



## Minutes (draft) – Saturday, October 19, 2024

Great Hall | Lake Limerick

or via Zoom Meeting ID: **670 720 8524** Passcode: **2627**

Zoom attendees: Please stay on "mute mode when not speaking. Thank you!

- 1. 9:00-9:05am Board Introductions & Roll Call: President** - M. Robinson, **Vice President** – M. Berni, **Treasurer**- M. Paradise, **Secretary** – P. Paradise. **Directors:** D. Dyson, J. Gray. R. Hamilton, J. Ingemi, B. Smith, K. Evans (**Ex Officio**)

*President M Robinson called the meeting to order at 9:00am. Secretary P Paradise called roll: **President**- M Robinson, **Vice President** – M. Berni, **Treasurer**- M. Paradise, **Secretary** – P. Paradise. **Directors:** D. Dyson, J. Gray. R. Hamilton, J. Ingemi, B. Smith, K. Evans (Ex Officio) were all present. Also in attendance were General Manager Shannon Ramos, Financial Operations Specialist Amber Janeka, and HR Consultant Karen Vanetta.*

- 2. 9:05-9:20am Community Input/Comments (15 minutes):** *This time is allocated for community members to let the board know of areas they should be made aware of. In most cases the board will listen to get more insight, and questions will not be answered. The president may ask a clarifying question and/or call on a board member or the general manager if they have expertise in this area. Issues raised may be added to next month's agenda or be referred to the appropriate committee if the member so requests.*

*A community member commented on the cost of living and an inflation rate of about 5% over the last two years, the hiring of an operations manager that will oversee another manager. The community member was critical of hiring an operations manager, while not hiring a mechanic. The community member was also critical of an organization chart that placed the pro shop manager on the same reporting level as other staff members. The chart was an internal document and only indicated employee reporting hierarchy.*

- 3. 9:20-9:25am Approval of Minutes:**

**Actions:** Motions to approve the Minutes from

- The Board of Directors Meeting of Sept.21, 2024
- The Board of Directors Meeting (study session) of October 14, 2024
- The Board of Directors Meeting minutes revision requested by B Smith (August 2024)

*Only the meeting minutes of the Board of Directors Meeting (study session) of October 14, 2024, were available for review, comment, and approval. The remaining minutes will be available for review, comment, and approval at the next board meeting.*

*A motion was made by M Berni, seconded by D Dyson, and passed with no nays to approve the Board of Directors Meeting (study session) of October 14, 2024 meeting minutes.*

*B Smith noted that the approval process for a developing strategic plan was not clear to him and would need to be determined by the board.*

- 4. 9:25-9:30am President's Report: M. Robinson (see attached for complete details)**

- 5. 9:30-9:45am Treasurer's Financial Report (see attached for complete details)**

*A motion was made by J Ingemi, seconded by M Berni, and passed with no nays to accept the treasurers report as presented.*

- 6. 9:45-10:15am General Manager Report- Shannon Ramos (see attached for complete details)**



7. **10:15-10:30am** Water Report: K. Evans (see attached for complete details)

8. **10:30-11:45am** New Business

- a. Motions to the Board from Committees, including The Architecture Register and the Compliance Register – P. Paradise **See Attached Motions to the Board**
- b. Motion to board: project cost threshold – B. Smith **Removed from agenda** (will be revisited)
- c. Architecture Committee requests (2)- J.Ingemi
  1. *A member requested a hearing regarding two metal sheds that were installed without permits. The board will invite the member to a board meeting to have a hearing in accordance to the LLCC By-Laws.*
  2. *Per the LLCC Architectural Committee: A member is requesting to park a park model rv on their lot. The lot has a full-time residence and is allowed to winter their rv onsite. (year round). The owner intends to use the park model rv as a home office. The architectural committee is recommending approval of this request as it conforms to llcc by-laws.*  
**A motion was made by J Ingemi, seconded by R Hamilton, and passed with 7 yays and 2 nays to accept the recommendation of the architectural committee.**
- d. Survey monkey dog off-leash area results- D. Dyson **Removed from agenda** (Dean had to leave)
- e. Possibly changing LLCC fiscal year- D. Dyson **Removed from agenda**
- f. Restarting the by-laws committee- D Dyson **Removed from agenda**
- g. After hours emergency contact- D. Dyson **Removed from agenda**

9. **11:45-11:50am** Community Announcements

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

*A motion was made by B Smith, seconded by J Ingemi, and passed with no nays to adjourn to closed session.*

*Closed session discussion topics included the following:*

*Foreclosure on 7 accounts going to legal*

*Lien status update, past due collections status update, member past due payment plan status. HR trends and actionable items, HR personnel/employee/benefit update, and employment policy improvement.*

11. **Motion to Reconvene to Open Session**

*A motion to reconvene to open session was made by J Ingemi, seconded by M Berni, and passed with no nays*

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

*A motion was made by M Robinson, seconded by M Paradise, and passed with no nays to approve the commencement of legal proceedings, including foreclosure against 7 llcc properties after a 30-day written notice.*

13. **Motion to Adjourn**

*A motion was made by P Paradise, seconded by M Robinson and passed with no nays to adjourn. Meeting adjourned at 1:47pm.*  
*Minutes taken by P Paradise*



**October 19, 2024**  
**Lake Limerick Board Meeting**  
**Closed Session**

**Attendees:** Mitch Robinson- Board President, , Mike Berni – Board Vice President, John Ingemi - Director, Dean Dyson - Director, Mandy Paradise – Board Treasurer, Rich Hamilton - Director, Joel Gray - Director, Brian Smith - Director, Kelly Evans – Water Committee Chair, Pat Paradise – Board Secretary, Shannon Ramos – General Manager

A motion was presented and passed:

***The board approves the commencement of legal proceedings, including foreclosure action, specifically against:***

	<i>Name</i>	<i>Division</i>	<i>Lot</i>	<i>Address</i>
1	<i>Dalseg, Candace &amp; Tietjen, Haley</i>	4	211	<i>440 E. OldeLyme Road, Shelton WA 98584</i>
2	<i>Gullett, Michael &amp; Ramona</i>	4	216	<i>40 E. Kilmarnock Rd, Shelton WA 98584</i>
3	<i>Hanners, Daniel</i>	4	99	<i>330 E. Dartmoor Drive, Shelton, WA 98584</i>
4	<i>Jones, Richard</i>	5	70	<i>840 E. Olde Lyme Road, Shelton, WA 98584</i>
5	<i>Middleton, Chris &amp; Leah</i>	5	109	<i>150 E. Peebles Court, Shelton, WA 98584</i>
6	<i>Morey, Rebecca</i>	1	148	<i>111 E. Aycliffe Drive, Shelton, WA 98584</i>
7	<i>Pecue &amp; Cook</i>	4	162	<i>260 E. Balbriggan Road, Shelton, WA 98584</i>

**Hi everyone- first--as I say at the beginning of each board meeting-- thank you for taking the time to join us in person or via Zoom. Your time is valuable and thanks for spending some of it with us this morning.**

**Today-I'd like to talk about volunteering. We are so fortunate that the legacy of Lake Limerick has been our volunteers. Volunteers put on great programs. They serve on our board and committees, they pick up trash, they check on our parks and so many other things -I could go on and on.**

**But the world is changing. According to a story in the Washington Post, a decline in people volunteering across the United States has been in a downward trend for the last 13 years. I thought it might have been just related to the pandemic--but this has been going on for a while.**

**According to the story, the reasons vary. Married couples with children have always been more likely to volunteer but people are now waiting longer to have kids. Many college graduates have big loans and job responsibilities that force them to work longer hours or pick up a second job. The story goes on to say that the greatest decline in volunteering is happening in suburban and rural areas-- I think we might fall into both categories.**

**What does this mean for the future of Lake Limerick? It concerns me.**

**I recently came across a photo album in the Crows Nest. It showed volunteers and boards in the 70s and 80s. Those volunteers looked way younger than I am. They had full heads of hair.**

**I'm 61 and likely one of the younger members on the board. We are so fortunate to have the wisdom of my fellow board members. Former leaders in government, former CEOs, people that were in private practice, trades and more. Their wisdom is needed and appreciated. All of us except 2 of us on this board are retired.**

**My concern is most of our volunteers including those that are on committees are not the new college graduates or married couples. We do not seem to be actively bringing in a new generation that wants to volunteer here. We have to face that reality.**

**What can we do about it? Our strategic consultant would likely tell you that the operations of Lake Limerick should be done by our paid staff. And our volunteers should focus on what benefits the community and brings joy to all of us.**

**As with most things, there is no simple answer, but here are my ideas-for what they are worth.**

- **Are we making it attractive for new volunteers to join those of us that are already doing it? Do we welcome their feedback? Are we willing to do things in a new way? Are we ready to embrace a generation that lives in a world of instagram, dropbox, FaceTime, Tik Tok, Google Workspace and Onedrive?**

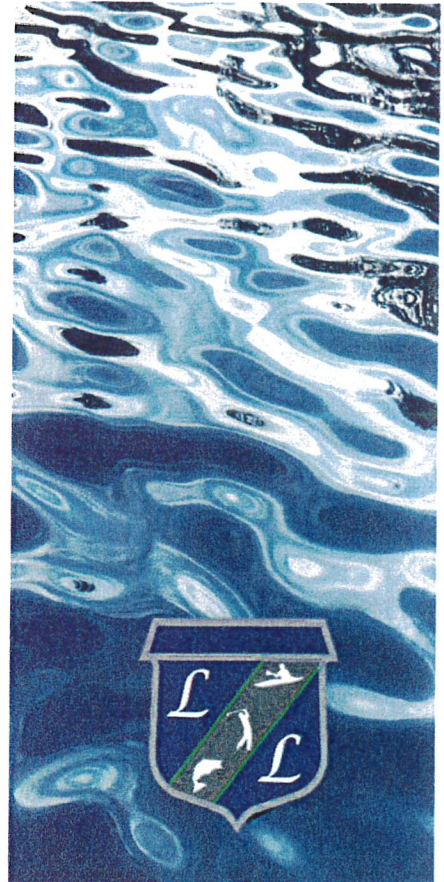
**As a board member and volunteer, what responsibility do I have to meet new people and recruit them into our world that can honestly to some seem closed off at times? Are we welcoming and encouraging? Are we treating each other with respect? Does it I dare say-look fun-or at least enjoyable?**

**Again-I don't have the answers-just some concern. We need to embrace and thank the volunteers we have today-and find those that can carry on the legacy of Lake Limerick into the future.**

# Treasurer's Report

Mandy Paradise, LLCC Treasurer

Oct. 19, 2024



# 2023-2024 Fiscal Year End

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# Profit and Loss Statements

**HOA+Water**

Ordinary Income/Expense

Income

	Month End			
	Sep 24	Budget	\$ Over Budget	% of Budget
41000 · Cafe	13,121.70	12,750.00	371.70	102.92%
40100 · Banquets	0.00	500.00	-500.00	0.0%
42000 · Income - Golf	34,324.34	30,436.66	3,887.68	112.77%
44000 · Income - Lounge	11,424.04	16,666.67	-5,242.63	68.54%
45000 · Income - Restaurant	18,194.82	25,666.67	-7,471.85	70.89%
46000 · Income - HOA	166,806.00	164,441.67	2,364.33	101.44%
46100 · Fines & Fees	3,286.36	4,186.67	-900.31	78.5%
48000 · Lake Dam Income	0.00	0.00	0.00	0.0%
49901 · Uncategorized Income	0.00	0.00	0.00	0.0%
49999 · Miscellaneous Income	0.00	0.00	0.00	0.0%
47000 · Income - Water	0.00	63,900.33	-63,900.33	0.0%
<b>Total Income</b>	<b>247,157.26</b>	<b>318,548.67</b>	<b>-71,391.41</b>	<b>77.59%</b>
Cost of Goods Sold	23,382.06	27,773.66	-4,391.60	84.19%
<b>Gross Profit</b>	<b>223,775.20</b>	<b>290,775.01</b>	<b>-66,999.81</b>	<b>76.96%</b>

	Fiscal Year End			
	Oct '23 - Sep 24	YTD Budget	\$ Over Budget	% of Budget
	151,617.75	153,000.00	-1,382.25	99.1%
	6,943.35	6,000.00	943.35	115.72%
	397,819.57	365,240.00	32,579.57	108.92%
	141,110.99	200,000.00	-58,889.01	70.56%
	265,906.63	308,000.00	-42,093.37	86.33%
	1,974,831.00	1,973,300.00	1,531.00	100.08%
	56,823.13	50,100.00	6,723.13	113.42%
	-464.00	10,500.00	-10,964.00	-4.42%
	0.00	0.00	0.00	0.0%
	-2,160.00	900.00	-3,060.00	-240.0%
	905,164.19	766,804.00	138,360.19	118.04%
<b>Total</b>	<b>3,897,592.61</b>	<b>3,833,844.00</b>	<b>63,748.61</b>	<b>101.66%</b>
	288,186.97	333,500.00	-45,313.03	86.41%
<b>Total</b>	<b>3,609,405.64</b>	<b>3,500,344.00</b>	<b>109,061.64</b>	<b>103.12%</b>

**Total Expenses:** costs to operate the HOA

**Net Ordinary Income:** Gross Profit (previous slide) minus Total Expenses (below)

## Profit and Loss Statements

	Month End				Fiscal Year End			
	Sep 24	Budget	\$ Over Budget	% of Budget	Oct '23 - Sep 24	YTD Budget	\$ Over Budget	% of Budget
Total Expense	244,833.84	247,192.32	-2,358.48	99.05%	2,746,291.34	3,026,629.96	-280,338.62	90.74%
Net Ordinary Income	-21,058.64	43,582.69	-64,641.33	-48.32%	863,114.30	473,714.04	389,400.26	182.2%
Other Income	-523.29	3,967.33	-4,490.62	-13.19%	20,233.45	47,600.00	-27,366.55	42.51%
Other Expense	2,689.80	-92.00	2,781.80	-2,923.7%	61,439.27	-1,100.00	62,539.27	-5,585.39%
Net Other Income	-3,213.09	4,059.33	-7,272.42	-79.15%	-41,205.82	48,700.00	-89,905.82	24.61%
<b>NET INCOME</b>	<b>-24,271.73</b>	<b>47,642.02</b>	<b>-71,913.75</b>	<b>-50.95%</b>	<b>821,908.48</b>	<b>522,414.04</b>	<b>299,494.44</b>	<b>157.33%</b>

**NET INCOME:** Overspent for Sept. 2024. Doesn't matter as we are on track for the overall year close out →

**NET INCOME:** Underspent for FY 2024. We brought in more income than planned. **Surplus of \$299,494**

# Audit Update:

Audit – FOS reached out to the Tax Consultant for a status update and received 2 additional items needed to close out the 2022 Audit.

## August activities (last meeting)

1. Sept 2022 Excise Tax – *complete*
2. Estimate 2022 Restaurant inventory – *complete*
3. A list of all assets obtained from 10-2021 to 09-2022 – *complete*
4. Amortization schedule for water notes payable – *complete*

## September activities (THIS meeting)

1. 2022 Insurance Policies to support prepaid expenses – *complete*
2. Calculating an amount for the allowance for doubtful accounts – Accountant is currently reviewing

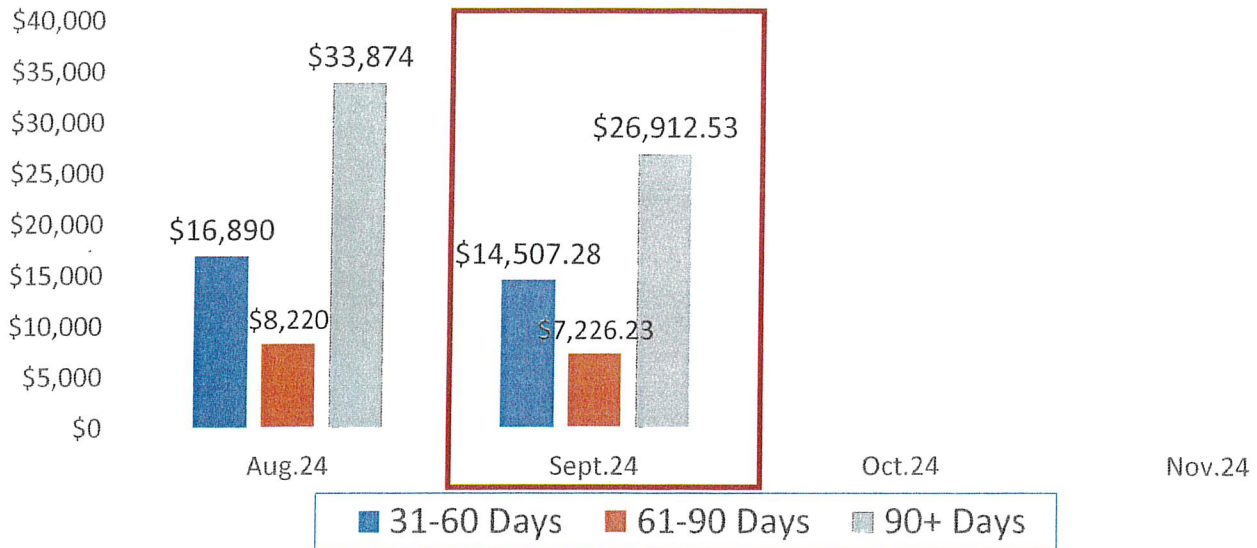
**IN PROGRESS**

# Overdue Accounts

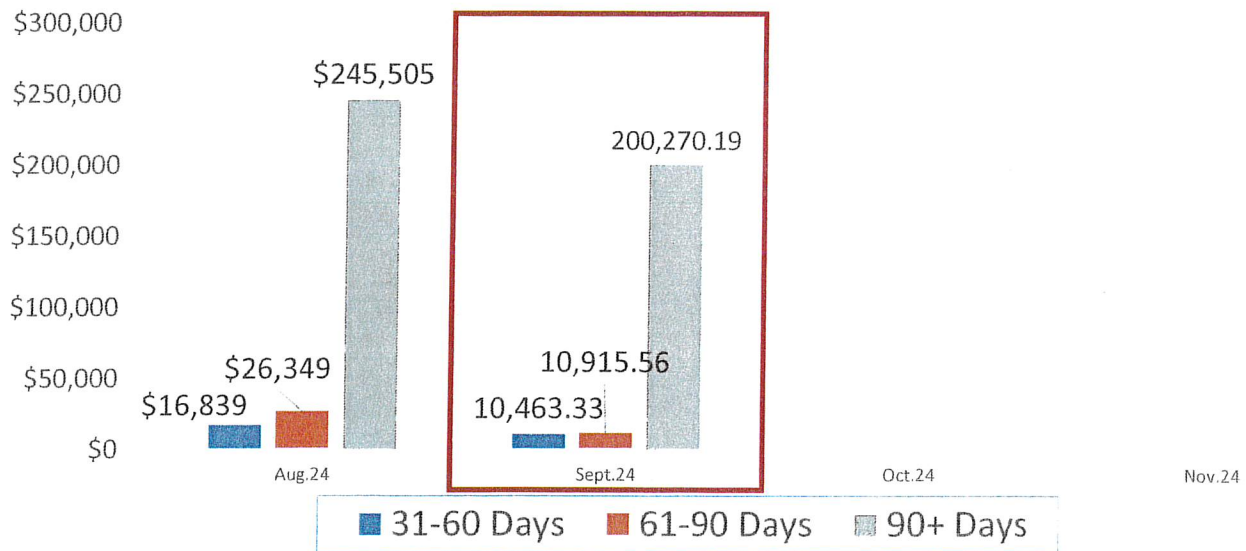
Water and HOA  
Unpaid dues and  
accounts



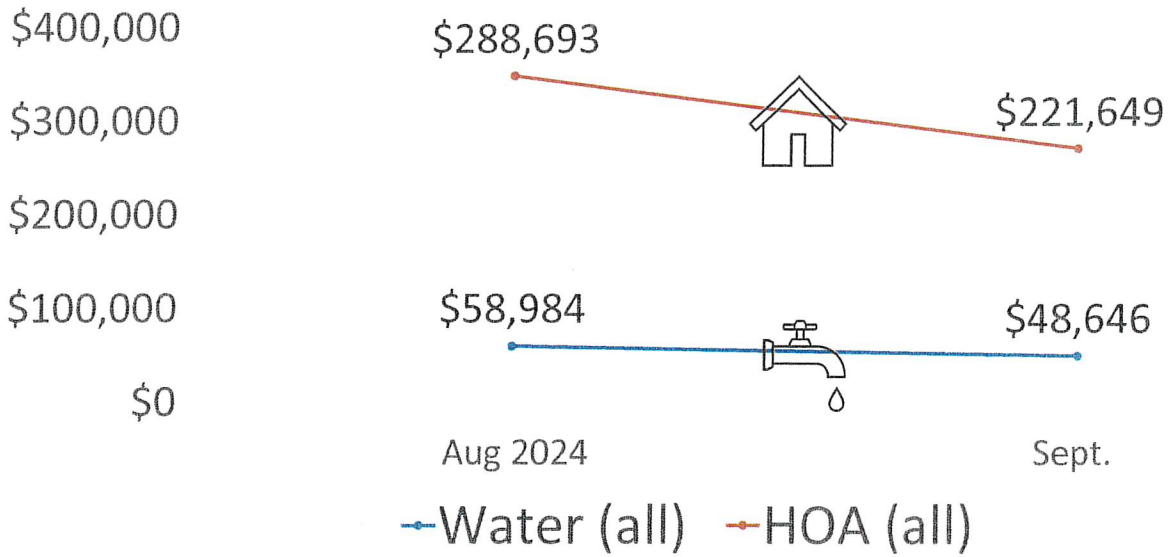
## WATER: Delinquent/Overdue Accounts



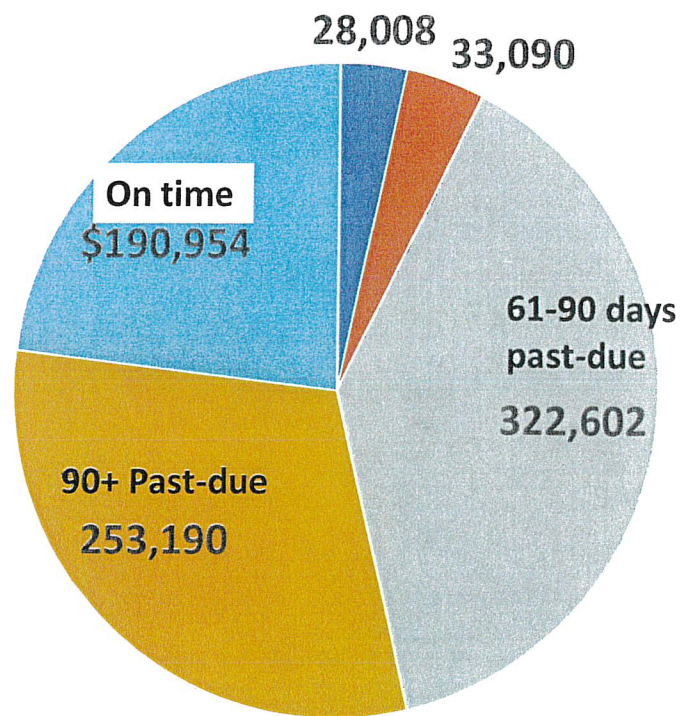
## HOA: Delinquent/Overdue Accounts



### Trend: Delinquent/Overdue Accounts, TOTAL



# Accounts Receivable (HOA+Water)



■ 1day-30 ■ 31-60 ■ 61-90 ■ 90+ ■ On time



## All Accounts: Totals

	OPERATING	Reserves	Savings	Checking
HOA (H0214)	\$525,783.31			
Water (H8937)	\$270,313.30			
Water (EJ2968)			\$395,207.74	
HOA (EJ0044)			\$502,087.83	
HOA (EJ0043)		\$975,219.16		
Well (H8945)		\$11,001.23		
Well (EJ1177)		\$912,567.20		
Main Line (H8953)		\$63,115.51		
Main Line (EJ1533)			\$493,861.13	
Savings (O1002)			\$102,649.59	
Checking (O2001)				\$76,860.52

Sept. TOTAL **4,328,666.52**

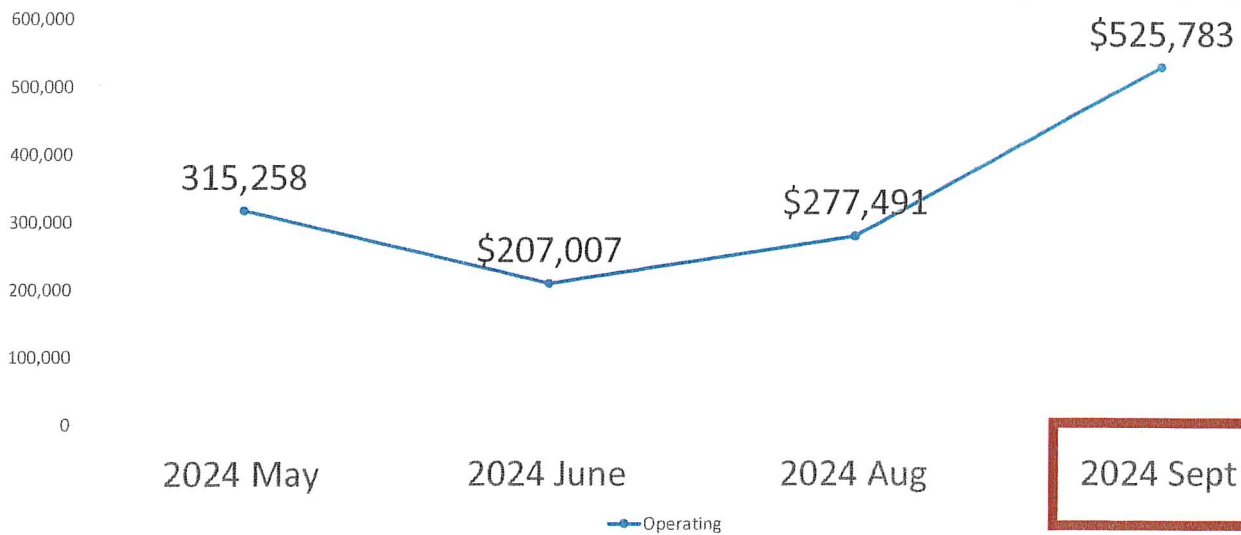
# HOA Accounts

Trend data



# HOA Operating Account 2024

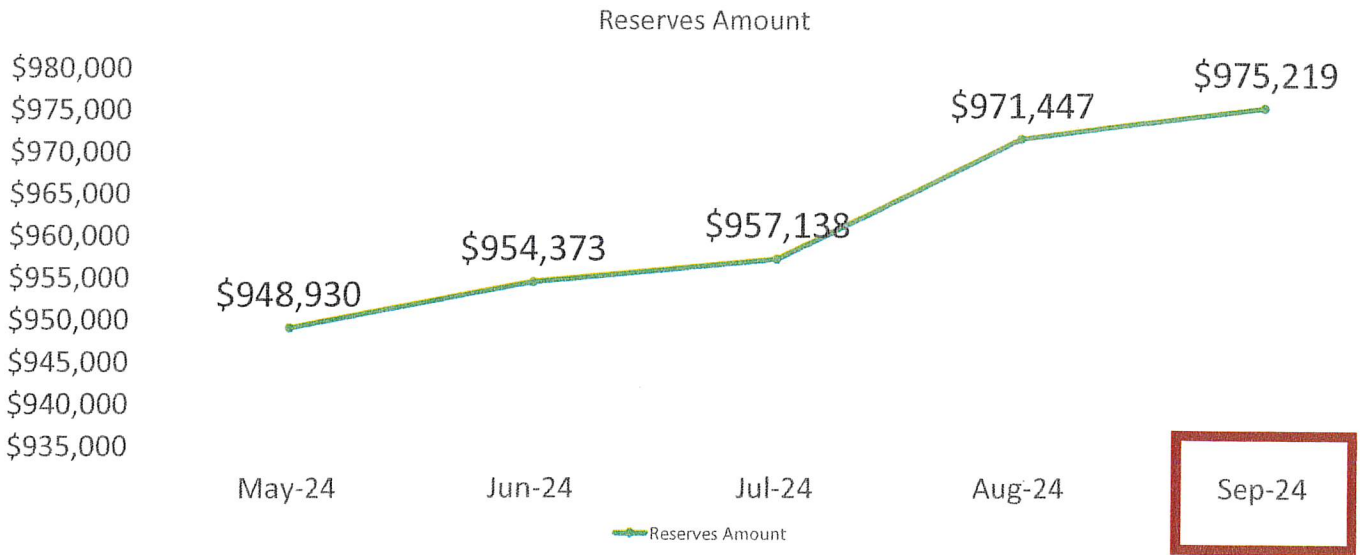
**Operating account** increase due to reimbursement transfer from Water.  
This is **expected**.



# HOA Savings Account: 2024



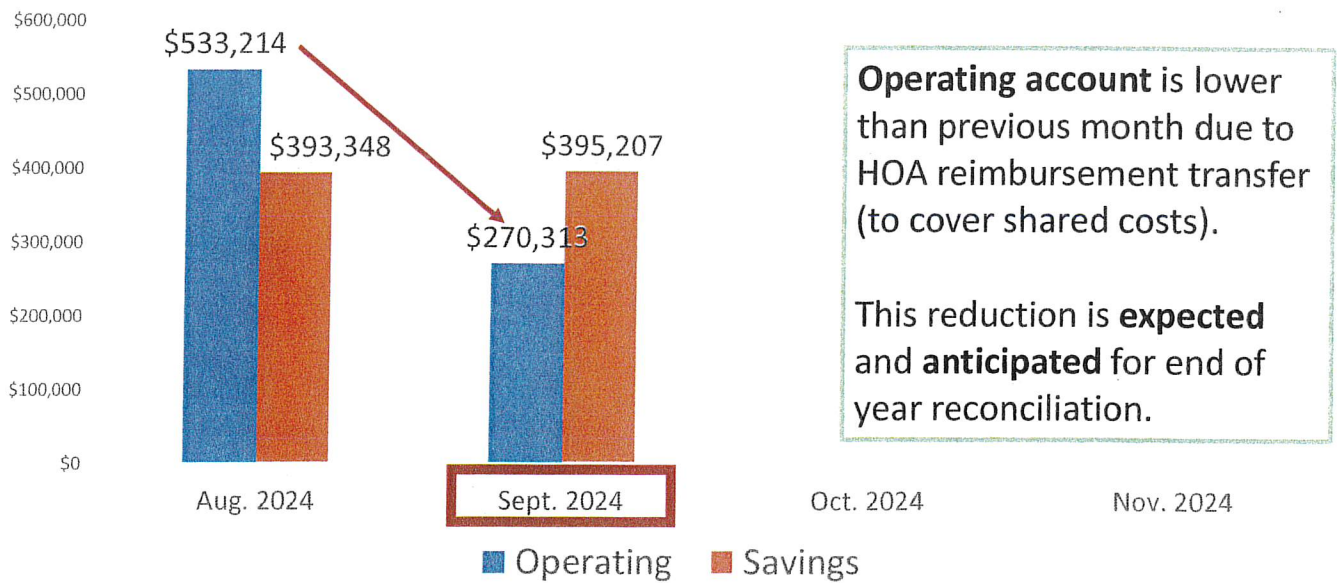
# HOA Reserves Account: 2024



# Water and Well Accounts

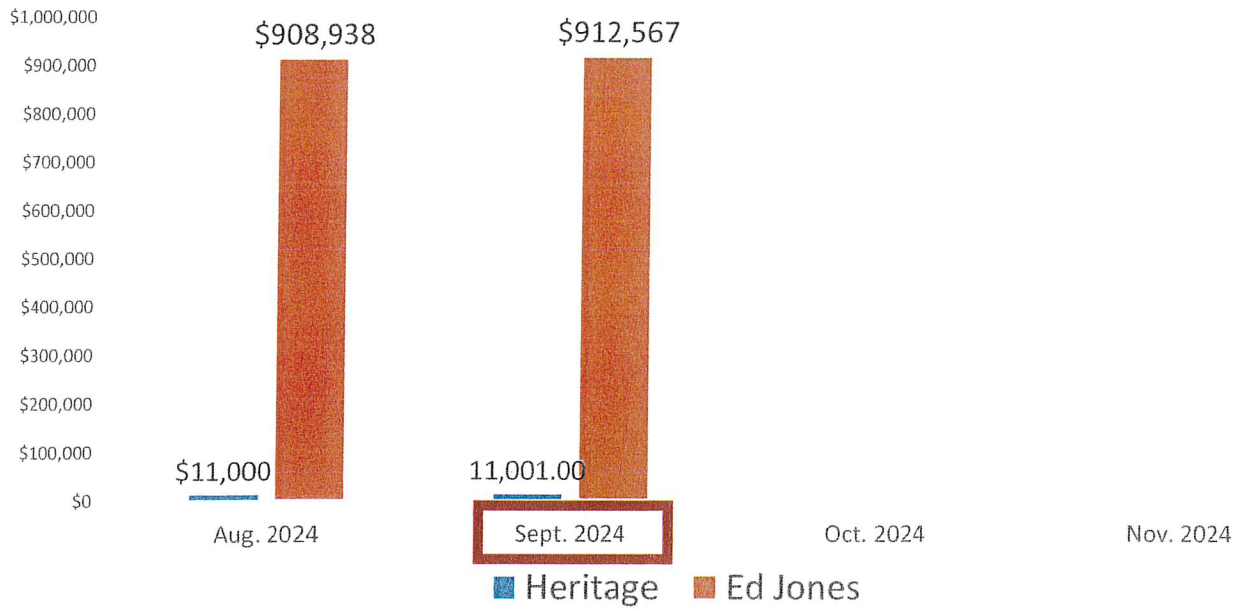


# Water Accounts: Operating & Savings



Heritage 8945 – Well Reserves  
Ed Jones 1177 – Well Reserves

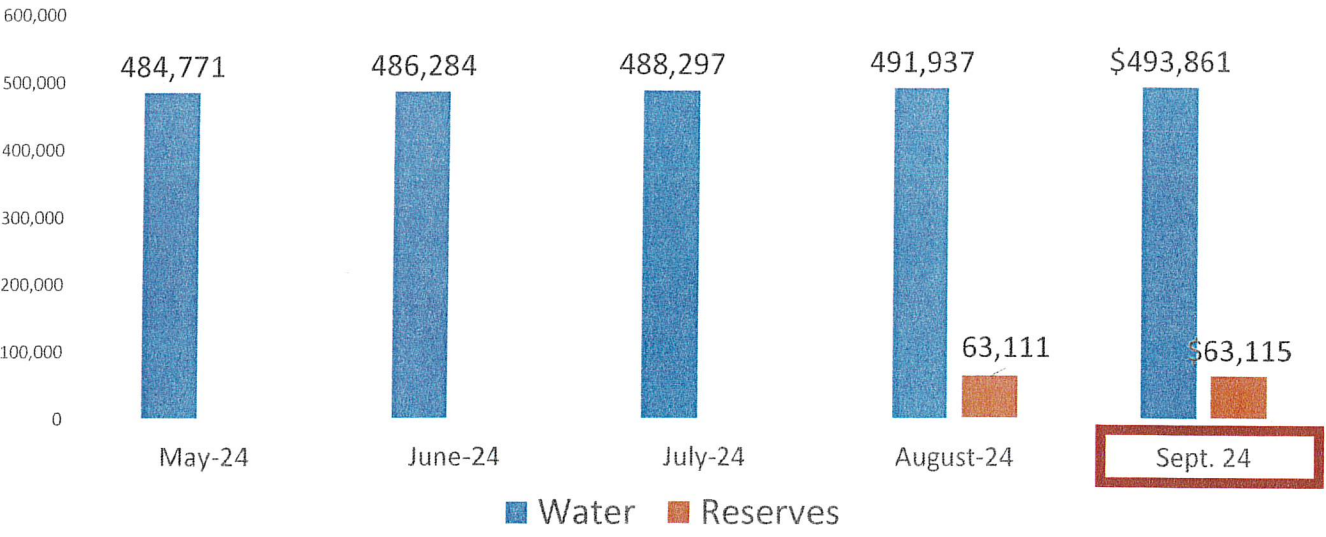
# Well Reserves Accounts



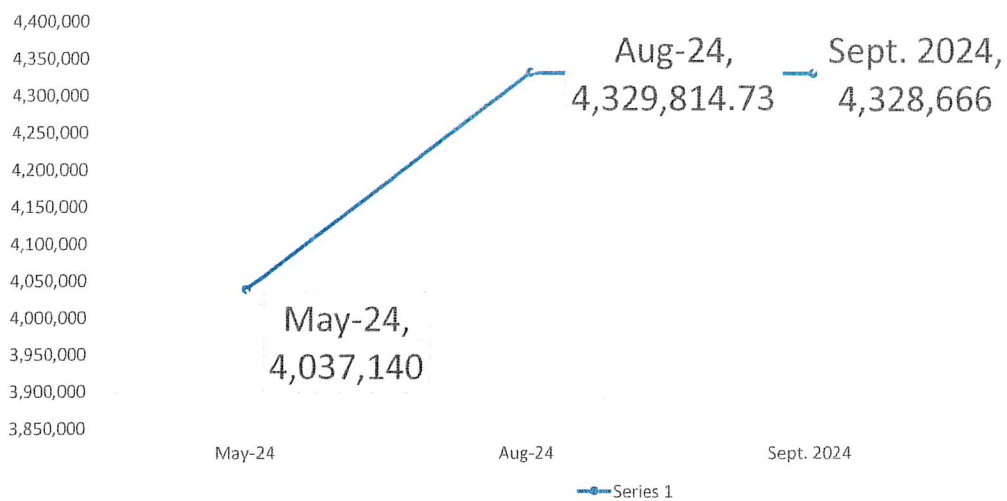


Heritage 8953 Main Line Reserve  
Ed Jones 1533 Mainline Water

# Main Line: Water & Reserves



# LLCC All Accounts Total: Trend





# Board Meeting

General Session  
October 2024  
General Manager Updates



# Updates

## 2025 Approved Projects:

### FY25 APPROVED PROJECTS

PROJECT	PROJECT LEAD	STATUS
Inn Island Shoreline Stabilization (Ph 2)	General Manager	
(Office & Great Hall) Accessible Restroom and Office updates: Interior Paint, Flooring, Furniture, Doors, etc.	General Manager	
(Facilities) Riding Lawn Mower	Facilities Manager	
(Greens) Irrigation Face Plates (5 Total)	Greens Superintendent	
Angilla Park Fence and Ped. Gate Replace	Facilities Manager	
Old Lyme Restroom Remodel	Facilities Manager	
Leaf Guards for Office	Facilities Manager	
New Park Benches, Tables	General Manager	
Lake Leprechaun Valve Replacement	General Manager & Water Manager	
Bird Sanctuary Dredging / Feasibility Study (Ph 1)	General Manager	
5 Used Golf 2018 carts	Golf Pro	

These are all of the FY25 approved budgeted projects. The status of each project will be provided every month.

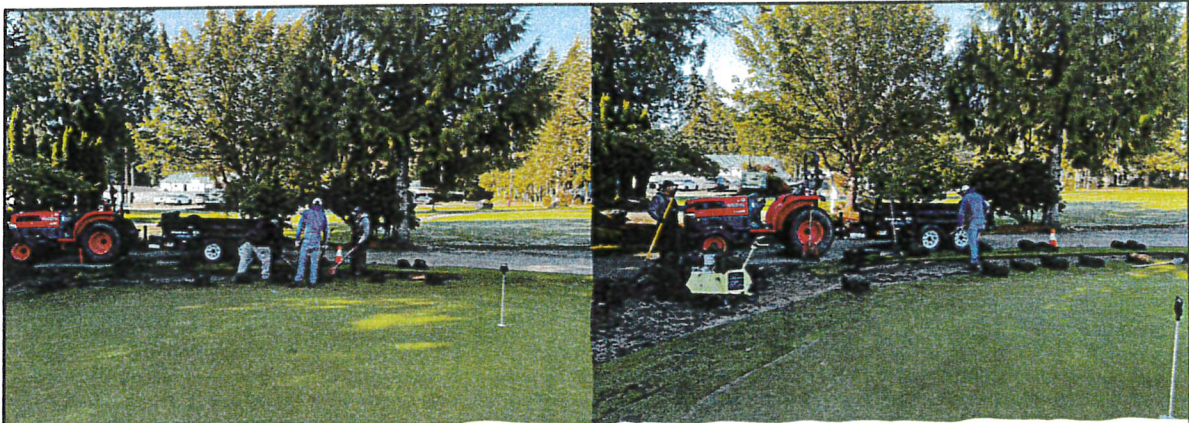


**Bathroom Project Update: Work  
is completed**

The bathroom remodel was included in the FY24 approved budget. The project was wrapped up in September.



Pat and Mandy Paradise toured Shannon Ramos (General Manager) Cranberry Dam, Creek and Lake.



## Putting Green Drainage improvements

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The Greens team completed improvements to the putting green in preparation for our rainy season.



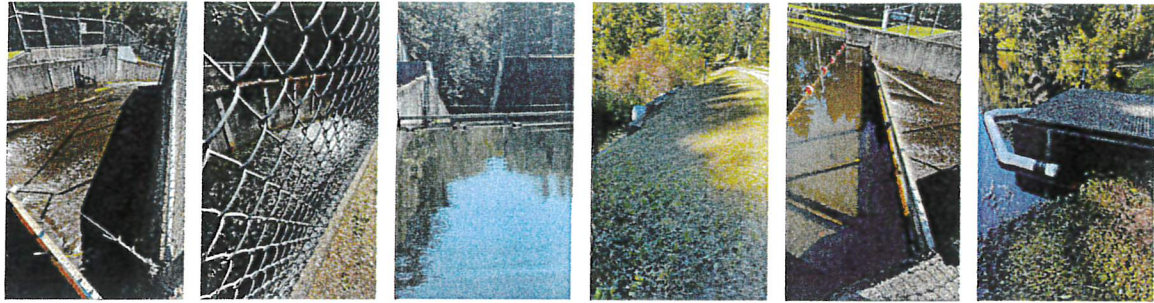
The Greens team added drainage to hole #2.



## Sports Courts



The budgeted project to improve the sports courts was completed in September. Striping was completed by Mark, Gerardo and some of our community volunteers.



## Annual Dam Inspections Completed

An annual Dam inspection for Lake Limerick, Lake Leprechaun, and Cranberry Creek were completed and report sent to the Department of Ecology as required.



The HOA team and the Lake Dam committee have been working on options to repair or replace the bridge. This project is in our FY25 budget. In the meantime the facilities team made some necessary repairs.

Security  
Services  
WA Guard  
Services

Met with the Security  
Director

Discussed: Membership  
Concerns

Monthly Report

Shannon Ramos met with our security company to discuss the members' concerns, especially with the increased activity over the summer. One of the deliverables is for the security company to provide a monthly report of their activities which will be shared during the monthly board meetings.

## In the Works - Community

- Anglia Park Gate
- Lake Patrol Boat & Motor
- Lake Limerick: 5 of 18 Weir Boards removed
- Lake Leprechaun: 2 of 6 Weir Boards Removed



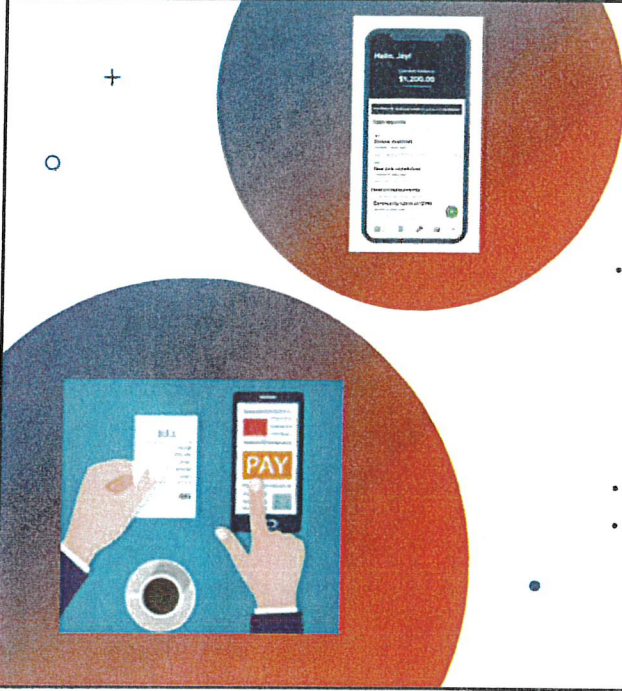
These are some of the items being coordinated on by staff.

## In the Works - Community

- Inn Island Bridge: options for manufactured bridges
- Lake Leprechaun Valve: Reviewing options to replace
- Park Benches: Wood will be removed and repaired or replaced
- Dam access road & parks: Arborist inspection



Additional items being worked on by staff and committees.



New!

## Lake Limerick Resident Center

- Resident Center
  - On-line payments directly in the Operating System
  - Submit Permits
  - View Notifications
  - View Account Details
  - 24/7 Access
- Paperless Billing
- Member Communication
  - Via Email & Texting

Lake Limerick is soon to have a Resident Center! This is a new portal for all of our members.

## Lake Limerick Operating System Welcome Letter – Invitation



- Welcome Letter
  - Invitation to activate your Lake Limerick account
- Monday, Oct 21<sup>st</sup>
  - Pilot Group
- Friday, Nov 1<sup>st</sup>
  - Feedback from Pilot Group
  - Prepare communication
- Friday, November 8<sup>th</sup>
  - Send Welcome Letter to all members

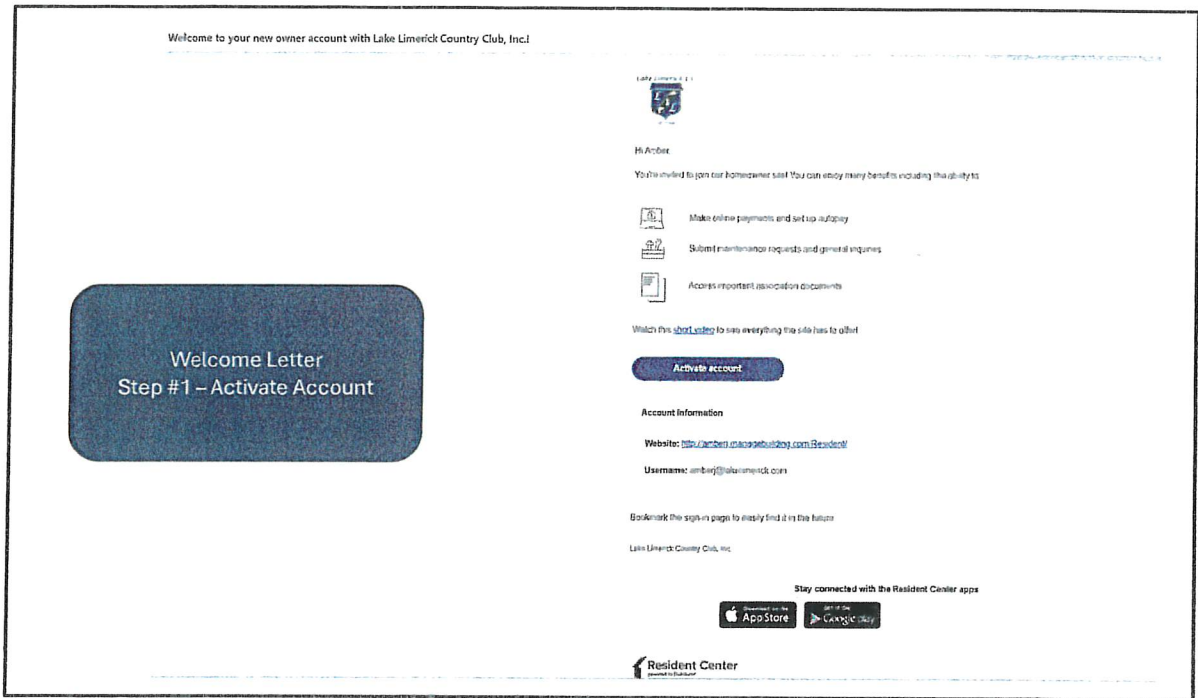


Here is the timeline for rolling out the new Resident Center.

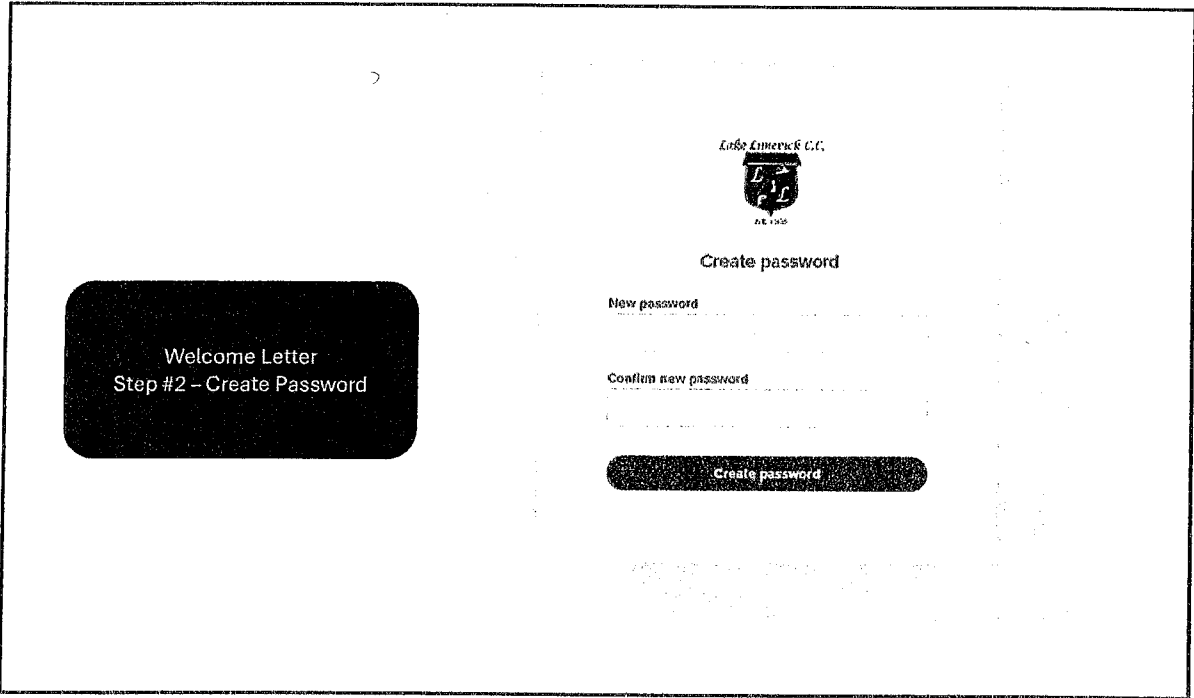
First, roll it out to a pilot group. Have the pilot group test out the system and provide feedback to the staff. The feedback will help staff prepare communication to the members at rollout.

The official rollout to all of the members will be November 8<sup>th</sup>. **It is imperative that the office has your primary email address.** Call us at 360-426-3581 or email us your information at [mail@LakeLimerick.com](mailto:mail@LakeLimerick.com)

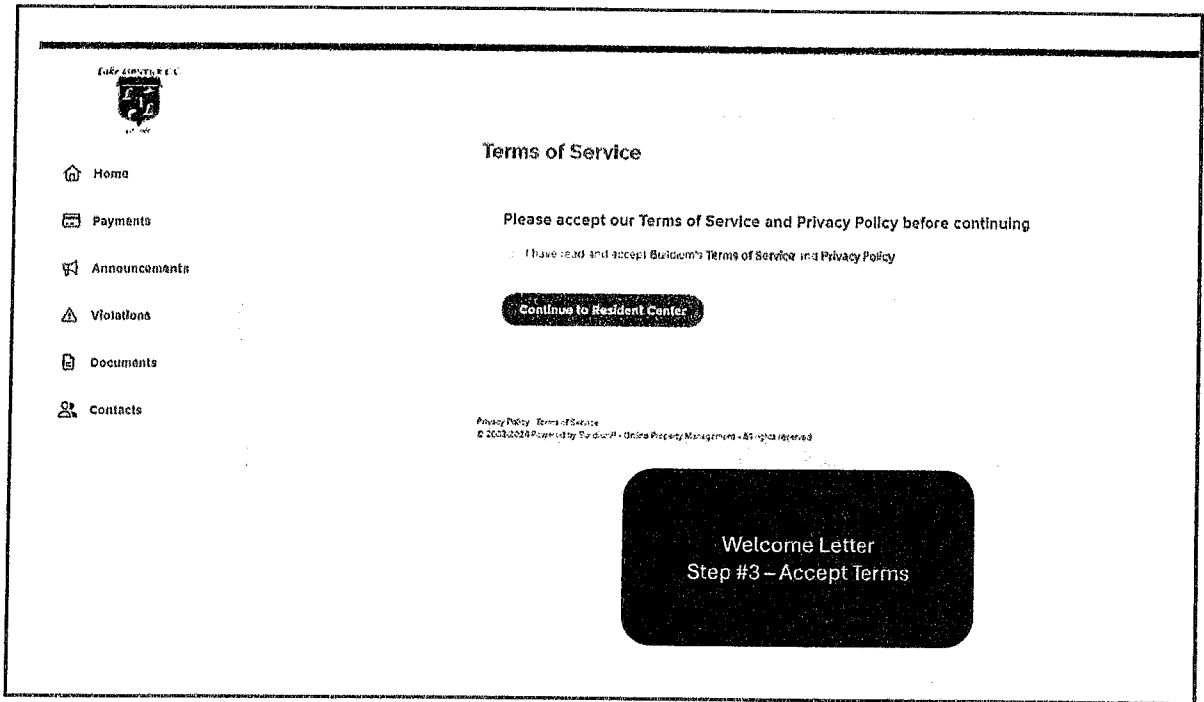




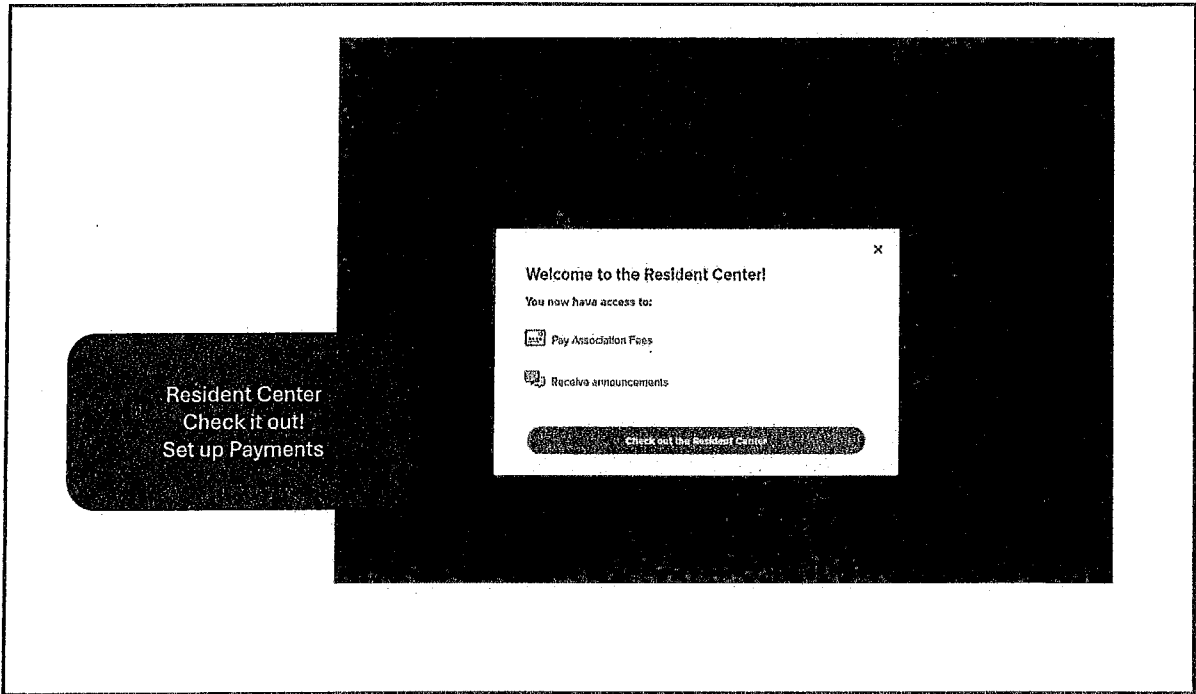
On November 8<sup>th</sup>, all of the members will receive a Welcome Letter via **email**. This is a screen shot of that Welcome Letter.



This is a screen shot of the 2<sup>nd</sup> step in activating your Resident Center account.




This is a screen shot of the 3<sup>rd</sup> step to activate your Resident Center account.



[Home](#)
[Payments](#)
[Announcements](#)
[Virtual tour](#)
[Document PM6](#)
[Contact Us](#)

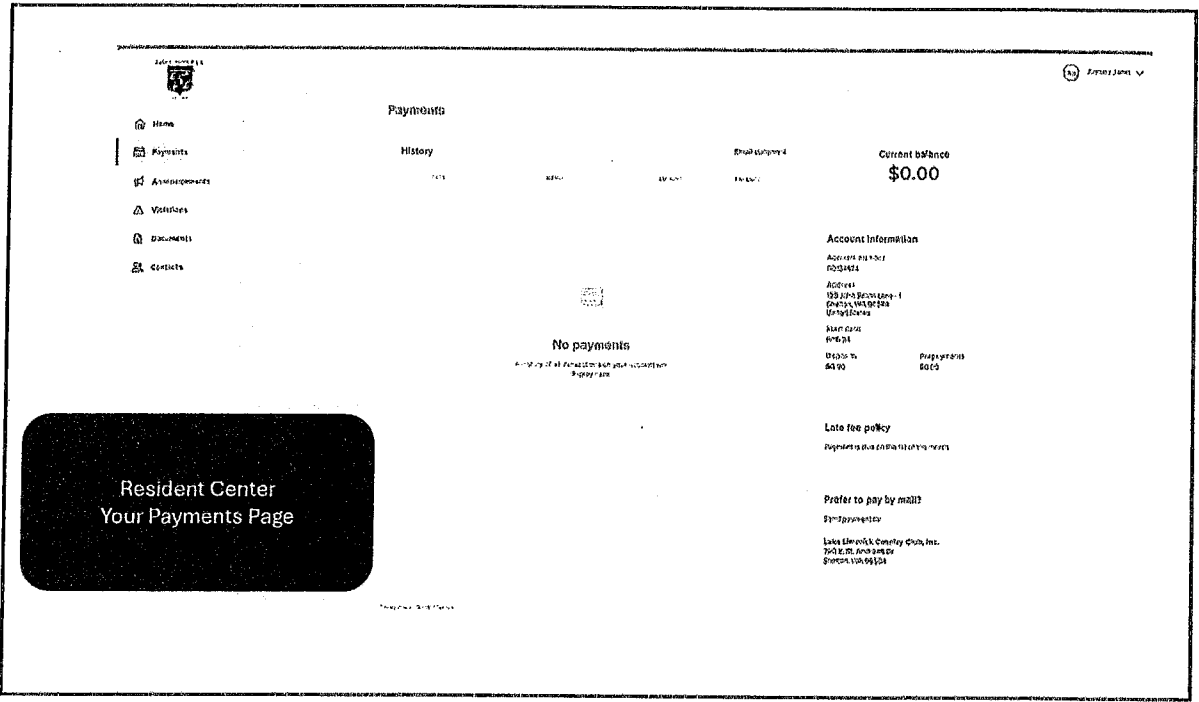
**Hello, Amber!**
123 3rd St SE Apt 101  
Seattle, WA 98104

**Your current balance is \$0.00**

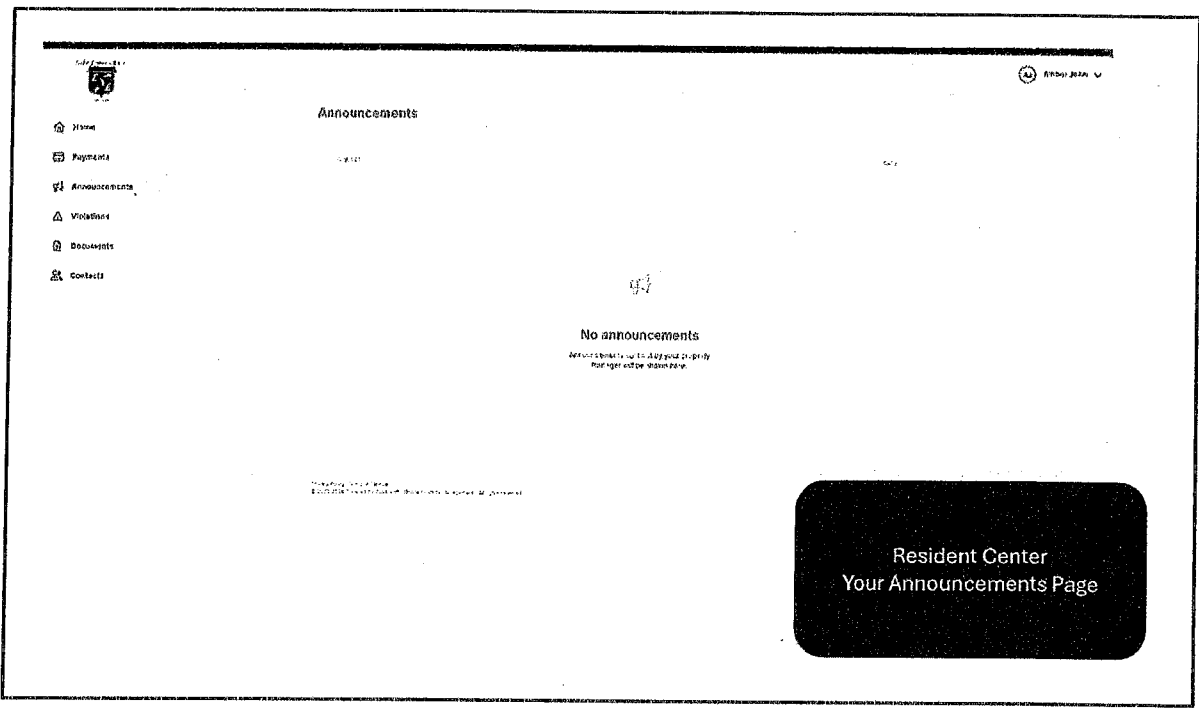
**New announcements**  

**You're all caught up!**  
Now announcements will display here

**Account information**  
 Account number: 001234567  
 Address: 123 3rd St SE Apt 101, Seattle, WA 98104, United States  
 Start date: 01/15/24  
 Deposits: \$0.00      Payments: \$0.00

Resident Center  
Your Home Page



This page will show your payment history and account balance.

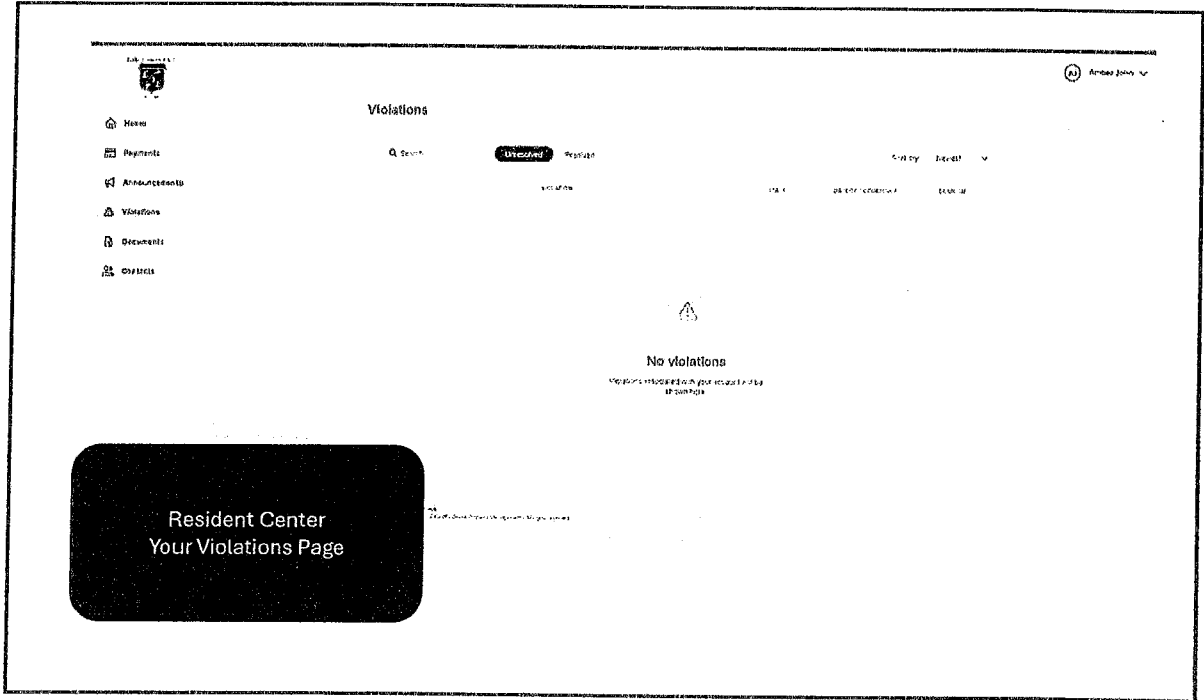


### Announcements

- Home
- Payments
- Announcements
- Violations
- Documents
- Contacts

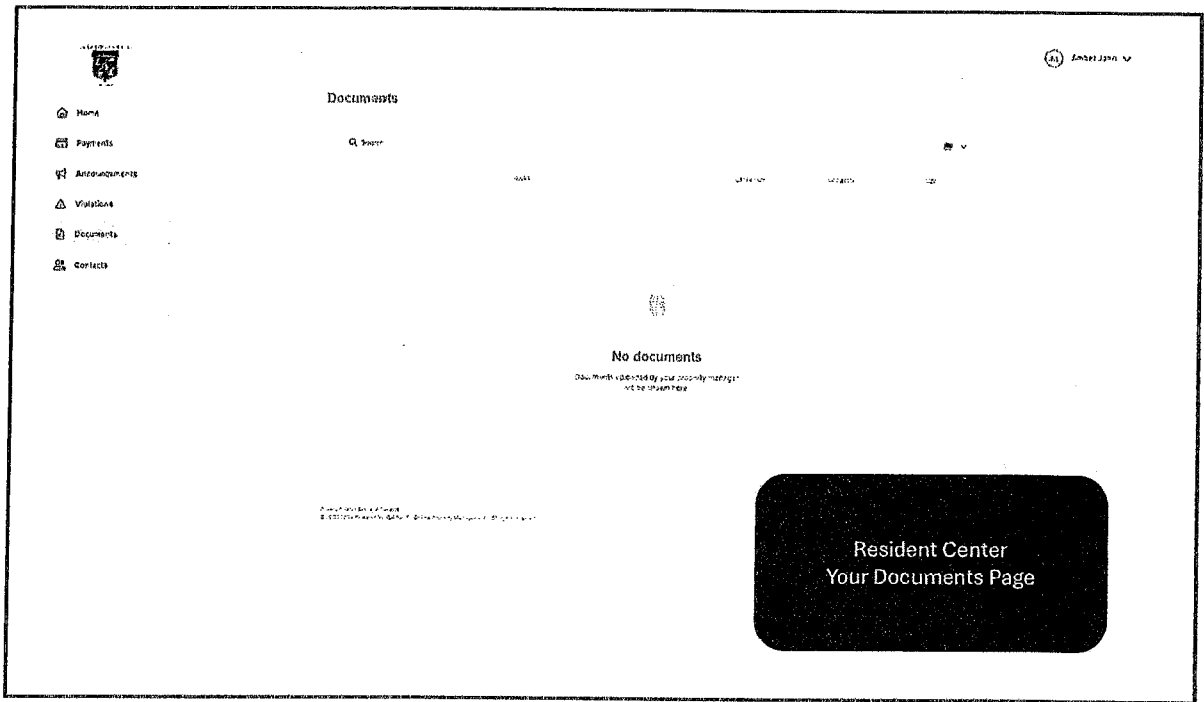
**No announcements**  
 Announcements will be displayed in priority order when available.

**Resident Center**  
 Your Announcements Page

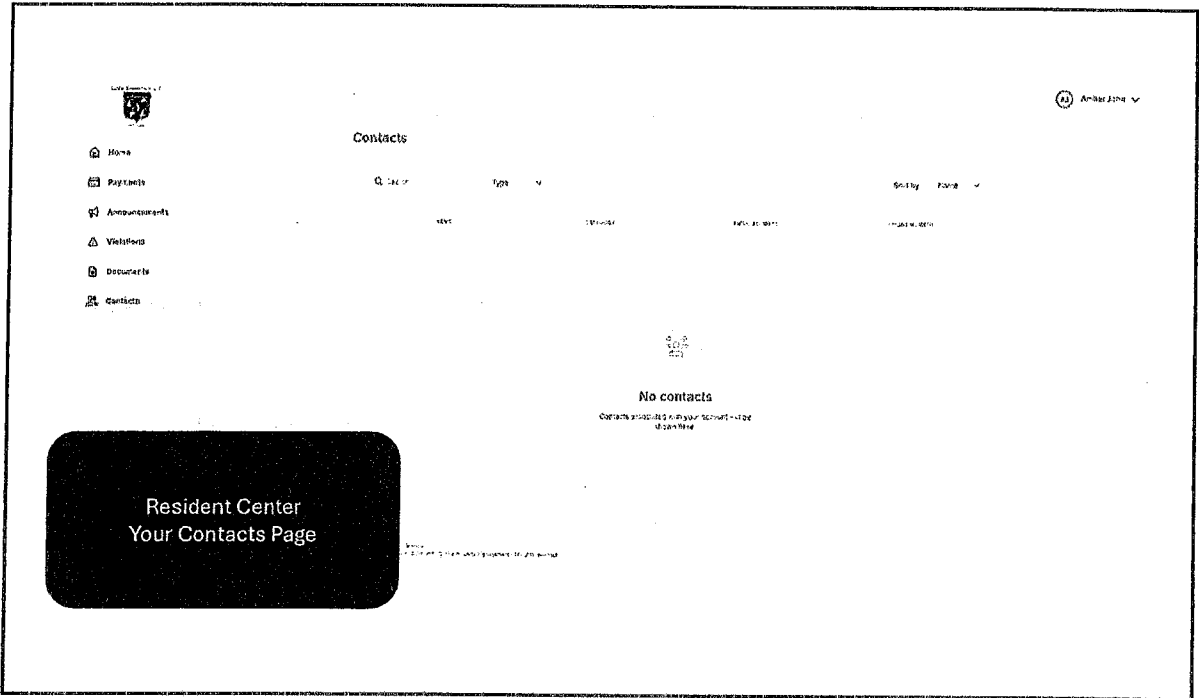


If you have any formal violations, they will show on this page.

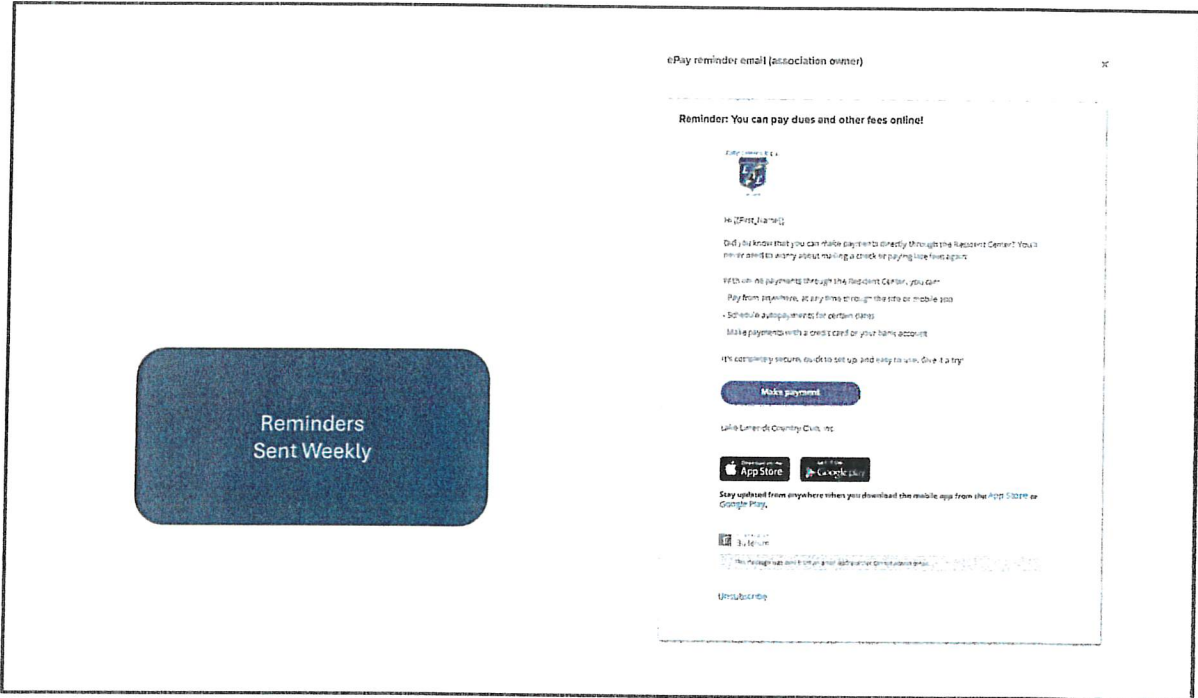




This page will show any notices you have received from the office.



This page will show contacts established by the office. For example, the Pro Shop Manager, Café or General Manager. It may also show committee chair persons.



This is a copy of the weekly reminder you will receive if you haven't activated your Resident Center account.



## In The Works – Office Processes

### Policies Finalized:

- Employee Timekeeping
- Vehicle Policy
- Mileage Reimbursement
- Document Retention
- Employee Meals

### Policies in Progress:

- Employee Handbook
- Project Management / Major Maintenance Process
- Gift Certificate Policy

## Team Updates / Open Positions

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- Café Cook – recruiting
- Member Support Specialist – recruiting



I am very pleased to announce our new Operations Manager, Mike Postlewait will be joining the Lake Limerick team on October 28th. For years, there has been a request from the board, committees, and most importantly, our members for increased project management so simply put—we could get more things done and do it in a way that is smart and efficient while making wise financial decisions.

During the budget process for this year, I spent time reviewing this position and evaluating the needs of the LLCC. In addition to project management, we truly needed a professional staff member to work with our hard-working staff and volunteers on the lake, dam, as well as an increased focus on maintenance and greens operations, including preventative maintenance and long-term planning. Mike will cover all of this and much more. He has extensive experience as a facilities executive professional. He is excited to join the team and is looking forward to collaborating with our committees, volunteers, and staff at Lake Limerick—rolling his sleeves up and getting to work.

Watch for details on when you can meet Mike after his arrival date.

*-Shannon Ramos, General Manager*



## Park Vandalism



There has been several incidents of vandalism at our parks this year. The staff has added more cameras in the area and has had some success in capturing some footage of the vandals. The damage has been extensive as you can see in the photos. We will be replacing toilets and sinks with stainless steel as replacements are needed because it is more durable. Also, skylights will be replaced with plexiglass instead of glass. We are asking all community members to keep a watchful eye out and immediately report any suspicious behavior to the office or Mason County Sheriffs.



## Encouraging Paperless Billing

Sign-up Prior to December 15<sup>th</sup> -  
Entered in a Raffle  
\$50 Gift Certificate to the Inn  
Restaurant, Café or ProShop

Email your request to:  
[Director1@lakelimerick.net](mailto:Director1@lakelimerick.net)  
Email address, Division & Lot #



We're trying to go paperless. If you sign up for paperless billing before December 15<sup>th</sup>, you will be entered into a drawing for a \$50 gift certificate. Paperless billing saves \$\$\$ which can be used for improvements in the community and helps keep expenses down, which is good for everyone.





## Delinquent Accounts - Collections

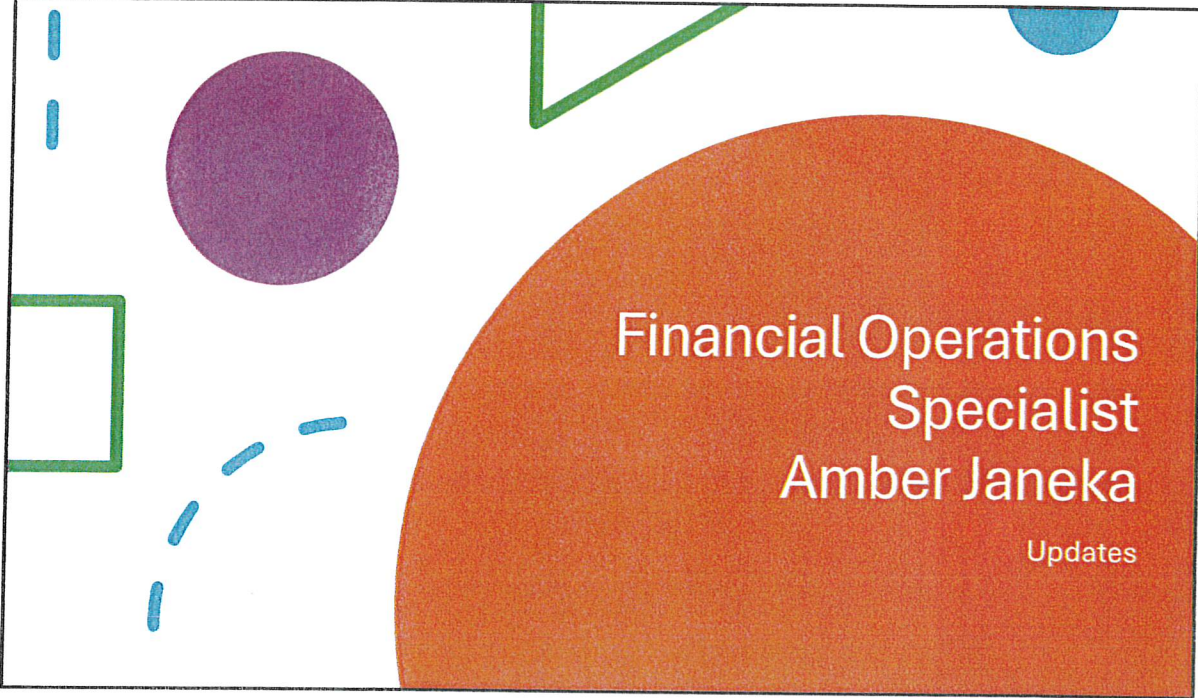
- Starting collections – Calling and sending notices
- Late fees - for October lates (HOA & Water)
- 1% fee assessment

The office has been actively working to reduce the delinquency at Lake Limerick. They are calling members with past due balances and sending notices. If you have a delinquent account, pay it before the end of the month to avoid late fees and the 1% assessment. If you need to establish a payment plan, do so immediately to avoid not only the fees but a property lien.



## Collections – Liens / Foreclosures

- Overview
  - Some back as far as 1999
  - 94 total
    - 57 former Owners
    - Notifying current owners
  - 5 at attorney – Foreclosure proceedings



Financial Operations  
Specialist  
Amber Janeka

Updates



## Financial Operations Specialist (FOS) Amber Janeka

- Financial Overview
- Delinquency
- 2022 Audit Status
- Gusto Update
- Management Software Systems Update (Buildium)
- Task Status Update
- Wins



## Financial – September Report

	September 2024			
	Actual	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Total Income</b>	\$ 247,157.26	\$ 254,648.34	\$ (7,491.08)	97%
<b>Total COGS</b>	\$ 24,910.38	\$ 27,773.66	\$ (2,863.28)	90%
<b>Gross Profit</b>	\$ 222,246.88	\$ 226,874.68	\$ (4,627.80)	98%
<b>Total Expense</b>	\$ 212,211.05	\$ 192,355.66	\$ 19,855.39	110%
<b>Net Ordinary Income</b>	\$ 10,035.83	\$ 34,519.02	\$ (24,483.19)	29%
<b>Total Other Income</b>	\$ (527.79)	\$ 1,884.00	\$ (2,411.79)	-28%
<b>Total Other Expense</b>	\$ 2,689.80	\$ (92.00)	\$ 2,781.80	-2924%
<b>Net Other Income</b>	\$ (3,217.59)	\$ 1,976.00	\$ (5,193.59)	-163%
<b>Net Income</b>	\$ <u>6,818.24</u>	\$ <u>36,495.02</u>	\$ <u>(29,676.78)</u>	<u>19%</u>



## Financial - Delinquency

30, 60, 90+Day Delinquency:

Water	August	September	\$ Change	% Change
31-60	\$ 16,890.00	\$ 14,507.00	\$ (2,383.00)	-14%
61-90	\$ 6,755.00	\$ 7,226.00	\$ 471.00	7%
>90	\$ 24,886.00	\$ 26,913.00	\$ 2,027.00	8%
Total	\$ 48,531.00	\$ 48,646.00	\$ 115.00	0%

HOA	August	September	\$ Change	% Change
31-60	\$ 16,839.00	\$ 10,463.00	\$ (6,376.00)	-38%
61-90	\$ 26,349.00	\$ 10,916.00	\$ (15,433.00)	-59%
>90	\$ 245,505.00	\$ 200,270.00	\$ (45,235.00)	-18%
Total	\$ 288,693.00	\$ 221,649.00	\$ (67,044.00)	-23%



## Financial – Audit Status

FOS reached out to the Tax Consultant for a status update and received 2 additional items needed to close out the 2022 Audit.

- Supporting documents for prepaid insurance balance - complete
- Allowance for doubtful account \$ amount – Accountant is reviewing now

Auditors initial draft of the 2022 financials should be complete once Allowance for doubtful accounts is turned in.

A few more supporting documents may be requested to close out the 2022 audit, but processes are being created to get ahead of future audits.



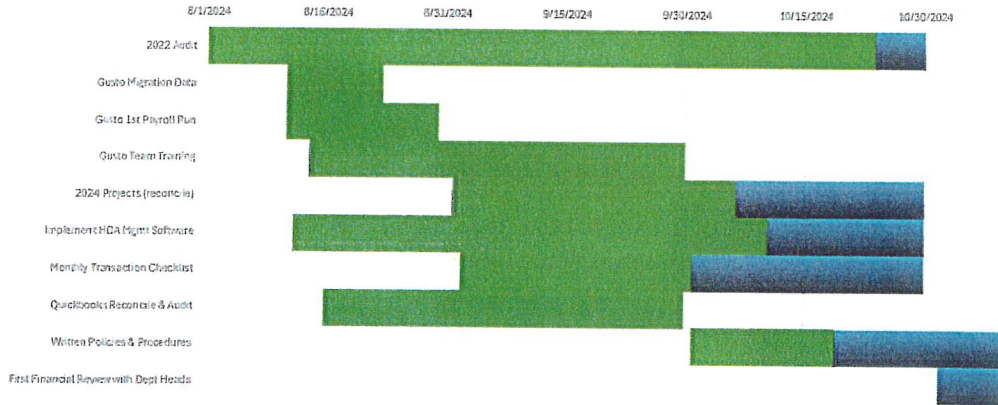
## Financial Operations Specialist - Tasks

- Audit close-out
- Gusto – Payroll System Transition
- 2024 Project Billing Clean Up
- Management Software Systems migration – Buildium
- Financial Reconciliation
  - Huge Win as this is now complete through Sept 2024
- On Site Visit – Dec 3-12<sup>th</sup>
  - Meet the team
  - Asset Preservation Walk with pictures
  - Golf Now, PSN, Office Processes
- Policies/Processes to establish:
  - Cash Management
  - Credit Card Reconciliation
  - HOA Chargeback to Water
  - Month-end checklist
    - Financial transactions
    - Billings
    - Reconciliations
    - Excise/Sales Tax
    - 401K Contributions
  - Capitalization Policy
  - Quarterly, Semi-Annual & Annual Tax Payment Processing





# Task Status



General Manager

Conclusion

Thank you!

November's board meeting is on November 16<sup>th</sup>.  
See you there.

# Water Report for 10/19/2024 Board of Directors Meeting

**Overview:** This report is an abbreviated summary of Water System Utility activities for the month of August. Full details of Water System Committee business, the consumption report, and financial summary documents are included in the Water Committee minutes as part of the BOD meeting packet. The Water System Committee wants to express our appreciation to our membership for approving the FY 2025 budget.

## 1. Operations

- All wells are operational and have been analyzed by Picatti Brothers. Well #6 analysis and repairs were completed the first week of October. This included replacing the pump and motor located at a depth of over 300 feet. Their final report including digital photography of each well will be available within 30 to 45 days after work completion. The BOD approved a budget of \$175,000 in January 2024 for this project which included amounts for unanticipated costs. Picatti has submitted a final bill this week which is being reviewed. It will be submitted to the committee for discussion and approval at our October 26<sup>th</sup> meeting. The good news is that the final cost of the project is less than \$125,000. A complete listing of all costs will be submitted with the recommendation for payment and will be included in next month's financial report.
- Other projects including installation of updated source meters, water testing stations, and ongoing leak detection will continue throughout the fall and winter. The Water System Committee began developing a project calendar for FY 2025 at our September 28<sup>th</sup> meeting. A list of projects is attached to this report.
- SCADA electronic well system monitoring upgrades are included in the proposed Water Capital Budget. Upon activation, the updated system will provide significantly more accurate water production data and real-time well monitoring capability. This project is at the top of the list for a very important reason. Several water systems, including the City of Aberdeen, have been hacked causing significant problems including demands for ransom from the hackers. Our water manager has been concerned that our system could be vulnerable and has made upgrading our SCADA system the top priority.
- The Water System Committee water conservation program appears to have had some success. Preliminary consumption data shows a decrease of about 10% over the summer of 2023. A comprehensive 10-year water conservation program will be part of our Water System Plan. The Water System Committee is currently working on a draft conservation plan and will be seeking member input at our regular meeting on October 26<sup>th</sup>.

## 2. 2024-2025 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.

## 3. Water System Plan Completion:

- A four-page list of WSP modifications/recommendations/questions has been whittled down to a few items that still need to be updated. The DOH review application and \$3,705 fee have been submitted. System manager Chris McMullen is working with Northwest Water Systems to finish up the details as soon as the new data from the well analysis project is received and reviewed. As reported last month, once this updated plan is prepared, a BOD study session will be scheduled before the plan is submitted to the DOH.

## 4. The Ampstun billing system:

- Our current billing system is being upgraded to allow customers to more easily access their account information on line. As posted on the website, members are being encouraged to sign up for paperless billing. Full or nearly-full participation in this program could save our members thousands of dollars over the current billing system, so PLEASE sign up!

## 5. Water System Committee Meeting Date and Time:

- The next regular Water System Committee meeting will be held on November 23, 2024 beginning at 9:00 AM. As is now our practice, the hybrid meeting will be held in the Crow's Nest for the Water System Committee and via ZOOM for the community.

FY25 WATER CAPITAL PROJECTS	AMOUNT \$	
DESCRIPTION OF PROJECT		NOTES
Scada Monitoring System Updates/Upgrades	\$ 130,000	Update and upgrade SCADA well monitoring software to enhance reliability, accuracy, and real-time monitoring. Priority 1. PAR forthcoming.
Elevated Storage Feasibility Study	\$ 36,000	To be completed by RH2 Engineering after well analysis data is reviewed. Study is necessary to determine best way to increase available stored water. Priority 1. Par forthcoming.
Replace Well Source Meters: 4 ea. 4" units	\$ 20,000	Source meters are essential for accurate measurement of water produced. Three meters have been replaced. This will complete the project and support providing correct consumption data to DOH. Priority 1
Replace Aging Customer Meters and End Points	\$ 30,000	Phase 1 of the project will replace 100 meters and end points in FY 2025. The remaining meters will be replaced over the subsequent three to five years. Priority 2. Revised plan and PAR forthcoming. May be moved to FY 2026.
Well #2 Generator	\$ 75,000	Well #2 generator was removed in 2023. It was not repairable. A new generator would provide emergency power for Well #2. Priority 3. Revised plan and PAR forthcoming.
Well #2 Filtration	\$ 28,000	Well #2 is the most productive source; however, the water has taste and odor problems caused by excessive amounts of iron and manganese. Filtration may be necessary to mitigate odor and taste concerns. Well #2 water will be introduced into the system without filtration to test and ascertain any filtration needed prior to purchasing equipment. Priority depends on test results.
Water Office	\$ 75,000	The current office is a totally inadequate work space. Room is needed for document and manual storage, small parts inventory, work tables, computer equipment, and tool security among other things. This project has been on the books for at least four years. Priority 1.
Update/Improve Security at Well Sites	\$ 26,000	Moved from FY 2024 to FY 2025. Technology challenges and vendor inability to provide reliable communication integration delayed implementation. However, this is a priority 1 project and should be implemented with currently available, economically feasible technology.
<b>TOTAL BUDGETED PROJECTS</b>	<b>\$ 420,000</b>	

Water System Utility projects are listed in order of priority. Projects in **bold type** are expected to be completed during FY 2025. Additional projects listed may be started but will likely extend into FY 2026. Costs listed are estimates and subject to revision. PAR's will be submitted to the Water System Committee and the Board of Directors for approval and will include detailed cost projections. Funding will come from reserves, regular savings, and operating funds as appropriate.

*Kelly Evans,*

LLCC Water System Committee Chair

10-19-2024 LLCC Board of Directors Meeting  
Advisory Committee Motions to the Board  
Including the Architecture Register (completed)

General Manager Motions to the Board – none received.

Executive Committee Motions to the Board–none received.

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Architectural Committee Motions to the Board–none received.

*Architectural register for motion to approve.*

*A motion was made by M Paradise, seconded by J Ingemi, and passed with one abstention to approve the architectural committee register as presented. (less the Lansing division 04-13 reference in the architectural committee register)*

Compliance Committee Motions to the Board –none received.

*Compliance register for motion to approve*

*A motion was made by J Ingemi, seconded by M Paradise, and passed with one nay to approve the compliance register as presented*

Lake/Dam Committee Motions to the Board– two received.

*Motion 1 - Lake Dam requests the Board/GM account for Lake Advocates expenses incurred for services received and completed prior to 1October2024 and should be accrued in the 2024 fiscal year regardless of the date the invoice was received.*

*No motion by the Board is needed – issue resolved*

*Motion 2 - Lake Dam requests the Board approve the PAR for the Replacement of the Lake Patrol Boat*

*(See attached PAR for review and comment)*

*A motion was made by J Ingemi, seconded by B Smith, and failed with 3 yes votes and 6 no votes to approve a PAR for the replacement of the lake patrol boat.*

Greens Committee Motions to the Board– none received.

Greenbelt Committee Motions to the Board– two received.

*Motion 1: Moved by Allan Sande and 2<sup>nd</sup> by Sue Klemp to have the BOD give approval to continue exploring the idea of a sidewalk or a pathway along St. Andrews initially from the fire station to the Inn by first surveying the LLCC members to find their thoughts.*

**A motion was made by J Ingemi, seconded by B Smith, and failed to pass with no yes votes and 9 no votes.**

*Motion 2: Moved by Phyllis Antonson and 2<sup>nd</sup> by Allan Sande and passed unanimously. The Greenbelt Committee requests the BOD to give this committee directions as to what it would like to see done with the development of these properties (dog off leash area, community garden, maintenance shop area, selling the properties that are salable, etc.).*

**No motion was made by the Board**

Inn Committee Motions to the Board–two received.

*Motion 1: As other LL Committees (ie: golf) are allowed to retain their fundraising monies, The Inn Committee would like to establish a similar program for retention of monies brought in by fundraising events to be designated for additional activities and projects to benefit the HOA. Nancy Milliman proposed, Mary Ann Wagner seconded, and the motion passed unanimously.*

**No motion was made by the Board**

*Motion 2: Lisa Wilson proposed that a committee be formed on the order of the LL Reserve Committee to discuss a new Social Membership structure. This committee would be compiled of one member from each interested standing committee of Lake Limerick, a member from the BOD, as well as any community members at large with a participant cap to be determined. Sue Jankford seconded, the motion passed with 7 yes votes and 1 abstention.*

**A motion was made by B Smith, seconded by J Ingemi, and failed to reach a vote after a brief discussion. The motion was withdrawn and the office staff will look into existing documents and a list of existing social members**

Hearing Committee Motions to the Board– none received.

Welcoming Committee Motions to the Board–none received.

Water Committee Motions to the board –two received.

*\* Motion made by Don Bird to transfer \$300,000 from Water operating accounts to the HOA to cover expenses that HOA paid on the Water Departments behalf during the previous 10 months acknowledging that this amount may be adjusted as a result of further analysis. Seconded by Dan Cossano, approved by all present (Sue Hearron left early).*

***No motion required, transfer has been made.***

*\* Motion made by Dan Cossano to approve the SOP - Water One Time Forgiveness Request as amended with Water Committee suggestions. Seconded by Anne Moen. Approved by all present (Sue Hearron left early)*

***Motion withdrawn by the water committee***

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

*Motions to the board assembled by Secretary P Paradise*