



**BOARD OF DIRECTORS MEETING
JUNE 20TH, 2026**

**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 ELECTION OF OFFICERS
 - 6.1 PRESIDENT
 - 6.2 VICE PRESIDENT
 - 6.3 SECRETARY
 - 6.4 TREASURER
- 7.0 TREASURER’S REPORT
- 8.0 GENERAL MANAGER’S REPORT
- 9.0 PRESIDENT’S REPORT

- 10.0 ANY ADDITIONS TO THE AGENDA
- 11.0 CONSENT AGENDA
 - 11.1 APPROVE MAY 16TH MEETING MINUTES
 - 11.2 APPROVE NEW COMMITTEE/COMMISSION MEMBERS
 - 11.3 GREENWAY APPLICATION RUCHOTZKE
 - 11.4 GREENWAY APPLICATION DIMONTE
 - 11.5 GREENWAY APPLICATION WALSH HUNT
 - 11.6 AECC APPLICATION JOHNSON & ALEXANDER
- 12.0 UNFINISHED BUSINESS
- 13.0 NEW BUSINESS
 - 13.1 CONSERVATION PRESENTATION - DISCUSSION ONLY
 - 13.2 EMPLOYEE HANDBOOK AD HOC COMMISSION – 4.1 PERSONAL PHONE CALLS AND CELL PHONE USE – FIRST READING
 - 13.3 COVE PRESENTATION – DISCUSSION ONLY
 - 13.4 GOLF COURSE FUNDRAISER AND GOLF COURSE/PRO SHOP IMPROVMENTS

- 14.0 PROPERTY OWNER COMMENTS (3 MINUTES PER MEMBER)

15.0 ADJOURN

11.0 - 11.5



Memorandum

To: Board of Directors

Date: June 20th, 2026

From: ACLPOA

Memo: 2026-33

Topic: May Consent Agenda

Recommendation: To approve/adopt the Minutes from May 16th board meeting.

To approve Donald Kruger to the Rules and Regulations Committee

To approve Mike Harris to the AECC Committee

To approve Rich Hedges to the Maintenance Committee

To approve Robert Cook to the Legal Commission

To approve Greenway/AECC Application Ruchotzke

To approve Greenway/AECC Application Dimonte

To approve Greenway/AECC Application Walsh Hunt

To approve Greenway/AECC Application Johnson & Alexander

11.1

Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
May 16, 2026

UNAPPROVED

1.0 Call to Order

Meeting **called to order** by President Nolan Mullen at 8:08 am. Brian Holt in attendance as secretary. The following Directors were in attendance: Nolan Mullen, Carmel Cottrell, Crystal Erdenberger, Brian Holt, Mark Kosco, Brett Livengood, Deb McNamee, and Mike Ward. General Manager AJ Schuchart was also present.

2.0 Executive Session

Mark Kosco **moved to proceed to executive session** made at 8:08 am.

Seconded by Brett Livengood.

Motion carried unanimously.

3.0 Return to Open Session

Mark Kosco **moved to return to open session** at 9:12 am.

Seconded by Carmel Cottrell.

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, Bob Ballenger, Carmel Cottrell, Crystal Erdenberger, Brian Holt, Mark Kosco, Brett Livengood, Deb McNamee, and Mike Ward. General Manager AJ Schuchart was also present.

5.0 Committee/Commission Reports

Legal Commission

Carmel Cottrell reported that the Legal Commission is finishing up their recommendations for updates to the governing documents. There is one more commission review planned, and then they will be sent to Association counsel for review before being presented to the Board.

Conservation Commission

Pam Opyd reported that the commission is reviewing five new greenway stewardship agreements. Over 70 people participated in the cleanup activities on Earth Day. Kayak Cleanup is scheduled for August 15. The Wild Ones Driftless Area organization is coming July 11 to share a presentation on planting natives and why they're important. Construction

on the Children's Nature Discovery Area is planned to start shortly after Memorial Day. There are 12 bluebird nests with 42 chicks in the bluebird house program, which is amazing. Tyler is preparing a presentation on how to combat phosphorus, which contributes to blue green algae. Some areas of the lake are up to 3 times the level of phosphorus recommended by the DNR. Conservation is discussing the need for a lake manager and plans to propose including that position in the 2027 budget.

Trails Commission

Crystal Erdenberger reported that the commission is awaiting Rules & Regulations incorporating the requested changes to machine size and horsepower limits. The commission is asking for donations for decorations for the Spooky Trail Ride event in October. There is a recommended enhancement to the trails in President Bay on the agenda for today.

Budget Commission

Crystal Erdenberger reported that the Budget Commission will be looking at the 2025 audit report ahead of the Annual Meeting in June, and then they'll start working on the 2026 budget proposal.

Golf Commission

Crystal Erdenberger reported that Night Golf will be August 22 and Big Cup will be July 18. The Spring Cleanup event was a success on May 11.

Employee Handbook Commission

Crystal Erdenberger reported that the commission is working on the organization chart, job descriptions, hours per week language, and meal, rest, and lactation break policies.

6.0 Treasurer's Report

The Treasurer's Report is available on the website at <https://www.applecanyonlake.org/group/pages/treasurer-s-report>.

7.0 General Manager's Report

General Manager AJ Schuchart reported that the staff is working on putting together all the equipment needs, labor budget, menus, and licenses and permits to open The Cove. In the interim, we plan to have food trucks in the parking lot and to open the deck for seating, perhaps eventually opening with a limited menu of pizzas, ice cream, and drinks.

The GM is working with staff to finalize SMART goals and objectives for this year.

The lease with American Marine is fully executed, and they are ready to take over this summer.

The GM and Brian Holt met with the Jo Daviess County Clerk's office and IT director to review the new AV setup in the boardroom at the renovated courthouse to get ideas for what we might do here in the clubhouse. The goal is to improve hearing accessibility and bring in more screens for presenting agenda items and supporting documents during the meeting.

The pool is filling and should be ready to open on schedule.

Maintenance is working on trail improvements and dust abatement and otherwise preparing for the busy Memorial Day weekend.

8.0 President's Report

The President's Report will be in The Apple Core.

9.0 Any Additions to the Agenda

Brian Holt **moved to add** 12.5 Agenda and Meeting Management Software.

Seconded by Mark Kosco.

Motion carried unanimously.

10.0 Consent Agenda

Carmel Cottrell **moved to approve** the Consent Agenda, which included the following items:

1. Approve the Minutes from April 18th, 2026, Board Meeting.
2. Approve Bill Ware's resignation from the Architectural and Environmental Control Committee.
3. Approve Henry Doden's resignation from the Maintenance Committee.

Seconded by Mark Kosco.

Motion carried unanimously.

11.0 Unfinished Business

11.1. Discussion on Proposed Location for Spillway Fence

Carmel Cottrell **moved to approve** the General Manager to proceed with fencing project, not to exceed \$35,000. The project must still be approved by AECC.

Seconded by Brett Livengood.

Motion carried unanimously.

12.0 New Business

12.1. Approval of Hangry Hobo Food Truck

Brian Holt **moved to approve** Hangry Hobo LLC to attend scheduled events and additional events that may arise.

Seconded by Deb McNamee.

Motion carried unanimously.

Future vendor approvals that use the standard contract can be agreed to by the General Manager without explicit Board approval (avoiding waiting for the next Board meeting) or placed on the consent agenda for approval.

12.2. Employee Handbook Ad Hoc Commission Recommendation to Change 2.1 Employee Classification Categories

Mark Kosco **moved to approve the changes** in document 2.1 Employee Classification to read:

The normal work week for full-time employees of the Association is forty (40) hours per week on a year-round basis. To qualify for full-time benefits, employees must work a minimum of thirty-six (36) hours per week on a year-round basis.

Seconded by Crystal Erdenberger.

Motion carried unanimously. Brett Livengood **abstained** and did not take part in the discussion of this action.

12.3. Employee Handbook Ad Hoc Commission 3.5 Meals/Rest/Lactation Breaks

Carmel Cottrell **moved to approve the changes** in document 3.5. Meals/Rest/Lactation Breaks to read:

When scheduled to work more than seven and one half (7.5) hours in any given workday, employees will receive a meal break of not less than twenty (20) minutes, per Illinois Department of Labor 2026.

Seconded by Deb McNamee.

Motion carried unanimously. Brett Livengood **abstained** and did not take part in the discussion of this action.

12.4. Existing Trail to Grant Court, New Water Crossing

Crystal Erdenberger **moved to approve the creation of a new water crossing at President's Bay**, creating a circle around the dredge pond and connecting the existing trail to Grant Court to Calico Court. Work will require removing a large rock, clean up dead branches, and cutting and removing a few bushes.

Seconded by Deb McNamee.

Motion carried unanimously.

12.5. Agenda and Meeting Management Software

Brian Holt **moved to approve the proposed contract with CivicPlus**, to include Agenda and Meeting Management Select: Pro Premium and Agenda and Meeting Management Select: Live Meeting Manager.

Seconded by Mark Kosco.

Motion carried unanimously.

13.0 Property Owner Comments

The Board received comments from several property owners.

14.0 Adjourn

Mark Kosco **moved to adjourn** at 10:29 am.

Seconded by Brett Livengood.

Motion carried unanimously.



COMMITTEE/COMMISSION APPLICATION

NAME: Donald Kruger LOT #: 12A198 & 3A10

PRIMARY ADDRESS: 907 North Hollow Road, Cuba City, WI 53807

LAKE ADDRESS: 12A198 Harding Court, Apple River, IL 61001

TELEPHONE: 815-291-1475 (home) (815) 492-_____ (lake)
815-291-1475 (cell)

EMAIL: krugerdonaldw@hotmail.com

WHICH COMMITTEE/COMMISSION(S) ARE YOU APPLYING FOR: Rules and Regulations ?

WHAT SPECIAL TALENTS CAN YOU BRING TO THE COMMITTEE/COMMISSION?

I bring experience with organizational leadership, people management and supervision skills, business administrative skills. I have more than 20 years of professional experience in a large corporate environment. I have 13+ years of management experience. I am a goal oriented and outcome based leader who listens to concerns and works to find solutions to conflicts. I volunteer with various organizations and have contributed to improving organizations. I am a life long Apple Canyon Lake member from childhood to current. I care deeply about ACL and wish to see improvement.

PLEASE INDICATE YOUR PREFERRED METHOD OF COMMUNICATION

EMAIL: X HOME: _____ CELL: _____

APPLICANT'S SIGNATURE Donald W Kruger DATE: 4/18/2026

RETURN TO: **ACLPOA OFFICE**
14A157 Canyon Club Drive
Apple River, IL 61001
815-492-2160 FAX
kirsten.heim@applecanyonlake.org

Thank you. We appreciate your willingness to serve!

For Office use only:
Date Received: _____ Date Sent to Chair(s): _____ Email Phone _____ Date of Chair/Applicant Contact _____
Date Sent to BOD: _____ Approved by BOD? YES NO Applicant Notified Date: _____ Chair Notified Date: _____



COMMITTEE/COMMISSION APPLICATION

NAME: Mike HARRIS LOT #: 6-3

PRIMARY ADDRESS: 2175 S. Rocky Hill Rd
Galena IL, 61036

LAKE ADDRESS: 6A3 Blue GRAY, Apple River, IL 61001

TELEPHONE: 815 541 0983 (home) (815) 492-_____ (lake)
_____ (cell)

EMAIL: Mich 61036 @ Yahoo.com

WHICH COMMITTEE/COMMISSION(S) ARE YOU APPLYING FOR: AEC?

WHAT SPECIAL TALENTS CAN YOU BRING TO THE COMMITTEE/COMMISSION?

10 YEARS ON AEC, 9 PLUS YEARS ON BOARD

PLEASE INDICATE YOUR PREFERRED METHOD OF COMMUNICATION

EMAIL: HOME: _____ CELL:

APPLICANT'S SIGNATURE Mc Harris DATE: 5-28-26

RETURN TO: ACLPOA OFFICE
14A157 Canyon Club Drive
Apple River, IL 61001
815-492-2160 FAX
kirsten.heim@applecanyonlake.org

Thank you. We appreciate your willingness to serve!

For Office use only:
Date Received: _____ Date Sent to Chair(s): _____ Email Phone _____ Date of Chair/Applicant Contact _____
Date Sent to BOD: _____ Approved by BOD? YES NO Applicant Notified Date: _____ Chair Notified Date: _____



COMMITTEE/COMMISSION APPLICATION

NAME: Rich HEDGES LOT #: 10-9

PRIMARY ADDRESS: 10A9 CROW CT

LAKE ADDRESS: 10A9 CROW CT, Apple River, IL 61001

TELEPHONE: _____ (home) (815) 492- _____ (lake)

315-494-2957 (cell)

EMAIL: lake1ife109@gmail.com

WHICH COMMITTEE/COMMISSION(S) ARE YOU APPLYING FOR: MAINTENANCE ?

WHAT SPECIAL TALENTS CAN YOU BRING TO THE COMMITTEE/COMMISSION?

I HAVE LIVED AT THE LAKE 20+ YEARS AND
WORKED AT MAINTENANCE OF & ON FOR 7 YEARS

PLEASE INDICATE YOUR PREFERRED METHOD OF COMMUNICATION

EMAIL: X HOME: _____ CELL: X

APPLICANT'S SIGNATURE Rich Hedges DATE: 5-22-26

RETURN TO: ACLPOA OFFICE
14A157 Canyon Club Drive
Apple River, IL 61001
815-492-2160 FAX
kirsten.heim@applecanyonlake.org

Thank you. We appreciate your willingness to serve!

For Office use only:

Date Received: _____ Date Sent to Chair(s): _____ Email Phone _____ Date of Chair/Applicant Contact _____

Date Sent to BOD: _____ Approved by BOD? YES NO Applicant Notified Date: _____ Chair Notified Date: _____



COMMITTEE/COMMISSION APPLICATION

NAME: Robert Cook LOT #: 9A153

PRIMARY ADDRESS: 153 Hawthorn

LAKE ADDRESS: 153 Hawthorn, Apple River, IL 61001

TELEPHONE: 773 517 5243 (home) (815) 492-_____ (lake)
_____ (cell)

EMAIL: Fireguy1340@sbcglobal.net

WHICH COMMITTEE/COMMISSION(S) ARE YOU APPLYING FOR: LEGAL ?

WHAT SPECIAL TALENTS CAN YOU BRING TO THE COMMITTEE/COMMISSION?

PLEASE INDICATE YOUR PREFERRED METHOD OF COMMUNICATION

EMAIL: X HOME: _____ CELL: X

APPLICANT'S SIGNATURE [Signature] DATE: Apr 17-24

RETURN TO: ACLPOA OFFICE
14A157 Canyon Club Drive
Apple River, IL 61001
815-492-2160 FAX
kirsten.heim@applecanyonlake.org

Thank you. We appreciate your willingness to serve!

For Office use only:
Date Received: _____ Date Sent to Chair(s): _____ Email Phone _____ Date of Chair/Applicant Contact _____
Date Sent to BOD: _____ Approved by BOD? YES NO Applicant Notified Date: _____ Chair Notified Date: _____

Memo



To: Conservation Committee

Date: 5/11/2026

From: Tyler Hesselbacher

Memo: Greenway Application

Topic: Ruchotzke 12A275

Issue:

The homeowner would like to restore the area by removing the undesirable underbrush which is mainly honeysuckle and multiflora rose along with thinning of the saplings to help the mature/established trees.

Recommendation:

This area has a dense stand of trees and brush that need to be thinned and/or removed to allow for a healthier greenway. The underbrush is mainly undesirables, and the samplings are on the dense side as well. By removing/thinning these, it will help the area be healthier by letting more native plants grow in the understory and allowing the trees that are already established to grow stronger. Removal of samplings (3 inches and under at chest height) and undesirable brush would be recommended.

Memo



To: Conservation Committee

Date: 5/11/2026

From: Tyler Hesselbacher

Memo: Greenway Application

Topic: DiMonte 5A101

Issue:

The homeowner would like to maintain the area by removing the regrowth of undesirable underbrush which is mainly honeysuckle and multiflora rose.

Recommendation:

The area needs some help in keeping honeysuckles and other undesirable underbrush under control. 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.



Memo

To: Conservation Committee

Date: 5/11/2026

From: Tyler Hesselbacher

Memo: Greenway Application

Topic: Walsh/Hunt 14A63

Issue:

The homeowner would like to maintain the area by removing the regrowth of undesirable underbrush which is mainly honeysuckle and multiflora rose.

Recommendation:

The area needs some help in keeping honeysuckles and other undesirable underbrush under control. 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. A simple way would be to set a mower deck to the highest setting or using a handheld brush trimmer to cut the area at a higher level to allow the natives to grow more but keep the unwanted out.

11.8

Alexander – 12A60-61 McKinley Court

Memo



To: Conservation Committee

Date: 4/20/2026

From: Tyler Hesselbacher

Memo: Greenway Application

Topic: Alexander 12A61

Issue:

The homeowner would like to restore the area by removing the undesirable underbrush which is mainly honeysuckle and multiflora rose. The area has a dense enough stand to prevent any native plants from growing.

Recommendation:

The area definitely needs some help in removing honeysuckle and other undesirable underbrush. 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.

Date: June 6, 2026

Agenda Item: 7.2

Committee: AECC

I Move:

Regarding the Greenway Buffer Zone at 12A060 and 12A061 McKinley Ct.

To permit the restoration of the area described in the attached documents by removing the undesirable underbrush which is mainly honeysuckle and multiflora rose. The applicable lake side lot corner posts and the 50' lake buffer zone setback must be located and flagged prior to starting removal for building inspector confirmation. Disturbed ground shall be mulched or seeded as soon as is practical. No trees need to be trimmed or removed. No variance is granted.

Action Taken

MOTION MADE BY: _____	VOTE RECORDED:
MOTION SECONDED BY: _____	YEA: _____
CHAIR: _____	NAY: _____
	ABSTAIN: _____



Memorandum

To: Board of Directors

Date: June 20th, 2026

From: Conservation

Memo: 2026-35

Topic: Presentation/Discussion

Recommendation: Tyler to present on Conservation

13.2



Memorandum

To: Board of Directors

Date: June 20, 2026

From: Employee Handbook Ad Hoc Commission

Memo: 2026-

Topic: 4.1 Personal Phone Calls and Cell Phone Use – First Reading

Issue: A fixed monthly stipend, based on a fixed amount regardless of the actual bill amount, determined by the General Manager, has been available only to department managers whose job duties require regular, job-critical mobile communication (such as: Safety and Security Manager; Director of Maintenance and Grounds; or as determined by the GM). This practice has existed since 2016. The fixed monthly stipend has been set by the General Manager but has remained consistent for many years. The stipend has been around \$49 per month with employees submitting their monthly bill to the Financial Department. A check has been cut and signed by the Board of Directors.

Upon the new leadership, it has been determined that language needed to be included in the Employee Handbook for understanding and consistency in carrying out the intent. Through the last few years of different General or Interim Managers, the practice has changed from its original intent of only employees who are needed "on-call" regular job-critical mobile communication. This Employee Handbook policy is to clear up the confusion of past practices.

Recommendation: To approve the 4.16 Personal Calls and Cell Phone Use employee handbook policy.

VOTE RECORDED:

MOTION MADE BY: _____

YEA: _____

MOTION SECONDED BY: _____

NAY: _____

PRESIDENT: _____

ABSTAIN: _____

Motion: _____ Passed _____ Failed

4.16 Personal Phone Calls and Cell Phone Use

Effective Date:

Revision Date: October 15, 2016

Making personal phone calls or the employee using their cell phone during work can be disruptive to others and interfere with employee productivity. Therefore, employees will be discouraged from making personal phone calls or using their cell phones during work except during breaks, emergencies, or on rare occasions to handle pressing personal matters. ACLPOA retains the right to prohibit all personal calls and cell phone use, except during emergencies, and supervisors may prohibit personal calls for individual employees that abuse the privilege.

Cell phones are always kept silenced or at a low volume during work so that the employee does not disturb others. When making personal calls, the employee is asked to keep their voice at a low volume and move away from others, if possible.

All employees are expected to follow applicable state and federal laws and regulations regarding the use of cell phones, or Personal Communication Devices (PCD) always. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone, PCD or use their personal cell phone for business use, are required to either use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting regardless of the circumstances, including slow or stopped traffic. Use of a cell phone or PCD while driving is not required by ACLPOA. Safety must come before all other concerns.

At the employee's request and dependent upon job requirements, hands-free equipment may be provided with ACLPOA issued phones and PCDs to facilitate the provisions of this policy. Whether using hands-free equipment or pulling off the road, special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Use of cell phone and PCDs while driving is not required by ACLPOA. **Employees charged with traffic**

violations resulting from the use of their phone or PCD while driving will be solely responsible for all liabilities that result from such actions. Failure to follow this policy may result in disciplinary action up to and including termination.

Fixed Monthly Stipend for Employees Use of Personal Cell Phones

A fixed monthly stipend, based on a fixed amount regardless of the actual bill amount, determined by the General Manager, is available only to department managers whose job duties require regular, job-critical mobile communication. A fixed monthly stipend for employees who use their personal cell phone or PCD to fulfill regular, job-critical mobile communications directly related to the operations of ACLPOA such as:

- On-call responsibilities;
- Emergency response;
- Vendor coordination;
- Property inspections; and/or,
- Resident communication.

Eligibility is determined by the General Manager. The monthly fixed stipend is intended to cover the business-use portion of the employee's personal cell phone or PCD plan.

Each month the employee will submit a copy of the cell phone or PCD monthly bill within thirty (30) days for the monthly fixed stipend. If an invoice is not submitted within this thirty (30) day time period, ACLPOA is not obligated to provide the monthly fixed stipend for that month.

Under the Illinois Wage Payment and Collection Act, the employer is legally required to provide you with a stipend if your ACLPOA job requires immediate cell phone or PCD accessibility for your job responsibilities.

13.3



Memorandum

To: Board of Directors

Date: June 20th, 2026

From: N/A

Memo: 2026-35

Topic: The Cove

Recommendation: Discussion on The Cove

13.4



Memorandum

To: Board of Directors

Date: June 20th, 2026

From: Golf Commission

Memo: 2026-34

Topic: Golf Course Improvements

Recommendation: To discuss a golf course fundraiser and golf course/pro shop improvements.

Patrick, For the Golf Commission:

Topic: Golf Course Fundraiser and Golf Course/Pro-Shop Improvements

Designated fund purchase of Golf related items out of the Golf Commission self raised funds for the following items:

Recommendations.

Flowers for the Tee Boxes

Raffle and prizes for the Big Cup

Raffle, prizes, glow balls and lights for the Night Golf

Sound panels for the pro-shop ceiling

New Fairway markers

Miscellaneous small items for the Pro-Shop, practice tees and practice green area .

Total request, not to exceed \$4,000.00 All from Golf Commissions funds.

Jeff
