

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

**APPROVED**

**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.

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## **6.0 Treasurer's Report**

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

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## 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.

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## 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.

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**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.

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**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.

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