



# Memorandum

To: ACL Board

Date: May 11, 2018

From: Megan Shamp

Memo #: 2018-31

Topic: May committee changes

**Recommendation:** To appoint Bob Buesing to the Golf Committee, Lee Causero to the Tellers Committee, Penny Diehl to the Trails Committee, and Nancy Barker to the Campground Committee; to appoint Kathy Richards as Chair of the Campground Committee, and Ron Carpenter and Jerry Maculitis as co-Vice Chair/Secretary of the Campground Committee, and Henry Doden as Interim Vice Chair of the Trails Committee; and to accept the resignation of Cindy Zophy and Paula Wiener from the Recreation Committee, Edie Petelle from the Safety & Emergency Planning Committee, and Jim Barker from the Campground Committee.

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



# Memorandum

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**To:** ACL Board

**Date:** May 11, 2018

**From:** Megan Shamp

**Memo #:** 2018-32

**Topic:** appointment of the Nominating Committee

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**Issue & Analysis:** The Amended and Restated Bylaws state "The Nominating Committee shall consist of seven (7) Members appointed by the President with the approval of the majority of the Board at the Board meeting preceding the regular annual meeting. Said Nominating Committee shall serve for the year following the next annual meeting. The President shall make an earnest attempt to appoint to the Nominating Committee Members who are representative of all subdivisions of the Association, with at least one of them being a current Board member."

The members recommended for the 2018-2019 Nominating Committee will be sent next week.



# Memorandum

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**To:** Board of Directors

**Date:** May 11, 2018

**From:** Shaun Nordlie

**Memo:** 2018-29

**Topic:** Dissolve the Maintenance Committee

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**Issue & Analysis:** The charge for the Maintenance Committee is:

*"The Maintenance Committee shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the Common Properties and facilities of the Association, and shall perform such other functions as the Board, in its discretion, determines. The President shall determine the advisability of having a member of the Board of Directors assigned as a liaison to this committee."*

The Building and Grounds Manager is currently fulfilling his duties which include maintenance, repair, and improvement to all common properties and facilities of ACL. It is the opinion of the Maintenance Committee that their function is no longer necessary with the Association and that the committee should be dissolved. There are currently only two members of the committee, chairperson Joe Forman and John Volpert. One application to the committee has been submitted by Rich Hedges.

**Recommendation:** To dissolve the Maintenance Committee.

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



# Memorandum

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**To:** Board of Directors

**Date:** May 11, 2018

**From:** Shaun Nordlie

**Memo:** 2018-28

**Topic:** Extension of the Mulgrew Fuel contract

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**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: April 12, 2018

From: Shaun Nordlie

Memo: 2018-26

Topic: CAMP Soil Borings Contract

**Issue & Analysis:** The CAMP Architecture and Design Ad Hoc Committee has been working with the Farnsworth Group on the next steps in the process. Soil borings are necessary in order to determine where rock is located on the site of the clubhouse and how hard the rock is on this site. The soil borings are necessary to determine in the schematic design phase if a basement will be feasible. The Farnsworth Group has given us the locations of the points for the soil borings, the work will be performed by Terracon, of Rockford, IL the same company that did soil borings for the pool project.

**Recommendation:** To accept the contract for soil borings in locations provided by the Farnsworth Group with Terracon of Rockford, IL for a price not to exceed \$12,000 to come out of the R&R fund.

*Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.  
Amenities and Services – To study, develop, implement and maintain existing and new amenities.  
Growth and Value Enhancement of the Association – To promote membership and property of the Association.*



# Memorandum

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**To:** Board of Directors

**Date:** April 12, 2018

**From:** Shaun Nordlie

**Memo:** 2018-25

**Topic:** CAMP Schematic Design agreement

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**Issue & Analysis:** The CAMP Architecture and Design Committee has been working with the Farnsworth Group to start the next phase of the project, schematic design. The goal of schematic design is to develop the design created during the master planning process, ensure the design is realistic, buildable and economically feasible and to create a set of deliverable information that a contractor or construction manager can use to verify the probable project costs, enabling the Board to review and if necessary, adjust the project scope before continuing with design and construction documents. A scope of work and schedule has also been included with the agreement.

The Architecture and Design committee felt that a fee structure of time and materials not to exceed would be best for this agreement.

**Recommendation:** To accept the agreement for Schematic Design phase with the Farnsworth Group of Peoria, IL for time and materials not to exceed \$48,000 including expenses to come out of the R&R fund.

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# Memorandum

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**To:** Board of Directors

**Date:** May 11, 2018

**From:** Shaun Nordlie

**Memo:** 2018-30

**Topic:** Additional Boat Slips on the Lake

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**Issue & Analysis:** This winter, the Maintenance Department constructed a new eight-slip dock and a four-slip extension. We would like to add the eight-slip dock on the east side of the dam directly adjacent to the trail, where there is easy access to the dock from the trail and ample parking. The four-slip extension would be added to current dock #13-142, located at the end of President's Bay, where there is easy access from the trail and ample parking. Our intention for these slips would be to sub-license them in 2018 and assign them all in 2019 through the Slip Swap and Slip Assignment Day process.

**Recommendation:** To approve adding new boat docks on the lake, one located on the east side of the dam, the other at the end of President's Bay.

*Plan on a Page: Amenities and Services – One Year Action Plans – Conduct a cost analysis of new amenities.*