



Memorandum

To: ACL Board

Date: December 7, 2018

From: Megan Shamp

Memo #: 2018-94

Topic: December committee changes

Recommendation: To appoint Fern Tribbey to the Rules & Regulations 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: December 6, 2018

From: Shaun Nordlie

Memo #: 2018-91

Topic: Board Policy: Home Based Occupations

Issue & Analysis: The Board reviewed the proposed Home Based Occupations policy at the November 17 meeting. No amendments to the proposed policy were presented. By including this language in Board Policy, it can easily be amended in the future as needed.

The proposed policy is as follows:

No home-based occupation or profession shall be conducted in any Dwelling, Dwelling Accessory Building or Garage except those expressly permitted by the Board. The Board has adopted section 8-5B-16 of the County Zoning Ordinance regulating Home Occupations, with the exception that no occupation or profession requiring the storage of chemicals shall be allowed.

Recommendation: To approve the Board Policy: Home Based Occupations as shown above.

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: ACL Board

Date: December 7, 2018

From: Rules and Regulations Committee

Memo #: 2018-92

Topic: Rules & Regulations: Campground

Issue & Analysis: At the November 17 meeting, the Board reviewed amendments to the Rules and Regulations section IX Campground as submitted by the Rules & Regulations Committee, including recommendations from staff and Keith Jones of Keay & Costello. The Board did request a few minor amendments, which have been made and are included in the December copy (highlighted in blue).

Recommendation: To approve the amended Rules & Regulations Section IX Campground, as included in the December 15, 2018 Board packet.

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: ACL Board

Date: December 6, 2018

From: Megan Shamp

Memo #: 2018-93

Topic: Rules & Regulations and Board Policy: Insurance

Issue & Analysis: At the November 17 meeting, the Board was presented with amendments to the Rules & Regulations and Board Policy relating to the insurance requirements set forth for property owner registrations. Included in these amendments are the elimination of the Additional Insured/Additional Interest endorsement (it is still recommended, but not required); specifications on what must be shown on the proof of insurance provided (the policyholder/named insured is the property owner of record; the insured watercraft/vehicle must be described, and the policy term expiration date and liability coverage amounts must be listed); and continuous until cancelled policies/documents will no longer be accepted.

The Board did not present any amendments to the language proposed at the November meeting.

Recommendation: To approve the amendments to the Rules & Regulations and Board Policy relating to insurance as presented by staff and included in the December 15, 2018 Board packet.

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: December 6, 2018

From: Jody Ware

Memo: 2018-89

Topic: General Manager's Compensation Package

Issue & Analysis: The Executive Committee is responsible for providing the General Manager with instructions, directions, goals and objectives regarding his/her duties within the scope of duties and authority delegated to the General Manager by the Board. The Executive Committee is to annually evaluate the General Manager's performance with input from all Board members, and recommend for the Board's approval of the annual evaluation and 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 in June and December to review his short- and long-term goals. It was determined that Mr. Nordlie met his goals and will receive a commensurate bonus.

An evaluation has also been conducted on Mr. Nordlie's overall performance in his role as General Manager. The performance evaluation is based on Mr. Nordlie's job description. The performance evaluation is the basis for which the 2019 salary compensation is determined. The Board of Directors have discussed and agreed on an appropriate increase for Mr. Nordlie's 2019 salary.

Recommendation: To approve Mr. Nordlie's compensation package, as agreed upon by the Board of Directors.



Memorandum

To: Board of Directors

Date: December 6, 2018

From: Jody Ware

Memo: 2018-90

Topic: General Manager's Performance Goals 2019

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 2018 to set his short- and long-term goals for 2019. 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 2020 salary compensation is determined.

Recommendation: To approve the 2019 Job Performance Goals for Shaun Nordlie recommended by the Executive Committee for the General Manager.



Memorandum

To: ACL Board

Date: December 13, 2018

From: Shaun Nordlie

Memo #: 2018-95

Topic: Pool Repairs

Recommendation: Water usage in the pool went up drastically during the 2018 summer season. A leak detection company was hired to inspect the pool and determine where the water was escaping the pool. It was determined that a water line to the rainbows had cracked. The line is set in the concrete pool floor and will need to be dug out, fixed and a new pool floor poured. Bids were received by two pool repair companies. Staff is recommending Neuman Pools since they are the company that built the pool and they will repair the leak this winter. The 2018 R&R projects are currently \$45,711 under budget for 2018. The pool repairs are not budgeted for; We would like to use remaining budgeted money from 2018 to pay for this project.

Recommendation: To approve the expenditure of \$15,000 with Neuman Pools of Beaver Dam, WI to repair the water leak in the pool with the funds coming out of the 2018 R&R budget.



Memorandum

To: ACL Board

Date: December 13, 2018

From: Shaun Nordlie

Memo #: 2018-96

Topic: Dispute Resolution Policy

Recommendation: Effective January 1, 2019 the Board of Directors needs to adopt a policy to comply with the newly effective law pursuant to the Condominium and Common Interest Community Ombudsperson Act. Section 1-90 of the Common Interest Community Association Act (CICAA) requires Associations to have a written dispute resolution policy for disputes Owners may have against the Association. Our policy will provide a form for the complaint to provide a detailed description of the dispute and/or grievance, instructions to mail the complaint to Association legal counsel Keay and Costello and provide a return address and/or electronic mailing address to receive Counsel’s determination of the Complaint. Counsel will investigate the merits of the complaint, consult with the Association if necessary, and within 180 days of receiving the complaint prepare a written final determination that shall be marked clearly and conspicuously as “FINAL”.

Recommendation: To adopt a written dispute resolution policy for disputes owners have against the Association to comply with the Common Interest Community Ombudsperson Act and Section 1-90 of the Common Interest Community Association Act.

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