, seconded by M Robinson, and passed with no nays to adjourn to closed session to discuss legal/personnel issues and compliance register/hearing committee issues.

Closed session discussion topics:

- a) *Past due collections report (aged accounts receivables and member actions considered/taken)*
b) *Foreclosure status*
c) *Vessel registration and hearing update*
d) *Seasonal employment options*

12. Motion to Reconvene to Open Session

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

13. Motions in support of closed session discussions:

A motion was made by M Robinson, seconded by P Paradise, and passed with no nays to hire a part time seasonal employee for facilities support.

14. Motion to Adjourn

A motion was made by M Robinson, seconded by P Paradise, and passed with no nays to adjourn, meeting adjourned at 11:40am

Meeting minutes taken by Secretary P Paradise

Lake Limerick C.C.



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS**

GM hiring status – The Hiring Committee had made an offer of employment to a candidate, who ultimately chose another path. In the meantime, our HR consultant HRPNW, has continued to source potential candidates to have in the pipeline as is the norm until everyone has signed on the dotted line. The Hiring Committee is continuing to interview potential candidates.

Vladimir with Mason County Health Environmental Health is looking to schedule an educational/ outreach event regarding water quality in Oakland Bay. This will be a public event open to residents of Oakland Bay Marine Recovery Area. They are partnered up with Mason County Conservation District to provide education through outreach to Mason County residents, to talk about current water quality program, clean water district of Mason County as well as provide information to the residents of what they can do to help improve current water quality of Oakland Bay. They are hoping to have the meeting sometime this summer, on Wednesday afternoon from 5:00PM-7:00PM. We are awaiting date confirmation; the tentative date is July 24th. Watch the LLCC e-news for updates. If you're not receiving them, please call the office to be added to the mailing list.

You'll be hearing from our Committee Chairs at our Spring Membership meeting at 2pm today. This is a great opportunity for you to learn more about the committees and how you can get involved.

I want to take this moment to share my appreciation for our staff, they have taken this opportunity to spread their wings and have been doing a great job caring for our facilities and members.

I also want to share my appreciation for my fellow board members. Each has stepped up in their own way when asked to take on tasks, help mentor staff, and in general share the load of board leadership, as a team, even when we agreed to disagree, each has, and is making a difference by sharing their time and talents for the betterment of our shared community. It has been an honor to serve with you.

In service,

Tamra 'Tam' Ingwaldson

Financial Recap

April 20, 2024

1) Cash Totals for HOA, including reserves, savings, checking \$ 1,712,631

2) Receivables as of April 16, 2024

a. <30 days 104,673 (current billings)

b. 31-60 = 12,591

c. 61-90 = 5,146

d. Over 90 = 186,714

e. Total Receivables as of April 16, 2024 =
\$309,124

3) Financial Report

Bookkeeper is diligently working on getting us caught up. Next step starting April 23rd is to review payables and update as needed into Quickbooks.

LLCC HOA 2023-2024 PROPOSED CAPITAL PROJECTS

Description	BUDGET	FUNDING SOURCE		
	Amount	Operations	Savings	Reserves
Irrigation telemetry system faceplates upgrade Part 2	\$6,631	\$7,534		
Remodel Women & Men's Inn bathrooms; 180 sqft @ \$300/sqft - est	\$54,000		\$54,000	
Park bathrooms & sheds roof metal replacements - bid	\$30,000		\$17,480 *	
3 reconditioned golf carts @ \$5,300 each minus \$6600K sell current carts	\$9,300			\$9,600
Upgrade Restroom at Log Toy to ADA standard	\$5,000	\$5,000		
Replace Admin office computers, monitors, and router	\$5,000	\$1,130		
Bird Sanctuary Dredging (ph1) / feasibility study	\$13,500			\$13,500
Replace flooring in Café / Pro Shop	\$17,902			\$18,450 *
Cranberry Creek Retention Pnd (PH1) / feasibility study	\$23,760	\$23,760		
3/4 ton truck (shared services)	\$36,000			\$38,667
Lake Leprechuan Dredging (PH2) / Detailed engineering per	\$54,000			\$54,000
New tractor / backhoe / front loader (shared services)	\$45,000			\$45,333
Upgrade all Park Restrooms based on Banbury	\$30,000	\$30,000		
Asphalt #3 cart path including patching #6 & #8 - est	\$41,000			\$41,000
Totals	\$371,093	\$67,424	\$71,480	\$220,550
Not started yet				
Currently in Progress				
* 'Park Bathrooms and Flooring in Café/Pro Shop are not final numbers. Additional labor/parts are not included yet.				

Cash Accounts March 2024

<u>Location</u>	<u>Type</u>	<u>Name</u>	<u>Balance</u>	<u>Operating</u>	<u>Savings</u>	<u>Reserve</u>
HOA						
Heritage	Checking-0214	Operating	\$286,405	\$286,405		
Edward Jones	Investments	#01533	\$479,733		\$479,733	
Edward Jones	Investments	#20043	\$946,493			\$946,493
Total HOA			\$1,712,631	\$286,405	\$479,733	\$946,493

Heritage Bank	\$ 784,258	(HOA 286,405 & Water 497,853)
OCCU	\$ 179,429	Water
Edward Jones	\$ 2,951,377	(HOA 1,426,226 & Water 1,525,151)
Total	<u>\$ 3,915,064</u>	

April Operations Update

Spring has arrived, and thanks to the support of many community members, Lake Limerick held a very successful Easter Egg Hunt for the kids. The eggs were plentiful and gone in the blink of an eye. Thank you to everyone who made the event possible.

Parks are OPEN for the season. As a reminder, all dogs must remain on leash at LLCC parks, and pet waste disposal bags are available at each park. Vandalism continues to be an issue at LLCC parks; we hope the arrival of park hosts and additional cameras installed at unhosted parks will help alleviate the issue.

The restroom at Olde Lyme Park is CLOSED indefinitely. During the week of April 15th, Dano's Septic was on site to pump all LLCC park septic tanks. Upon inspection at Olde Lyme, it was noticed that roots are growing in the lines. Friday, 4/19, the facilities department, while conducting regular park maintenance, discovered that someone had spread toilet paper all over the restroom and overfilled one of the toilets. After the mess was cleaned up, an attempt was made to flush the toilet, which caused the other side to overflow. Dano's will be onsite next week to inspect all LLCC septic systems, recommend repairs/maintenance and provide a quote for work at Olde Lyme Park and an idea as to when we can reopen.

FISHING REMAINS CLOSED until the Fishing Derby on April 27th, 6 am. Tickets are available for purchase online. Please visit the Lake Limerick website for more information.

With the election of new Board members and appointment of committee chairs later this afternoon, the office would like to remind everyone that committee meeting minutes should be submitted to the Board Secretary (secretary@lakelimerick.net), Office Manager (christy@lakelimerick.com) and Member Services Coordinator (mail@lakelimerick.com) no later than 12:00 pm on the Wednesday before the Board meeting, the earlier minutes are submitted, the longer Board Members have to review the content. The Board Secretary is responsible for providing meeting minutes to Board members as they become available. The office is responsible for posting content on the LLCC website before the monthly board meeting. The office will send an email on this topic once elections are over and committee chairs are appointed.

The office continues to have issues with HOA billing. Approximately 100 accounts are still affected by changes made by a previous accountant. Despite our best efforts to fix the problem, phone calls, online support, and industry pro suggestions, the changes appear to be fixed. Preliminary discussions have been had in the office and with the Board Treasurer to convert from QuickBooks Desktop to QuickBooks Online. Details regarding that transition will be available to the Board for the May meeting.

Proposed Changes LLCC HOA Office Hours of Operation

On behalf of the Administrative Staff for Lake Limerick, I, Christy Smith, as the Office Manager, would like to propose the following changes to the Lake Limerick office hours of operation.

1. The LLCC HOA Office will be CLOSED for phone calls and walk-ins from 11 am to 2 pm Monday through Friday. During this time, staff can take required breaks, complete training, or hold meetings. This period will primarily be utilized for completing tasks with fewer

interruptions, such as the meticulous entry of HOA checks and online payments into QuickBooks. Minimizing interruptions will ensure accuracy and prompt completion of tasks.

2. The LLCC HOA Office will be CLOSED on the last business day and first business day of the month from April 2024 through December 2024. This closure is essential for staff members, particularly as Rhonda will retire at the year's end. This will enable the staff to be properly trained on the Ampstun system in meter reading, billing, adjustments, and reporting.

These adjustments aim to optimize our operations while ensuring flexibility to adapt to changing needs. Your cooperation and support in implementing these changes are greatly appreciated. The staff appreciates your help and understanding.

Finally, the office staff would like to thank the outgoing Board and Water Committee members; working with each of you has been a pleasure.

Water Report for 04/20/2024 Board of Directors Meeting

Overview: This report is an abbreviated summary. Full details of Water Committee business and a financial summary are included in the Water Committee minutes. The Water Manager's Report is also in the BOD packet.

1. Operations

- All wells are operational; however, well #2 water quality is sub-par because of continued odor and taste caused by higher levels of iron and manganese in spite of rigorous flushing routines. Therefore, it remains off line and will be used as a backup water source. The solution will be to install filtration equipment. The water manager is reviewing options and will be creating an RFP (request for proposal) later this year.
- Source meter failures have been detected at well #3A and well #4. The source meters are wearing out and providing inaccurate data or none at all and need to be replaced. The Source meters indicate how much water each well pumps into the system and are essential in accurately reporting consumption data to the Department of Health as required to maintain our operating permit. The project was included in the current water capital budget and approved by the BOD. The new meters for all seven wells are expected to arrive next week and installation will begin immediately for well #4 and then #3A and #3B. The rest of the meters will be installed over the next several months by water system staff rather than by outsourcing saving an estimated \$1,000 per well.
- Leak detection is on-going by water staff. One significant leak was found yesterday on Road of Tralee near the golf course, and repairs are expected to be completed on Monday. Information regarding potential service interruption has been posted and sent to houses that may be affected. Members are asked to help the Sater System staff by being extra watchful for puddling water along roadsides. A brief reminder was included in current water bills.

2. 2023-2024 Projects

- Water Manager Chris McMullin continues to work on approved capital projects and laying out a timeline with the Water System Committee for updates and completion schedules. We will continue to share that information during Water System Committee and BOD meetings as well as from time to time in billing statements.
- PARS for planned projects including elevated storage feasibility, SCADA well-monitoring software upgrades and improvements, and well #2 filtration are in process and will be submitted when the seven-well analysis project is completed by Picatti Brothers in late spring and the data analyzed and shared.
- The Water System Committee will continue with long-range planning including initial 2024-2025 budget work. The water manager and Water System Committee have begun 2024-2025 capital budget work. When additional budget planning information is available from the HOA office as mentioned by Treasurer Esther, the Water System Committee will begin work on the 2024-2025 operating budget. Budget study sessions are tentatively scheduled for some Wednesday evenings over the next two months and will be ZOOM or hybrid for member observation. A town hall type meeting will be scheduled after preliminary documents are prepared to allow for member questions and input. The final draft will be submitted to the BOD no later than early August or as directed by the BOD. The Water System committee is anticipating that a final draft will be ready for initial BOD review in July. This is our goal but could be subject to change depending on the whole HOA budget process.
- Water line easement applications for St. Andrews Drive and Mason Lake Road have been submitted by Doug Eklund of Morrisette Engineering and are awaiting action by Navy personnel. Mr. Eklund is recommending that a final survey of the replaced water line installation on Mason Lake Road be completed to be sure that the exact location is included in the easement application.

3. Water System Plan Completion:

- In process with DOH review. Their recommended changes, if any, are pending.

4. Navy Railroad Trestle Retrofit Update:

- Water Manager Chris McMullen continues to work with Veterans Northwest, Ceccanti Construction, and Doug Eklund. There will be an interruption of service similar to the January temporary water line installation when the permanent line is installed later in the spring. Members will be given as much advance notice as possible.

Kelly Evans,

LLCC Water System Committee Chair

04-20-2024 LLCC Board of Directors Meeting

Advisory Committee Motions to the Board

Including the Architecture Register

General Manager Motions to the Board – nonreceived.

Executive Committee Motions to the Board– nonreceived.

Architectural Committee Motions to the Board–nonreceived.

Architectural register for motion to approve.

A motion was made by J Ingemi, seconded by D Dyson, and passed with no nays to approve the architectural register as presented in the board packet (see board package for details)

(A correction to lot number 05-075 was incorrectly listed in several places as lot 05-175 and will be revised)

Compliance Committee Motions to the Board –none received.

Compliance register for motion to approve

A motion was made by M Paradise, seconded by J Ingemi, and passed with no nays to approve the compliance register as presented in the board packet (see package for details)

Lake/Dam Committee Motions to the Board– onereceived.

The Board is requested to authorize a mandatory and immediate vessel re-registration by October 1, 2025. Boats not re-registered by that date will be considered to be in violation of the adopted Lake Rules and Safety Guidelines

A motion was made by M Robinson, seconded by J Ingemi, and passed with no nays for a new mandatory vessel registration process to be implemented by October 1st, 2025 and that stakeholders in the process include the LLCC Office, Board, and Lake Dam Committee.

Greens Committee Motions to the Board–nonreceived.

Greenbelt CommitteeMotions to the Board– none received.

Inn CommitteeMotions to the Board–onereceived.

Motion made by Mary, seconded by Nancy, requesting that the BOD add a new line item on the 2024/2025 Budget for Inn Committee events and expenses. Motion passed unanimously

No motion was made by the Board of Directors, however – the Board will take this request under advisement during the budget process.

Hearing CommitteeMotions to the Board– nonreceived.

Welcoming CommitteeMotions to the Board–none received.

Water CommitteeMotions to the board – one received.

Motion made by Wallace Montz to approve the one-time forgiveness to Torey Smith, daughter of Tina Schafer at 1311 Saint Andrew in the amount of \$1,027.00 for the excess consumption portion of the bill. Seconded by Sue Hearron and carried with no nays.

A motion was made by J Ingemi , seconded by M Paradise, and passed with no nays to approve a onetime forgiveness to Torey Smith, daughter of Tina Schafer at 1311 Saint Andrew in the amount of \$1,027.00 for the excess portion of the month.

By-Laws and Declarations CommitteeMotions to the Board – none received.

Motions to the board assembled by Secretary P Paradise