



Memorandum

To: Board of Directors

Date: 7/10/15

From: Megan Champ

Memo: 2015-57

Topic: July committee changes

Recommendation: To appoint Kathy Richards to the Legal Committee, Rich Krasula to the Legal Committee, Munn Heydorn to the Budget Committee, Mike Harris as Board Liaison to the Nominating Committee, Jack Finley as Board Liaison to the Maintenance Committee, John Asta as Board Liaison to the Budget/Audit Committee, Rich Krasula as Board Liaison to the Conservation Committee, Jim Craig as Board Liaison to the Rules and Regulations Committee, and Jody Ware as Board Liaison to the Legal Committee and Editorial Review Board.



Memorandum

To: Board of Directors

Date: 7/10/15

From: Megan Shamp

Memo: 2015-58

Topic: dissolution of committees

Issue & Analysis: Analysis of the pathways to boat docks has been reassigned to the Trails Committee. The Boat Dock Pathways Ad-Hoc Sub-Committee (previously a sub-committee of the Conservation Committee) needs to be dissolved. Construction of the swimming pool has been completed and all funds released. The work of the New Pool Committee has been completed, and that committee too needs to be dissolved.

Recommendation: To dissolve both the Boat Dock Pathways Ad-Hoc Sub-Committee and New Pool Committee.



Memorandum

To: Board of Directors

Date: 6/25/15

From: Cindy Carton

Memo: 2015-56

Topic: Lifelong Learning Classes at Apple Canyon Lake

Issue:

Highland Community College (HCC), Freeport, has approached us about our interest in providing Lifelong Learning classes at ACL. We are very interested in this programming opportunity and know they will go over well with our members. We have offered several classes in the past and I always have members asking for more.

We plan to offer one class this fall to members only. There will be a class fee for enrollees, which is yet to be determined, but no cost to ACL. Since it is for ACL property owners only, we will market the class and it will not be published in HCC's catalog of available classes. However, we would like to offer more classes and tap into HCC's resources.

If ACL is willing to allow the public to participate in the classes, HCC will provide and pay the instructor(s), market the classes, and list the classes in their catalog. All we have to do is provide the class space, which will be scheduled in the clubhouse once a week during the sessions. Sessions can be anywhere from a one-day program to classes that might last up to 9 weeks, depending on the class. There are many classes available for all ages, which include everything from art, cooking, wellness and fitness, to photography, technology, finance and many more. By opening the classes to the public, we have a better chance of meeting class minimum enrollments and ensuring consistent programming for our members. An added bonus is that we are welcoming our nearby community neighbors to Apple Canyon Lake's public spaces. 😊

Recommendation:

In order to provide our members with a wide variety of learning opportunities, I am recommending that ACL form a relationship with Highland Community College to offer Lifelong Learning classes to our members while welcoming the public, which will help us meet class minimum enrollee requirements. While there is an enrollment fee for students, there will be no cost to ACL. All classes will take place in or around the clubhouse in public areas only.



Memorandum

To: Board of Directors

Date: 7/10/15

From: Megan Shamp & Carrie Miller

Memo: 2015-59

Topic: designated signers for ACLPOA accounts

Issue & Analysis: The designated signers for ACLPOA accounts at US Bank, American Funds, Citizens State Bank, and the Apple River State Bank; and the US Bank credit card account must be updated following the Board election and appointment of officers. Interim Operations Director Rick Paulson has also only been added as a signer on the US Bank account at this time.

Recommendation: To remove Debra McNamee, Kathy Richards, and Josh Cocagne from any and all ACLPOA accounts on which they are authorized signers, and to designate directors Fred Turek, Jody Ware, and John Asta as designated signers for US Bank accounts. At the June 20 Board Meeting, Mike Harris was appointed as President of the Board of Directors, Bob Ballenger as Vice President of the Board, and Jack Finley as Secretary of the Board. Rich Krasula remains the Treasurer of the Board. All accounts will also be updated to reflect the correct officers of the Board of Directors. To designate Interim Operations Director Rick Paulson as a designated signer on accounts held at Citizens State Bank, Apple River State Bank, the safety deposit box and CD at Apple River State Bank, and American Funds.



Memorandum

To: Board of Directors

Date: 7/10/15

From: Rick Paulson

Memo: 2015-62

Topic: Dredge Repairs

Issue: I previously informed the Board of Directors and the Association members of the maintenance issues pertaining to the dredge. Maintenance staff initially contacted the dredge manufacturer for assistance with training in the areas of operations and maintenance. Training was scheduled for early spring of this year. Prior to the training, staff did some routine maintenance as instructed by the dredge manufacturer. While changing the hydraulic fluid, they discovered metal shavings in the fluid. We immediately contacted the manufacturer at which time we were instructed to remove various pumps, gear boxes and other equipment. It was at this time that we discovered that all of the hydraulic pumps, gear boxes and seals need to be replaced. The original estimate of the replacement parts was \$25,000, but since the initial evaluation, it was determined that the DIW pump should also be replaced. This pump is estimated to cost an additional \$25,000. We contacted the manufacturer for an exact cost of the DIW pump. At the time of this memo, the exact cost of the parts and shipping were unknown.

Recommendation: To direct the Interim Operations Director to purchase the necessary parts to repair the dredge. R & R funds will be used. The Association Software Purchase budgeted at \$100,000 will not be completed in 2015.



Memorandum

To: Board of Directors

Date: 7/10/15

From: Rick Paulson

Memo: 2015-61

Topic: Dredge Pond Inspection and Certification

Issue: ACL is periodically required to renew their maintenance dredging permits with the Army Corps of Engineers and the IEPA. A requirement of the renewal requires that each dredge pond be inspected and given a structural certificate by a licensed engineer. With assistance from Mike Malon, I solicited bids from four different engineering firms. Two firms declined to bid and one did not respond. Fehr Graham was the only firm that submitted a bid. As many of you know, Fehr Graham is very familiar with ACL and especially the dredge ponds in question. Based on their previous knowledge, working relationship with ACL, and Mike Malon's recommendation, I recommend that we move forward with Fehr Graham for the inspection services.

Recommendation: To direct the Interim Operations Director to enter into an agreement with Fehr Graham for the inspection of six pond facilities and the certification of each pond as specified in their proposal dated May 27, 2015 in the amount of \$4,500.



Memorandum

To: Board of Directors

Date: 7-13-15

From: Rick Paulson

Memo: 2015-66

Topic: Wipfli HR Analysis

Issue: Several board members and I met with Joe Mattingly from the Galena Territory regarding his previous management structure and issues that they had in the past. To address those issues, the Galena Territory hired Wipfli an HR firm, to evaluate their management structure, job descriptions, salary ranges, board policy, and the association documents. The process proved to be very successful in the Galena Territory. Joe highly recommended that we call Wipfli, since both properties are so similar. Mike Harris and I had a discussion with the same representative from Wipfli that conducted the territory analysis and requested a proposal which is attached.

Before we can proceed with hiring a new GM or finance director, we really need direction on an effective management structure as well as job descriptions for the key management personnel.

Recommendation: To direct the Interim Operations Director to enter into a contract with Wipfli CPA's and Consultants in an amount not to exceed \$16,500.



Memorandum

To: Board of Directors

Date: 7-13-15

From: Rick Paulson

Memo: 2015-65

Topic: Honkamp Proposal

Issue: After meeting with representatives of Honkamp on several occasions, we received a final agreement regarding additional accounting services. The reason for the meetings were to discuss inefficiencies and communication on the part of both parties. Honkamp proposes to assist and train our staff to help improve the efficiency and accuracy of our daily bookkeeping tasks and monthly reports. Staff feels that this has been needed for a long time and welcomes the assistance from Honkamp.

Recommendation: To direct the Interim Operations Director to enter into an agreement with Honkamp Krueger & Co. to provide additional services as outlined in their proposal.



Memorandum

To: Board of Directors

Date: 6/29/15

From: John Sershon, Deer Management Committee

Memo: 2015-60

Topic: Deer Management Committee designated funds purchase

Issue & Analysis: We have been using arrows and other equipment lent to us by the Boy Scouts for the Youth Archery event. Many of the arrows were broken or damaged during the event. Also, many children received abrasions from the bow strings as no arm guards were available. The Boy Scouts have been very generous by lending us this equipment and we do not feel that they should have to pay for replacement equipment that we have damaged. Therefore, we are seeking approval for funds to purchase our own equipment for this event.

Recommendation: To approve the purchase of arrows, arm guards, and other miscellaneous equipment for use at the Youth Archery event from the Deer Management Committee's Designated Funds at a cost not to exceed \$500.