



Memorandum

To: ACL Board

Date: May 9, 2017

From: Megan Shamp

Memo #: 2017-18

Topic: May committee changes

Recommendation: To appoint Kathy Richards as Chair of the Campground Committee, Ron Carpenter as Vice Chair of the Campground Committee, and Jerry Maculitis as Secretary of the Campground Committee; and Mike Harris to the Clubhouse Area Master Planning Committee; and to accept the resignation of John Matheson and Candy Matheson from the Trails Committee.

*Plan on a Page: High Performing Operations and Management -
LRG – Build capacity in volunteerism, board membership,
committee work, and association activities by December, 2018.*



Memorandum

To: ACL Board

Date: May 9, 2017

From: Megan Shamp

Memo #: 2017-20

Topic: appointment of the Nominating Committee

Issue & Analysis: The Restated Bylaws state “The Nominating Committee shall consist of seven Members appointed by the President with the approval of the majority of the Board at the Board meeting preceding the regular annual meeting. The President shall make an earnest attempt to appoint to the Nominating Committee Members who are representative of all subdivisions of the Association, with at least one of them being a current Board member.” Mike Cammack (Big Spirit), Rich Miranda (Canyon Club), Rosanne Brandenburg (Canyon Club/Apache), Barb Hendren (Apache), Edie Petelle (Fairway), Vickie Serшон (Apache), and Mike Tyson (Hawthorne) have all volunteered to serve on the Nominating Committee next year.

Recommendation: To appoint Mike Cammack, Rich Miranda, Rosanne Brandenburg, Barb Hendren, Edie Petelle, Vickie Serшон, and Mike Tyson to the Nominating Committee.

Plan on a Page: High Performing Operations and Management - LRG – Build capacity in volunteerism, board membership, committee work, and association activities by December, 2018.



Memorandum

To: Board of Directors

Date: May 9, 2017

From: Megan Shamp

Memo: 2017-22

Topic: Request to Restrict Lot

Issue: The office has received a Request to Restrict Lot from Todd & Michelle Bancroft, owners of lot 11-211. The lot has been inspected by the Building Department and found to be vacant.

Recommendation: TBD

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
High Performing Operations and Management - 1YAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.



Memorandum

To: Board of Directors

Date: May 9, 2017

From: Rick Paulson, Building Inspector

Memo: 2017-21

Topic: Lot Combination 1-033 and 1-034

Issue & Analysis: Walter & Mary Dzendzeluk have requested a Lot Combination of lots 33 and 34 in the Blackhawk (1) subdivision to build a shed. This Lot Combination request was reviewed and approved by the Architectural and Environmental Control Committee at their April 1, 2017 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Mr. & Mrs. Dzendzeluk for lots 33 and 34 in the Blackhawk (1) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.

High Performing Operations and Management - IYAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.



Memorandum

To: Board of Directors

Date: May 9, 2017

From: John Sershon, Deer Management Committee

Memo: 2017-25

Topic: Deer Management Committee Designated Funds Purchase

Issue: After review of the condition of the bows used for the Youth Archery event, it was determined that some need adjustment and some were unusable. Additionally, it was noted that all of the bows were in the 10 to 15 pound pull range used for children up to 10 years old. We have no bows in the 30 pound pull range suitable for ages 11 through 16. The Youth Archery event has had many participants in this age group, as well as several adults including women who have enjoyed shooting at the event. Some of our members suggested that we try to get hunters to donate their old bows. Unfortunately, all of the bows are over 45 pound pull as required by law. Additionally, there are many technical difficulties associated with using this type of equipment. Most of these older compound bows have a set pull length, arrow spine requirement and peep sight position that is set for the specific individual. The committee would therefore like to request funds to purchase some new replacement bows in the 10 to 15 pound range, and two bows in the 30 pound range, as well as other associated equipment such as bow sights, arm guards, and finger guards.

Recommendation: To approve the purchase of bows and associated equipment, in an amount not to exceed \$300, to be paid from the Deer Management Committee's Designated Fund. The balance in the fund prior to this purchase is \$539.69.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
High Performing Operations and Management - 1YAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.



Memorandum

To: Board of Directors

Date: May 11, 2017

From: Megan Shamp

Memo: 2017-27

Topic: Dissolve Employee Job Description Ad Hoc Committee

Issue & Analysis: The Employee Job Description Ad Hoc Committee's task has been completed and the committee can be dissolved.

Recommendation: To dissolve the Employee Job Description Ad Hoc Committee.

The Employee Job Description Ad Hoc Committee will update all job descriptions, clearly identifying required knowledge, skills and abilities for successful performance of the position. Along with updating job descriptions, the committee will develop a common approach to performance reviews, and train supervisors on new processes. The processes will be defined for reviewing compensation and determining appropriate financial rewards.



Memorandum

To: Board of Directors

Date: May 11, 2017

From: Shaun Nordlie

Memo: 2017-28

Topic: Purchase Frontier Phone System

Issue & Analysis: In February 2017, the staff met with Frontier Communications about options for upgrading the current phone system for the POA. A PRI (Primary Rate Interface) phone system is the newest technology that can be used at ACL. This system will allow ACL to transfer calls from the Association Office to the other outlets out on property and vice versa – something that we are asked to do daily, we will have conference call capabilities from the phone sets, DID (Direct Inward Dial) phone numbers will be available to offices so calls for the General Manager or Financial Manager can be made without calling the office. Phones lines will be able to be forwarded so if the Pro Shop phone line goes down for some reason, phone calls could still be answered at a different location or a cell phone of the manager.

Recommendation: To approve the purchase of new PRI phone system from Frontier Communications out of the 2017 Operating Budget in the amount of \$14,621.33.