



# Memorandum

**To:** ACL Board

**Date:** August 10, 2017

**From:** Megan Shamp

**Memo #:** 2017-41

**Topic:** August committee changes

**Recommendation:** To appoint Norman Homb to the Trails Committee, Fern Tribbey to the Lake Monitoring Committee, and Steven Tribbey to the Lake Monitoring Committee; to accept the resignation of Ron Moore from the Golf Committee, Greg Smith from the Golf Committee, and Phil Janikowski from the Deer Management 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:** August 10, 2017

**From:** Shaun Nordlie, GM

**Memo #:** 2017-42

**Topic:** Appointment of additional Board members to the AECC

**Issue & Analysis:** Please see the attached memo from Keith Jones.

**Recommendation:** To appoint \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_  
to the Architectural and Environmental Control 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:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-43

**Topic:** Appointment of Board member

---

**Issue:** John Asta submitted his resignation to the Board via email, effective July 15, 2017. His resignation was accepted by the Board at their July 15 meeting. 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 John Asta's resignation until the next Annual Meeting.

*Plan on a Page: High Performing Operations and Management  
Vision – To operate at full efficiency and effectiveness for the  
benefit of the Association.*



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-44

**Topic:** Property Owner citation appeal - StricklerPoe

---

**Issue:** Greg and Jo StricklerPoe are appealing the \$100 citation issued for failure to place a current year decal on their boat prior to launch. The Appeals Board upheld the citation, at which time the StricklerPoe's stated they would appeal the citation to the Board of Directors. The packet sent to the Appeals Board, including a copy of the citation and the incident report, is included in the Board packet.

**Recommended Motion:** TBD



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-45

**Topic:** Property Owner citation appeal - Acker

---

**Issue:** Kevin Acker is appealing the \$100 citation issued for failure to place a current year decal on their boat prior to launch. The Appeals Board upheld the citation, at which time Mr. Acker stated they would appeal the citation to the Board of Directors. The packet sent to the Appeals Board, including a copy of the citation and the incident report, is included in the Board packet. Mr. Acker has also provided a letter and packet of information for the Board, which is also included in the Board packet.

**Recommended Motion:** TBD



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-46

**Topic:** Property Owner citation appeal - Kusnierz

---

**Issue:** Louis and Linda Kusnierz are appealing the \$100 citation issued for failure to place a current year decal on their boat prior to launch. The Appeals Board upheld the citation, at which time the Kusnierz's stated they would appeal the citation to the Board of Directors. The packet sent to the Appeals Board, including a copy of the citation and the incident report, is included in the Board packet.

**Recommended Motion:** TBD



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Carrie Miller

**Memo:** 2017-38

**Topic:** Designated Signers for ACLPOA accounts

---

**Issue & Analysis:** The designated signers for all ACLPOA accounts at Apple River State Bank, all ACLPOA accounts at Citizens State Bank, the CD at US Bank, and the CD at Citizens State Bank must be updated following the Board election.

**Recommendation:** To designate Shaun Nordlie, General Manager and Carrie Miller, Financial Manager; and Board of Directors members Jody Ware, President; Bob Ballenger, Vice President; Gary Hannon, Treasurer; Barb Hendren, Corporate Secretary; John Diehl, Mike Harris, \_\_\_\_\_, Jon Sonntag, and Gordon Williams as designated signers for ACLPOA accounts at Apple River State Bank. Rich Krasula, Jim Craig, and John Asta are no longer designated signers.

*Plan on a Page: High Performing Operations and Management  
Vision – To operate at full efficiency and effectiveness for the  
benefit of the Association.*



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Rick Paulson, Building Inspector

**Memo:** 2017-47

**Topic:** Lot Combination 07-007 and 07-008

---

**Issue & Analysis:** Norman & Leigh Ann Homb have requested a Lot Combination of lots 7 and 8 in the Apache (7) subdivision. This Lot Combination request was reviewed and approved by the Architectural and Environmental Control Committee at their August 5, 2017 meeting.

**Recommendation:** To approve the Lot Combination Agreement requested by Mr. & Mrs. Homb for lots 7 and 8 in the Apache (7) 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:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-48

**Topic:** publication of the 2018 Operating Budget

**Issue:** The Budget Committee has recommended the 2018 Operating Budget to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2018 Operating Budget will be published in the September issue of the *Apple Core*. The Budget will then be adopted by the Board at the October 21, 2017 meeting.

**Recommendation:** To authorize staff to publish the 2018 Operating Budget in the September issue of *The Apple Core*.

*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.*  
*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.*



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-49

**Topic:** publication of the 2018 R & R Budget

---

**Issue:** The Budget Committee has recommended the 2018 R & R Budget to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2018 R & R Budget will be published in the September issue of the *Apple Core*. The R & R Budget will then be adopted by the Board at the October 21, 2017 meeting.

**Recommendation:** To authorize staff to publish the 2018 R & R Budget in the September issue of *The Apple Core*.

*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.*  
*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.*



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-50

**Topic:** publication of the 2018 Capital Budget

---

**Issue:** The Budget Committee has recommended the 2018 Capital Budget to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2018 Capital Budget will be published in the September issue of the *Apple Core*. The Capital Budget will then be adopted by the Board at the October 21, 2017 meeting.

**Recommendation:** To authorize staff to publish the 2018 Capital Budget in the September issue of *The Apple Core*.

*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.*  
*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.*



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-51

**Topic:** publication of the 2018 Operating and Building Fee Schedules

---

**Issue:** The Budget Committee has recommended the 2018 Operating Fee Schedule and 2018 Building Fee Schedule to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2018 Operating and Building Fee Schedules will be published in the September issue of the *Apple Core*. The fee schedules will then be adopted by the Board at the October 21, 2017 meeting.

**Recommendation:** To authorize staff to publish the 2018 Operating Fee Schedule and the 2018 Building Fee Schedule in the September issue of *The Apple Core*.

*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.*  
*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.*



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Shaun Nordlie

**Memo:** 2017-52

**Topic:** Fund Transfer

---

**Issue:** The Budget Committee has recommended the Board approve the transfer of \$200,000 from the Operating Fund to the R & R Fund.

**Recommendation:** To authorize the transfer of \$200,000 from the Operating Fund to the R & R Fund.

*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.*



# Memorandum

---

To: ACL Board

Date: August 9, 2017

From: Legal Committee

Memo #: 2017-55

Topic: **Approval of Amended and Restated Bylaws to comply with CICAA**

---

**Issue & Analysis:** In February 2017 ACL hired Keay and Costello as new legal counsel; one of the first items that was asked of the new legal counsel was to review the governing documents. Keith Jones submitted some recommendations for changes that can be approved with a majority Board vote in order to come into compliance with the Common Interest Community Association Act. These are the changes that are being voted on today. Once the Amended and Restated Bylaws are approved it will be recorded with Jo Daviess County.

**Recommendation:** To approve the changes to the Amended and Restated Bylaws to comply with the Common Interest Community Association Act (CICAA) as recommended by ACL legal counsel.

*Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Update and align all governing documents by June, 2018.*



# Memorandum

---

**To:** ACL Board

**Date:** August 10, 2017

**From:** Deer Management Committee

**Memo #:** 2017-54

**Topic:** Designated Funds usage – Boy Scouts donation

---

**Issue & Analysis:** The Deer Management Committee has submitted an electronic vote requesting the Board of Directors approve a \$100 donation to the Boy Scouts, to be paid from their Designated Fund. The Boy Scouts have been very generous to the committee, allowing them to borrow equipment for the Youth Archery event. The Boy Scout's Canyon Camp on Townsend Road sustained major damage in the flood last month. They are soliciting donations to help repair the camp.

The committee has several approved expenditures which have not yet been paid from their Designated Fund. The current balance in the fund is approximately \$1,114.69. This includes \$575 generated from the 2017-2018 Deer Management Program (\$25 per hunter). The purchase of bows and associated equipment, in an amount not to exceed \$300, approved at the May 20 Board meeting has not been paid. Payment of the \$250 secretarial expense reimbursement has also not been paid. Payment of both would leave approximately \$564.69 in the fund, prior to the \$100 Boy Scouts donation.

**Recommendation:** To approve the donation of \$100 to the Boy Scouts, to be paid from the Deer Management Committee's Designated Fund.



# Memorandum

---

**To:** Board of Directors

**Date:** August 10, 2017

**From:** Appeals Board/Rules and Regulations Committee

**Memo:** 2017-53

**Topic:** Attendance at Appeals Board hearings – 1<sup>st</sup> meeting

---

**Issue:** The Appeals Board submitted a request to the Rules and Regulations Committee to require all petitioners be present at all appeals. The Rules and Regulations committee amended the request and returned it to the Appeals Board for their consideration. The Appeals Board has unanimously approved the language via electronic vote. The Rules and Regulations Committee will be reviewing this at their August 12, 2017 meeting.

The proposed revision to the Committee Practices and Procedures, Statements and Charges, Non-Standing and/or Special Committees, Appeals Board, is as follows:

12. The petitioner or his representative must appear in person before the Appeals Board. If the petitioner arrives more than 15 minutes late for their scheduled hearing, the Appeals Board will decide whether to continue the hearing process or reschedule for the next hearing date. If the petitioner arrives late for the scheduled hearing and after the Appeals Board has adjourned, the citation will be upheld and no further appeal will be allowed.

**Recommendation:** No motion required at this meeting. For presentation & discussion only.

*Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Update and align all governing documents by June, 2018.*