



# Memorandum

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**To:** ACL Board

**Date:** July 9, 2018

**From:** Megan Shamp

**Memo #:** 2018-39

**Topic:** July committee changes

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**Recommendation:** To appoint Jack Finley as Chair, Jon Sonntag as Vice Chair, and Kim Rees as Secretary of the Deer Management Committee; and to accept the resignation of Rich Krasula from AECC and Marsha Knuckey from the Golf Committee.

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# Memorandum

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**To:** ACL Board

**Date:** July 9, 2018

**From:** Megan Shamp

**Memo #:** 2018-44

**Topic:** Board Liaisons to Committees

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**Issue & Analysis:** The Amended & Restated Bylaws state: "The Board may appoint a Board member as a full member to any committee, who shall be liaison to the Board."

**Recommendation:** To appoint the following Board Liaisons to committees: Bob Ballenger, Steve Tribbey, John Diehl, Gordon Williams, Barb Hendren, and Mike Harris to the AECC; Gary Hannon to the Budget Committee; Barb Hendren to the CAMP Financing & Marketing Ad Hoc Committee; Steve Tribbey to the CAMP Architecture & Design Ad Hoc Committee; Gordy Williams to the Campground Committee; Gary Hannon to the Conservation Committee; Jon Sonntag to the Deer Management Committee; Jody Ware to the Editorial Review Board; John Diehl to the Golf Committee; Mike Harris to the Governing Documents Alignment Ad Hoc Committee; Gary Hannon to the Lake Monitoring Committee; Jody Ware to the Legal Committee; Barb Hendren to the Nominating Committee; Jon Sonntag to the Recreation Committee; Mike Harris to the Rules & Regulations Committee; Jody Ware to Safety & Emergency Planning; Jody Ware to Strategic/Long Range Planning; and Gary Hannon to the Trails Committee.

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# Memorandum

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**To:** ACL Board

**Date:** July 9, 2018

**From:** Architectural & Environmental Control Committee

**Memo #:** 2018-36

**Topic:** ACL Building & Environmental Code: Exterior Maintenance – further discussion

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**Issue & Analysis:** The AECC is recommending an amendment to the ACL Building & Environmental Code section 120 Exterior Maintenance. The 2006 International Property Maintenance Code was selected because the AECC is very familiar with this version of the code and it gives them a means to deal with homeowner complaints.

The Code currently reads:

**120 Exterior Maintenance (EM100)**

National Property Maintenance Code (1993) - Chapter 3

The proposed language recommended by the AECC is as follows:

**120 Exterior Maintenance (EM100)**

2006 International Property Maintenance Code, with the following amendments:

**302.4 Weeds** - All lots, premises and exterior property containing a single-family residence or building shall be maintained free from weeds or plant growth in excess of 8 inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include approved prairie plantings, cultivated flowers and gardens.

**302.8 Motor Vehicles** - Except as provided for in other regulations, no inoperative, unlicensed, or unregistered motor vehicle, boat, trailer, RV, UTV, ATV, golf cart or similar vehicle or equipment shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a stage of being stripped or dismantled.

**Section 111 Means of Appeal** - This section shall be deleted in its entirety.

**Recommendation:** For further discussion only – no motion required.

*Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Update and align all governing documents by June, 2018.*



# Memorandum

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**To:** Board of Directors

**Date:** July 9, 2018

**From:** Megan Shamp

**Memo:** 2018-45

**Topic:** Property Owner Request Regarding Payment of Assessments

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**Issue & Analysis:** Property Owner Peggy Thill has requested to address the Board of Directors. Her letter explaining her issue has been included in the Board packet.

**Recommendation:** TBD



# Memorandum

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**To:** Board of Directors

**Date:** July 9, 2018

**From:** Megan Shamp

**Memo:** 2018-42

**Topic:** Request to Restrict Lots

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**Issue:** The office has received a Request to Restrict Lot from Daniel Mamlic, owner of lots 03-031, 03-032, 03-033. The lots were inspected by the Building Department, and it was found that there is a house on 03-032. 03-031 and 03-033 were found to be vacant.

There are currently 107 approved Restricted Lots which result in an annual revenue loss of \$36,380 based on an \$850 assessment.

**Recommendation:** TBD

*Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.*  
*High Performing Operations and Management - 1YAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.*



# Memorandum

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**To:** Board of Directors

**Date:** July 9, 2018

**From:** Carrie Miller

**Memo:** 2018-40

**Topic:** Designated Signers for ACLPOA accounts

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**Issue & Analysis:** The designated signers for all ACLPOA accounts at Apple River State Bank, all ACLPOA accounts at Citizens State Bank, and the CDs at Apple River State Bank, must be updated following the Board election.

**Recommendation:** To designate Shaun Nordlie, General Manager and Carrie Miller, Financial Manager; and Board of Directors members Jody Ware, President; Bob Ballenger, Vice President; Gary Hannon, Treasurer; Barb Hendren, Corporate Secretary; John Diehl; Mike Harris; Jon Sonntag; Steve Tribbey; and Gordon Williams as designated signers for ACLPOA accounts at Apple River State Bank. Rich Krasula is no longer a designated signer.

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benefit of the Association.*



# Memorandum

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**To:** Board of Directors

**Date:** July 12, 2018

**From:** Shaun Nordlie

**Memo:** 2018-47

**Topic:** 50<sup>th</sup> Anniversary Event Planning Ad Hoc Committee

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**Issue & Analysis:** 2019 will be Apple Canyon Lake Property Owners' Association's 50<sup>th</sup> anniversary. To celebrate this grand occasion, it is necessary to form a committee to plan events to celebrate. The charge of this committee will be to plan and execute events in 2019 to celebrate the 50<sup>th</sup> anniversary of Apple Canyon Lake within the set operating budget.

**Recommendation:** To form the 50<sup>th</sup> Anniversary Event Planning Ad Hoc Committee with the charge to plan and execute events in 2019 to celebrate the 50<sup>th</sup> anniversary of Apple Canyon Lake within the set operating budget.



# Memorandum

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**To:** Board of Directors

**Date:** July 11, 2018

**From:** Jody Ware

**Memo:** 2018-46

**Topic:** General Manager's Revised Goals

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**Issue & Analysis:** The General Manager's 2018 goals were approved by the Board of Directors in December, 2017. The Executive Committee is charged with managing the General Manager's goals. After meeting in June, 2018 with the General Manager and reviewing his progress on the 2018 goals, it was determined that Goal #6 was unattainable. The goal stated:

#6 By December 30, 2018, explore and execute a financial plan for funding Clubhouse construction, work with Farnsworth to create a design, and prepare for groundbreaking in September, 2019.

The Executive Committee is proposing a rewording of Goal #6 to assure that it is an attainable goal. The proposed rewording is:

#6 By December 30, 2018, explore and execute a financial plan for funding Clubhouse construction, work with Farnsworth to create a design, and create a timeline for executing the construction of the Clubhouse.

**Recommendation:** To approve the rewording of Goal #6 for the General Manager's 2018 goals.





# Memorandum

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**To:** Board of Directors

**Date:** July 12, 2018

**From:** Shaun Nordlie

**Memo:** 2018-48

**Topic:** Transfer of Funds from R&R to Capital

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**Issue & Analysis:** Schematic design, septic design, and soil borings for CAMP were approved by the Board of Directors at their May meeting. At the time, the charges were determined to come out of the R&R fund. The Budget Committee feels that these funds should come out of the Capital fund since they are for a future Capital expense. There currently is no money in the Capital fund, so money needs to be transferred out of the R&R fund to the Capital fund. By doing this, all CAMP expenses can be expensed to the Capital fund and tracked more easily.

**Recommendation:** To transfer \$200,000 from the R&R fund to the Capital fund on the recommendation of the Budget Committee so that expenses for CAMP can be expensed to the proper account and tracked more easily.