



Memorandum

To: ACL Board

Date: December 6, 2017

From: Megan Shamp

Memo #: 2017-87

Topic: December committee changes

Recommendation: To appoint Gary Hannon, Thomas Brennan, and Joe Forman to the CAMP Finance & Marketing Ad Hoc Committee, and Carmel Cottrell as Vice Chair of the Recreation Committee; and to accept the resignation of John Diehl from the Recreation Committee and Rich Miranda from the Ad Hoc Amenity Tag, Maintenance, Nominating, and Strategic/Long Range Planning committees.

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



Memorandum

To: Board of Directors

Date: December 4, 2017

From: Clubhouse Area Master Planning Ad Hoc Committee

Memo: 2017-89

Topic: dissolve the Clubhouse Area Master Planning Ad Hoc Committee

Issue: A conceptual plan for the Clubhouse Area has been presented to the membership and the Board of Directors by Farnsworth Group. The Finance & Marketing Ad Hoc Committee was formed at the November, 2017 Board meeting to begin the next step in the process of CAMP, architecture and design of the clubhouse and decision on phasing in of the project. The Clubhouse Area Master Planning (CAMP) Ad Hoc Committee has completed their charge to "conceptualize the use and needs of the administration clubhouse and recreation areas and design the architectural renovation of the clubhouse and area in order to enhance the utilization and purposes of the spaces."

Recommendation: To dissolve the Clubhouse Area Master Planning 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*



Memorandum

To: Board of Directors

Date: December 4, 2017

From: Jody Ware

Memo: 2017-88

Topic: General Manager's Compensation Package

Issue & Analysis: The Executive Committee is responsible for providing the General Manager with instructions, directions, goals and objectives regarding his/her duties within the scope of duties and authority delegated to the General Manager by the Board. The Executive Committee is to annually evaluate the General Manager's performance with input from all Board members, and recommend for the Board's approval of the annual evaluation and compensation package for the following year consistent with any employment agreement between the Association and the General Manager.

The Executive Committee met with Shaun Nordlie in June and November to review his short- and long-term goals. It was determined that Mr. Nordlie met his goals at a 95.5% satisfaction and will receive a commensurate bonus.

An evaluation has also been conducted on Mr. Nordlie's overall performance in his role as General Manager. The performance evaluation is based on Mr. Nordlie's job description. The performance evaluation is the basis for which the 2018 salary compensation is determined. The Board of Directors have discussed and agreed on an appropriate increase for Mr. Nordlie's 2018 salary.

Recommendation: To approve the increase in Mr. Nordlie's 2018 salary, as agreed upon by the Board of Directors.



Memorandum

To: Board of Directors

Date: December 7, 2017

From: Shaun Nordlie

Memo: 2017-92

Topic: Hire American Legal Publishing to help align the governing documents

Issue & Analysis: The Governing Documents Alignment Ad Hoc Committee was to cross check through all the governing documents to align them and eliminate duplication and conflicting information. When I was discussing this project with the General Manager of Lake Carroll, he told me how they accomplished this task using a company that does this for HOAs', governments and municipalities called codification. I spoke to the staff member at Lake Carroll to learn about the process and about American Legal, the company that does this codification.

American Legal Publishing's Legal and Editorial Staff will work directly with the committee to develop the code. They will review our rules and regulations for internal inconsistencies and check it against state statutes and some federal law. American Legal has 15 attorneys on staff. Their process of creating an accurate code, reviewed by attorneys, is the most important part of the codification project. Their staff will also provide free model ordinances and rules on areas not currently covered by our rules.

Recommendation: To approve the hiring of American Legal Publishing Corporation of Cincinnati, OH to work with the Governing Documents Alignment Ad Hoc Committee to codify our governing documents and create a link to our website with these new documents at a price not to exceed \$8,000, to be paid out of the 2017 Operating budget.



Memorandum

To: Board of Directors

Date: December 7, 2017

From: Shaun Nordlie

Memo: 2017-93

Topic: Purchase longer poles for docks

Issue & Analysis: The flood of 2017 showed us many areas where ACL needs to make changes to be prepared for the next flood. During this year's flood, over 75% of Association docks were moved or damaged due to the high water levels. Rick Paulson has been investigating options for improving the docks so that in the next flood the docks will remain in place and be able to rise and lower with the lake level. He has presented four options for review for helping to solve this problem. We are recommending Option 2 to start, since we know this pipe can withstand high water pressure and the post driver will be able to be installed on our current work barge and drive these longer posts in place. Option 4 might be something we want on some docks in the future, but for now we want to get started on getting longer poles on property and changing these poles out when possible.

Recommendation: To approve the purchase of pipe, pneumatic post driver and compressor to start the process of changing poles on the docks to be better prepared for high water situations in the future at a price not to exceed \$14,500 to be paid out of the 2017 Operating budget.



Memorandum

To: ACL Board

Date: November 9, 2017

From: Rules and Regulations Committee

Memo #: 2017-90

Topic: Trail Speed Limit - 1st Reading

Issue & Analysis: At their November 11 meeting, the Rules and Regulations Committee recommended approval of a trail speed limit in certain areas. This request was sent to Rules and Regulations by the Trails Committee.

The recommendation is "to establish a 10mph speed limit, when people are present, on the trail system through two sections as described:

- 1) From President's Bay creek crossing to Powder Horne access
- 2) From old maintenance shed (through Marina parking lot) to Pilot Point access

The Trails Committee made an additional recommendation to the Rules & Regulations Committee that was not included in the Rules & Regulations motion, noted in red above.

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.