



**BOARD OF DIRECTORS MEETING
JULY 19, 2025**

**9:00 A.M. – ACL CLUBHOUSE, 14A157 CANYON CLUB DR, APPLE RIVER, IL 61001
& VIA ZOOM**

AGENDA

- 1.0 CALL TO ORDER – 8:00 A.M.
- 2.0 EXECUTIVE SESSION – 8:00 A.M
- 3.0 RETURN TO OPEN SESSION – 9:00 A.M.
- 4.0 PLEDGE OF ALLEGIANCE
- 5.0 COMMITTEE/COMMISSION REPORTS
- 6.0 TREASURER’S REPORT
- 7.0 GENERAL MANAGER’S REPORT
- 8.0 PRESIDENT’S REPORT
- 9.0 ANY ADDITIONS TO THE AGENDA
- 11.0 CONSENT AGENDA
- 11.0 UNFINISHED BUSINESS
 - 11.1 RECREATIONAL VEHICLE RULES & REGULATIONS UPDATES – 2nd Reading
 - 11.2 ACL BUILDING AND ENVIRONMENTAL CODE V. 11-06-2024. – REVISIONS & ADDITIONS (112.3A) – 2nd Reading
 - 11.3 ACL BUILDING AND ENVIRONMENTAL CODE V. 11-06-2024. – REVISIONS & ADDITIONS (127.1) – 2nd Reading
- 12.0 NEW BUSINESS
 - 12.1 GREENWAY STEWARDSHIP APPLICATION – 8A271/272 JEFFERSON CT
 - 12.2 PROPANE BID ACCEPTANCE 2025 – 2026
 - 12.3 PRO SHOP PATIO ENCLOSURE
- 13.0 PROPERTY OWNER COMMENTS (3 MINUTES PER MEMBER)
- 14.0 ADJOURN

**Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
June 21, 2025**

UNAPPROVED

1.0 Call to Order

Meeting **called to order** by President Nolan Mullen at 8:00 am.

Other Directors present: Bob Ballenger, Carmel Cottrell, Crystal Erdenberger, Brian Holt, Mark Kosco, Brett Livengood (via Zoom), Deb McNamee, and Mike Ward. General Manager Jon Sabo was also present.

2.0 Executive Session

A motion was made and seconded to proceed to executive session.

Motion carried unanimously.

3.0 Return to Open Session

Mark Kosco **moved to return to open session** at 9:06 am. **Seconded** by Brian Holt.

Motion carried unanimously.

4.0 Pledge of Allegiance

After the Pledge of Allegiance, a quorum was present with the following Directors in attendance: Bob Ballenger, Carmel Cottrell, Crystal Erdenberger, Brian Holt, Mark Kosco, Brett Livengood (via Zoom), Deb McNamee, Nolan Mullen, and Mike Ward. General Manager Jon Sabo was also present.

5.0 Election of Officers

5.1 President

Bob Ballenger **moved to nominate** Nolan Mullen for President. **Seconded** by Carmel Cottrell.

Motion carried unanimously.

5.2 Vice President

Brian Holt **moved to nominate** Mark Kosco for Vice President. **Seconded** by Mike Ward.

Roll call vote:

Ayes:

Crystal Erdenberger
Brian Holt
Mark Kosco
Brett Livengood
Mike Ward

Nays:

Bob Ballenger
Carmel Cottrell
Deb McNamee

Carmel Cottrell **moved to nominate** Bob Ballenger for Vice President. **Seconded** by Deb McNamee.

Roll call vote:

Ayes:

Bob Ballenger
Carmel Cottrell
Deb McNamee

Nays:

Crystal Erdenberger
Brian Holt
Mark Kosco
Brett Livengood
Mike Ward

Mark Kosco is the new Vice President.

5.3 Secretary

Bob Ballenger **moved to nominate** Brian Holt for Secretary. **Seconded** by Mark Kosco.

Motion carried unanimously.

5.4 Treasurer

Mike Ward **moved to nominate** Crystal Erdenberger for Treasurer. **Seconded** by Mark Kosco.

Roll call vote:

Ayes:

Crystal Erdenberger
Brian Holt
Mark Kosco
Brett Livengood
Mike Ward

Nays:

Bob Ballenger
Carmel Cottrell
Deb McNamee

Bob Ballenger **moved to nominate** Carmel Cottrell for Treasurer. **Seconded** by Deb McNamee.

Roll call vote:

Ayes:

Bob Ballenger
Carmel Cottrell
Deb McNamee

Nays:

Crystal Erdenberger
Brian Holt
Mark Kosco
Brett Livengood
Mike Ward

Crystal Erdenberger is the new Treasurer.

6.0 Committee/Commission Reports

Deer Management Commission

Gordy Williams reported the Deer Management Commission met on May 24. Discussions included the deer harvest report and deer inventory report. The commission is teaming up with IDNR for the 2025–2029 Chronic Wasting Disease Management Program, which focuses on protecting and maintaining a healthy deer population. On August 2nd at 9:00 am the commission will host its Youth Archery event in the rock quarry, which is a great event each and every year.

Dam Advisory Commission

Jeff Rice reported that everything seems to be working as it is supposed to right now. On May 29, the engineers were at ACL. Currently obtaining pricing for the top of the dam.

Conservation Commission

Pam Opyd reported we have 9 active bluebird nests right now. There are three new Greenway Stewardship applications and after this meeting hopefully we will have more approved. Watershed updates will be presented in the next couple of months. The commission has started collaborating with other commissions and clubs. The Bass Club attended the most recent Conservation meeting to share their knowledge of the fishery. The commission is also working with the Garden Club and will be at their events this coming week.

Golf Commission

Anthony Frieri reported new sod laid and sand traps refurbished. Big Cup event is on July 19; please sign up. There are two night golfs this year. A pilot program is underway for live music at the Pro Shop and last night was packed.

Strategic Long-Range Planning Commission

Mike Ward reported they had a meeting to discuss the Meeting of the Whole workshop, which will gather input from a whole variety of people across the Association community.

Rules & Regulations

Brian Holt reported that there are several items on the agenda today.

7.0 Treasurers Report

Carmel Cottrell reported that the audit was presented last week at the Annual Meeting and all went well. Sales tax has been reconciled, Treasurer's report will be done next week and will be in *The Apple Core*. Budget commission will start meeting in August.

8.0 General Manager's Report

Jon Sabo wanted to thank the Teller committee. Several of those members are election judges for the state of Illinois. Follow the same law-based process. Grateful for their efforts. Annual meeting went well. NorthStar: PCI compliance requirements took out the communication and violations modules, but the issues have been cured; pleased to announce the implementation of NorthStar is quickly drawing to a close. The days of violating our rules and asking for forgiveness, specifically related to building, are done. We are a zoned community. Building Inspector Joe Wiener and I stopped seven unpermitted projects a week ago. We've begun the dust control process again this year. Beet juice cost is unaffordable, so we're using flaked calcium carbonate instead. Pool well impellers replaced; pool pump rebuilt. The mystery leak has been repaired. Fish house grinder malfunctioned and is now fixed.

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

10.0 Any Additions to the Agenda

Carmel Cottrell **moved to add** *13.10 Point Beautification* to the agenda. **Seconded** by Mark Kosco.

Motion carried unanimously.

11.0 Consent Agenda

Crystal Erdenberger **requested** that the approval of the minutes from May 17, 2025, be split from the Consent Agenda so that new Board members can abstain.

11.1 Minutes from May 17, 2025

Carmel Cottrell **moved to approve** the minutes from the May 17, 2025, Board meeting. **Seconded** by Mark Kosco.

Motioned carried with Crystal Erdenberger and Brett Livengood abstaining.

11.2 Board Liaison Assignments to Committee/Commissions

Bob Ballenger **moved to approve** the consent agenda including board liaison assignments to Committee/Commissions. **Seconded** by Mark Kosco.

Commission / Committee Liaisons			
AECC	Bob Ballenger	Legal	Carmel Cottrell
Board Policy	Brian Holt	Maintenance	Carmel Cottrell
Budget / Audit	Mark Kosco	Nominating	Brett Livengood
Campground	Nolan Mullen	Recreation	Mike Ward
Conservation	Deb McNamee	Rules & Regulations	Brian Holt
Dam Advisory	Mark Kosco	Safety & Emergency Planning	Carmel Cottrell
Deer Management	Mark Kosco	Strategic / Long Range Planning	Mike Ward
Employee Handbook	Crystal Erdenberger	Trails	Crystal Erdenberger
Golf	Mark Kosco		

Motion carried unanimously.

12.0 Unfinished Business

12.1 V. General Violation Fines, Burning/Cutting Trees, 2nd Reading

Deb McNamee **moved to approve** the updated V. General Violation Fines, Burning/Cutting Trees Rules & Regulations. **Seconded** by Carmel Cottrell.

Discussion: this limits the kind of action you can do on a tree. If you want to include everything, should we include any type of alteration? Jon Sabo: will have counsel confirm. Mike Ward: Still struggling with restoration. What exactly is restoration? Nearly original form? Jon Sabo: would like to suggest the board be the body to determine what restoration is acceptable. Could call on Conservation expertise as well. Get as close to what it was. Deb McNamee: time is of the essence. The enforcement aspect is so important.

Mark Kosco **moved to amend** the language to include “the alteration and restoration to be determined per board action decision.” **Seconded** by Mike Ward.

Motion to amend carried unanimously.

Motion as amended carried unanimously.

12.2 XX. Hunting, Deer Management Program Rules & Regulations, 2nd Reading

Mark Kosco **moved to approve** the updated XX. Hunting, Deer Management Program Rules & Regulations. **Seconded** by Carmel Cottrell.

Motion carried unanimously.

12.3 Recreational Vehicle Rules & Regulations Updates, 2nd Reading

Mark Kosco **moved to approve** the updated Recreational Vehicle Rules & Regulations. **Seconded** by Deb McNamee.

Discussion: Part of this came from insurance company initially saying they were going to prohibit golf carts. Having headlights and taillights available will help. Is this an audible request from the insurance company or do we have a document stating this? Jon Sabo: insurance companies use Wisconsin law as a leading-edge example. We will have a plan and timeline to share these changes with our members. Will be published in the *Apple Seed* and *Apple Core*. Will go into effect after we properly notify members. Our expectation is that only operators that have a valid driver's license and 18 years of age are eligible to operate any of this equipment. Don't have the license in their possession – what happens. Process? Jon Sabo – part of the NorthStar upgrade includes the ability for Security to authenticate that indemnification equipment. Expectation is that if a member is stopped in a violations situation, Security can pull up their information. Did your behavior warrant being pulled over? Trying to prevent needless accidents. Brian Holt: only vehicles with ROPS installed should require seat belts. Jon Sabo: Rules & Regs was very mindful that it has to go back to OEM installed? Who are we to say you need to install seatbelts in a vehicle that was not designed for them. OEM installed passenger restraints, so we are expecting them to be utilized.

Brian Holt **moved to postpone** this agenda item until the language with regard to seat belts and ROPS can be clarified. **Seconded** by Brett Livengood.

Motion to postpone carried unanimously.

13.0 New Business

13.1 Ratify Emergency Replacement of Water Feature Controller & Installation

Deb McNamee **moved to ratify** emergency replacement of the water features controller and installation as a reserve expense. **Seconded** by Mark Kosco.

Motion carried with Crystal Erdenberger and Brett Livengood abstaining.

13.2 Spillway Safety Fence

Deb McNamee **moved to accept** and approve Kelly Custom Fencing, Inc. proposal to install approximately 450 feet of 6-foot galvanized chain link fence with two 4-foot gates near the spillway in the amount not to exceed \$20,000. Further, apply the project cost to the spillway replacement project's General Ledger. **Seconded** by Carmel Cottrell.

Discussion: ACL Building Code requires fencing to be coated. Galvanized fencing meets our requirement. Brian Holt: the area above the spillway would make a great observation point area. If we develop it, this fence might be redundant. Jon Sabo: State code expects a barrier be placed. No timeline: could suspend this motion to think about this area being more of a park development. Mike Ward: would like to see this get marked and staked off before we get bids.

Brian Holt **moved to postpone** this agenda item until plans can be considered for a park development. **Seconded** by Mike Ward.

Discussion: Jeff Rice: we could open that area now; the fence will allow people to get closer to what we did and open the trails.

Motion to postpone carried unanimously.

13.3 Thriving Thistle Beach Yoga

Deb McNamee **moved to allow** The Thriving Thistle to host Beach Yoga at Nixon Beach from present to August 2025, provided the participants and their guests provide the proper documentation to access the private amenity. **Seconded** by Carmel Cottrell.

Discussion: Carmel Cottrell: great we have this small business come here and offer something, but we do not need the \$3.00 to come back to us. Insurance and indemnification are already done. Brian Holt: this is great; would like the Recreation Department to investigate other similar service providers. If Board action is needed to make that easier, please advise so we can help.

Motion carried 7–1 with Carmel Cottrell voting nay.

13.4 Greenway Stewardship Application: 5A92 Manitou Ct

Carmel Cottrell **moved** that the Board provide the final approval for this applicant to proceed per the terms and recommendations agreed to in this application. **Seconded** by Mark Kosco.

Motion carried unanimously.

13.5 Greenway Stewardship Application: 8A147 Liberty Bell Ct

Mark Kosco **moved** that the Board provide the final approval for this application to proceed per the terms and recommendations agreed to in the application. **Seconded** by Deb McNamee

Motion carried. Mark Kosco abstained.

13.6 2024 Audit Report

Mark Kosco **moved to accept** the 2024 Audit Report. **Seconded** by Deb McNamee.

Motion carried unanimously.

13.7 ACLPOA Employee Benefits Renewal

Deb McNamee **moved to accept** and switch to UnitedHealthcare’s Option 6 plan for an increase of 5.74% over Blue Cross rates and accept Principal’s renewal of non-health care benefits with a mixed increase of 4% over current rates. **Seconded** by Mark Kosco.

Discussion: Jon Sabo: eligibility vs. who applies. Nine employees; 5 employees and spouse; and 6 family right now. May be 21 total when we renew. The Association does not pay 100% of any of the benefits; it is a shared cost with the employee. Employees are not expected to have to switch doctors if we switch.

Motion carried unanimously.

13.8 ACL Building and Environmental Code V. 11-06-2024—Revisions and Additions (112.3A), 1st Reading

Discussion: changes are mainly deferring to Jo Daviess County Building Code requirements.

13.9 ACL Building and Environmental Code V.11-06-2024—Revisions and Additions (17.1), 1st Reading

Discussion: Jon Sabo: IBC being adopted with new health code for State of Illinois. Health code requires tank replacement to qualify as a rental if the existing tank size is too small to qualify.

13.10 Point Beautification

Carmel Cottrell: would like to initiate a capital project for the beautification of the point around the Clubhouse, to be done by a professional landscaper. Get some landscapers to give us some designs to beautify that area. Jon Sabo: which of those designs would we like: architectural or landscape design? What kind of money can we put towards this? Also need to be grant compliant. Multiple options is key. Brian Holt: let's include the area above the spillway as a second project.

General Manager is directed by consensus to pursue and report back to the board with multiple options for both projects.

14.0 Property Owner Comments *(unless otherwise noted, comments were not responded to or corrected)*

Charlene Wooley, 2A22: regarding short term rentals; are taxes being used by owners of short-term rental properties? Do they have the correct paperwork? Are they paying their fines? If not, are amenities taken away? Are you able to make amenity tags and passes available for use of the guests of short-term rentals away from ACL? How are they doing this? Are they getting fined? Second concern: *Galena Gazette* publishes fines. We used to publish fines. We stopped. People are embarrassed when this is published.

Roger VanDerLeest, 15A3: the marina is a mess—when will it be cleaned up. Nothing getting done.

Mark Fill, 10A18: trails – speed – these UTVs are getting faster, more people, wider, heavier. Speed limits? Signage? Nobody stops. Are we looking at that?

Gary Hannon, 8A239: kudos to Recreation department for their work at the multi-sport complex. Cutting down of tree fine: heard we approved \$1000. Now new verbiage for Greenway Stewardship is \$10,000. Watch our zeros. What is the effective date for new fines, procedures, etc.? Effective today unless otherwise indicated? Arrowhead Point used to be a prairie; the intent of their greenway stewardship is to try to bring it back.

Mike Ward, 12A229: Safety: it happens more with rental boats, but the number of boats making wakes or going wrong direction is increasing. Never seen this as crazy as it is. When someone rents a boat, do they go through any kind of sign off of understanding direction and no-wake zones? Jon Sabo: yes, boat operators test and have a clear cheat sheet.

15.0 Adjourn

Bob Ballenger **moved to adjourn** at 10:59. **Seconded** by Carmel Cottrell.

Motion carried unanimously.

Corporate Secretary, Brian Holt

Date

Memorandum



To: Board of Directors

Date: July 19, 2025

From: ACLPOA

Memo: 2025-57

Topic: July Consent Agenda

Recommendation: To approve/adopt minutes from the June 21, 2025, Board meeting.

To approve Charlene Wooley to join the Tellers Commission, and to approve Mark Fill to join the Trails Commission.

General Manager's Action on Behalf of Deer Management Commission

Designated Fund Request: Notice of approval of purchase of three youth archery bows with center arrow rest, which right and left-handed archers may use. These bows will be used during Youth Archery Day. Amount not to exceed \$150.

General Manager's Action on Behalf of Golf Commission Designated Fund

Request: Notice of approval of up to \$300 for the purchase of LED lights and batteries to light up hole boundaries and hazards. The LEDs lights are reusable and will eliminate the need to purchase glow sticks in the future.

Notice of approval of up to \$80 for the purchase of LED hat light clips that the Golf Commission can sell the night of the event.

Reimbursement of actual cost of night golf glow balls to be ordered by the Pro Shop Manger for both the August and September Night Golf Events. Golf Chair and Pro Shop Manager will determine the number of balls to be purchased. Pro Shop Manager will make purchase and Golf Designated fund can be charged for the actual cost of the night golf balls.

General Manager's Action on Behalf of Golf Commission Designated Fund

Request: Notice of approval of up to \$500 for purchase of golf-related items to raffle off as part of the Big Cup Fundraiser.

Continued on the reverse side.

General Manager's Action on Behalf of Golf Commission Designated Fund

Request: Notice of approval of up to \$250 for purchase of golf-related items to use in the silent auction as part of the Big Cup Fundraiser.

Ratify AECC Appointment: *Motion by Nolan to appoint Brian Holt to AECC as a Board voting member. Seconded by Crystal. Director's voting: Carmel Cottrel – Aye; Robert Ballenger – Aye; Mark Kosco – Aye; Mike Ward – Aye; Deb McNamee – Affirm; Brian Holt – Aye; Nolan Mullen – Aye; Crystal Erdenberger – Affirm; Brett Livengood – Aye. Motion Carries unanimously.*



Memorandum

To: Board of Directors

Date: July 19, 2025

From: Dave Homb, Rules & Regulations Commission Chair

Memo: 2025-59

Topic: Recreational Vehicle Rules & Regulations Updates (*V. General Violation Fines, and XII. Motorized Vehicles – Recreational*) – 2nd Reading

Issue: Updated changes to V. General Violation Fines, Motorized Vehicles – Recreational, and XII. Motorized Vehicles – Recreational.

Recommendation:

V. General Violation Fines, Motorized Vehicles – Recreational

Add: *Operating a recreational vehicle with passengers in the cargo area \$250*

XII. Motorized Vehicles – Recreational, Subsection E, Equipment

3. Original: Operable headlights and taillights are required if used after sunset.

3. **Updated:** ATVs/UTVs are required to always have headlight(s) and tail lamp(s) turned on if equipped during operation.

Add: 4. *Seatbelts are required to be worn in all UTVs. (Change original rule #4 to #5)*

XII. Motorized Vehicles – Recreational, Subsection F, Operation Limitations

12. Original: Passengers are prohibited from riding in open flat bed or on a “pull-a-long” or “tow behind” trailer or cart, etc. attached to an approved vehicle; the number of passengers in a single vehicle may not exceed the manufacturer’s recommendation, and/or actual seat count.

12. **Updated:** Passengers are prohibited from riding in cargo area or on any trailer or cart attached to an approved vehicle.

Add: 13. No person may ride in or on any part of a motorized recreational vehicle that is not designed or intended by the original manufacturer to be used by passengers for seating purposes.

Add: 14. The number of passengers within a UTV may not exceed the original maximum capacity for the vehicle as established by the vehicle manufacturer or exceed the number of passenger restraints (e.g. seatbelts) designed and installed for the vehicle by the original manufacturer.

(Change current #13 & #14 to #15 & #16)

XII. Motorized Vehicles – Recreational, Subsection H, Staging Areas

d. Original: Upper Clubhouse parking lot.

d. **Updated:** Firehouse Fitness parking lot.

XII. Motorized Vehicles – Recreational, Subsection I, Lawful Operation

a. Original: Possessing a valid driver's license or permit of state of origin.

a. **Updated:** Must be 18 years of age or older and possess a valid driver's license.

Memorandum



To: Board of Directors

Date: July 19, 2025

From: Joseph Wiener, ACL Building Inspector

Memo: 2025-62

Topic: ACL Building and Environmental Code v. 11-06-2024. – Revisions & Additions (112.3.A) – 2nd Reading

Issue & Analysis: *Amended Declaration to Conform to CICAA, Article VII., Section 1. Powers of the Committee.*

Item a. Generally. The AECC shall have the power subject to the Board's approval to adopt building codes, guidelines and standards governing the quality, design, workmanship and materials and colors to be used for all proposed construction or improvements.

Amended Declaration to Conform to CICAA, Article III., General Restrictions, Section 4. Materials to be Used and Size of Dwellings.

Building exteriors must be made of concrete, masonry, vinyl, brick, frame, log construction, or other such building materials as may be approved by the AECC. All exteriors must be painted, stained or finished in colors that are compatible and harmonious with the natural setting and other buildings within the immediate area, as determined by the AECC.

ACLPOA's Primary Governing Documents remain the same from year to year unless there is a vote and approval of the membership before any changes can be made. The Secondary Governing Documents can be changed at any time with those changes going into effect immediately but require approval by the ACLPOA Board of Directors.

For Association purposes, the ACL Building and Environmental Code (Code) is a Secondary Governing Document. The Code acts as an amendment to the Jo Daviess County currently adopted version of the International Residential Code for One- and Two-Family Dwellings (IRC). Details of specific interest to the Association are recorded in the ACL Building and Environmental Code. Our Code supersedes the IRC when ACL requirements are more restrictive than the IRC.

The AECC has unanimously approved the attached proposed language changes to the Code. The majority of these changes may be considered "housekeeping" in that typographical errors are corrected, duplications are removed, new technology is

recognized, some guidelines and design standards are changed, and missing words are inserted. The minimum Dwelling square footage is changed in accordance with Article VIII, Section 4.

Recommendation: Regarding The Apple Canyon Lake Building and Environmental Code,

In accordance with Article VII.c.ii., to adopt the attached revisions to 112.3 Garage Construction-Attached/Detached A. Attached and Built-in Garages of the 11/16/2024 version of the Apple Canyon Lake Building and Environmental Code, as unanimously approved by the Architectural and Environmental Control Committee on March 1, 2025 at their regularly scheduled meeting. Add is in bold face. Deleted is struck out. Items 3, 4, 5 are renumbered.

1. Construction same as required for the Dwelling.
2. **All Garage to Dwelling separations shall meet Jo Daviess County Building Code Requirements.** ~~The attached garage shall be separated from the dwelling and its attic by not less than two (2) layers of five-eighths inch (5/8") type X gypsum board or its equivalent.~~
~~Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than two (2) layers of five-eighths inch (5/8") type X gypsum board or its equivalent.~~
~~Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than two (2) layers of five-eighths inch (5/8") type X gypsum board or its equivalent.~~
3. Any future modification or penetration of the firewall must be properly caulked or resealed to maintain the fire rating.
4. If there is a door opening between garage and Dwelling or habitable room, a 1-3/4" self-closing twenty (20) minute fire rated door is required.
5. Installation of house heating unit or other fuel burning appliance in garage space is not permitted. Install 1-hour fire rated partition between space containing house heating unit or other fuel burning appliance and garage space.

Memorandum



To: Board of Directors

Date: July 19, 2025

From: Joseph Wiener, ACL Building Inspector

Memo: 2025-63

Topic: ACL Building and Environmental Code v. 11-06-2024. – Revisions & Additions (127.1) – 2nd Reading

Issue & Analysis: *Amended Declaration to Conform to CICA, Article VII., Section 1. Powers of the Committee.*

Item a. Generally. The AECC shall have the power subject to the Board's approval to adopt building codes, guidelines and standards governing the quality, design, workmanship and materials and colors to be used for all proposed construction or improvements.

Amended Declaration to Conform to CICA, Article VII., Section 1. Powers of the Committee.

Item c. Power to Grant Variances, Adopt Rules. item ii. The AECC may adopt rules, including rules to be applied in requests for variances, building requirement forms, general building procedure requirements including, but not limited to, adoption or acceptance of national or local building codes, either in whole or in part, for use during the construction improvements upon the Lots, the Common Properties or the Reserved Properties, provided that all such rules and general requirements be approved by the majority of the Board of Directors prior to implementation and use.

ACLPOA's Primary Governing Documents remain the same from year to year unless there is a vote and approval of the membership before any changes can be made. The Secondary Governing Documents can be changed at any time with those changes going into effect immediately but require approval by the ACLPOA Board of Directors.

For Association purposes, the ACL Building and Environmental Code (Code) is a Secondary Governing Document. The Code acts as an amendment to the Jo Daviess County currently adopted version of the International Residential Code for One- and Two-Family Dwellings (IRC). Details of specific interest to the Association are recorded in the ACL Building and Environmental Code. Our Code supersedes the IRC when ACL requirements are more restrictive than the IRC.

The AECC has approved the attached proposed language changes to the Code carried with 6 Yea, 0 Nay, 1 Abstention.

Recommendation: Regarding The Apple Canyon Lake Building and Environmental Code,

In accordance with Article VII.c.ii., to adopt the attached revisions to 127 Sanitary Systems (S101) 127.1 Requirements as in the 11/16/2024 version of the Apple Canyon Lake Building and Environmental Code, as unanimously approved by the Architectural and Environmental Control Committee on May 3, 2025 at their regularly scheduled meeting. Add is in bold face.

C. The minimum replacement septic tank size allowed is one thousand five hundred (1,500) gallons. ***Any house used for vacation rentals (including short term/transient) will be required to meet the minimum replacement tank size.***

E. A house may be classified as a four-bedroom unit but be designed to have more than four bedrooms occupied on occasion. In this instance, the number of bedrooms multiplied by five hundred (500) will be used to determine the required septic tank volume (minimum 1,500 gal.) while allowing the drain field to be designed for four bedrooms. ***Additionally, any house used for vacation rentals (including short term/transient) will require a minimum septic tank volume of 1,500 gal. with a suitably designed drain field.*** Annual systems inspections may be required by the AECC when issuing a permit in which concessions are made to these requirements.

Memorandum



To: Board of Directors

Date: July 19, 2025

From: Conservation Commission

Memo: 2025-58

Topic: Greenway Stewardship Application Approval – 8A271/272 Jefferson Ct

Issue: The above-referenced Greenway Stewardship Application has been approved by the Natural Resource Manager, the General Manager, the Conservation Commission and the AECC.

Recommendation: The Conservation Commission is requesting the Board provide the final approval for this applicant to proceed per the terms and recommendations agreed to in the application.

Greenway Stewardship Applicant Agreement

Applicant Name: MARK BARKOWSKI

Lot Address: 8272 / 8271 Jefferson Ct.

Mailing Address 18051 JOHN CHARLES DR ORLAND PARK, IL 60467

Primary Telephone # 847-774-3675

Email: WM.BARKOWSKI@GMAIL.COM

• Preferred contact (circle one). Email Phone

1. Site location (include drawing, pictures, or map).

- Is the site located within the 50ft shoreline buffer zone? Yes No
(if yes, AECC approval is required.)

2. Plan for restoring the site.

a. Summary of invasive plants, bushes, shrubs and trees Applicant would like to remove.

b. Types of trees and shrubs to be **removed**

-Tree/amount- (example: boxelder/5, black locust/4, cedar/3)
*See map - would like some help identifying
REMOVAL - MARK w/ ORANGE SURVEY TAPE*

-Shrubs- (example: honeysuckle, multiflora rose)
SAME AS ABOVE

c. Trees to be planted. The Applicant may ask to plant more trees if desired, but planting must be approved by the CC.

*Depending on what AREA LOOKS LIKE
AFTER REMOVAL - OPEN TO PLANTING.
Would need help to determine what to PLANT.*

-Please list trees to be **planted**. (example: white oak/2, shagbark hickory/1) See attached list of recommend tree species. If you wish to deviate from the

*GOAL IS TO REMOVE INVASIVE
SHRUBS THAT HAVE OVER TAKEN THE
GREENWAY.*

approved tree list, the requested tree species need to be approved by CC and or the NRM or their designee.

- d. What planting will take place to restore the site? Must plant native forest or prairie seeds depending on the area. See attached list of approved plant species. If you wish to deviate from the approved planting list, the plantings need to be approved by CC and or the NRM or their designee. AECC prohibits the use of plastic netting for seed covers.

ALL TRIMMING OF TREES AND REMOVAL OF TREES, PLANTS, SHRUBS, AND BUSHES WILL BE REVIEWED BY THE CC, NRM OR DESIGNEE. ALL TREES (3" IN DIAMETER OR LARGER) WILL BE MAPPED, MEASURED AND IDENTIFIED. THE NRM OR DESIGNEE WILL TAG TREES TO BE PRESERVED AND INDICATE TREES TO BE REPLACED OR TRIMMED, AND MAKE ANY CHANGES DEEMED NECESSARY TO THE APPLICANT'S PLAN.

Work to be done by (circle one): Homeowner Contractor

Applicant acknowledges and agrees that other than the Applicant specifically named in the Application, no individual or entity may perform any portion of the work in the greenway area as outlined in the Application without a written contract in place between such individual/entity and the Applicant.

Applicant further acknowledges and agrees that under no circumstances will any portion of the work be performed in the greenway by any individual or individuals under the age of 18.

Contractor name and number: _____

1. Maintenance plan

- a. Weeding, trimming or watering as needed.

No spraying unless approved by ACL staff.

No spraying native plants, only invasives.

2. The Applicant must notify the GM via email 24 hrs. prior to start of the project at greenways@applecanyonlake.org.

Deviations from the approved Agreement: The Applicant acknowledges that any deviation from the approved Agreement will result in a fine. A summary of the trees that were

removed and-or trimmed without approval, and what restoration will be required, will be provided to the Applicant for their immediate action. Additionally, a fine of \$10,000 will be assessed for each tree that was cut down or trimmed without approval. The fine, payable to ACL, will be due no later than ten (10) days after notification via USPS mail and certified mail unless a hearing to contest the fine is requested; the fine will escalate at a rate of 5% per day thereafter. Fines in excess of \$12,500 will result in a lien filed against the Applicant's property and will remain until such time the fine is paid in full and the prescribed restoration is completed. All attorney fees and costs incurred by ACL in relation to any deviation from the approved Agreement will be charged to and be the responsibility of the Applicant.

Applicant agrees to provide the following to ACL either with the initial submission of the Application, if available, or, if not available at the time of initial submission, then prior to performing any work in any greenway area if the Application is approved by the appropriate ACL representatives:

1. A fully executed Volunteer Activities Release, Indemnification and Hold Harmless Agreement.
2. A fully executed Greenway Volunteer Release and Waiver of Liability.
3. A fully executed copy of all contracts entered into by Applicant with any individual or entity to perform any portion of the work in the greenway area as outlined in the Application. All contractors/individuals/entities engaged by the Applicant to perform any portion of the work in the greenway area must acknowledge, in writing, that they are being engaged solely by Applicant in Applicant's personal capacity and not by ACL and such contractors/individuals/entities shall further agree, in writing in a form satisfactory to ACL, to waive all lien rights related to any property owned by ACL, including but not limited to any mechanics' lien rights.
4. A copy of the insurance documentation for any individual or entity hired or engaged by Applicant to perform any portion of the work in the greenway area as outlined in the Application. Such insurance documentation shall name ACL as an additional insured and provide coverage for the work to be performed in the greenway area as outlined in the Application.

Greenway Stewardship Applicant Agreement

(commission use only)

Applicant agrees to complete the following recommendations for greenway restoration at

Lot 8A271 and 8A272

1. Remove invasive and undesirable underbrush to promote well established oaks.
2. Plant a more shade tolerant native mix of prairie seeds.
3. No work will be done within the 50' buffer.
4. No trees will be cut down or trimmed.
5. _____

Signature of Applicant

Mark Barkowski

Date

6/16/25

ACL Natural Resources Manager

[Signature]

Date

6/24/2025

Conservation Commission member

[Signature]

Date

6/26/2025

Conservation Commission member

[Signature]

Date

6/26/2025

Signature of AECC member
(If within 50ft buffer zone)

Date:

Committee/Commission Actions-

Approved

Disapproved

Conservation Commission action:

Date: June 27, 2025

Signature of Conservation Commission Chairperson

Pamela Opyd

AECC action:

Approved

Disapproved

Date: _____

Signature of AECC Chairperson

ACL General Manager action:

 Approved

Disapproved

Date: 6-30-25

ACL General Manager Signature

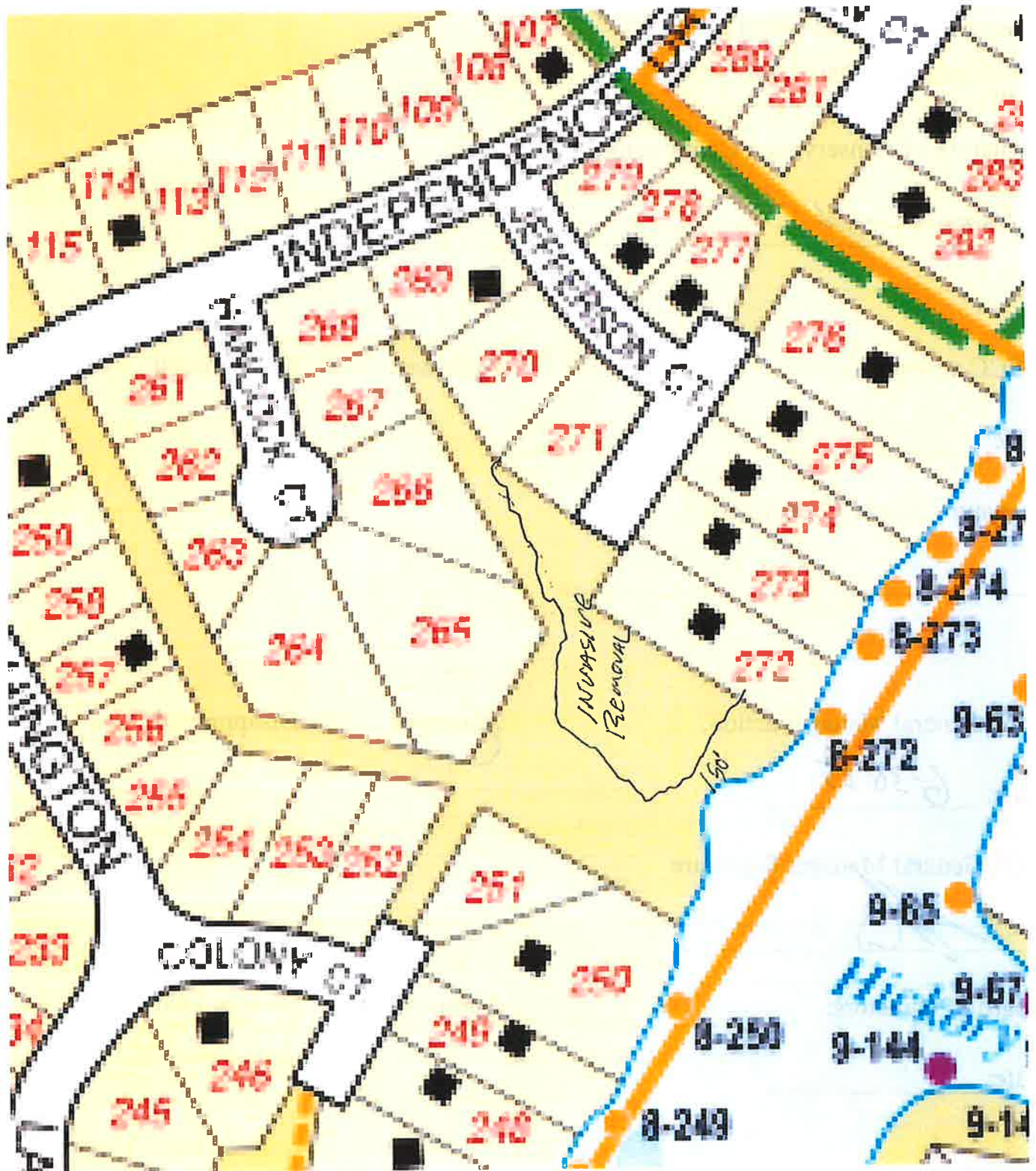


Board of Directors:

Approved

Disapproved

Date: _____



Barkowski – 8A271 & 8A272



1. Area to be cleared of invasive and undesirable underbrush.
2. Shade tolerant prairie seed mix to be planted.
3. No trees will be cut or trimmed.
4. No work will be done in the 50' buffer.

Barkowski – 8A271 & 8A272



1. Area to be cleared of invasive and undesirable underbrush.
2. Shade tolerant prairie seed mix to be planted.
3. No trees will be cut or trimmed.
4. No work will be done in the 50' buffer.

Memo



To: Conservation Committee

Date: 6/6/2025

From: Tyler Hesselbacher

Memo: Greenway Application

Topic: Barkowski 8A271-272

Issue:

The homeowner would like to restore the area and have more native plants grow while preserving the area. There are large mature oaks in the area, which are nice to see, but there are also a lot of undesirable underbrush. The homeowner would like to remove the underbrush and allow for more native plants to establish and is planning on staying out of the 50ft buffer zone.

Recommendation:

The area definitely needs some help in removing honeysuckle and other undesirable underbrush. Once those are removed the area can be planted with a more shade tolerant native mix due to the number of mature oaks in the area. This is a pretty straightforward project that will help reduce the number of invasives around the lake helping restore the lake to a more natural ecosystem.



Memorandum

To: Board of Directors

Date: July 19, 2025

From: Jon Sabo, General Manager

Memo: 2025-61

Topic: Propane Bid Acceptance 2025-2026

Issue: We seek bids for pre-paid propane for our building needs (ex. The Cove) for the next heating season via a sealed bid RFP. This term is August 1, 2025, to July 31, 2026, for a base of 22,000 gallons.

We acquired four bids: All qualified. Lowest price to highest price:

1. Saunders Oil - \$1.129 per gallon, overage at \$1.129 per gallon.
2. Mulgrew Oil & Propane - \$1.14 per gallon, overage at \$1.14 per gallon.
3. FS Propane - \$1.18 per gallon, overage at \$1.18 per gallon.
4. Pearl City Elevator - \$1.21 per gallon, overage at \$1.21 per gallon.

Recommendation: Accept and approve the Saunders Oil bid at \$1.129 per gallon for 22,000 gallons for the 2025/26 propane prepaid contract, plus applicable taxes.



14A157 CANYON CLUB DRIVE
APPLE RIVER, IL 61001

OFFICE: 815.492.2238
FAX: 815.492.2160

2025/26 COMMERCIAL PROPANE GAS PURCHASE

Apple Canyon Lake Property Owners Association, Inc. (ACLPOA) is in the process of accepting closed bids to purchase propane gas for our commercial needs in 2025-2026. Your firm may have an interest in bidding for this program. The following are the specifications:

Commercial Rates:

ACLPOA (8 tanks)

- Old Maintenance Building (500 gallon)
- New Maintenance Building (1000 gallon)
- Pro Shop (500 gallon)
- Campground (500 gallon)
- Clubhouse (1800 gallon)
- Pool (500 gallon)
- Marina (500 gallon)
- Old Firehouse (500 gallon)
- Rental Tanks (2 needed location Cove)**

1. ACLPOA will pre-pay its commercial purchase of 22,000 gallons by 8/1/2025.
2. The propane supplier will provide a keep-full service. Please explain in detail your contractors' keep full policy and any requirements.
3. The supplier will maintain 24 hours, 7 days a week emergency service.
4. The supplier shall maintain liability and workers compensation insurance. Please list the limits of your present coverage. Proof of insurance is required.
5. ACLPOA will purchase and pre-pay a set number of gallons for the season. If we do not use it can the unused amount be carried over to the following year or receive a cash refund?
6. If ACLPOA uses more gallons than their contracted amount, what will the price per gallon be based upon?
7. The contract year will be August 1, 2025 to July 31, 2026.

Please submit your closed sealed bid to the Apple Canyon Lake Property Owners Association, Inc. by 3:00 p.m. on July 9, 2025. Sealed bids will not be opened until July 10, 2025 at 9:00 a.m. Bids should be mailed or physically delivered as addressed below. **Please indicate that the envelope contains a sealed bid for propane services.**

Apple Canyon Lake Property Owners Association
Attn: Jon Sabo, GM
14A157 Canyon Club Drive
Apple River, IL 61001



14A157 CANYON CLUB DRIVE
APPLE RIVER, IL 61001

OFFICE: 815.492.2238
FAX: 815.492.2160

Apple Canyon lake Property Owners Association reserves the right to reject or to waive technicalities in bidding. The Association reserves the right to select the contractor based on its determination of the most advantageous proposal and its decision will be final.

Thank you in advance for your consideration to our request. We look forward to hearing from you. Any questions related to the bid submission should be directed to Jon Sabo at jon.sabo@applecanyonlake.org or (815) 492-2238.

Sincerely,

Jon Sabo, CMCA, AMS, PCAM, LSM
General Manager, ACLPOA



Thank you for allowing us at Saunders Oil/Propane the opportunity to bid of the Apple Canyon Lake (ACL) 2025-2026 propane needs. Below is some information in regards to price and our services.

- **Keep Full Services** We use a top-of-the-line cellular tank monitoring device that plugs into each tank to be serviced, regardless of tank size/usage. The device updates every time the tank changes 5% in level, or every 24 hours. These tank levels are then sent to an app on our phones/computers. Once we see a tank has gone below 30%, we will then dispatch a truck to fill the desired tank. These monitors are of no cost to the association. We also have the ability to share a link, to allow for someone at the association to gain access to the tank levels also on their phone. The monitors are accurate up to 5 gallons +/- The monitor also aids in monitoring for leaks. If the monitor notices a "rapid draw" we will be notified of an abnormal amount of usage in the tank. In which we would then come on site and inspect said tank.
- **24/7 Service** We have a 24/7 answering service at our office that will alert us of any needs. We have 1-2 people on call at all times weekend, night, or holidays to service any needs.
- **Insurance** A copy of our certificate of liability insurance is included with this. If Saunders Propane is awarded the bid I will add ACL Property Owners Association as a certificate of insurance holder as well.
- **Unused Credit** If the ACL does not use all of the prepaid money. The association will have the choice to carry the credit over to the next heating season, or we can cut a check in the amount of the unused credit back to the ACL.
- **Additional Gallons** Additional gallons is not a concern, as we will allow unlimited gallons at the contracted price per gallon during the time frame of the contract.
- **Prepay Bid Price** Our prepay bid price for 25-26 is **1.129** per gallon

Thank you for the opportunity and look forward to working with the association in the future. Please inform us of the results if possible! Thank you

If any questions during the opening of the bid please call me at (815)297-5411

- Keegan Kent

CERTIFICATE OF LIABILITY INSURANCE

02/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060	CONTACT NAME: CLIENT CONTACT CENTER PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664 E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM														
INSURED 340-012-4 SAUNDERS OIL CO., INC. PO BOX 307 WARREN, IL 61087-0307	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: FEDERATED MUTUAL INSURANCE COMPANY</td> <td style="text-align: center;">13935</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	13935	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: 0

REVISION NUMBER: 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS													
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	1828803	04/01/2024	04/01/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea Occurrence)</td><td style="text-align: right;">\$100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: center;">EXCLUDED</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>PRODUCTS & COMP/OP AGG</td><td style="text-align: right;">\$2,000,000</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$100,000	MED EXP (Any one person)	EXCLUDED	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS & COMP/OP AGG	\$2,000,000	
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AGGREGATE	\$4,000,000																			
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	1828804	04/01/2024	04/01/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTHER</td> <td></td> </tr> <tr><td>E.L EACH ACCIDENT</td><td></td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>E.L DISEASE EA EMPLOYEE</td><td></td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>E.L DISEASE - POLICY LIMIT</td><td></td><td style="text-align: right;">\$1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER		E.L EACH ACCIDENT		\$1,000,000	E.L DISEASE EA EMPLOYEE		\$1,000,000	E.L DISEASE - POLICY LIMIT		\$1,000,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS COPY IS NOT TO BE REPRODUCED FOR ISSUANCE OF CERTIFICATES.

CERTIFICATE HOLDER

CANCELLATION

A CERTIFICATE HAS BEEN FILED WITH EACH OF YOUR CERTIFICATE HOLDERS.

0 0

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





July 6th 2025

Please find below our bid for your LP needs for the 2025-2026 year

1. LP = 22,000 gallons locked at \$1.14 per gallon. Any usage above 22,000 will be locked at \$1.14 per gallon.
2. All tanks will be combined in a route and filled routinely based on usage. Our typical policy includes a propane tank monitor on the tank with the highest usage to ensure that all tanks are filled in a timely manner.
3. We have a driver on call for emergency fills or service 24/7.
4. Insurance coverage is as follows:
 - a. General Liability = \$1 million per occurrence with \$2 million aggregate
 - b. Workers Compensation of \$500,000 per incident
5. Any unused prepaid amount will be maintained on your account. That balance can be used towards future deliveries, or refunded directly to you.

Thank you for the opportunity to serve your propane needs. If you have any questions, please feel free to contact me directly.

Davis Fogel

Mulgrewe Oil and Propane Company

dfogel@mulgrewoil.com

563-590-2136

PRICING AND TERMS



Propane Gas Pricing

For the estimated gallons listed in the ACLPOA bid is as follows:

22,000 Gallons @ **1.18 Base Price Before Taxes (Commercial Rate)**

Total cost: \$25,960.00 Before Sales Tax

THANK YOU



July 8, 2025

Apple Canyon Lake Property Owners Association
ATTN: Jon Sabo
14A157 Canyon Club Drive
Apple River, IL. 61001

Thank you for the opportunity to present this Propane Program. All of us here at Stephenson Service Company appreciates it very much. Stephenson Service Company was organized on August 20, 1930 under provisions of "The Agricultural Cooperative Act." Our Mission, then and now, is to improve the profitability of our members and customers. We accomplish this mission through our cutting-edge services, high-quality personnel, excellent customer service levels and quality products lines.

All of us here at Stephenson Service Company are ready to earn your business. We operate nine propane delivery trucks within two counties (Jo Daviess & Stephenson) to insure excellent customer service. Additionally, we employ three full-time propane service technicians to address any maintenance concerns you may have. If you accept this proposal, the employees of Stephenson Service Company and I will do our professional best to help the Apple Canyon Lake Property Owners Association reach its goals in serving their members. Thank You!

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. J. Heimerdinger'.

Kevin J Heimerdinger
Energy Department Manager
Stephenson Service Company
410 S. Hancock Ave.
Freeport, IL. 61032
(815) 235-7400
(815) 297-5265 cell
FAX: (815) 235-7526

PROPOSED PROGRAM



A. EXPECTED RESULTS

Stephenson Service Company will service all propane tanks for the ACLPOA. If awarded this bid, Stephenson Service Company will leak check all systems at no additional charge. If a leak is detected, our CETP qualified propane technicians will repair the leak at a rate of \$90.00 per hour plus material cost. We strive to maintain a high awareness of safety for all Apple Canyon Lake Employees, Property Owners, and their Guest at Apple Canyon Lake. Lake. **A detected leak could lead to an explosion and harm to others. 24-hour contact numbers will be available at all times.**

B. TECHNICAL INFORMATION

Stephenson Service Company will provide a **keep-full service** for all propane tanks owned by ACLPOA. **All your tanks will be equipped with remote tank monitors. This will give us the ability to see your tank levels 24-7.** Our keep-full policy is supported by a degree day system which allows us to return and fill propane tanks before the inventory is depleted.

Stephenson Service Company is prepared to offer a propane gas bid starting August 1, 2025 and end July 31, 2026. **If ACLPOA uses more than their original prepaid gallons, the price will remain the same until the contract period is done.** If there is additional unused gas at the end of the contract, Stephenson Service Company will send a cash refund to the ACLPOA upon your request.

Stephenson Service Company operates nine delivery trucks out of Elizabeth, Lena and Ridott Illinois. Additionally, Stephenson Service employs three full time service technicians which are based out of Elizabeth as well. ACLPOA can be assured that they are trained and qualified to handle any service work needed by the ACLPOA.



STEPHENSON SERVICE COMPANY
410 S HANCOCK STREET
FREEPORT, IL 61032
PHONE: 815-235-7400
TOLL FREE: 800-782-4740

If you Smell Propane Gas....

Follow These Emergency Steps!!

1. Put out smoking materials and other open flames.
2. **Do Not:**
 - Operate electric switches
 - Light Matches

Any spark or flame in the area where propane gas is present may ignite the gas. This could include the spark in a light switch, telephone, appliance motor, and even static electricity from walking around the room.
3. Immediately get everyone out of the building, vehicle, RV trailer, or area
4. Close all Gas tank or cylinder supply valves.
5. Use cell phone outside to call for help.
6. Do not re-enter the building, vehicle, RV trailer, or area. Use your neighbor's phone and call a trained LP-Gas service person **(800-782-4740)** and the fire department. Even though you may not continue to smell gas, do not turn on the gas again.
7. Let the LP-Gas service person and firefighters check for propane gas leaks. Have them air out the area before you return.
8. Have properly trained LP-Gas service people repair the leak, then check and relight all your propane gas appliances for you **(800-782-4740)**.

Important Safety Reminders

- Don't enter an area where you suspect a gas leak!
- Be alert for propane odor when working in areas where propane is used. Even a faint odor may indicate a hazardous situation.
- Do not try to judge for yourself the level of danger of a gas leak by determining if one smell of gas is weak or strong.
- Repeated pilot outages could indicate a hazardous condition. Don't attempt to re-light the pilot or service your own equipment.
- Shut off the gas immediately at the tank, if your appliance has been flooded. Do not use your gas system again until the wet or flooded equipment has been checked and serviced.



Apple Canyon Lake Property Owners Association
Attn: Jon Sabo, GM
14A154 Canyon Club Drive
Apple River, IL 61001

2025-2026 Propane Gas Bid- Apple Canyon Lake Property Owners Association

Propane Gas Pre-paid Fixed price:

\$1.21 per gallon + applicable tax

2. All leased tanks are automatically enrolled in our keep full program and equipped with a tank monitoring system which sends the gauge reading to our driver daily. Any privately owned tanks that would like to be kept on a keep full program would need to be willing to have a tank monitoring system.
4. Please see attached proof of insurance.
5. Any unused pre-paid money will be carried over as a credit to be used the following year. In the event that we are not the supplier for the following year, a refund will be issued after the leased tanks are picked up.
6. If the contracted gallons exceeds the prepaid amount, additional gallons will be extended at the contract price.

Please let me know if you have any additional questions.

Thank you,

Joselyn Van Ruyven
Certified Energy Specialist
Pearl City Elevator

ivanruyven@pce-coops.com

C: 815-541-7717



Memorandum

To: Board of Directors

Date: July 19, 2025

From: The Golf Commission

Memo: 2025-60

Topic: Pro Shop Patio Enclosure

Issue: The Golf Commission has been discussing enclosure of the Pro Shop Patio and researching methods to allow for extended use of the patio during colder months or inclement weather. The enclosure of the Pro Shop Patio will provide members and guests with a comfortable setting to dine, enjoy live music, while still enjoying fresh air coming from the large garage door and dual bi-fold patio doors. This will also improve the Pro Shop revenue on days where indoor capacity is pushed.

We have been working with Management, Maintenance, and the applicable county official. The concept of the enclosure has been discussed with the Jo Daviess County Building Department and received an approval subject to application of up to a 50-person occupancy permit. ACL building inspector has agreed to modifications subject to application and inspections.

The Golf Commission is willing to fund this project, subject to Board approval of funds use, as described below from its designated fund in the amount of up to \$20,000.

Recommendation: The Golf Commission is requesting approval of making modifications of the outdoor patio of the ACL Pro shop. The modifications will include the following below:

1) The west side will include installing a 9ft by 9ft 12 panel glass garage door. This will open up to the outside using a garage door opener installed on the ceiling and open and park near the top of the ceiling. A third-party vendor will install the garage door. Two bi-fold patio doors will be installed on both sides of the garage door.

2) The north side which is currently enclosed with a temporary wall will be insulated and covered with outdoor siding. All material for this side is already stored on site by ACL Maintenance Department. This will be installed by ACL Maintenance once approved.

Continued on the next page.

3) The south side will include an entrance door with a lighted exit sign and a solid wall to the left of the door. The solid door will be insulated and covered with outdoor siding. This was installed last year and taken down this year. All material for this side is already stored on site by ACL Maintenance Department. This will be installed by ACL Maintenance once approved.

4) A propane heater will be installed on the north side. Gas piping, venting and thermostat will be installed with a HVAC vendor an ACL Member with supervision of ACL Maintenance Department. These services will be donated to the project.

5) A ceiling fan will be installed on the ceiling of the Pro Shop patio. Will be installed by ACL Maintenance department will help from members of Golf Commission.

Three bids were received. The above option is what the Golf Commission feels best accomplishes the goal and is within the set budget. \$20,000 to be used from the Golf Designated Fund in order to improve the Pro Shop.

Refer to attached package for further details and a concept image.

Enclosing the outdoor patio of ACL Pro shop

The Golf Commission is requesting approval of making modifications of the outdoor patio of the ACL Pro shop. The modifications will include the following below:

- 1) The west side will include installing a 9ft by 9ft 12 panel glass garage door. This will open up to the outside using a garage door opener installed on the ceiling and open and park near the top of the ceiling. A third party vendor will install the garage door. Two by-fold patio doors will be installed on both sides of the garage door.
- 2) The north side which is currently enclosed with a temporary wall will be insulated and covered with outdoor siding. All material for this side is already stored on site by ACL Maintenance Department. This will be installed by ACL Maintenance once approved.
- 3) The south side will include an entrance door with a lighted exit sign and a solid wall to the left of the door. The solid wall will be insulated and covered with outdoor siding. This was installed last year and taken down this year. All material for this side is already stored on site by ACL Maintenance Department. This will be installed by ACL Maintenance once approved.
- 4) A propane heater will be installed on the north side. Gas piping, venting and thermostat will be installed with a HVAC vendor an ACL Member with supervision of ACL Maintenance Department. These services will be donated to the project.
- 5) A ceiling fan will be installed on the ceiling of the Pro Shop patio. Will be installed by ACL Maintenance department will help from members of Golf Commission.

The concept of the enclosure has been discussed with the Jo Daviess County Building Department and received an approval subject to application of up to a 50 person occupancy permit. ACL building inspector has agreed to modifications subject to application and inspections.

Benefits

The enclosure of the Golf Pro Shop patio will allow the Pro Shop to have additional seating in the winter months and days that are raining. The enclosure will allow the Pro Shop dining guests a more comfortable setting for dining, sitting for music events during inclement weather conditions. This will also improve the Pro Shop revenue for days that capacity is pushed to the maximum.

Cost and payment of modifications.

The golf commission is willing to pay for the modifications above from their designated funds.

Project of enclosure of Golf Pro Shop Patio

Permitting
Allowed capacity of 50

Option A West Side
No Glass windows
608 642 8689
Isaac
Careys

Option B West and South Side
Glass Windows
708 417 8934
Wally
Soul Mate

Golf Commission to Donate \$15,000 towards project in 2025 budget Year

Contractor

WEST SIDE

Garage Door 9' ft 9 by 9ft high lift
Electric Door Opener
Installation
Electric wiring for opener
Header beam for track

8,338.00 8,065.63

Center Garage Door and Upper Window

18,850.00

Side By/fold Doors
Doors
Installation

6,180.51 6,180.51

Lowes Dubuque
ACL Maintenance

6,180.51

SOUTH SIDE

Entrance Door 36 Inch width
Framing

0 0
200.00 200.00

ACL Maintenance
ACL Maintenance

Glass window next to entrance Door

15,875.00

NORTH SIDE

Framing

ACL Maintenance

Additional items
HVAC Propane Piping
Ceiling Fan 80 Inch
HVAC 75,000 btu
Lighted Exit Sign on South Wall
LP siding Paneling on walls

349.00 349.00
1,274.00 1,274.00
24.00 24.00

Lowes Dubuque
Home Depot Clinton
ACL Maintenance
ACL Maintenance

40,905.51

Project timetable

Board Approval August
Sign contractor quote August
Permitting September
Construction October

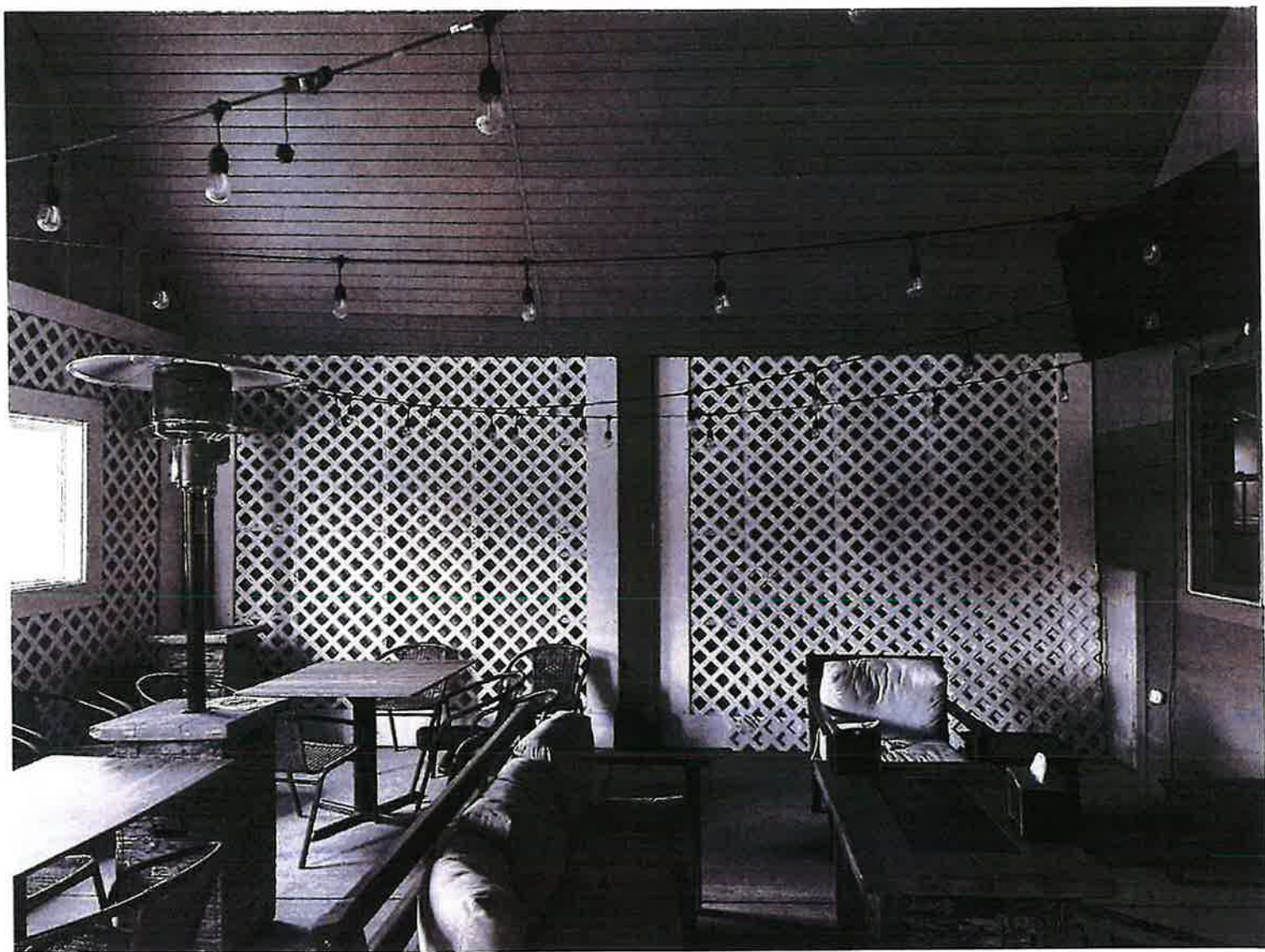
16,365.51 16,093.14

40,905.51

WEST SIDE



NORTH SIDE



SOUTH SIDE





Carey's Seamless Gutters &
Overhead Doors, LLC
340 Stone Hill Ave
Belmont, WI 53510

Phone: (608) 762-5210
Fax: (608) 830-5443
info@careysguttersanddoors.com
www.careysguttersanddoors.com

Bill to
Apple Canyon Lake Golf Course
14A200 E Apple Canyon Rd
Apple River, IL 61001

Job Site:
Apple Canyon Lake Golf Course
14A200 E Apple Canyon Rd
Apple River, IL 61001

Phone Number: (815) 492-2167

Quote Date: 5/8/2025

Quote #: q9398

Sales Rep: Isaac L.

Description	Quantity	Price	Amount
Middle Door on Main Wall	1	\$0.00	\$0.00
CHI Model 3297 2" thick Aluminum full-view overhead door w/ polystyrene insulated stiles & rails 9' 2" x 9' CHI Black	1	\$7,355.43	\$7,355.43
2" 15" radius, reverse clip angle track; w/ weatherstrip High Lift = 72"	1	\$0.00	\$0.00
Liftmaster 98022 sidemount jack shaft opener; w/ photo safety eyes, DC Battery Backup, Wi-Fi capable, inside wall station, one remote	1	\$982.57	\$982.57
Subtotal:			\$8,338.00
Total:			\$8,338.00
Payments:			\$0.00

All work completed professionally according to standard practices. All material is guaranteed to be as specified. The price named is an approximation of the project requirements as described by the client. Any changes in cost will be discussed.

This proposal may be withdrawn within 45 days of Proposal Date. Down payment of 50% is required at agreement. Remainder due upon completion. All sales are final. No returns.



14628 W. Ridge Lane
 Dubuque, IA 52003
 (563) 556-5702
 dubuquelanddoor@gmail.com

Estimate

ESTIMATE#	1066748925
DATE	05/09/2025
PO#	

CUSTOMER
Mark Fill

SERVICE LOCATION
Mark Fill

DESCRIPTION	<p>Apple Canyon (1) 9'9"x9' Full View MODEL 3297R SANDSTONE in color. High lifted to a 13' high ceiling. Bracket mount track to wood. Insulated/clear glass in every panel. (1) jackshaft operator with (1) remote.</p> <p>***All opening work to be done by others, including all jamb and spring mounting pads. (Drawings attached) ***All wiring for operator to be done by others, including the outlet and all low voltage wire run to the necessary places.</p>
--------------------	---

Estimate			
Description	Qty	Rate	Total
(1) 9'9"x9' high lifted sandstone door with insulated/clear glass in all the panels. 2" track, bracket mount to wood jambs.	1.00		
Residential jackshaft operator with (1) remote included.	1.00		
Install door and operator. Garage Door - Install	1.00		
Illinois		6.25%	415.63
Dubuque Tax		7.00%	0.00

CUSTOMER MESSAGE

Estimate Total: \$8,065.63

PRE-WORK SIGNATURE

Signed By:



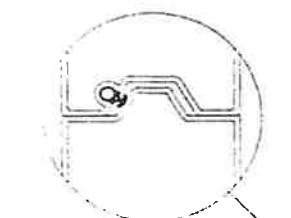
Door Section Data Sheet

Customer: DUBUQUELAND OHD CO.
 Order Number: QCD3198469
 Job Name: CCIS3 Apple Canyon Lake Bar
 P.O. #:
 Door Size: (1) 9' 9" X 9' 0"
 Door Model: 3297
 Panel Material: 6063-T6 Aluminum.
 Panel Profile: Not available for this model
 Door Color: C.H.I. Sandstone powder coating
 Joint Design: Tongue and groove rails with weather seal.
 End Stiles: End stiles: 4" face; Center Stiles: 2" face. Thur-bolted to rails.
 Insulation: CFC polystyrene insulated stiles and rails, R-Value: 2.95
 Hardware: Galvanized steel hinges are 14 gauge

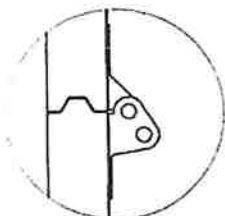
Section Thickness: 2"
 Panels: 24", 21" high by width of door
 Trussing: None
 Locking: Locking not provided by CHI
 Weather Seal: Jamb seal and top seal provided by others
 Rollers: 10 ball bearings with steel tire.

Glazing: Section 1: 1/2" Insulated Plain glass window lites, Section 2: 1/2" Insulated Plain glass window lites, Section 3: 1/2" Insulated Plain glass window lites, Section 4: 1/2" Insulated Plain glass window lites, Section 5: 1/2" Insulated Plain glass window lites

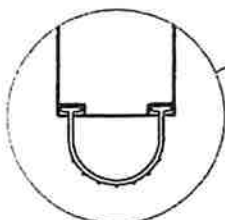
A	Door Width	9' 9"
B	Door Height	9' 0"
C	Sections High	Five
D	Panels Wide	Three



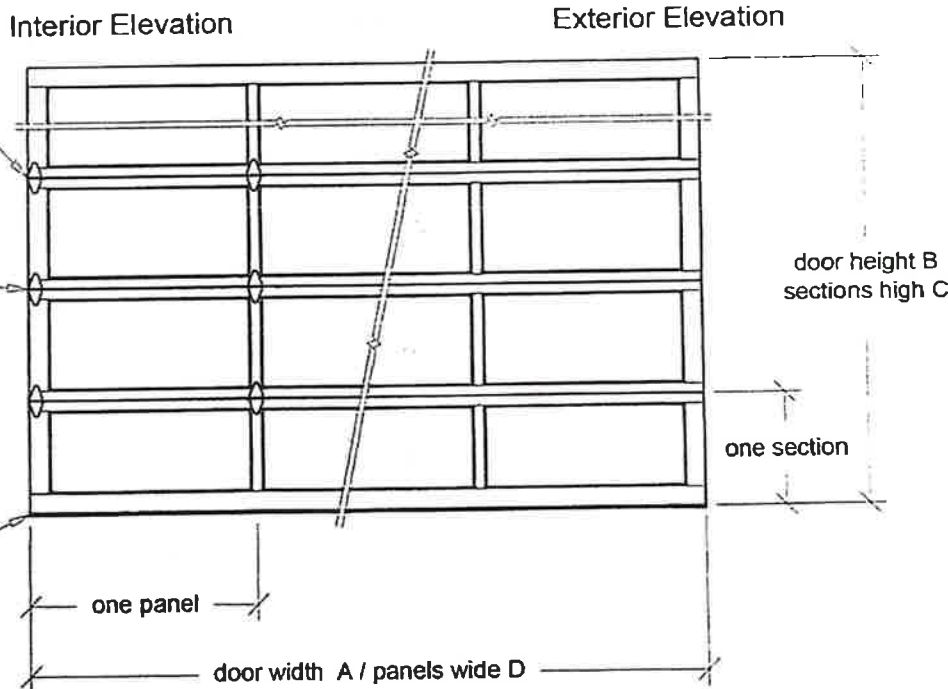
Joint Detail
Tongue and groove design



Hinge Detail
Graduated end hinges



Bottom Seal Detail
Vinyl astragal in aluminum rail



Last Saved: 5/9/2025
12:53:21 PM

Check all dimensions and specifications, for conflicts please contact customer service.
 Preliminary design details based upon information available at date of issue.
 Contact Customer Service for assistance if any changes are required.

Issue Date: 5/9/2025 1:27:31



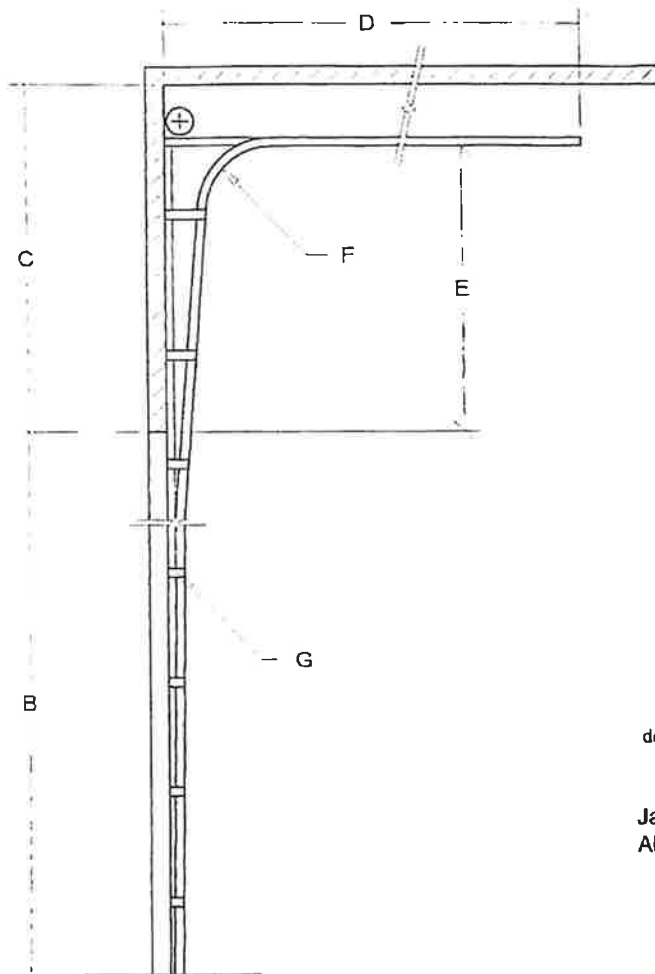
Track System Data Sheet

Customer: DUBUQUELAND OHD CO.
 Order Number: QCD3198469
 Job Name: CCIS3 Apple Canyon Lake Bar
 P.O. #: _____
 Door Size: (1) 9' 9" X 9' 0"
 Door Model: 3297R
 Track Type: High Lift

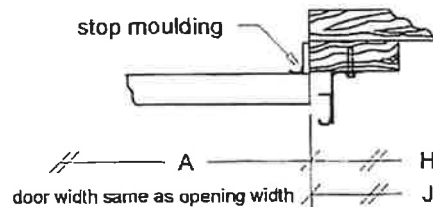
Track Size: 2"
 Horizontal Gauge: 16
 Vertical Gauge: 16
 Note: Spring bumpers included

A	Opening Width	9' 9"
B	Opening Height	9' 0"
C	Headroom	40"
D	Minimum Backdepth	9' 0"
E	High Lift Amount	30"
F	Track Radius	15"
G	Track Mounting	Bracket
H	Track Sideroom	4"
J	Spring System Sideroom	5"

Detail Through Wall



Typical Through Wood Jamb Detail



Jambs shown may not depict actual field conditions
 All jamb material supplied by others

Soul Mate Properties, LLC

June 9, 2025

APPLE CANYON LAKE
14A200 E. Apple Canyon Road
Apple River, IL 61001

815-492-2477

PRO SHOP PATIO ENCLOSURE BUDGET

To Whom It May Concern,

The following quote is for your review and approval.

OPTION A:

1. Furnish scaffold, ladders, and PPE.
2. Remove wood trim on the west wall at the southwest corner.
3. Remove one section of the column box-outs to determine composition of columns.
4. Determine if we can install the window framing to the box-out or to the columns.
5. Fabricate and erect US Aluminum 451 thermally broken, clear anodized aluminum window framing in the 111" and 114" wide south facing openings.
6. Install 1" insulated Low-E tempered glass into the new framing.
7. Fabricate and install a 3' x 7' clear anodized glass door hinges, rim panic and closer.
8. Caulk and clean area of our debris

Equipment, Labor and Materials - \$15,875.00

OPTION B:

1. Furnish scaffold, ladders, and PPE.
2. Remove wood trim on the west wall at the northwest corner.
3. Remove one section of the column box-outs to determine composition of columns.
4. Determine if we can install the window framing to the box-out or to the columns.
5. Fabricate and erect US Aluminum 451 thermally broken, clear anodized aluminum window framing in the 113" and 112" wide north facing openings.
6. Install 1" insulated Low-E tempered glass into the upper 64" of the new framing and exterior grade sheathing, Panel 15 or similar, in the bottom sections behind the retaining wall.
7. Caulk and clean area of our debris

Equipment, Labor and Materials - \$15,800.00

OPTION C&E:

1. Furnish scaffold, ladders, and PPE.
2. Remove one section of the column box-outs to determine composition of columns.
3. Determine if we can install the window framing to the box-out or to the columns.
4. Install a horizontal steel tube, microlam or other header, across the north and south openings in the west wall at 9'. *Center Section D not included here*
5. Fabricate and erect US Aluminum 451 thermally broken, clear anodized aluminum window framing in the 116" wide west facing openings.

APPLE CANYON LAKE
PRO SHOP PATIO ENCLOSURE BUDGET

June 9, 2025

- 6. Install 1" insulated Low-E tempered glass into the new framing.
 - 7. Caulk and clean area of our debris
- Equipment, Labor and Materials - \$19,800.00

OPTION D:

- 1. Furnish scaffold, ladders, and PPE.
 - 2. Remove one section of the column box-outs to determine composition of columns.
 - 3. Frame and install steel or cedar jambs and header for a new 9' x 9' opening.
 - 4. Fabricate and erect US Aluminum 451 thermally broken, clear anodized aluminum window framing in the 113" and 112" wide west facing opening.
 - 5. Install one 9' x 9' sectional overhead door with aluminum framing, 1" insulated tempered glass, High lift track and standard hardware.
 - 6. Caulk and clean area of our debris
- Equipment, Labor and Materials - \$18,850.00

OPTION E:

- 1. Furnish scaffold, ladders, and PPE.
 - 2. Fabricate and erect US Aluminum 451 thermally broken, clear anodized aluminum window framing in the 114" wide upper, west facing, center opening and two triangular openings.
 - 3. Install 1" insulated Low-E tempered glass into the new framing.
 - 4. Caulk and clean area of our debris
- Equipment, Labor and Materials - \$16,975.00

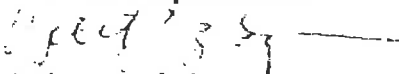
Note: All prices subject to change upon receipt of architectural and engineered drawings

Terms of Contract: 25% deposit upon acceptance to order materials with balance due 30 days from date of final invoice.

Architectural and engineered drawings, permits and fees, operable windows, additional 3' x 7' doors, upgrades, changes to the design or scope of work, electrical work, painting/staining, window coverings, removal of the existing enclosure panels, replacement of existing deteriorated or rotting materials, soffit modification and venting, HVAC work, and work due to inclement or winter conditions, not included and would all be additional.

These are budget numbers to provide a starting point. Please see the attached drawings for reference.
Thank you for the opportunity.

Soul Mate Properties, LLC


Walter Dzendzelak – Project Manager

Accepted By: _____

Date: _____

WD ja
2500110

102" Frame

37 11/16"
DLO

42"
DLO

14"
DLO

33 3/4"
DLO

33 3/4"
DLO

36"
DLO

111 1/2" Frame

5/16"

40"

84"

PRO SHOP A-DOOR - 1 - 001 - A--DOOR (1 Thus)
Frame (Clear) 451 Series IT Storefront Screw Race Joinery Exterior Glazed

102" Frame

37 11/16"
DLO

42"
DLO

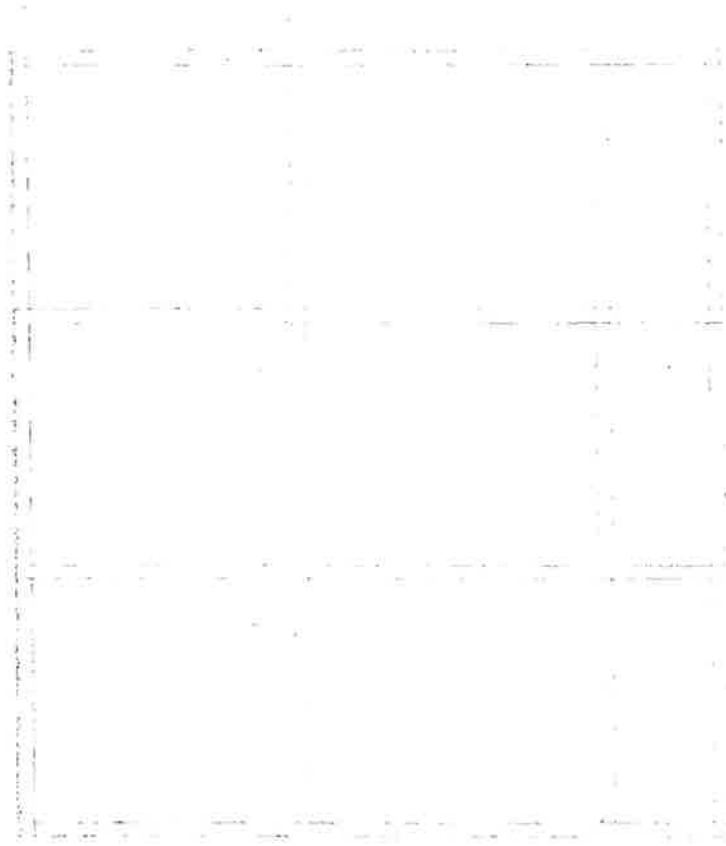
14"
DLO

35 1/2"
DLO

35 1/2"
DLO

35 1/2"
DLO

114 1/2" Frame



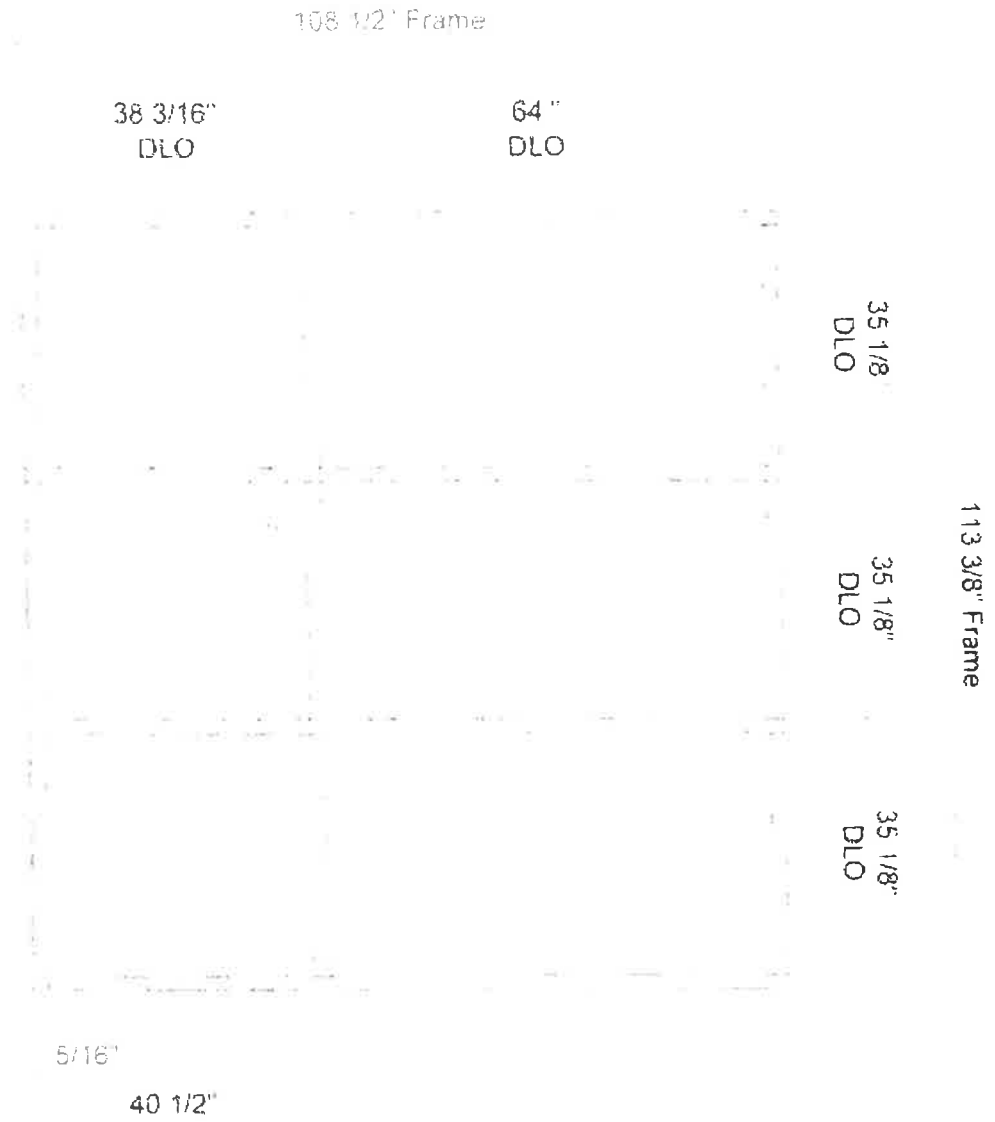
5/16"

40"

64"

PRO SHOP A.DOOR · 2 · 002 · SIDES A (1 Thus)
Frame (Clear) 451 Series IT : Storefront : Screw Race Joinery : Exterior Glazed

PRO SHOP B - 1 - 001 - A (2 Thus)
Frame (Black/71) 451 Series IT Storefront Screw Race Joinery Exterior Glazed



108" Frame

37 11/16"
DLO

42"
DLO

20"
DLO

36 5/16"
DLO

36 5/16"
DLO

36 5/16"
DLO

116 15/16" Frame

5/16"

40"

84"

PROSHOP C & E - 1 - 001 - A (2 Thus)
Frame (Black/71) 451 Series IT - Storefront Screw Race Joinery - Exterior Glazed

80" Frame

36 13/16"
DLO

36 7/8"
DLO

35 5/16"
DLO

35 5/16"
DLO

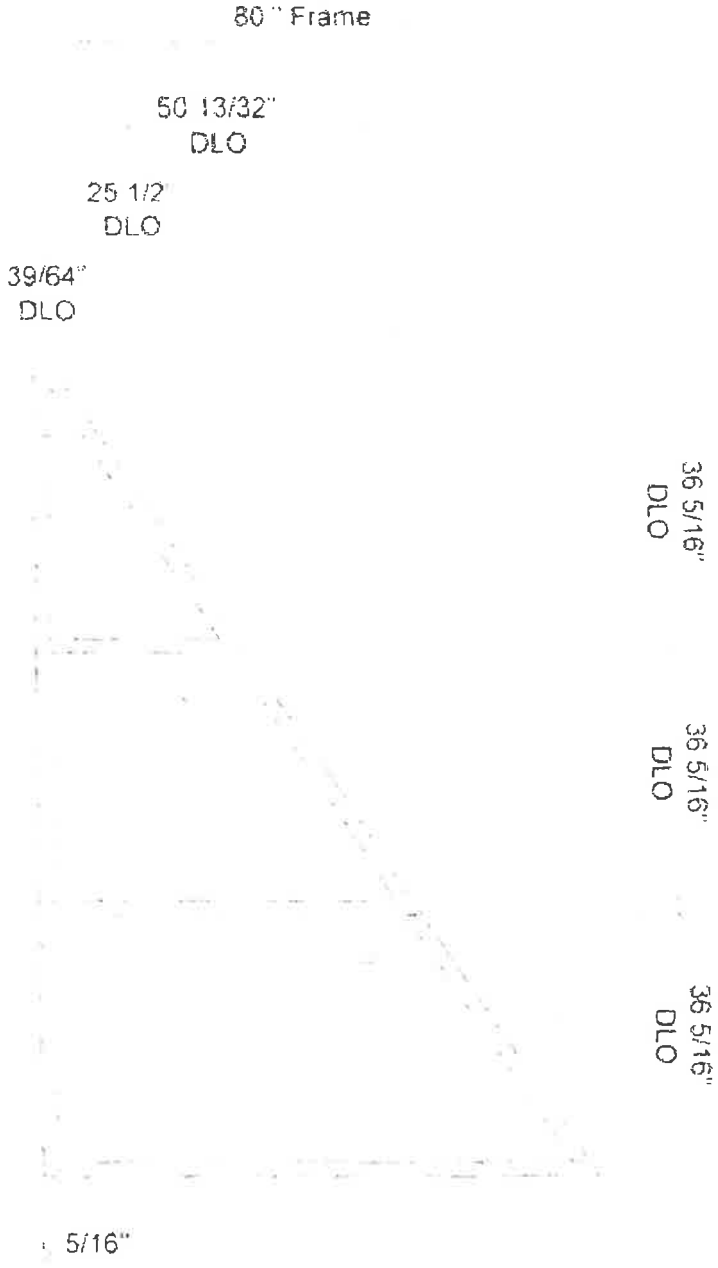
35 5/16"
DLO

113 15/16" Frame

5/16"

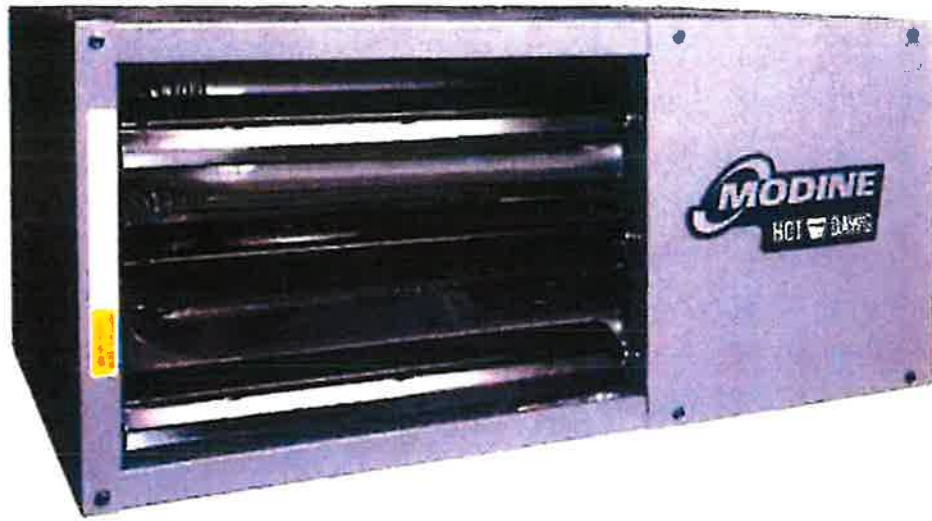
39 1/8"

PRO SHOP F - 1 - 001 - A (1 Thus)
Frame (Black/71) 451 Series IT Storefront . Screw Race Joinery Exterior Glazed




116 15/16" Frame

PRO SHOP F-2-002-D-SLOPES (2 Thus)
 Frame (Black/71) 451 Series IT Storefront Screw Race Joinery Exterior Glazed



\$1,274¹⁰ /pallet

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[Apply for a Pro Xtra Credit Card](#)

1	+
---	---

 **Add to Cart**

Item Subtotal (2)

\$5,776.18

Pickup (2)



JUJUBON 108-in x 80-in x 3-in
Jamb Black Aluminum Left...

\$2,888.09

Qty: 1



JUJUBON 108-in x 80-in x 3-in
Jamb Black Aluminum Right...

\$2,888.09

Qty: 1

Estimated Tax

\$404.33

Promo Code 

Estimated Total

\$6,180.51