



# Memorandum

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**To:** ACL Board

**Date:** November 3, 2017

**From:** Megan Shamp

**Memo #:** 2017-75

**Topic:** November committee changes

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**Recommendation:** To appoint Steve Malone to the Budget Committee; and to accept the resignation of Betsy Osika from the Recreation 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

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**To:** ACL Board

Date: November 8, 2017

**From:** Shaun Nordlie

**Memo #:** 2017-78

**Topic:** Approval of the K&S Lease Contract

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**Issue & Analysis:** The lease for K&S Marine expires at the end of 2017. A new proposal has been drafted by the ACLPOA legal counsel with input from the Association's insurance agent. This draft was given to Kevin Drane for review and suggested changes. The contract for approval is a new 5-year lease with K&S Marine, Inc. starting in January 2018 and running until December 2022.

**Recommendation:** To approve the proposed contract with K&S Marine Inc. 11A267 Nicklaus Court, Apple River, IL 61001.

*Plan on a Page: High Performing Operations and Management –  
OYAP – Develop and implement timeline for issuing RFP's for professional services*



# Memorandum

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**To:** ACL Board

**Date:** November 8, 2017

**From:** Rick Paulson / Shaun Nordlie

**Memo #:** 2017-77

**Topic:** Approval of the Cove HVAC project

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**Issue & Analysis:** An engineering study was performed on the Cove HVAC system in 2016 by MEP Engineering of Dubuque, IA. The specs and scope of the project were sent out for RFP in September 2017 to seven HVAC contractors. We received three bids, two contractors looked at the project and decided not to bid and two others were not interested in bidding the project from the start. Bids were received from Freeport Sheet Metal, Freeport, IL, Giese Sheet Metal, Dubuque, IA, and Geisler Brothers, Dubuque, IA. Bids were opened on November 7<sup>th</sup> during the Maintenance Committee meeting. The plan is to start the project in January and complete it by April 15, 2018.

**Recommendation:** To approve the proposal from Geisler Brothers, 1500 Radford Road, Dubuque, IA 52002 for the budgeted amount of \$225,000 plus a 10% contingency in the case of unexpected issues, pending approval of the proposal by ACL legal counsel.

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



# Memorandum

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**To:** ACL Board

**Date:** November 9, 2017

**From:** Shaun Nordlie

**Memo #:** 2017-80

**Topic:** Approval of the Audit agreement

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**Issue & Analysis:** The annual audit contract of the Audit for the Association expired in 2016. In 2017, O'Connor, Brooks performed the audit on a one year agreement. An RFP was sent out in 2017 for Audit services to six firms. One RFP was received by O'Connor, Brooks & Co. The agreement is a 3-year contract, the rate for the 2017 audit is the same rate as 2016. O'Connor, Brooks comes highly recommended from Lake Carroll and Galena Territories.

**Recommendation:** To approve the agreement with O'Connor, Brooks & Co. to perform the audit for ACLPOA for a three-year term, pending approval of the agreement by ACL legal counsel.

*Plan on a Page: High Performing Operations and Management –  
OYAP – Develop and implement timeline for issuing RFP's for professional services*



# Memorandum

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**To:** ACL Board

**Date:** November 7, 2017

**From:** Jody Ware / Shaun Nordlie

**Memo #:** 2017-76

**Topic:** Approval of the 2018 Plan on a Page

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**Issue & Analysis:** The Strategic/Long Range Planning Committee has revised their Plan on a Page for 2018. This version was created at their September and October meetings, which is after the budget process has already been published. Starting in 2018, the 2019 Plan on a Page will be created in March to align with the 2020 budget planning process.

**Recommendation:** To approve the 2018 Plan on a Page as presented by the Strategic/Long Range Planning Committee.

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



# Memorandum

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**To:** ACL Board

**Date:** November 9, 2017

**From:** Shaun

**Memo #:** 2017-85

**Topic:** Approval of Clubhouse Area Master Plan (CAMP) concept

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**Issue & Analysis:** The Board of Directors approved in July the agreement with Farnsworth Group of Peoria, IL to design conceptual plans of the area from the Firehouse to the point past the clubhouse. Farnsworth worked with the CAMP committee to determine the needs and wants that needed to be included in this plan. Farnsworth Group presented four options to the committee; the committee combined ideas from each option to make one final concept design. This plan was presented to the membership at Townhall meetings held in early October.

**Recommendation:** To approve the conceptual plans for the Clubhouse area as presented by Farnsworth Group based on recommendations from the Clubhouse Area Master Planning Committee.

*Plan on a Page: Improvement of Infrastructure  
Long Range Goals & Measures – Masterplan the  
administration/clubhouse/recreation areas by May 2018  
OYAP – Conceptualize the use and needs of the administration,  
clubhouse and recreation areas by May 2017  
- Convene committee and identify consultant to develop Masterplan  
concept of administration building/clubhouse/recreation areas*



# Memorandum

To: ACL Board

Date: November 9, 2017

From: Shaun Nordlie

Memo #: 2017-79

Topic: Clubhouse Area Master Plan Financing and Marketing Committee

**Issue & Analysis:** A conceptual plan for the Clubhouse Area has been presented to the membership and the Board of Directors by Farnsworth Group. The next step in the process of CAMP is architecture and design of the clubhouse and decision on phasing in of the project. Part of this process will be to look into different options for paying for the Clubhouse Area Master Plan and how to market these ideas to the membership. This committee will look at different options to raise money for this project and then take these ideas to the owners. This will include Town Hall meetings and use of the Apple Core and Apple Seed.

**Recommendation:** To approve the creation of the Clubhouse Area Master Plan Financing and Marketing Committee and its charge.

**Charge:** Discuss, review, determine and negotiate monies needed for the various steps of CAMP development; to include design and engineering fees, schematic design fees, architectural fees, and furniture and equipment costs.

Also, to explore and recommend alternate avenues for financing the CAMP project to include but not limited to assessment increases, special assessments, capital funding campaign, and charitable foundation donors. In conjunction with alternate financing options, the committee will research the best practices and best methods in marketing the idea to property owners to ensure total transparency.

***Plan on a Page: Improvement of Infrastructure – Masterplan the administration/clubhouse/recreation areas by May, 2018.***  
***Long Range Goals and Measures – Build capacity in volunteerism, board membership and committee work and association activities***  
***OYAP – Impose a “Two Hour” volunteer campaign to build capacity in volunteerism at ACLPOA.***



# Memorandum

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**To:** ACL Board

**Date:** November 13, 2017

**From:** Megan Shamp

**Memo #:** 2017-86

**Topic:** Boat Slip License

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**Issue & Analysis:** ACL legal counsel Doug Sury has reviewed the Boat Slip License and has made recommendations on revisions to the document. Staff has reviewed Doug's recommendations and are in agreement with the changes.

**Recommendation:** To approve the Boat Slip License as recommended by Keay & Costello.

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





# Memorandum

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**To:** ACL Board

**Date:** November 8, 2017

**From:** Recreation Committee

**Memo #:** 2017-81

**Topic:** Recreation Committee Designated Funds purchase – Christmas tree lights

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**Issue & Analysis:** It was decided that we would have an annual Tree Lighting Ceremony for the entire association at the entrance area to the Clubhouse by the large sign in front of the two large evergreens. The Recreation Committee has submitted a motion to pay for half of the lights purchased from their Designated Fund. The other half is being donated by the Garden Club.

**Recommendation:** To approve the Recreation Committee's cost share of the Christmas tree lights purchase, in an amount not to exceed \$500, to be paid from the Recreation Committee Designated Fund.

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

12.9



# Memorandum

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**To:** ACL Board  
**From:** Cindy Carton  
**Memo #:** 2017-82  
**Topic:** 2018 Calendar dates

**Date:** November 9, 2017

**Issue:** The Communications Department will produce a 2018 glossy calendar to include the tentative dates of most ACL events and special holiday office closings, as well as regularly scheduled Board and Committee meetings.

**Analysis:** It is essential that the Board takes note of the proposed ACL calendar of events, meetings and official Association closings. Approval is appreciated so that I may submit the final information to the printer by November 22. Please know that some dates may change throughout the year as needed, some events may be added and some may be cancelled.

**Recommendation:** That the board review and accept the 2018 Calendar of events for publishing.

***Plan on a Page: Growth and Value Enhancement of Association – To promote membership and property of the Association.***

12.10



# Memorandum

To: ACL Board

Date: November 9, 2017

From: Shaun Nordlie

Memo #: 2017-74

Topic: Safety and Emergency Planning Committee

**Issue & Analysis:** The flood of 2017 showed us that ACL needs to be better prepared for the next emergency situation. Emergency action and disaster plans are in place with protocol for how to handle some emergency situations around the Association. An Emergency Operations Plan needs to also be established as well as support for management in times of emergency to make sure that all issues are handled adequately.

The purpose and objective of this committee will be to define and recommend policy and procedure to the ACLPOA BOD related to improving, establishing and enforcing Safety & Emergency Planning for homeowners, visitors, and property of Apple Canyon Lake. The committee will review the Apple Canyon Lake Emergency Action Plan, Disaster Plan and Operations Plan annually and make recommendations to management and the Board of Directors for updating these documents. The committee will assist management in the time of emergency in following the emergency plans and help management with the coordination of volunteers after an emergency in a capacity determined by the Board of Directors, the General Manager and the Safety and Emergency Planning Committee Chairperson. They will also help management in establishing roles of volunteers to assure that ACL is prepared for an emergency of any nature. This will include training, planning and communicating expectations of the volunteers for an emergency situation.

**Recommendation:** To approve the creation of the Safety and Emergency Planning Committee and its charge.

Charge: To create an Emergency Operations Plan and then review annually the Apple Canyon Lake Emergency Action Plan, Disaster Plan and Operations Plan and make recommendations to management and the Board of Directors for updating these documents. To assist management in the time of emergency in following the emergency plans and help management with the coordination of volunteers after an emergency in a capacity determined by the Board of Directors, the General Manager and the Safety and Emergency Planning Committee Chairperson. Help management in establishing roles of volunteers to assure that ACL is prepared for an emergency of any nature. This will include training, planning and communicating expectations of the volunteers for an emergency situation.

*Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Build capacity in volunteerism, board membership and committee work and association activities  
OYAP – Impose a “Two Hour” volunteer campaign to build capacity in volunteerism at ACLPOA.*



# Memorandum

**To:** ACL Board

**Date:** November 9, 2017

**From:** Rules and Regulations Committee

**Memo #:** 2017-83

**Topic:** Rules and Regulations Committee charge

**Issue & Analysis:** The current Rules and Regulations Committee charge reads: "The Rules and Regulations Committee shall include a member of the Board of Directors and shall be responsible for monitoring, modifying and formulating rules and regulations." The committee has discussed their charge and are requesting the charge be amended.

**Recommendation:** To approve the Rules and Regulations Committee charge as follows: "The Rules and Regulations Committee shall include a member of the Board of Directors and shall be responsible to monitor, modify, and formulate rules and regulations as recommendations to the Board of Directors. The Committee will function as a clearinghouse for any changes in all governing documents.

***Plan on a Page: High Performing Operations and Management – Update and align all governing documents by June, 2018. Build capacity in volunteerism, board membership, committee work, and association activities by December, 2018.***



# Memorandum

To: ACL Board

Date: November 9, 2017

From: Rules and Regulations Committee

Memo #: 2017-84

Topic: Personal & Commercial Signs Rules & Regulations - 1<sup>st</sup> Reading

**Issue & Analysis:** At their October 14 meeting, the Rules and Regulations Committee requested that the Personal & Commercial Signs portion of the Rules and Regulations be amended. This change was originally requested by a property owner. Keith Jones of Keay and Costello has provided additional recommendations to the Rules and Regulations which apply to this section. His suggestions are noted in green.

## XVI PERSONAL & COMMERCIAL SIGNS

### A. General

1. Signs shall be ~~mounted on a freestanding post within the property lines and shall not exceed 6 feet in height.~~ posted within the property lines.
2. No sign shall be placed on or within 25 feet of any permanent Association sign ~~or within 25 feet from the lake without the prior written consent of the General Manager.~~
3. Signs ~~shall~~ must not exceed 24" x 36" ~~without the prior written consent of the General Manager.~~
4. ~~The ACL Safety & Security Department, with the authority of the ACLPOA, will require the removal of signs in violation of the foregoing regulations.~~

### B. Commercial Signage

#### For Sale:

1. ~~Two~~ One For Sale ~~sale~~ signs ~~shall~~ will be allowed per lot.
2. ~~Sold signs shall~~ must be removed within 14 days after placement of same.

#### Exceptions:

- a. ~~Lakefront lots shall be allowed a second sign on the lake side, which must be placed 100' from the lake.~~
- b. ~~Lots bordering the golf course shall be allowed a second sign which must be placed within the improved property owner lot line with respect to the Building Code setbacks.~~
2. ~~Information allowed on the signs shall be standard as used in the practice of real estate. Sold signs shall be removed within 14 days.~~

#### Contractor Signage:

1. ~~During construction, the General Contractor may display one (1) sign, which may include Subcontractor advertisement.~~
2. ~~Separate Subcontractor signs are prohibited.~~
3. ~~Building Permit signs are the responsibility of the ACLPOA Building Inspector.~~

### C. Personal Signage

1. Permanent personal signs are allowed within improved property owner lot lines.
2. Campaign signs or political statement signs may be posted 60 days prior to the election event and ~~should~~ must be removed 48 hours after the election event.

3. Temporary event signs may be posted 48 hours prior to the event and ~~should~~ shall must be removed 48 hours after the event.

**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.*