



Memorandum

To: ACL Board

Date: October 3, 2017

From: Megan Shamp

Memo #: 2017-62

Topic: October committee changes

Recommendation: To appoint Susan McDonald and Kerstin Stolpe-Friend to the Conservation Committee and to accept the resignation of Marge Clark from the Legal, Budget, Strategic/Long Range Planning, and Rules and Regulations Committees; Tim Kaiser from the Trails Committee; and Rob Krzeminski from the Campground 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: October 3, 2017

From: Legal Committee

Memo #: 2017-69

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: Board of Directors

Date: October 3, 2017

From: Shaun Nordlie

Memo: 2017-64

Topic: adoption of the 2018 Operating Budget

Issue: The 2018 Operating Budget was published in the September issue of the *Apple Core* as required by CICAA. The Board is now able to adopt the Operating Budget.

Recommendation: To adopt the 2018 Operating Budget as published 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: October 3, 2017

From: Shaun Nordlie

Memo: 2017-65

Topic: adoption of the 2018 R & R Budget

Issue: The 2018 R & R Budget was published in the September issue of the *Apple Core* as required by CICAA. The Board is now able to adopt the R & R Budget.

Recommendation: To adopt the 2018 R & R Budget as published 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: October 3, 2017

From: Shaun Nordlie

Memo: 2017-67

Topic: adoption of the 2018 Operating and Building Fee Schedules

Issue: The 2018 Operating Fee Schedule and Building Schedule were published in the September issue of the *Apple Core* as required by CICAA. The Board is now able to adopt both fee schedules.

Recommendation: To adopt the 2018 Operating Fee Schedule and Building Fee Schedule as published 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: ACL Board

Date: October 3, 2017

From: Golf Committee

Memo #: 2017-63

Topic: Golf Committee Designated Funds purchase – grass seed

Issue & Analysis: Overseeding of the golf course was completed in early September. The Golf Committee has submitted a motion to pay for half of the grass seed from their Designated Fund.

Recommendation: To approve the Golf Committee's cost share of the grass seed purchase, in an amount not to exceed \$4,000, to be paid from the Golf Committee Designated Fund.

Plan on a Page: Amenities and Services – To study, develop, implement, and maintain existing and new amenities.



Memorandum

To: Board of Directors

Date: October 3, 2017

From: Pro Shop Food & Beverage Study Ad Hoc Committee

Memo: 2017-68

Topic: dissolve the Pro Shop Food & Beverage Study Ad Hoc Committee

Issue: Rich Krasula, Chairman of the Pro Shop Food & Beverage Study Ad Hoc Committee has prepared a detailed memo for the Board outlining the work of the committee and their findings. The committee believes their charge has been completed, and are asking the Board to dissolve the committee.

Recommendation: To dissolve the Pro Shop Food & Beverage Study Ad Hoc Committee.

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

Plan on a Page: Amenities and Services – 1YAP – Study and conduct cost analysis of expansion of kitchen capacity at Pro Shop.



Memorandum

To: Board of Directors

Date: October 10, 2017

From: Rick Paulson

Memo: 2017-71

Topic: purchase dock materials

Issue: The maintenance department would like to begin work on the docks this year. In 2015 and 2016, money was approved to spend on floats and materials for the staff to begin building docks in November and December; this allowed more docks to be built during the off season and ultimately helped get closer to the completion of this project. The docks that will be constructed for 2018 are in the marina. \$50,000 is budgeted for dock repair in the 2018 R&R budget. The attached estimate of unused R&R money spent in 2017 shows a balance of about \$22,000. By utilizing the funds and the remaining two months of 2017 to construct these docks, we can make significant progress in the replacement.

Recommendation: Approve the use of \$18,301.44 from the 2017 reserves to purchase materials for the construction of replacement docks due to the safety issues associated with the existing docks with Styrofoam floats.



Memorandum

To: Board of Directors

Date: October 10, 2017

From: Shaun Nordlie

Memo: 2017-72

Topic: Registered Agent for Articles of Incorporation

Issue: Apple Canyon Lake Property Owners Association made a change from Phil Jensen to Keay and Costello for its' legal counsel in February 2017. The Articles of Incorporation state that the registered agent for ACLPOA is still Philip Jensen in Article 2. This needs to now be Keay and Costello. This is a change that can be made with a 2/3 vote of the Board of Directors and will be recorded with the office of Jesse White once approved.

Recommendation: Approve the change in the Articles of Incorporation Article 2 to now state that ***the registered agent of the corporation in the State of Illinois is Keay and Costello, located at 128 S County Farm Road, Wheaton, IL 60187***



Memorandum

To: Board of Directors

Date: October 10, 2017

From: Shaun Nordlie

Memo: 2017-73

Topic: Governing Documents Alignment Committee

Issue: In the past few months the Board has seen many instances where there is conflicting information in our governing documents. Examples of different fines for boat stickers in Rules and Regulations, the Appeals Board is mentioned in Rules and Regulations as well as Committee Practices and Procedures. Burning is mentioned in Board policies and almost duplicated in Rules and Regulations. Our process started with hiring new legal counsel that is an expert in Associations. We asked them to review our governing documents and make suggestions on changes. The next step is to form a committee to cross walk through all the governing documents to align them and eliminate duplication and conflicting information. The committee will start a process of tracking and documenting requested changes so that they do not get lost or forgotten.

Recommendation: To approve the creation of the Governing Documents Alignment Committee, its members, Jody Ware, Mike Harris and Jim Petelle and its charge. Charge: To align the governing documents, develop a uniform tracking system documenting a common process for requesting any change to a governing document and assign an Association staff member to record change and manage documents in a secure location.