



Memorandum

To: ACL Board

Date: September 5, 2018

From: Megan Shamp

Memo #: 2018-58

Topic: September committee changes

Recommendation: To appoint Barb Hunt, Steve Malone, Lynn Johnson, and LeAnne Killeen to the 50th Anniversary Event Planning Ad Hoc Committee; and David Allgood to the Legal Committee; and to accept the resignation of Paul Logan from the Trails 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: September 5, 2018

From: Architectural & Environmental Control Committee

Memo #: 2018-63

Topic: ACL Building & Environmental Code: Exterior Maintenance

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 September 8, 2018 AECC meeting.

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, or the same edition as adopted by Jo Daviess County.
2. Amend Section 302.4 Weeds by replacing the first paragraph with the following;
All lots, premises and exterior property containing a structure shall maintain free from non-shrub or non-tree plant growth in excess of 8". This plant growth shall not include approved prairie plantings, cultivated flowers and cultivated gardens. Approved and prohibited plantings are listed within the documents for the Greenway Stewardship Program.
3. Amend the title of Section 302.8 by adding after Motor Vehicles.
Boats, Trailers, RVs, UTVs and similar 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, automobile, truck or other similar vehicle or equipment shall be parked, serviced, 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: To approve the amendments to the ACL Building & Environmental Code: Exterior Maintenance as submitted by the AECC at their September 8 meeting.

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: September 5, 2018

From: Rick Paulson, Building Inspector

Memo: 2018-60

Topic: Lot Combination 07-009 and 07-010

Issue & Analysis: The owners of lots 07-009 and 07-010 have requested a Lot Combination for the construction of a new garage. This Lot Combination request will be reviewed by the Architectural and Environmental Control Committee at their September 8, 2018 meeting. The motion card will be provided after the meeting.

Recommendation: To approve the Lot Combination Agreement for lots 9 and 10 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 - IYAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.*



Memorandum

To: Board of Directors

Date: September 5, 2018

From: Megan Shamp

Memo: 2018-59

Topic: Request to Restrict Lot - Smith

Issue: The office has received a Request to Restrict Lot from Kevin & Denise Smith, owners of lot 12-100. The lot was inspected by the Building Department and 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. Based on a \$977.50 assessment, the annual revenue loss will be \$41,837.

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

To: Board of Directors

Date: September 6 , 2018

From: Shaun Nordlie

Memo: 2018-65

Topic: Transfers to the Capital Fund

Issue & Analysis: In April 2018, the Board of Directors approved the expenditures of a cost not to exceed \$48,000 to Farnsworth Group of Peoria, IL for schematic designs of the Clubhouse Area. The Board also approved an expenditure not to exceed \$12,000 to Terracon of Rockford, IL for soil borings. Both of these expenditures were to come out of the R&R fund. In July 2018, the Board of Directors approved the transfer of \$200,000 from the R&R Fund to the Capital Fund so that expenses for CAMP can be expensed to the proper account and tracked more easily. Now that there is a Capital Fund and CAMP expenses should be paid out of the Capital fund the expenditures for schematic design and soil borings should be transferred from R&R to Capital.

Recommendation: To transfer the expenditures of schematic design at a cost not to exceed \$48,000 to Farnsworth Group of Peoria, IL and the expenditure of a cost not to exceed \$12,000 to Terracon of Rockford, IL from the R&R fund to the Capital 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

To: Board of Directors

Date: September 6 , 2018

From: Shaun Nordlie

Memo: 2018-66

Topic: Septic Design for CAMP

Issue & Analysis: In April 2018, Tom Golden of Galena, IL was hired to do a soil evaluation, site evaluation and design for septic for CAMP. The quote was for \$4500. Since the amount of the quote was under \$5,000 and the expenditure was coming out of the Operating budget, the GM approved the quote. Three bids were not obtained because Tom Golden is the only, and best choice for septic design in our area. In July 2018, the Board of Directors approved the transfer of \$200,000 from the R&R Fund to the Capital Fund so that expenses for CAMP can be expensed to the proper account and tracked more easily. Now that there is a Capital Fund and CAMP expenses should be paid out of the Capital fund the expenditures for septic design, soil evaluation and site evaluation should come out of the Capital Fund.

Recommendation: To transfer the expenditures of septic design at a cost of \$4500 to Tom Golden of Galena, IL from the Operating fund to the Capital 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.
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Memorandum

To: Board of Directors

Date: September 5, 2018

From: Shaun Nordlie

Memo: 2018-62

Topic: Cove RFQ Task Force

Issue & Analysis: The Board will discuss the Cove restaurant RFQ process in Executive Session and vote in open session on their course of action. Those members recommended for the Cove RFQ Task Force are: Shaun Nordlie, Jody Ware, Barb Hendren, Steve Tribbey, and Mike Harris.

Recommendation: To approve the formation of a Cove RFQ Task Force, consisting of Shaun Nordlie, Jody Ware, Barb Hendren, Steve Tribbey, and Mike Harris, tasked with the creation and distribution of an RFQ for a Cove restaurant operator. The Cove RFQ Task Force will represent the Apple Canyon Lake Board of Directors in conducting a search for a new operator for the Cove restaurant.

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



Memorandum

To: Board of Directors

Date: September 5, 2018

From: Megan Shamp

Memo: 2018-61

Topic: Dissolve the Amenity Tag Ad Hoc Committee

Issue & Analysis: The charge for the Amenity Tag Ad Hoc Committee is:

This ad hoc committee will look at our current Amenity Tag system and make recommendations to the Board for improvements by the October 2014 Board meeting.

The Amenity Tag Ad Hoc Committee submitted options to the Board of Directors, which were discussed at the workshop following the August 18, 2018 meeting. The options submitted were staying with the current amenity tag system; or adopting owner ID cards and guest fobs through the Abacus software system. The Board reviewed the proposal submitted by Abacus and decided to shelve the proposal for future use. Everyone felt that we don't have a real problem now and can continue with the current amenity tag system. We now know Abacus offers the service and we can pursue it in the future if we have a need. No additional research is required by the Amenity Tag Ad Hoc Committee, and the ad hoc committee can now be dissolved.

Recommendation: To dissolve the Amenity Tag Ad Hoc 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

To: Board of Directors

Date: September 6 , 2018

From: Shaun Nordlie

Memo: 2018-67

Topic: Land Purchase

Issue & Analysis: In July 2018 The Association was informed of a piece of property for sale that bordered Apple Canyon Lake. The property is farm land that has a current lease through 2020. The property is 134 acres total, it is split in two sections, the largest tract is from Lake Road #3 and Apple Canyon Lake Road south to East Schapville Road. The second tract is from East Schapville Road to Scout Camp Road

Recommendation: To approve the purchase of 134 acres at the corner of Lake Road #3 and Apple Canyon Lake Road for a purchase price of \$1,072,000 to come out the R&R Fund.

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.

12.8



Memorandum

To: ACL Board

Date: March 12, 2018

From: Julie Janssen

Memo #: 2018-20

Topic: Security squad purchase

Issue & Analysis: The Safety and Security department requested in the 2018 R&R budget for a new squad vehicle at a cost of \$40,000. When the budget committee reviewed the R&R requests they asked Safety and Security to find a used vehicle and approved \$20,000. In 2018 Julie Janssen has been looking for a vehicle that will fit within the budget. An issue that she is having is finding a vehicle that doesn't have a lot of miles or is very old. Julie also needs to equip the vehicle with push guard, lightbar, radios and stickers. The vehicle also has a factory warranty 100,000 mile on the powertrain, transmission and engine.

Recommendation: To approve the purchase of a new 2019 Ford Police package Interceptor from Virtue's Auto Tech of Darlington, WI and equip the vehicle with the push guard, lightbar, radio and door stickers at a cost not to exceed \$37,500.

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



Memorandum

To: ACL Board

Date: September 5, 2018

From: Rules and Regulations Committee

Memo #: 2018-64

Topic: Rules & Regulations: Boating – 1st Reading

Issue & Analysis: The Rules and Regulations Committee has submitted their recommendations for amendments to section V Boating. These changes are recommendations from staff, Keith Jones' review of the Rules and Regulations and Rich Krasula. The changes are shown in the highlighted areas of the document included in the Board packet.

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.