



Memorandum

To: ACL Board

Date: November 5, 2015

From: Megan Shamp

Memo: 2015-95

Topic: November committee changes

Recommendation: To accept the resignation of Mike Harris from the Amenity Tag Ad Hoc Committee, Chuck Larsen from the Long Range Planning Committee, and Kathy Richards from the Rules & Regulations and Legal Committees.



Memorandum

To: Board of Directors

Date: 11/12/2015

From: Rick Paulson

Memo: 2015-105

Topic: Jack Finley resignation

Issue: On October 26, 2015 Jack Finley submitted his resignation from the Board to President Harris. The Board needs to officially accept Jack's resignation.

Recommendation: To accept the resignation of Jack Finley from the Board of Directors.



Memorandum

To: ACL Board

Date: November 10, 2015

From: Megan Shamp

Memo: 2015-97

Topic: Adopt the 2016 Operating Budget, R & R Budget, and Fee Schedules

Issue: Per CICA, the budget has been advertised for a minimum of 30 days prior to the Board adopting the budget. The 2016 Operating Budget, R & R Budget, the Operating Fee Schedule, and the Building Fee Schedule were all published in the October issue of *The Apple Core*.

Recommendation: To adopt the 2016 Operating Budget, R & R Budget, Operating Fee Schedule, and Building Fee Schedule as published in the October issue of *The Apple Core*.



Memorandum

To: Board of Directors

Date: 11-12-15

From: Rick Paulson

Memo: 2015-103

Topic: retaining wall bids Cove parking lot

Issue: Staff turned in a claim to our insurance company for the damage to the retaining wall adjacent to the second parking lot at the Cove, the claim was denied. After receiving the claim notification, we reached out to three contractors for bids to rebuild the entire wall that runs parallel to the parking lot. Bids ranged from \$20,850 down to \$7,500. Staff has a good working relationship with Korte Landscaping who is the low bidder. Korte has indicated the work will be scheduled to be done late fall. Attached is the engineered detail from the Versa-Lok Retaining Wall Systems. Korte Landscaping will be installing the wall according to this detail for the dollar amount of \$7,500.

Recommendation: Authorize the Interim Operations Director to enter into an agreement with Korte Landscaping to remove and reconstruct the collapsed wall adjacent to the Cove parking lot per the specifications at a cost of \$7,500.



Memorandum

To: Board of Directors

Date: 11/21/2015

From: Rick Paulson

Memo: 2015-102

Topic: Appointment of Board member

Issue: On October 26, 2015, Jack Finley submitted his resignation from the Board to President Harris. Now that the Board has accepted Jack's resignation, the Board must appoint someone to fill the vacancy created by his resignation until the next Annual Meeting.

Recommended Motion: Move to appoint _____ to fill the vacancy on the Board of Directors created by Jack Finley's resignation until the next Annual Meeting.



Memorandum

To: Board of Directors

Date: 11/12/15

From: Rick Paulson

Memo: 2015-111

Topic: elect Secretary

Issue: Jack Finley was elected Secretary of the Board of Directors. Now that he has resigned the Board must elect a new Secretary.

Recommended Motion: Move to elect
Board of Directors.

as Secretary of the



Memorandum

To: Board of Directors

Date: November 10, 2015

From: Megan Shamp & Carrie Miller

Memo: 2015-98

Topic: designated signers for ACLPOA accounts

Issue & Analysis: The designated signers for ACLPOA accounts at US Bank, Citizens State Bank, and Apple River State Bank must be updated following the resignation of Jack Finley, Secretary, and the appointment of _____ to the Board of Directors and the appointment of _____ as Secretary of the Board.

Recommendation: To remove the former Secretary Jack Finley from any and all ACLPOA accounts on which he is an authorized signer, and to designate director _____ and _____ as Secretary, as designated signers for ACLPOA accounts at US Bank, Citizens State Bank, and Apple River State Bank.



Memorandum

To: Board of Directors

Date: 11-12-15

From: Rick Paulson

Memo: 2016-107

Topic: annual audit

Issue: Honkamp has submitted an engagement letter to complete the annual audit for year ending December 31, 2015. Honkamp has performed the audit for the past several years. Seeing that a new GM or Finance Director has not been hired I feel it is in the best interest from a timing standpoint as well as a financial standpoint, to accept the Honkamp Engagement Letter for the year ending December 31, 2015. Once a new GM and or Finance Director have been hired, the association can send out an RFP for auditing services for 2016 and on.

Recommendation: To authorize the Interim Operations Director to enter into an engagement with Honkamp Krueger & Co for auditing services for year ending December 31, 2015 per the Honkamp Engagement Letter.



Memorandum

To: Board of Directors

Date: 11/12/15

From: Rick Paulson

Memo: 2015-110

Topic: Sand Prairie internet service

Issue: Attached is the original agreement with Sand Prairie for the internet demonstration that the Board agreed to back in March of 2015. The trial period has long since expired and Sand Prairie is wanting a decision from the Board. Attached is their latest proposal. Scott Hanson from Sand Prairie will be at the Board meeting to make a short presentation. I will rely on John Asta and Scott Hanson to go over the proposal in detail.

Recommendation: TBD



Memorandum

To: Board of Directors

Date: 11/12/2015

From: Rick Paulson

Memo: 2015-104

Topic: dam outlet pipe inspection

Issue: As part of the 2015 budget, the Board approved \$25,000 for the inspection of the dam outlet pipe. Staff attempted to get a minimum of three bids for the inspection but was only able to obtain two. Staff solicited bids from Collins Engineering, Underwater Commercial Dive Services, Underwater Consultants International, and Lakes and Rivers Contractors did not respond. GOE International and J.F. Brennan responded with the attached quotes. With assistance from Chuck Larsen and based on his written specifications, GOE International submitted a bid for \$12,230 and J.F. Brennan submitted a bid for \$19,460. GOE also submitted an alternative bid for the installation of a bulkhead for an additional amount of \$16,900.

Recommendation: To accept the bid from _____ in the amount of \$ _____ for the inspection of the dam outlet pipe. (add bulkhead option if applicable)



Memorandum

To: Board of Directors

Date: November 10, 2015

From: Megan Shamp

Memo: 2015-100

Topic: Honkamp software consultant engagement

Issue & Analysis: Support for the current Association database software Class will soon be discontinued. The support we receive today is basically non-existent and they have not been able to resolve several issues we have presented them with. Association staff have reached out to other lake associations to learn what software they are using and have also conducted demos of several software packages. We do not have software or IT background and desperately need assistance in identifying, selecting, and implementing the best software package(s) possible for the years to come. Honkamp has worked with ACL since 1986 and has firsthand knowledge of our operations and our financial accounting. If the engagement letter is approved today, staff will immediately begin working with the Honkamp consultant in the hopes that the new software can be implemented and tested for use beginning January 1, 2017. We will be held to a tight timeline to make this implementation date possible, time is of the essence for this approval. The engagement letter and a sample Summary of Findings deliverable are included in the Board Packet. Kyle Kunz will also be present at the Board meeting to explain the process and answer any questions.

Recommendation: To approve the engagement letter for software consultant services from Honkamp. Funds in 2015 will be used from the 5684 Hardware/Software Support line item which as of the October financials, has \$27,487.33 available.



Memorandum

To: Board of Directors

Date: 11/12/15

From: Rick Paulson

Memo: 2015-109

Topic: Restricted Lot Criteria

Issue: Requests for Restricted Lots continue to be submitted for approval. Phil Jensen has previously suggested that the Board create a policy for approving Restricted Lots to help in the event of litigation. As part of that policy, Phil suggested we create criteria that must be met in order to approve a Restricted Lot. Phil has already reviewed and approved of the attached criteria.

Recommendation: To approve the attached Restricted Lot criteria as a basis for approval or denial of a Restricted Lot application.



Memorandum

To: ACL Board

Date: November 10, 2015

From: Megan Shamp

Memo #: 2015-96

Topic: November Restricted Lots

Issue: The following two lots were inspected and deemed to be unimproved by the building department staff. The following is a list of lots that have no structures or any history of a structure on the lot:

05-135

08-117

The following two lots both have improvements:

09-130 – temporary garden fencing

12-131 – permanent garden fencing

There are currently 108 approved Restricted Lots. The current revenue loss from these 108 lots is \$33,480 per year. Based on the criteria for Restricted Lots previously approved at this meeting, all four requests to Restrict Lots should be denied by the Board of Directors.

Recommendation: To deny the Request to Restrict Lot submitted for 05-135, 08-117, 09-130, and 12-131 in accordance with the criteria for Restricted Lots approved November 21, 2015.



Memorandum

To: Board of Directors

Date: 11/12/15

From: Rick Paulson

Memo: 2015-108

Topic: Restricted Lots Covenant revision

Issue: The Legal Committee is requesting that the Board make a motion to direct them to prepare an amendment to the Covenants revising or eliminating Section 12. Restricted Lots. of Article VI Covenant to Pay Assessments in preparation of the Covenants revision after November 2016.

Recommendation: To direct the Legal Committee to revise or eliminate Section 12. Restricted Lots. of Article VI Covenant to Pay Assessments in preparation of the future Covenants revision.



Memorandum

To: Board of Directors

Date: 11/12/15

From: Rick Paulson

Memo: 2015-106

Topic: Golf Cart/UTV Ordinance

Issue: I was approached by Mr. Ron Beckel in regards to allowing golf carts/UTVs on the township roads. By amending the Illinois Vehicle Code we would eliminate all of the concerns and legal issues regarding these vehicles on the public roads. The legality of driving on the townships roads along with providing access to the trail system has always been an issue at ACL. Recently the Village of Stockton passed an ordinance amending the vehicle code, allowing golf carts on Village streets. Ron, along with LaDon Trost and Dave Hachmeister, are willing to give input and assistance regarding this matter. The County Board and the Township Supervisor must agree to an ordinance amending the Vehicle Code. Not knowing specifically which entity had the authorization to amend the code I reached out to Phil Jensen. As it so happens, Phil is currently in the process of amending the vehicle code for the Village of Savanna for the same purpose. Phil has indicated he is willing to work with the county in creating the ordinance to amend the vehicle code. Before we can have discussion with the Township Board and County Board, Phil suggested that the Board make a motion indicating that the Board is in favor of amending the vehicle code and authorize the Interim Operations Director with the assistance of Phil Jensen to move forward.

Recommendation: To authorize the Interim Operations Director with the assistance of Phil Jensen to move forward with amending the Illinois Vehicle Code to allow golf carts/UTVs on the interior township roads.



Memorandum

To: Board of Directors

Date: November 10, 2015

From: Megan Shamp

Memo: 2015-99

Topic: Rules & Regulations Campground section revisions

Issue & Analysis: The Rules & Regulations Committee compiled suggestions from the Campground Committee, Campground Task Force, and ACL staff in their recommended revisions to the Rules and Regulations Section IX Campground. These recommendations were submitted to the Board for approval at the September 19, 2015 meeting. At this meeting the changes were deemed major and sent to a three meeting rule. In accordance with this rule, the changes were presented at the September Board meeting, discussed and revisions made at the October 17, 2015 meeting, and if no further changes are needed, the section can be approved at this November 21, 2015 meeting.

Recommendation: To approve the amended Rules and Regulations Section IX Campground as included in the November 21, 2015 Board Packet.



Memorandum

To: ACL Board

Date: November 10, 2015

From: Megan Shamp

Memo: 2015-101

Topic: December Board Meeting

Issue: Historically the Board has not met in December. Staff is not aware of any items that need to be addressed in December, but if an issue arises the Board can vote on it electronically and ratify the electronic vote in January 2016.

Recommendation: To cancel the December 2015 Board meeting.



Memorandum

To: Board of Directors

Date: 11/13/15

From: Rich Krasula, Jody Ware & John Asta

Memo: 2015-112

Topic: banking services

Issue: In early October proposals for banking services were sent to five area banks. The deadline for submission was October 30, 2015. Three area banks prepared proposals for managing ACLPOA's banking services. The three proposals received were from: Illinois Bank and Trust; Community Bank of Galena and Citizen State Bank. The banking services team is reviewing the proposals and will make a recommendation to the Board of Directors with supporting documentation of comparability of the banking services.

Recommended Motion: TBA

12.15

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