



Memorandum

To: ACL Board

Date: July 9, 2021

From: Megan Shamp

Memo #: 2021-58

Topic: July committee/commission changes

Recommendation: To appoint Jim Legg to the Conservation Commission and Dave Homb to the Rules & Regulations Commission; and to accept the resignation of Steve Tribbey from the AECC, CAMP Architecture & Design Ad Hoc Commission, and the CAMP Financing & Marketing Ad Hoc Commission; the resignation of Fern Tribbey from the Recreation Commission and Rules & Regulations Commissions; and the resignation of John Killeen from the Nominating Committee.

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: July 9, 2021

From: Board Policy Ad Hoc Commission

Memo: 2021-66

Topic: Gifts, Grants, and Bequests Approval

Issue & Analysis: The Board Policy Ad Hoc Commission has been working on rewriting the Board Policy document to better reflect a document of Board Policy rather than policies that the Board has approved. They will continue this work with the goal of recommending the final version to the Board for review this fall. While working on policy 7230 – Gifts, Grants, and Bequests, the commission thought it would be appropriate to send this policy to the Board now for approval with other commissions and clubs discussing donations to the Association on common property. This policy outlines the process for the Board when presented with a request for a gift, grant or bequest. The ad hoc commission has also created an updated application that will require the owner to explain the donation, where the donation would like to be placed, who will maintain the item during its life and what happens when the item when the life of the items has expired.

The amendments suggested by Steve Borst following the June Board meeting were reviewed by the Board Policy Ad Hoc Commission and most have been incorporated into the document. They did not feel “and subsequently planned” was necessary. The amendments are highlighted in yellow.

Recommendation: To approve Board Policy section 7230 Gifts, Grants, and Bequests as included in the July Board packet.

Megan Shamp

From:
Sent: Wednesday, June 23, 2021 4:22 PM
To: Shaun Nordlie; Barb Hendren; Bob Ballenger; Gordon Williams; John Anderson; Mike Harris; Nolan Mullen; Tom Ohms; Henry Doden
Cc: Megan Shamp
Subject: Board Policy #7230 - Gifts, Grants, and Bequests

Hi Shaun

I have a couple of suggested language changes to the Board Policy on gifts we discussed at our last BOD meeting.

I'd suggest to combine the last 2 paragraphs as follows, with my changes in red:

Any **item or** equipment proposed to be purchased by a commission or outside entity **and subsequently planned to be placed or used** on Association property, or at an Association-related event, shall be submitted to the General Manager for analysis prior to the purchase. The Board of Directors reserves the right to refuse to accept and thus prohibit **placement or** use of **any item or** equipment by members or Association employees during any Association-sponsored activity or on any property owned, leased, or used by the Association.

I'd also suggest changing the application wording on #8 from "memorial" to **gift, grant, or bequest**

I think you clarified all my other questions with this policy, so I just wanted to forward my language suggestions on for all to review.

Thank you, Steve Borst

SECTION 7000

7230 - GIFTS, GRANTS, AND BEQUESTS

The Board of Directors is appreciative of public interest in and goodwill toward the Association manifested through gifts, grants, and bequests. The Board of Directors reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board of Directors will attempt to carry out the wishes of the donor.

The Board of Directors shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, or emotional disabilities ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the Board policy (7230.01 – Appeals: Guidelines for Appeals to the Board of Directors).

All gifts, grants, or bequests that are approved by the Board of Directors will be acknowledged at a Board meeting.

The Board of Directors will provide written acknowledgment to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more, upon request from the donor. Such acknowledgment shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board of Directors shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code, upon request.

Gifts, grants, and bequests shall become the property of the Association and will be subject to use by the Association as determined by the policies applying to all properties, equipment, materials, and funds owned by the Association, subject to the Association's effort to comply with any specific wishes of the donor.

Any item or equipment proposed to be purchased by a commission or outside entity for placement or use on Association property, or at an Association-related event, shall be submitted to the General Manager for analysis prior to the purchase.

The Board of Directors reserves the right to refuse to accept and thus prohibit the placement or use of ~~the~~ any item or equipment by members or Association employees during any Association-sponsored activity or on any property owned, leased, or used by the Association.

Cross-References: Policy 6111 – Internal Controls

**Policy 7230.01 – Appeals: Guidelines for Appeals to
the Board of Directors**

Form: Guidelines for Gifts, Grants, and Requests

Adopted:

Last Revised:



APPLICATION FOR DONATING GIFTS, GRANTS, AND BEQUESTS

In order to be considered, each of the following questions must be answered to the best abilities of those people donating the gifts, grants, and or bequest. Failure to answer all the following questions in reasonable detail to be considered for approval by the Board of Directors may result in non-approval of donation. Once approved, all gifts, grants and bequests become the property of ACLPOA.

- 1. Name or describe the item(s) to be donated to Apple Canyon Lake Property Owners' Association (ACLPOA) and who the donor is. (Please supply contact information.)**
- 2. Will this gift, grant, or bequest be a memorial? If yes, who or what person or organization?**
- 3. What is the use and approximate value of the item(s)?**
- 4. Is care necessary to maintain the item? Please explain.**
- 5. Who will maintain the items(s) and how often must the maintenance be done? What will be the maintenance cost and who will pay for that?**
- 6. How long might the item(s) last before disposal or refurbishing? If applicable, what should be done with the item(s) once it is at the end of its life?**
- 7. Who will haul or deliver the item(s) and place it appropriately? What will the cost be, and when will the item(s) be available?**

8. What special conditions, if any, are associated with the acceptance of the ~~memorial~~ gift, grant, and bequest?

9. What display should accompany the donation to provide information on person(s) or group honored by the gifts, grants and bequest? The Board of Directors will make the final determination of the size of the display within the parameters of Rules and Regulations.

The General Manager will submit the completed form to the Board of Directors for approval consideration.

This agreement must be signed by the donors and by the President of the Board of Directors.

All items, once donated, are the common property of the ACLPOA and may not be returned unless stated as part of the condition of the donation.

Value of the items must accompany the item, including any insurance recommendation. ACLPOA will review value of items for insurance purposes.

A regular maintenance schedule and procedure will be created assuring the items are maintained regularly and appropriately. Any contacts for expert care or knowledge should be included in this document.

Donor

Date

President of ACLPOA Board of Directors

Date



Memorandum

To: ACL Board

Date: July 2, 2021

From: Megan Shamp

Memo #: 2020-65

Topic: Board Liaisons to Committees/Commissions

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

Recommendation: To appoint the following Board Liaisons to commissions:

AECC - Bob Ballenger, Mike Harris, Barb Hendren Tom Ohms, Gordon Williams

Board Policy Ad Hoc – Mike Harris

Budget – Steve Borst

Campground – Nolan Mullen

CAMP Architecture & Design Ad Hoc – Barb Hendren

CAMP Financing & Marketing Ad Hoc – Mike Harris

Conservation – Henry Doden

Deer Management – Gordon Williams

Editorial Review – Barb Hendren

Employee Handbook Ad Hoc – Mike Harris

Flood Mitigation Ad Hoc – Bob Ballenger

Golf – John Anderson

Legal – Steve Borst

Nominating - Barb Hendren

Recreation – Mike Harris

Rule & Regulations - Mike Harris

Safety & Emergency Planning – Barb Hendren

Strategic/Long Range Planning – Steve Borst

Trails – Tom Ohms

<p><i>Plan on a Page: High Performing Operations and Management – To operate at full efficiency and effectiveness for the benefit of the Association.</i></p>



Memorandum

To: Board of Directors

Date: July 2, 2021

From: Carrie Miller

Memo: 2021-64

Topic: Designated Signers for ACLPOA accounts

Issue & Analysis: The designated signers for all ACLPOA accounts at Apple River State Bank and the CDs at Apple River State Bank, must be updated following the 2021 Annual Meeting.

Recommendation: To designate Shaun Nordlie, General Manager; Ashlee Miller, Financial Manager; and Carrie Miller, Accounts Payable/Human Resources; and Board of Directors members Barb Hendren, President; Mike Harris, Vice President; Steve Borst, Treasurer; Tom Ohms, Corporate Secretary; John Anderson; Bob Ballenger; Henry Doden; Nolan Mullen; and Gordon Williams; as designated signers for ACLPOA accounts and CDs at Apple River State Bank.

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



Memorandum

To: ACL Board

Date: July 2, 2021

From: Strategic/Long Range Planning Commission

Memo #: 2021-63

Topic: Approval of the 2022 Plan on a Page

Issue & Analysis: The Strategic Planning Committee was created by the Board of Directors in 2016. The present charge of the commission is to formulate, monitor, make recommendations to the Board of Directors for additions and deletions in the existing Strategic/Long Range Plan.

The Strategic/Long Range Planning Commission has revised their Plan on a Page for 2022 and is seeking approval in order to be in alignment with the 2022 budget planning process.

Changes proposed in the 2022 Plan on a Page are identified by strikethroughs and yellow highlights.

The commission will continue to communicate the progress of the plan in the Apple Core. The "dashboard" keeps the membership informed on the progress of the one-year action items.

Recommendation: To approve the 2022 Plan on a Page as presented by the Strategic/Long Range Planning Commission.

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

Apple Canyon Lake Property Owners' Association Plan-on-a-Page

2022-2027

The Apple Canyon Lake Property Owners Association Board of Directors shall act in a fiscally responsible manner, as a fiduciary, while exercising all powers and authority vested in the Association, so as to preserve its values and amenities, and promote health, safety and welfare for the common benefit and enjoyment of its membership while maintaining its not for profit status.

Vision	Long Range Goals and Measures	One Year Action Plans
<p>High Performing Operations and Management</p> <p>To operate at full efficiency and effectiveness for the benefit of the Association</p>	<ul style="list-style-type: none"> Utilization of office management software data efficiencies for analysis and decision making Annually study and conduct cost analysis on financial operations including contracting, purchasing, and utility costs Assure the knowledge and understanding of roles, responsibilities, and governing documents by the membership Update the Safety and Emergency Management Plans all Governing Documents on an annual basis Communicate with transparency to property owners 	<ul style="list-style-type: none"> Develop training programs to promote, educate, and support the membership on options for allowing each property owner to create a digital file using Northstar Property Management system. Study and conduct cost analysis on financial operations including contracting and purchasing Through an IALC collaboration, monitor and challenge USI on utility pricing Cooperate with other Lake Associations on common interest issues, legislation or events by lobbying on issues not appropriate for ACLPOA Communicate with membership on voting on changes In 2021 Declaration and reach a quorum Market and communicate digitally Clubhouse Area Master Plan, design, financing and long range plan Study options for creating a digital file for all property owners
<p>Improvement of Infrastructure</p> <p>To develop, maintain and improve the existing infrastructure</p>	<ul style="list-style-type: none"> Create a long-range capital development plan to include but not limit to: flood mitigation, clubhouse area master plan, water management with watershed, dry dam and dredging programs Develop and implement the watershed plan of action Enhance internet service for the Association Provide consistent lake and environmental management using the expertise of consultants Promote and complete capital project plans <p>Initiate concept plan for lower 80 acres, development and design</p>	<ul style="list-style-type: none"> Design and construct Phase I of Clubhouse Area Master Plan Continue with implementation of the watershed plan of action Develop and communicate the engineering concept, plan of action and implementation timeline for flood mitigation Increase capacity of Jo Carroll Energy internet and cellular service to patrons Retain and continue utilizing consultant services for lake and watershed management and communicating their findings Improve and maintain existing trail system Initiate concept plan for lower 80 acres, development and design Continue with dredging program and explore commercial dredging options Continue dry dam action plan for sub-watersheds surrounding the lake <p>Develop promotion plan for disposing of silt from our properties</p>
<p>Amenities and Services</p> <p>To study, develop, implement and maintain existing and new amenities</p>	<ul style="list-style-type: none"> Add additional upgraded sites in campground area Maintain and improvement of Cove facility and operation Create a long-range plan on adding additional amenities and services throughout the ACLPOA properties <ul style="list-style-type: none"> Support a fully operational and functional ACL Charitable Foundation 	<ul style="list-style-type: none"> Conduct a study of adding new amenities and services throughout the ACLPOA properties Add additional upgraded campground sites with water and sewer hook-ups and/or convert campground sites with water and sewer hook-ups Study options for additional campsites additional Association Docks Study the membership and local vendor interest in holding a Seasonal Farmer's Market at Apple Canyon Lake
<p>Growth and Value Enhancement of Association</p> <p>To promote membership and property of the Association</p>	<ul style="list-style-type: none"> Develop an efficient and effective marketing plan Study opportunities for land acquisition by the Association in the surrounding area Fully operational and sustainable ACL charitable foundation 	<ul style="list-style-type: none"> Develop plan of action for image and branding of Apple Canyon Lake Study and assess the viability of land acquisition or partnership in the surrounding area primarily to protect the watershed or expand amenities Support and promote ACL Charitable Foundation and their fundraising activities for ACL enhancements



Memorandum

To: Board of Directors

Date: July 9, 2021

From: Apple Canyon Lake Property Owners' Foundation

Memo: 2021-67

Topic: Dog Waste Stations

Issue & Analysis: The Foundation would like to donate to the Association two dog waste stations for owners to use. The Foundation would like to place one of the stations in the President's beach area and the second station at the Bathum Trail. The stations are custom made. The stations will be maintained by the ACL Maintenance Department.

Recommendation: To approve the placement of a dog waste station at the President's beach area and one at the Bathum Trail. The dog waste stations will be donated by the ACLPO Foundation.

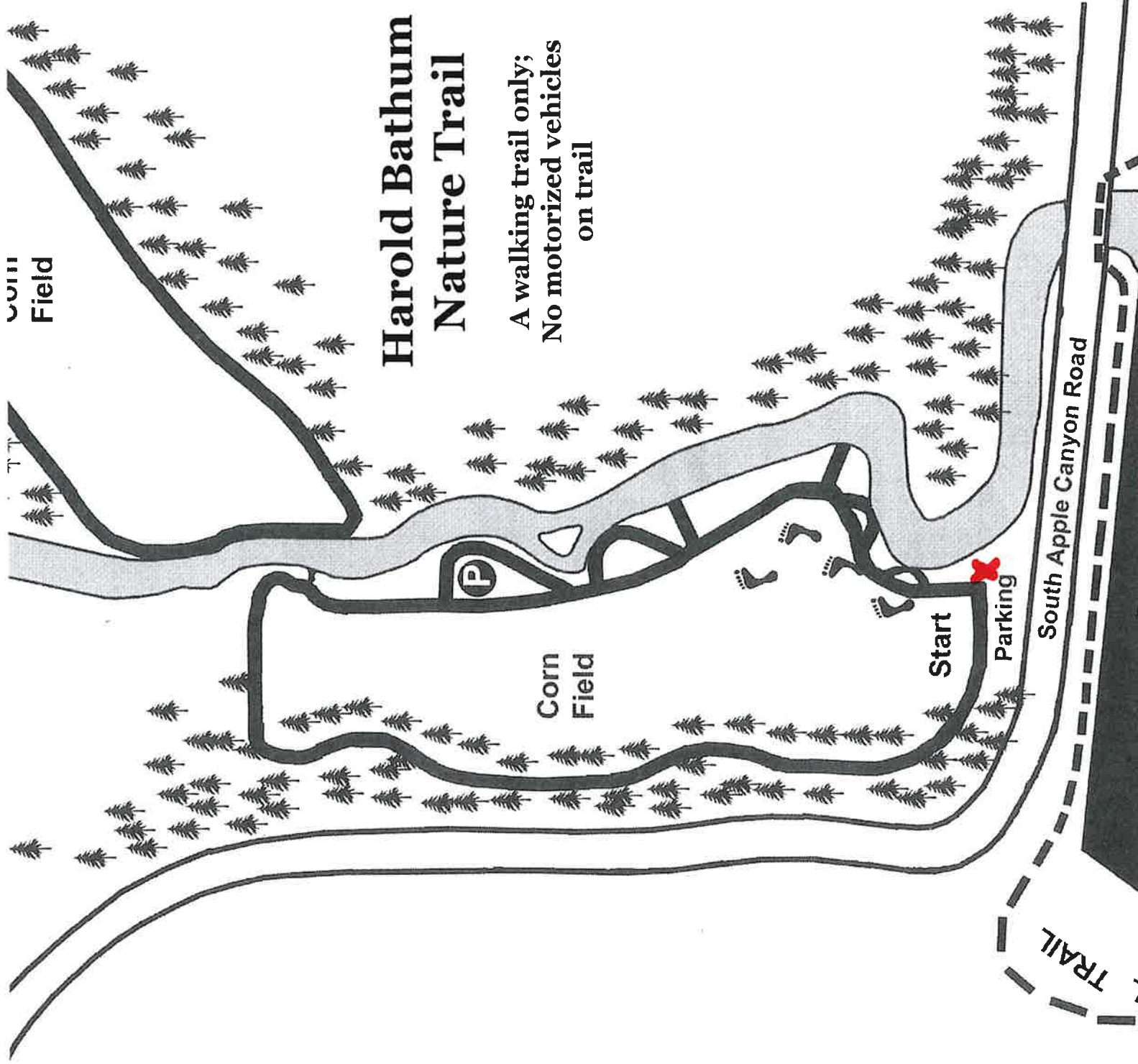
Shaun Nordlie

From: GORDON WILLIAMS
Sent: Thursday, July 1, 2021 8:56 AM
To: Shaun Nordlie
Subject: Pet Waste Station

Hi Shaun! I just wanted to give you some idea on what the pet stations will look like. Our plans are to have two dispensing holes unlike just one you see here. Below is a photo. We will have two signs on the 4 x 4 post. The top sign will have the full Apple Canyon Lake Logo with the wording of.....Pet Waste Station. The second sign below it will be somewhat smaller. This sign will have the Apple Logo at the top and the sign will say....Donated by the Apple Canyon Lake Foundation. Currently, I'm just waiting for the trash cans to come in then Tom will start building. The building process should not take long at all. The trash cans are due to arrive between July 6th - July 9th.







Harold Bathum Nature Trail

A walking trail only;
No motorized vehicles
on trail

Corn
Field

Corn
Field

Start

Parking

South Apple Canyon Road

TRAIL



Imagery ©2021 Google, Imagery ©2021 Maxar Technologies, USDA Farm Service Agency, Map data ©2021 50 ft

View COVID-19 info

[See case data on the map](#)



Home
Set location



Work
Set location

No traffic information to display

Search this area

71°

12.5
Open
Discussion -
CAMP

12.6 Capital Projects Update