



Memorandum

To: ACL Board

Date: January 10, 2018

From: Megan Shamp

Memo #: 2018-1

Topic: January committee changes

Recommendation: To appoint Barb Hendren and Mike Harris to the CAMP Financing & Marketing 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: ACL Board

Date: January 10, 2018

From: Rules and Regulations Committee

Memo #: 2018-2

Topic: Trail Speed Limit – second meeting

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 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 – this has since been changed to start at the Marina building due to the speed limit in the parking lot being 15 mph for all vehicles.

Recommendation: To approve the recommendation from the Trails Committee to establish a speed limit of 10 mph from President’s Bay creek crossing to Powder Horne Access and from the Marina building to Pilot Point Access.

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: January 10, 2018

From: Jody Ware

Memo: 2018-5

Topic: General Manager's Performance Goals 2018

Issue & Analysis: It is the responsibility of the Executive Committee to provide the General Manager with instructions, directions, goals and objectives regarding his or her duties within the scope of duties and authority delegated to the General Manager by the Board. The Executive Committee is also charged to annually evaluate the General Manager's performance with input from all Board members, and recommend for the Board's approval the annual evaluation and a 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, GM, in December 2017 to set his short- and long-term goals for 2018. The Executive Committee will review the Goals with the General Manager periodically throughout the year. An evaluation will be conducted on Mr. Nordlie's overall performance in his role as General Manager, and will serve as the basis for which the 2019 salary compensation is determined.

Recommendation: To approve the 2018 Job Performance Goals for Shaun Nordlie recommended by the Executive Committee for the General Manager.



Memorandum

To: ACL Board

Date: January 10, 2018

From: Shaun Nordlie

Memo #: 2018-4

Topic: Jo Daviess County SWCD Professional Services Agreement

Issue: Our current contract with the Jo Daviess County Soil and Water Conservation District (SWCD) expired December 31, 2017. This service agreement provides ACLPOA with professional services of the SWCD, our primary contact being Mike Malon, Resource Conservationist. The renewal has kept the hourly fee to \$52.50 per hour.

Recommendation: To renew the professional services agreement with the Jo Daviess County Soil and Water Conservation District for the period of January 1, 2018 through December 31, 2018.

Plan on a Page: Improvement of Infrastructure - Long Range Goals and Measures: Provide consistent lake and environmental management using the expertise of consultants. IYAP: Retain and continue to utilizing consultant services for lake and watershed management.



Memorandum

To: Board of Directors

Date: January 10, 2018

From: Shaun Nordlie

Memo: 2018-7

Topic: Extension of the Mulgrew Fuel contract

Issue & Analysis: In 2007 Apple Canyon Lake (ACL) and Mulgrew Oil Company (Mulgrew) renewed an agreement for supply of petroleum products for ten years. At that time, Mulgrew also installed a new underground tank for the Marina. This is an extension of this agreement for an additional ten years between ACL and Mulgrew. Since the underground tank at the marina is owned by Mulgrew and is only ten years old, an extension is recommended rather than an RFP for services. In 2027 the underground tank will be twenty years old and will be scheduled to be replaced.

Recommendation: To approve extension of the Assignment Agreement between Apple Canyon Lake Property Owners Association and Mulgrew Oil Company of 10314 Silverwood Drive, Dubuque, IA 52003

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

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



Memorandum

To: Board of Directors

Date: January 10, 2018

From: Shaun

Memo: 2018-6

Topic: CAMP Architecture and Design Ad Hoc Committee

Issue & Analysis: The CAMP Architecture and Design Ad Hoc Committee will be tasked to work with the Farnsworth Group to design the area from the old firehouse to the point of the peninsula with the funds that have been recommended by the CAMP Finance and Marketing Ad Hoc Committee.

The committee will meet as necessary from early 2018 through completion of the project. The committee will be made up of owners who are considered professionals in the areas of architecture, design, construction, engineering and project management.

Recommendation: To approve the creation of the CAMP Architecture and Design Ad Hoc Committee and its charge.

Charge: To work with the Farnsworth Group to design schematic's, draft preliminary and final site/engineering plans and create construction documents for the area from the old firehouse to the point of the peninsula with the funds that have been recommended by the CAMP Finance and Marketing Ad Hoc Committee.

*Plan on a Page: Improvement of Infrastructure
Long Range Goals and Measures – Masterplan the administration/clubhouse/recreation areas by December 2018
OYAP – Work with design/architectural firm on a conceptual and design plan for Clubhouse Area Master Plan*