Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
July 18, 2026

UNAPPROVED

1.0 Call to Order

Meeting **called to order** by President Nolan Mullen at 8:03 am. Brian Holt in attendance as secretary. The following Directors in attendance: Bob Ballenger, Bob Cook, Crystal Erdenberger, Mike Hodge, Brian Holt, Mark Kosco, Brett Livengood, and Nolan Mullen. General Manager AJ Schuchart was also present.

2.0 Executive Session

Mark Kosco **moved to proceed to executive session** made at 8:03 am.

Seconded by Brett Livengood.

Motion carried unanimously.

3.0 Return to Open Session

Brian Holt **moved to return to open session** at 9:15 am.

Seconded by Brett Livengood.

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, Bob Cook, Crystal Erdenberger, Mike Hodge, Brian Holt, Mark Kosco, Brett Livengood, and Nolan Mullen. General Manager AJ Schuchart was also present.

5.0 Committee/Commission Reports

Maintenance Commission

Norm Vandigo discussed the ADA accessibility plan for the pier at Nixon Beach.

Nominating Committee

Mike Yorke reported that the Nominations committee needs two more members to meet its goal of having seven members.

Conservation Commission

General Manager AJ Schuchart reported that Pam Obyd was unable to attend and asked him to report on her behalf. The commission is working on an analysis of the waves caused by wake boats and tri-toons to supplement their recommendation on that issue as it relates to conservation. It is the commission's intention to share this analysis at the August board meeting. Tyler is in the process of purchasing and installing floating islands outside the swimming area at Nixon Beach. This is the start of a larger goal of trying to reduce the amount of nutrients in the lake. The commission is evaluating where we are related to watershed milestones for the 5/10yr goals set out in the watershed management plan. The Children's Nature Discovery Area is complete and open to property owners; thanks to the ACL Foundation for their generous grant.

Trails Commission

Crystal Erdenberger reported the trails commission did a drone survey of the President's Bay water crossing, installed new street crossing signs, and are working on improved dust control, which, from the comments received so far, is working well. The commission is working on maps of the paths to boat docks and helping Maintenance prioritize their work.

6.0 Treasurer's Report

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

7.0 General Manager's Report

AJ Schuchart reported that The Cove will be opening in the week following this meeting. The details will be announced in *The Apple Seed*. Operating hours will be determined by available staffing. We are getting additional quotes for upgrades to the AV system in the clubhouse. Fencing at the spillway will be going up soon, after an unfortunate delay in the arrival of materials.

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** 10.3 Approve Board Liaisons, 12.5 Changes to the Owner Amenity Registration Fee, 12.6 Benefit Changes for 2026/2027, and 12.7 Nutrient Control.

Seconded by Bob Ballenger.

Motion carried unanimously.

10.0 Consent Agenda

The Consent Agenda, which included the following items, was **adopted by unanimous consent**:

1. Approve minutes from the June 20, 2026, Board meeting.
2. Approve/remove new committee/commission members
    a) Approve Mark Clausen, Deer Management
    b) Approve Bill Bourell, Appeals
    c) Remove George Drogosz, Maintenance
    d) Remove Carmel Cottrell, Maintenance
    e) Remove Mary Bluhm, Maintenance
3. Approve Board Liaisons
    a) Bob Cook, Mike Hodge, AECC
    b) Brian Holt, Board Policy
    c) Mike Hodge, Conservation
    d) Mike Hodge, Deer Management
    e) Brian Holt, Legal
    f) Bob Cook, Maintenance
    g) Mike Hodge, Recreation
    h) Bob Cook, Safety & Emergency Planning
    i) Mark Kosco, Tellers

11.0 Unfinished Business

11.1. Employee Handbook Ad Hoc Commission: 4.1 Personal Phone Calls and Cell Phone Use: 2nd Reading

Crystal Erdenberger **moved to approve** 4.16 Personal Calls and Cell Phone Use employee handbook policy as presented:

4.16 Personal Phone Calls and Cell Phone Use

Effective Date: July 18, 2026

Revision Date: October 15, 2016
July 18, 2026

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 phones 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 as was determined by the General Manager. 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.

Seconded by Bob Cook.

Motion carried unanimously.

11.2. Rules and Regulations Commission: Motorized Vehicles, pertaining to Section 8: 2nd Reading

Mark Kosco **moved to postpone**.

Seconded by Mike Hodge.

Motion carried 7-0-1. Brett Livengood abstained.

12.0 New Business

12.1. Approve New Check Signers

Mark Kosco **moved to approve adding** Bob Cook and Mike Hodge to the list of authorized check signers.

Seconded by Bob Ballenger.

Motion carried 5-0-3. Bob Cook, Crystal Erdenberger, and Mike Hodge abstained.

12.2. AECC–10A79 Cardinal Ct

Bob Ballenger **moved to approve** the project as presented.

Seconded by Brett Livengood.

Motion failed 0-5-2. Crystal Erdenberger and Brett Livengood abstained.

12.3. AECC–Marina Zone Dock M11

Crystal Erdenberger **moved to approve** the project as presented.

Seconded by Mike Hodge.

Motion failed unanimously.

The trails commission should look at whether to recommend handrails for this and other Association docks around the lake.

12.4. Employee Handbook Ad Hoc Commission: 3.7 Time Reporting

Crystal Erdenberger moved to approve the 3.7 Time Reporting Policy as presented:

3.7 Time Reporting

Effective Date: July 18, 2026

Revision Date: October 15, 2016
May 16, 2026
July 18, 2026

Hours of Work/Time Records

The association operates on a seven-day-per-week basis. The normal work week for full-time employees of the Association is 40 hours per week, for both exempt and non-exempt staff. Due to operational requirements, the employee's work schedule may be subject to change. Every effort will be made by their manager to provide appropriate notice to schedule changes, as much as possible, should this be necessary.

Time Card Regulations

ACLPOA requires that all employees maintain a timekeeping record of their hours on the designated payroll system. This will keep a record of hours worked and ensure that paychecks are correct. All employees are required to accurately record their hours worked each day on the timekeeping system.

Each employee must use their own timekeeping record only. If an employee punches in/out for another employee, each employee is subject to disciplinary action.

Employees may not punch in or out more than seven minutes before or after their scheduled shift unless overtime hours were previously approved by their manager.

Any revisions or deletions for all employees must be submitted through payroll. Employees can review their timekeeping record within the timekeeping system and report any discrepancies to their manager before the end of the time period.

The employee must notify their manager (or their designee) if you need to leave work early for any reason.

For those employed in an exempt capacity under the provisions of the FLSA, there is no eligibility for overtime compensation. However, the General Manager is authorized to provide administrative leave to exempt employees on a case-by-case basis, at the General Manager's discretion.

Time worked is recorded for payroll purposes by rounding to the nearest 15-minute interval following the start of the shift. One workday consists of 24 hours, beginning at 12:00 midnight and ending at 11:59 p.m. Each work week begins on Sunday at 12:00 midnight and ends on Saturday at 11:59 p.m.

Seconded by Brett Livengood.

Motion carried unanimously.

12.5. Changes to the Owner Amenity Registration Fee

Mark Kosco **moved to update the Owner Amenity Registration Fee** policy as presented:

Every owner of a lot will be assessed a required Owner Amenity Registration Fee (OARF). The fee is assessed on a per owner basis. The Board of Directors will determine the fee annually. If there are multiple owners of a lot, each owner will be assessed an OARF. An Owner who owns multiple lots, however, will only be required to pay one OARF, but may elect to pay an additional OARF for each multiple lot owned. OARF fee must be paid prior to March 1 by all owners, otherwise registrations will not be completed or guest passes / auto decals issued.

Seconded by Bob Ballenger.

Motion carried unanimously.

12.6. Benefit Changes for 2026/2027

Bob Ballenger **moved to approve contracting with Blue Cross Blue Shield** for the 2026–2027 employee benefits package.

Seconded by Mark Kosco.

Motion carried unanimously.

12.7. Nutrient Control

Mike Hodge **moved to approve** the purchase and installation of up to seven floating islands at Nixon Beach, at a cost of up to $11,500.

Seconded by Bob Cook.

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.