

**Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
February 17, 2024**

APPROVED

- 1.0 Call to Order:** Meeting called to order at 8:01 AM by President Nolan Mullen. Directors present: Nolan Mullen, John Anderson (via Zoom), Bill Becker, Bob Ballenger, Carmel Cottrell, Brian Holt, Debra McNamee (via Zoom), and Laura Pratt. Mark Kosco was absent. Interim GM Mike Harris and Mike Yorke, HR were also present.
- 2.0 Executive Session:** At 8:01 AM Bob Ballenger motioned to go into Executive session, seconded by Carmel Cottrell. Motion carried.
- 3.0 Return to Open Session** – Motion to return to open session made by Carmel Cottrell at 9:06 AM. Seconded by Bill Becker, motion carried unanimously.
- 4.0 Pledge of Allegiance** – after the Pledge of Allegiance, a quorum was present with the following Directors in attendance: Nolan Mullen, John Anderson (via Zoom), Bill Becker, Bob Ballenger, Carmel Cottrell, Brian Holt, Debra McNamee (via Zoom), and Laura Pratt. Mark Kosco was absent. Interim General Manager Mike Harris was also present.
- 5.0 Approve/Adopt Minutes from the January 20, 2024, Board Meeting** - Laura Pratt motioned “to approve the minutes from the January 20, 2024 Board Meeting.” Seconded by Bill Becker, motion carried unanimously.
- 6.0 Treasurer’s Report** – Steve Borst is working with Heather, Ashley and Honkamp on the 2023 financials. Reconciling account by account and getting close to having the traditional treasurer’s report like we are used to. Steve will send an email out to the Directors with the data.
- 7.0 Committee/Commission Reports**
- Employee Handbook** – Jody Ware reported they worked closely with Steve Borst, Mike Yorke and Mike Harris on these changes presented to the board today. Fair and impartial for all employees and follows the new Senate bill law initiated to begin January 2024. Will be meeting regularly to continue working – 6.3 holidays and holiday pay; 6.1 requesting leave; 6.8 bereavement leave; 2.5 attendance, inclement weather.
- Conservation** – Paula Wiener reported they met with AECC to go over the Greenway Stewardship program. Thank you to Tyler who made sure the changes have been implemented in the new documents. Mark Kosco has taken on the responsibility to figure out how to mesh the Greenway Stewardship Program with Rules and Regulations. We want to get the program moving again as soon as possible. Joe Rush will be with us at the April meeting to give us a report on the fish shocking and give us recommendations on what to purchase and stock.
- Maintenance** – Carmel Cottrell – Received information on a new compactor, now up to \$50K. Also got a bid for a cardboard baler for \$23K.
- Memorial Pavilion** – Carmel Cottrell – The pavilion is standing; made our second payment to Thistle, will finish the project in the spring. Applied again, for a grant from the Foundation.
- Spillway** - Laura Pratt reported they have bids out – six contractors that have expressed interest in the spillway project. Bids will be reviewed in March. We hope to have a bid ready for Board approval in April.
- 8.0 General Manager’s Report** – Mike Harris – The Cove lease has been signed. Michelle Magee and Rob Chambers from Stockton will be running the Cove for the next two years. The Association bought into NorthStar years ago – training going on now that the staff didn’t get at the beginning. The Cove inventory – all assets have been inventoried and completed yesterday. McCloud Aquatics contract is expected next week, will be doing the zebra mussels and weeds on the lake this year.

Thistle Group – new pricing for the old fire house – \$8,700 cheaper than bid in September 2022.
Handrail outside the club house will get started hopefully this morning.

9.0 President's Report – President's Report will be in *The Apple Core*.

10.0 Any Additions to the Agenda – None

11.0 Consent Agenda

11.1 Committee/Commission Changes – Laura Pratt motioned “to appoint Brian Blanchette to the Golf Commission and the Rules & Regulations Commission; to accept the resignation of Mark Kosco as Board Liaison to the Employee Handbook Commission; to appoint Laura as Board Liaison to the Employee Handbook Commission. Seconded by Carmel Cottrell. Motion carried unanimously.

12.0 Unfinished Business

12.1 Employee Handbook Language Changes – 1st Reading - Bill Becker motioned “to suspend Roberts Rule of Order.” Seconded by Bob Ballenger, motion carried. Discussion: Bill Becker noticed vacations calculations based on hours worked – what about overtime? And we need a distinction between sick time and vacation. Laura Pratt – If someone quits, vacation time gets paid out. Personal time does not get paid out. Jody Ware – New Senate bill law says all employees must receive a system for earning personal leave. Lifeguards, seasonal employees, would accrue personal time. Laura Pratt – New bill is not new to us, the Board already implemented this last year. But, besides some language changes, there is an increase of vacation time at 15 years. At 15 years, they would have 5 weeks. Other places of employment are typically 20 years or 25 years before getting 5 weeks' vacation. Jody Ware – in existing policy approved one year ago, there was unfairness in there. People over 10 years who couldn't possibly earn the four weeks' vacation time the way it was set up. With an association that has difficulty retaining employees, this could be an incentive for them to stay. Steve Borst – when first on board, it was obvious the accruals were not set up correctly. Spent a lot of time on the handbook back then. Should be reading 6.1, 6.2 and 6.3 together. Everything is accruing now properly. Laura Pratt will send edits to Jody Ware prior to their next meeting.

Bob Ballenger motioned “to reinstate Roberts Rule of Order.” Seconded by Brian Holt, motion carried unanimously.

13.0 New Business

13.1 Greenway Stewardship Application Revision – Bill Becker motioned “to approve the changes recommended by AECC.” Seconded by Carmel Cottrell. Discussion: Two pages that are almost identical, but there is different information on both. One is for the property owner, and one is for the association. The minimum says to plant one tree for every 10 trees taken out – seems the decision should be up to the commission to decide. Too much up to the property owner and should be a tree of some size, not a sapling, and have a guarantee. We need more language around that and determine what the rules are. #11 Communicating with affected property owners – language is too vague. Also, we need other language there on who specifically needs to be notified. Add contiguous. Paula Wiener – was in there previously (contiguous), not sure how that got dropped. The whole goal of this program was to try to get control of the invasives that are eating this place up. Tyler is trying to work with what the IL Department of Natural Resources is doing to bring the oaks back. There will be empty places so the oaks can do what they need to do. Take out 10 trees and if we make them plant trees back, we've defeated our purpose if it beats out the oak. Brian Holt – understanding and communicating why we are doing this would be very helpful. Paula Wiener – several articles have been written over the years. Not all have been read and understood. We have been trying. Nolan Mullen – application has gotten a lot better. Add the word “contiguous” to #11 “Communicating with other **contiguous affected** property owners...” that would be fine and number the special concerns to be better identified. Mike Harris – we do have someone we can call

(tree expert) to point the trees out – good trees, bad trees, etc. *Approve with the changes [Change “affected” to “contiguous” in #11 “Communicating with other ~~affected~~ contiguous property owners...”] recommended* – motion carried unanimously.

13.2 Employment of Personnel – Hiring of a General Manager – Bob Ballenger motioned “to hire John Sabo as General Manager.” Seconded by Laura Pratt. Motion carried unanimously.

14.0 Property Owner Comments

Jody Ware reported that yesterday was the final date for grant submissions for the ACLPO Foundation. Foundation will review and will make the decision on funding or partially funding. All decisions the Foundation makes about the funding are pending Board approval for the March meeting.

Edie Petelle 11-209 – Thrilled we have someone to run the Cove. Don’t want competition with the Pro Shop.

Kathy Rogers 11A52 Fairway – Update from the ACL Garden Club – excited for 2024. We are already busy working on our bee theme for this year.

Pat McGowan, 11A31 Fairway – Thank you General Manager and members of the board. Pavilion looks good. Continue with open discussion, positive effort. Thrilled we have someone for the Cove. Make sure we maintain the outside of the Cove as well. Huge asset here. The Garden Club is a major asset as well.

15.0 Adjourn – Motion to adjourn by Carmel Cottrell at 10:18 AM, seconded by Brian Holt, motion carried unanimously.

Recording Secretary, Rhonda Perry

President, Nolan Mullen

Corporate Secretary, Laura Pratt

Date