



Memorandum

To: ACL Board

Date: July 25, 2018

From: Megan Shamp

Memo #: 2018-49

Topic: August committee changes

Recommendation: To appoint Melissa Parages to the Conservation Committee; and to accept the resignation of Mike Harris from the Safety and Emergency Planning 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: July 31, 2018

From: Deer Management Committee

Memo #: 2018-50

Topic: Designated Funds expenditure – secretary (revised)

Issue & Analysis: In prior years, the Board of Directors approved a payment to John Sershon, secretary of the Deer Management Committee, as reimbursement for some of the expenses such as paper, ink, creation and management of deer harvest log, gas, etc. incurred during his work. In addition to submitting committee minutes, John also provides the office with details on which hunters have qualified and attended orientation, and he creates a log of deer harvested throughout the season. The Deer Management Committee has submitted a motion to reimburse John Sershon for the same expenses in 2018, to be paid from their Designated Fund.

The current balance in the Deer Management Committee’s Designated Fund prior to this expenditure is -\$21.29. As of July 30, we have processed 24 Deer Management Program Hunter Fees, which will increase their fund by \$600.

Recommendation: To approve the expenditure of \$250 from the Deer Management Committee’s Designated Fund to reimburse John Sershon for monies expended for secretarial duties.



Memorandum

To: ACL Board

Date: August 8, 2018

From: Architectural & Environmental Control Committee

Memo #: 2018-55

Topic: ACL Building & Environmental Code: Exterior Maintenance – further discussion (2)

Issue & Analysis: To keep the AECC Building Code up to date and strengthen the Building Inspectors capabilities for enforcing grass height, building maintenance, and junk vehicles, boats, trailers etc. I ask the committee to consider the following for presentation to the Board of Directors as an amendment to the Building and Environmental Code. The AECC approved the amendments at the June 2, 2018 AECC meeting.

I originally wanted to adopt the 2006 Code because I am very familiar with the code and we already had a copy of the code. I have no problem going to the 2012 because it currently mirrors what the county has adopted.

1. Amend Section 120 of the Apple Canyon Lake Building and Environmental Code by deleting National Property Maintenance Code (1993) and inserting 2012 International Property Maintenance Code.
2. Amend Section 302.4 Weeds by replacing the first paragraph with the following;
All lots, premises and exterior property containing a single family residence or building shall maintain free from weeds or plant growth in excess of 8". All noxious weeds shall be prohibited. Weeds shall be defined as grasses, annual plants and vegetation, other than trees or shrubs provided; however this term shall not include approved prairie plantings, cultivated flowers and gardens.
3. Amend the title of Section 302.8 by adding after Motor Vehicles.
Boats, Trailers, RVs, UTVs or similar vehicle or equipment
4. Amend Section 302.8 by replacing the first paragraph with the following;
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. Painting of vehicles is prohibited unless conducted inside an approved spray booth.
5. Amend Section 111 Means of Appeals by deleting this section 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

To: Board of Directors

Date: August 9, 2018

From: Rick Paulson, Building Inspector

Memo: 2018-56

Topic: Lot Combination 07-103 and 07-104

Issue & Analysis: Brent L. Smith and JoAnna Sherman have requested a Lot Combination of lots 103 and 104 in the Apache (7) subdivision. This Lot Combination request was reviewed and approved by the Architectural and Environmental Control Committee at their August 4, 2018 meeting.

Recommendation: To approve the Lot Combination Agreement requested Brent L. Smith and JoAnna Sherman for lots 103 and 104 in the Apache (7) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

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

To: Board of Directors

Date: August 13, 2018

From: Shaun Nordlie

Memo: 2018-57

Topic: Publication of the 2019 Annual Assessment

Issue: The Budget Committee has recommended the 2019 Annual Assessment to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2019 Annual Assessment will be published in the September issue of *The Apple Core*. The Annual Assessment will then be adopted by the Board at the October 20, 2018 meeting.

Recommendation: To authorize staff to publish the 2019 Annual Assessment of \$950 in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.



Memorandum

To: Board of Directors

Date: August 13, 2018

From: Shaun Nordlie

Memo: 2018-51

Topic: publication of the 2019 Operating Budget

Issue: The Budget Committee has recommended the 2019 Operating Budget to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2019 Operating Budget will be published in the September issue of *The Apple Core*. The Budget will then be adopted by the Board at the October 20, 2018 meeting.

Recommendation: To authorize staff to publish the 2019 Operating Budget, with a total revenue of \$4,116,370 and total operating expenses of \$3,167,666, and a transfer to the R&R fund of \$800,000 and a transfer to the Capital fund of \$148,704, in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.



Memorandum

To: Board of Directors

Date: August 13, 2018

From: Shaun Nordlie

Memo: 2018-52

Topic: publication of the 2019 R & R Budget

Issue: The Budget Committee has recommended the 2019 R & R Budget to the Board for approval. Per CICA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2019 R & R Budget will be published in the September issue of *The Apple Core*. The R & R Budget will then be adopted by the Board at the October 20, 2018 meeting.

Recommendation: To authorize staff to publish the 2019 R & R Budget, in the amount of \$516,400 in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.



Memorandum

To: Board of Directors

Date: August 13, 2018

From: Shaun Nordlie

Memo: 2018-53

Topic: publication of the 2019 Operating and Building Fee Schedules

Issue: The Budget Committee has recommended the 2019 Operating Fee Schedule and 2019 Building Fee Schedule to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2019 Operating and Building Fee Schedules will be published in the September issue of *The Apple Core*. The fee schedules will then be adopted by the Board at the October 20, 2018 meeting.

Recommendation: To authorize staff to publish the 2019 Operating Fee Schedule and the 2019 Building Fee Schedule in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Develop a budget policy and process for management of operations, capital improvements and Renovation/Replacement funding.