

4.4 Workforce Bullying

Effective Date: October 15, 2016

Revision Date:

ACLPOA employees are to be treated with courtesy and respect at all times. Bullying through repeated inappropriate abuse of another will not be tolerated in the workplace, whether physical, verbal, electronic or otherwise. In 2014, Illinois expanded its anti-bullying laws to make them inclusive of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) people. Illinois law prohibits bullying based on sexual orientation and gender identity or expression. Examples of bullying include pushing, physical assault, threats, insults, ridiculing, humiliating, and slandering. If an employee feels he/she is a victim or witness of bullying, report it immediately to the General Manager. Communications regarding bullying and any resulting investigations will be kept as confidential as possible under the circumstances. Retaliation against those who report instances of bullying is prohibited. Violations of this policy will result in discipline and possible termination.

4.5 Workplace Violence

Effective Date: October 15, 2016

Revision Date:

ACLPOA does not tolerate violence or dangerous behavior of any kind in the workplace, whether through physical abuse, threats, intimidation, coercion, stalking, or otherwise. Please report all incidents of direct or indirect violence or dangerous behavior to your immediate manager or General Manager, as soon as possible. All reports of workplace violence or dangerous behavior will be documented in writing by the manager including the incident report and investigation report. Reporting incidents and concerns early can help prevent a situation from escalating and becoming even more dangerous. Those who report workplace violence may not be disciplined or retaliated against. Employees should never attempt to handle a potentially dangerous situation himself/herself. The employee's duty is to report all incidences, including those involving guests, members, and other staff, and to refrain from engaging in an adversarial manner.

Reports of violence or dangerous behavior will be promptly investigated. Identities of those involved will be kept as confidential as is possible under the circumstances. Those suspected of violence or dangerous behavior may be suspended during the investigation, with or without pay, in order to maintain safety in the workplace. If found guilty of violence or other dangerous behavior, including threats of violence, the employee may be disciplined and/or terminated at ACLPOA's discretion.

4.6 Standards of Conduct and Discipline

Effective Date: October 15, 2016

Revision Date:

Every organization has certain guidelines developed to reflect good business practices. In establishing any rules of conduct, ACLPOA has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Any exceptions to policies must receive management approval.

All employees are responsible for knowing and abiding by ACLPOA rules and policies. ACLPOA prides itself on its ability to meet high standards of ethical and personal conduct throughout its operations. Therefore, the employee is expected to maintain the highest ethical standards and perform his/her duties in good faith and to the best of his/her abilities at all times when engaged in ACLPOA business.

Where warranted under the circumstances, ACLPOA will seek to use progressive discipline to correct, improve upon, and prevent future recurrences of conduct falling below our standards. At ACLPOA's discretion, progressive discipline may proceed along the following line: verbal warning, written warning, conduct evaluation period, suspension with or without pay, demotion, reassignment, and termination. A conduct evaluation period, if instituted for an employee, will be a set period not to exceed 90 days in which the employee will receive counseling and monitoring by a supervisor with the aim of targeting possible causes and correcting the poor performance. Depending upon the employee's performance during the conduct evaluation period, further discipline or corrective action may occur at the end of the period, including termination. Any warning will be documented and placed in the personnel file.

ACLPOA reserves the right to combine, skip, or reorder any steps in the process depending upon the nature of the offense(s) and the circumstance(s). Note that this means that ACLPOA has the right to immediately terminate an employee without warning or the use of progressive discipline should circumstances call for such action. When determining the appropriate discipline for a given instance, ACLPOA may consider, at its discretion, any of the following factors, without limitation: the employee's prior history of poor conduct with ACLPOA or prior employers, the employee's work record and level of commitment to ACLPOA goals, the number of repeated instances of the particular offense, the amount of counseling and/or training received in order to prevent such offenses, the impact the offense has on ACLPOA's

performance or perception in the marketplace, and the level of egregiousness and purposeful intention to violate ACLPOA policy. Note that managers and others who fail to report violations or who withhold relevant information concerning a policy violation will be disciplined as is warranted under the circumstances.

At ACLPOA's discretion, employees will be disciplined or terminated for violating any ACLPOA policy or rule. Misconduct can take many forms, and it is impossible for us to provide the employee with a comprehensive list of prohibited behaviors. Therefore, the list below is only illustrative and is intended to give notice of some of ACLPOA's general expectations concerning standards of conduct. ACLPOA may always discipline or terminate employees for engaging in any conduct it deems inappropriate. Employees are expected to use good judgment in all their actions and to consult their managers or the General Manager if there is any doubt as to whether their intended conduct falls below ACLPOA standards.

Examples of misconduct that may result in discipline or termination include, but are not limited to, the following:

- Unsatisfactory job performance, including poor quality or quantity of work;
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor;
- Repeatedly arriving tardy, or starting work late;
- Repeated unexcused absences;
- Falsifying time records or failure to accurately record time worked, including time records for another employee;
- Dishonest behavior;
- Illegal discrimination or harassment;
- Disorderly conduct, such as violence or threats of violence or blackmail;
- Violating ACLPOA policies, procedures or instructions;
- Failure to abide by health or safety regulations;
- Intentionally falsifying ACLPOA documents, including ACLPOA records and documents provided by the employee during the hiring process;

- Excessive use of obscene, profane, or abusive language;
- Misusing ACLPOA property, including using property without authorization, using ACLPOA property improperly, or damaging, destroying, or stealing property;
- Possession or use of weapons or other dangerous items or materials on ACLPOA property;
- Possession or use of illegal drugs, alcohol, or controlled substances without a valid prescription on ACLPOA property or while engaged in ACLPOA business;
- Failure to disclose conflicts of interests;
- Unauthorized use or disclosure of ACLPOA confidential information;
- Conviction of a crime that indicates the employee is unfit to work for ACLPOA or represent a potential threat to ACLPOA personnel or operations;
- Violating applicable laws or regulations in performing the assigned duties; and
- Violating any other ACLPOA policy or rule.

Giving and Accepting Gifts

- Individual employees may not give or accept gifts, services, entertainment, or favors, from an ACLPOA competitor, member, supplier, government entity, or other organization in connection with his/her relationship with ACLPOA outside of his/her regular employment benefits from ACLPOA. However, employees may receive gifts that are lawful, customary, or nominal value, and authorized in advance. For example, employees may accept meals and refreshments of nominal value given in connection with business activities. When in doubt, consult with the General Manager.



4.7 Fair Labor Standards

Effective Date: October 15, 2016

Revision Date:

ACLPOA will adhere to all applicable aspects of the federal Department of Labor Fair Labor Standards Act of 1938 as amended.

4.8 Internal Promotions and Transfers

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Revision Date:

ACLPOA may choose to initiate promotions or transfers of employees between different positions and locations in order to meet ACLPOA's various business needs. Employees that feel that they are well qualified are also encouraged to apply for job vacancies that become available. However, the employee must notify his/her manager if he/she applies for a position. ACLPOA prefers to promote from within unless it decides that hiring outside the organization is advisable under the circumstances. ACLPOA will take into account the past performance, length of service, conduct, skill, potential, and qualifications for the position of all employee candidates for promotion or transfer. Therefore, employees will not become "entitled" to a promotion or transfer through length of service alone. Employee candidates may be subject to the same hiring interviews, tests, and other processes as outside applicants. At all times ACLPOA retains discretion to hire outside candidates and make exceptions to this promotions and transfers policy.

4.9 Dress Code and Appearance

Effective Date: October 15, 2016

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Employees are expected to maintain a clean, orderly, and well-groomed appearance. Specific dress standards will vary depending on the position and responsibilities of each employee. Clothing must be clean, well-pressed and in good repair. Overall appearance should be neat and professional. Hair, beards, mustaches should be clean, combed and controlled. Cologne, perfume, make-up and jewelry should be worn moderately. Uniforms are provided to some employees depending on departmental classification. It is the employee's responsibility to keep his/her uniforms neat and clean. If the employee is provided with uniforms, or compensated for his/her uniform, he/she must wear it on every scheduled shift unless a special dispensation has been granted by his/her manager for weather, or assignment related reasons. The employee should ask his/her manager if he/she is unsure as to what is appropriate for an occasion. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline. Management will determine what is considered "appropriate" dress and appearance.

4.10 Safety and Health

Effective Date: October 15, 2016

Revision Date:

ACLPOA is committed to providing a safe and healthy working environment. In this connection, ACLPOA makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, and programs conducive to such an environment. Each employee is tasked with helping maintain a safe work environment and complying with all safety and health laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they experience or observe to the General Manager or other designated manager. Failure to abide by ACLPOA safety policies or to report unsafe conditions may result in discipline.

The Occupational Safety and Health Act (OSHA) is a federal law requiring that ACLPOA maintains records of all work-related accidents and illnesses. The employee is required to submit an accident report to his/her Manager for all accidents, illnesses, or unsafe working conditions that an employee suffers or witnesses while on the job, no matter how small. The General Manager shall supply the employee's immediate manager with a standardized accident report form for the employee to use. Failure to complete an accident report may result in discipline or prevent the employee's ability to receive worker's compensation and other benefits.

Contact the employee's immediate manager if he/she or another co-worker is injured on the job. If necessary, contact emergency medical assistance immediately.

Fire Safety

Employees are required to know and observe OSHA regulations, including helping prevent fires and maintain safe practices for avoiding fires in the workplace. Do not block access to any fire exits, doorways, windows, or fire extinguishers. Employees need to keep all flammable materials stored in covered metal containers.

Weapons in the Workplace

Employees are not allowed to bring weapons into the workplace. An employee who is a concealed weapon license holder may carry a concealed firearm within a vehicle into the parking area or store a firearm concealed in a glove compartment, console or trunk(out of plain

view) in a locked vehicle in the parking area. A License holder may also transport the firearm around the immediate area of the vehicle if the gun is unloaded and the purpose is to store it in or retrieve it from the trunk.

Security

As valued members of the ACLPOA team, management strives to ensure employee personal security at all times. With this aim, we maintain the following security measures:

- First Responders
- 24/7 Security Staff
- Surveillance Cameras

Contact the employee's immediate supervisor or the General Manager if he/she has questions or concerns regarding ACLPOA security systems.

Severe Weather Procedures

The National Weather Service issues severe weather watches or warning for areas where severe thunderstorms or tornadoes may occur during the next several hours. The size of an average watch area is approximately 100 miles wide and 300 miles long. The warning will indicate the location where the thunderstorm or tornado was discovered, the area through which it is expected to move, and the time periods during which the tornado or storm will move through the area warned.

How Does A Watch Differ from a Warning?

- A Tornado or Severe Thunderstorm **Watch** is used to alert the public to the possibility that severe thunderstorms or tornadoes may develop over a certain area and to advise the public to be ready to take precautionary action.
- A Severe Thunderstorm or Tornado **Warning** means that a severe thunderstorm or tornado has actually been sighted in the area or its presence has been detected by radar and persons in the path of the storm or tornado should immediately take safety precautions.

What to Do

- When you receive a Severe Thunderstorm or Tornado **Watch**, continue normal activities but be alert to weather outside and monitor the radio, television or internet to hear further watches and warnings in your area.
- When you receive a Severe Thunderstorm or Tornado **Warning**, seek inside shelter, preferably in a tornado shelter area, underground excavation or steel-framed or reinforced concrete building. If you are in an office building, stand in an interior hallway on a lower floor, or basement. Stay away from windows.

SEVERE WEATHER WATCH AND WARNING PROCEDURES

When severe weather information is received, the Jo Daviess County Sheriff's Department shall immediately notify all Fire Departments and Police Departments, including ACL Security (815-492-2436), and all schools in Jo Daviess County.

The ACL Security will notify the following:

Marina.....	815-492-2182
Association Clubhouse.....	815-492-2238
Pro Shop.....	815-492-2477
Maintenance & Building.....	815-492-2167
Pool.....	815-492-0090
Recycling Center.....	Security will notify
The Cove Restaurant.....	815-492-2700
Nixon Beach.....	Security will notify

SEVERE WEATHER – TORNADO WATCH

1. All staff shall be alerted of conditions.
2. Staff members shall maintain a cool, calm attitude.
3. Staff shall be on the alert for WARNING announcements.
4. Staff shall check doorways and hallways leading to all shelter areas, to insure that they are accessible.
5. If guests are leaving during a period of a Severe Weather Watch, all guests shall be advised of conditions, which exist, and of safe shelter areas available in the facility.

TORNADO WARNING

1. A Manager shall announce the Warning (over PA system – Pro Shop and Pool, when available or sounding alert system) to all present and give directions to shelter areas.
2. Urge people to carefully, quietly, and quickly (without panic) move to shelter areas.
3. Warn guests to get out of pool.
4. Provide assistance for handicapped guests to reach shelter areas.
5. Urge guests to remain in shelter areas until ALL CLEAR signal has been received.
6. Remind people to remain calm and warn them of the risk of leaving the facility.

SEVERE WEATHER SHELTERS

In case of severe weather warning, the following areas have been designated as severe weather shelters:

Marina – Restrooms

Association Clubhouse – Restrooms; Storage Room; Office Breakroom; Kitchen; Library

Pro Shop – Storeroom; Men’s Restroom

Maintenance & Building Department– Lower Level

Recycling Center – Lower Level of Maintenance Building

Pool – Shower Rooms and Lower Level Hallway

The Cove Restaurant – Restrooms; Gaming Room; Kitchen Service Areas

Nixon Beach – Restrooms

EMERGENCY MANAGEMENT

The Association has developed plans for managing emergency situations including drowning, tornado, power disruption and flooding to name a few. The purpose of these plans is to serve as a guide for command and management personnel in directing the Safety and Security Department in an emergency type situation.

Copies of each document can be found at S:\DPS-SSD\Disaster Plans

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ALERT PROCEDURE

In the case that the emergency plan goes into action, we have developed an Alert Procedure for mobilization of staff during and after the emergency. An Alert system has been designed to determine when mobilization of relief staff shall be notified.

A. ALERT THREE (Controlled Redistribution of On Duty Personnel)

1. If the situation can be handled by on duty personnel, then an “ALERT THREE” condition exists.
2. In the event of an unusual occurrence or emergency the officer on duty shall notify the Manager of Safety and Security and the General Manager

B. ALERT TWO (Partial Mobilization of On Coming Shift Personnel)

1. If it is determined by the Emergency Command that on duty personnel are not enough to handle the situation and that the next relief shift shall be called in early, then an “ALERT TWO” condition shall exist.
2. Mobilization of the relief shift shall be implemented as prescribed in Section VIII of this Order.
3. Consideration by the Manager of Safety and Security and General Manager to mobilize the ACL Volunteer Corps.

C. ALERT ONE (Total Mobilization)

1. If it is determined that total mobilization of department personnel is in order, then an “ALERT ONE” condition shall exist, and all personnel shall be notified that an “ALERT ONE” condition is in effect.
2. “ALERT ONE” condition shall be designated by the Manager of Safety and Security and the General Manager.
3. When an “ALERT ONE” condition is determined, all holidays, days off, training assignments and vacation leaves are automatically canceled.
4. Consideration by the Manager of Safety and Security and General Manager to mobilize the ACL Volunteer Corps.

The full alert procedure is found in the Emergency Management Plan Section VI.

4.11 Drug Free Workplace

Effective Date: October 15, 2016

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Substance Abuse

It is policy of ACLPOA to create a drug-free workplace. The use of illegal substances is inconsistent with the behavior expected of employees. Such conduct is also prohibited during nonworking time to the extent that in the opinion of ACLPOA, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of ACLPOA. As such, the use, possession, sale, transfer, or purchase of illegal substances by employees at any time while on Association property, or while on Association business is prohibited. Being under the influence of alcoholic beverages and on Association time, whether on or off property, is prohibited. Employees patronizing businesses on ACLPOA property after work hours should also use discretion while drinking alcoholic beverages. Distribution, consumption, use or being impaired by or under the influence of cannabis while on Association time, whether on or off property is prohibited. Violation of this policy will subject the employee to disciplinary action up to, and including, termination.

A drug is considered illegal if it is illegal to possess or obtain or is legal to possess but has been obtained illegally, such as possessing prescription drugs without a valid prescription. This policy does not prohibit employees from lawfully possessing and using prescribed drugs. However, employees with valid prescription drugs are prohibited from abusing such drugs by consuming them in excess of the prescribed amounts or from consuming prescribed drugs that impair their ability to safely perform their duties. ACLPOA reserves the right to require employees taking prescribed drugs to produce proof that they possess valid prescriptions. Employees should consult a doctor if they are unsure as to the potential effects of any prescribed drugs they take. The employee is responsible for notifying his/her immediate manager of any prescribed drugs he/she takes that may impair his/her ability to work safely or perform his/her duties effectively.

Any violation of this policy can result in disciplinary action and possible termination, even for an employee's first offense. We encourage the employee to seek help if he/she has developed an addiction or dependence on drugs or alcohol. ACLPOA will make reasonable efforts to accommodate employees who voluntarily seek help, whether through counseling, rehabilitation, or another type of assistance program, before committing a violation of this policy. As warranted under the circumstances, such employees may be allowed to use paid time off, referred to treatment programs, placed on leaves of absence, or otherwise accommodated as

required by law. Before returning to their prior work status, such employees may be required to provide proof that they have successfully completed their treatment program and to submit to testing to ensure they can perform their duties safely.

Drug Testing

In order to maintain a safe and productive workplace, ACLPOA may conduct random, intermittent drug or alcohol testing of any employee where circumstances or job responsibilities justify such testing. Regardless of job responsibilities, employees may be required to submit to drug or alcohol testing in the following circumstances:

- Upon initial employment at ACLPOA;
- Random drug-testing program for employees;
- When reasonably suspected based on observations by a supervisor of being under the influence of illegal drugs, **cannabis** or alcohol during work;
- When reasonably suspected based on observations by a supervisor of possessing, selling, or distributing illegal drugs during work;
- After violating a safety policy or rule or being involved in a serious accident that causes damage to anything on ACLPOA property, including that employee or another employee.

Employees will receive their normal pay for time spent undergoing testing but may be suspended pending the results of the test, with or without pay. Should the results prove negative, employees suspended without pay are entitled to receive back pay.

Employees testing positive or refusing to submit to testing under any of the circumstances stated in this policy are subject to discipline and possible termination. In determining discipline, one factor to consider is whether the employee voluntarily agrees to enter a rehabilitation program, drug or alcohol counseling, or another treatment program. Managers must consult with the General Manager before requiring an employee to submit to testing when the employee is reasonably suspected of being under the influence of illegal drugs, **cannabis** or alcohol or possessing, selling, or distributing illegal drugs or **cannabis** during work.

4.12 Searches

Effective Date: October 15, 2016

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ACLPOA reserves the right to conduct searches and inspection of ACLPOA property and any items on ACLPOA premises, including personal items owned by employees brought on the premises such as bags, Association reimbursed phones, vehicles, computers and other containers. ACLPOA may search or inspect any part of its premises or property, including items provided to employees for their use, such as lockers, desks, cabinets, and drawers. Searches for illegal drugs, alcohol, paraphernalia, and other items possessed illegally may be conducted at any time, without notice. Any illegal items confiscated will be turned over to the appropriate law enforcement agency. Employees that fail to fully cooperate in all searches or inspections are subject to discipline, up to and including discharge.

4.13 Smoke-Free Workplace

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In accordance to the IL Department of Public Health Smoke-Free Illinois Act 410 ILCS 82 smoking is prohibited in ALL Association buildings, workplaces, and vehicles. This policy applies to all employees, contractors, visitors, and other persons that are present on ACLPOA premises or any other place where smoking is prohibited by this policy. "Smoking" is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette or pipe of any kind. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars. ~~electronic cigarette or pipe of any kind.~~

The Smoke-free Illinois Act protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment.

4.14 Computer and Electronic Communication

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All employees must use computers and other forms of electronic communication in an ethical and professional manner at all times. This policy is designed to guide the employee in his/her use of computers and other electronic communication devices on behalf of ACLPOA, including all electronic communication devices owned or leased by ACLPOA, used or accessed on ACLPOA premises, used for or on behalf of ACLPOA, or used to create content identifying or associated with ACLPOA's business operations. Employees should consult with the General Manager if they have questions or concerns related to this policy.

An "electronic communication" is any digitally-or electronically-stored or transferred information using an electronic device, and includes use of computers, email, internet, telephones, fax machines, and any other electronic device. All electronic communications and information the employee may create on ACLPOA premises or otherwise on behalf of ACLPOA are the sole property of ACLPOA, not the employee, and should only be created or used for ACLPOA's best interests and never for personal use. This includes all digital files and software the employee may create. The employee has no right to privacy in his/her electronic communications created on behalf of ACLPOA or using ACLPOA property.

ACLPOA has the right to override the employee's personal passwords in order to gain access to digitally stored information owned by ACLPOA. ACLPOA may also keep a record of the passwords the employee uses to gain access to ACLPOA's electronic communications. The employee needs to take care to not transmit or store his/her own sensitive personal information while using ACLPOA property. ACLPOA routinely monitors the employee's use of its electronic devices. The General Manager may access all ACLPOA-owned electronic communications, including emails, internet posts, text messages, voicemails, blogs, and "tweets." The employee may be subject to discipline if found to be using or creating ACLPOA-owned electronic communications or devices in an inappropriate or illegal manner.

Employees may only access ACLPOA's electronic communications and devices that they have been granted access to. This means the employee may not access electronic communications restricted to management, other employees, or third parties without prior authorization.

Employees must use ACLPOA's electronic communications and devices in strict compliance with ACLPOA's confidentiality policy described herein. The employee needs to take care not



to disclose confidential information to inappropriate persons or without authorization via ACLPOA's electronic communications or devices, especially when sending emails to outside parties. ACLPOA may use its electronic communications and devices according to the needs of the business and applicable law.

ACLPOA's electronic communications and devices may not be used to create or display anything that might disparage or negatively impact ACLPOA's public image or reputation or that would otherwise be contrary to ACLPOA's best interests. In addition, employees using ACLPOA's electronic communications and devices are prohibited from the following: engaging in discriminatory, harassing, obscene, or illegal conduct; engaging in copyright, trademark, or other intellectual property infringement; accessing electronic communications that an employee is restricted or prohibited from accessing, or otherwise violating ACLPOA policy.

The employee may only use ACLPOA's electronic communications or devices for business purposes, not personal use. This means accessing internet websites not for business purposes or accessing personal email during work is prohibited. Additionally, the employee may not install personal software on ACLPOA electronic devices or systems. The employee may only use his/her personal electronic devices while on break. It is important for the employee to note that it is illegal to duplicate ACLPOA software and may result in copyright charges against the employee or ACLPOA.

The employee also needs to take care not to use ACLPOA's electronic communications or devices in any way that disrupts the ability of others to use them. The employee needs to be wary of suspicious emails, emails from unknown parties, and pop-ups and downloads from sites that are not trusted. If an employee has any questions, he/she should contact the General Manager if he/she becomes aware of any virus on a ACLPOA device or thinks he/she may have downloaded a virus accidentally.

4.15 Social Media

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Utilization of social media is a powerful way to market ACLPOA's business, influence ACLPOA's reputation, and engage with the community and public at large. While we encourage employee support of ACLPOA through his/her use of social media, the employee must obtain authorization prior to making posts of ACLPOA-related content that are accessible to the public or any party outside of the company.

Social media refers to any social interaction via the internet or similar platforms, such as YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. This list is not all inclusive. When using social media, the employee should conduct himself/herself in a professional and courteous manner at all times and respect the view of others. Remember that an employee's statement(s) reflect on ACLPOA's reputation and public image. We encourage the employee to take care to distinguish any personal opinions he/she may have from ACLPOA's, for instance, by inserting "The opinions I have included here are my own and do not necessarily represent the opinions of Apple Canyon Lake Property Owners' Association."

Employees are prohibited from creating content on social media that could be considered discriminating, harassing, obscene, or that may damage ACLPOA's reputation or public image. Employees also may not use social media for personal use during work. "Followers," "friends," and other contacts gained through ACLPOA social media accounts are ACLPOA's sole property. ACLPOA may monitor the employee's use of social media and may ask the employee to delete or change any ACLPOA-related content found to be inappropriate or not in ACLPOA's best interest.

4.16 Personal Phone Calls and Cell Phone Use

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Making personal phone calls or the employee using his/her cell phone during work can be disruptive to others and interfere with employee productivity. Therefore, employees will be discouraged from making personal phone calls or using their cell phones during work except during breaks, emergencies, or on rare occasion to handle pressing personal matters. ACLPOA retains the right to outright prohibit all personal calls and cell phone use, except during emergencies, and supervisors may prohibit personal calls for individual employees that abuse the privilege.

Cell phones are to be kept silenced or on low volume at all times during work so that the employee does not disturb others. When making personal calls, the employee is asked to keep his/her voice at a low volume and move away from others, if possible.

All employees are expected to follow applicable state and federal laws and regulations regarding the use of cell phones or Personal Digital Assistants (PDA) at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone, PDA or use their personal cell phone for business use, are required to either use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting, regardless of the circumstances, including slow or stopped traffic. Use of a cell phone or PDA while driving is not required by ACLPOA. Safety must come before all other concerns.

At the employee's request and dependent upon job requirements, hands-free equipment may be provided with ACLPOA issued phones and PDAs to facilitate the provisions of this policy. Whether using hands-free equipment or pulling off the road, special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees charged with traffic violations resulting from the use of their phone or PDA while driving will be solely responsible for all liabilities that result from such actions. Failure to follow this policy may result in disciplinary action up to and including termination.

4.17 Care and Use of Company Equipment and Property

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Any equipment that ACLPOA issues to employees will remain ACLPOA's sole property and must be returned promptly at the end of employment. ACLPOA-issued equipment may include cell phones, laptops, vehicles, and other items. The employee is responsible for performing regular maintenance, following all operating instructions and safety guidelines, and not damaging or destroying any ACLPOA equipment or property he/she receives or uses during the course of his/her employment.

The employee should notify his/her manager immediately if he/she discovers any ACLPOA equipment or property that is damaged, defective, hazardous, or in need of repair. If the employee has any questions, he/she should share his/her questions or concerns regarding proper operation or maintenance of ACLPOA equipment or property.

Employees who handle ACLPOA equipment or property improperly, negligently, or in an unsafe manner may be disciplined, and employees may be required to reimburse ACLPOA for damages they cause directly or indirectly to ACLPOA property.

4.18 Solicitations in the Workplace

Effective Date: October 15, 2016

Revision Date:

Soliciting for causes and distributing non work-related materials in the workplace may cause disruptions and interfere with productivity. Employees and nonemployees are prohibited from solicitation and distributing or posting literature or other materials in the workplace without prior approval from the General Manager. This includes things such as requesting donations and funds, selling products or services, gathering signatures, promoting organizations, posting on bulletin boards, sending non-work related emails, and posting solicitations on ACLPOA online spaces. The General Manager may make limited exceptions to this policy for charitable activities, community organizations, or ACLPOA-sponsored events and organizations.

4.19 Problem Resolution

Effective Date: October 15, 2016

Revision Date:

ACLPOA is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from ACLPOA supervisors and management.

ACLPOA strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If the employee disagrees with established rules of conduct, policies, or practices, he/she can express his/her concern through the problem resolution procedure. The employee will not be penalized, formally or informally, for voicing a complaint with ACLPOA in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when the employee believes that a condition of employment or a decision affecting the employee is unjust or inequitable, the employee is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee presents the problem in writing to his/her department manager within seven (7) days after the incident occurs. If the department manager is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the General Manager.
2. The department manager responds to the problem in writing within seven (7) calendar days and copies the General Manager.
3. If the employee feels the problem is unresolved after meeting with his/her department manager, the employee may present the problem in writing to the General Manager within seven (7) calendar days.
4. The General Manager will review and consider the problem. The General Manager will inform the employee of his/her decision within seven (7) calendar days and forward a copy of the written response to the employee's department manager and places a copy in the employee's personnel file. The General Manager has full authority to make any adjustment deemed appropriate to resolve the problem. Any and all problem issues are

not to be aired with property owners, guests, vendors, etc. Such problem issues are an internal problem which will be dealt with internally.

5. If the employee is not satisfied with the decision of the General Manager, the employee may present the problem in writing to the Board of Director's President within seven (7) calendar days from the receipt of the General Manager's resolution. Within fourteen (14) days, the Board President will convene the Executive Committee to review and consider the problem and respond to the employee in writing. A copy of the response letter will be placed in the employee's personnel file.
6. If the problem issue directly involves the conduct of the General Manager, the employee may present the problem in writing to the Board of Director's President within seven (7) calendar days from the occurrence of the problem issue. Within fourteen (14) days, the Board President will convene the Executive Committee to review and consider the problem and respond to the employee in writing. A copy of the response letter will be placed in the employee's personnel file.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

SECTION V.

5.1 Educational Assistance/Occupational Training

Effective Date: October 15, 2016

Revision Date:

ACLPOA recognizes that employees' skills and knowledge are critical to the success of ACLPOA. Therefore, we created our educational assistance program to encourage employees to maintain and improve their job-related skills through formal education. We also want to help employees enhance their potential to compete for reasonably attainable jobs at ACLPOA.

The educational assistance program is available to all eligible employees immediately upon assignment to an eligible employment classification. Once an employee begins receiving educational assistance, to remain eligible, he/she must stay on the active payroll and perform his/her job satisfactorily as he/she completes each course. Employees in the following employment classifications are eligible for educational assistance:

- Regular full-time employees

The General Manager may decide that a regular part-time employee will need occupational training and can provide more information about ACLPOA's program. All employees shall present a request for course approval to the General Manager in advance of the first day of class.

ACLPOA management retains the right to decide if a course of study is reimbursable. If so determined, after successful completion of the class, tuition will be paid by ACLPOA at the current rate of Highland Community College or at the discretion of the General Manager. An official transcript must be submitted to the General Manager to assure a passing grade.

The employee must remain employed by ACLPOA for a period of one year following completion of the most recent ACLPOA funded course of study or the employee will be required to reimburse ACLPOA the cost of education assistance provided for all courses attended the year preceding voluntary termination of employment.

While we expect educational assistance to enhance the employee's performance and professional abilities, ACLPOA does not promise or guarantee that additional education will result in advancement, new job assignments, or pay increases.

5.2 Medical and Dental Insurance

Effective Date: October 15, 2016

Revision Date:

All exempt and full-time employees, as defined in Section 2.1, may become eligible to receive medical and dental insurance. Eligibility for this benefit occurs on the first of the month after 60 days of employment. This benefit is governed by its official benefit documentation plan. The General Manager or designee will provide the employee with information about the plan.

5.3 Cobra

Effective Date: October 15, 2016

Revision Date:

According to the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, if the employee is enrolled in the ACLPOA group health insurance plan, he/she may qualify for continued coverage when his/her employment with ACLPOA ends. State law may offer the employee additional protections. ACLPOA will provide the employee with written notification whether or not he/she will be eligible for continued coverage prior to his/her departure. The General Manager or a designee will be able to provide the employee with additional information or answer questions.

5.4 Group Life Insurance

Effective Date: October 15, 2016

Revision Date:

All exempt and full-time employees are eligible to receive group life insurance at no charge. Eligibility for this benefit occurs on the first of the month after 60 days of employment. This plan may be substantially less expensive than the cost of purchasing life insurance individually. Employees enrolled in the group life insurance that die in circumstances covered by the plan will have the insured amount paid to their named beneficiaries. The General Manager or a designee will be able to review the official benefit documentation plan or answer questions the employee may have regarding eligibility or coverage.

5.5 401(k) Plan

Effective Date: October 15, 2016

Revision Date:

Employees may become eligible to enroll in a 401(k) plan. This plan allows employees to make contributions into an account for retirement savings from their paychecks on either a pre- or post-tax basis, depending on the specific plan. The savings in each 401 (k) account are invested in various mutual funds chosen by the employee composed of stocks, bonds, and money market investments. ACLPOA may match a portion of employee contributions up to a certain percentage. The General Manager or a designee will be able to provide the employee with additional information or answer questions.

- Employees who work a minimum of 1000 hours per calendar year are eligible after one year of employment.
- The eligibility window is January 1st or July 1st of each year.
- An employee can contribute up to the Federally allowed limit.
- ACLPOA will match up to 3% as long as the employee is contributing at least 3%.
- There is no vesting period for the employer match.

5.6 Worker's Compensation

Effective Date: October 15, 2016

Revision Date:

Worker's compensation laws are designed to provide support for employees that suffer work-related injuries or illnesses. ACLPOA carries worker's compensation insurance for all employees. Worker's compensation generally covers necessary medical, surgical, and hospital expenses in addition to lost wages and disability payments. If the employee suffers a work-related injury or illness, no matter how small, he/she should seek medical assistance at once and as soon as physically possible, notify his/her immediate manager who will assist in completing a report. Following this process will ensure that the employee receives any worker's compensation to which he/she is entitled.

5.7 Disability Insurance

Effective Date: October 15, 2016

Revision Date:

All exempt and full-time employees will receive short- and long-term disability insurance at no cost to the employee. Employees are eligible on the 1st of the month after 60 days of employment. This provides employees with supplementary income in the event that they suffer an illness or accident resulting in a disability that prevents them from performing their job. The General Manager or designee will be able to answer any questions or concerns regarding the plan.

5.8 Social Security

Effective Date: October 15, 2016

Revision Date:

Both the employee and ACLPOA contribute to the federal government's Social Security Program. This program is designed to provide the employee with benefits when he/she retires, becomes disabled, or is unemployed. The General Manager or a designee will be able to answer any questions or concerns regarding social security contributions.

5.9 Unemployment Insurance

Effective Date: October 15, 2016

Revision Date:

ACLPOA pays taxes toward unemployment insurance in accordance with federal and state law. This provides the employee with supplemental income should he/she become unemployed through no fault of his/her own and also meets certain other eligibility requirements. The General Manager or a designee will be able to answer any questions or concerns regarding unemployment insurance.

5.10 Use of Amenities

Effective Date: October 15, 2016

Revision Date:

Employees will receive ACLPOA amenity benefits. *Employee* refers to any person employed by Apple Canyon Lake Property Owners Association as a full-time or part-time employee working a minimum of 15 hours per week. The employee's use of the amenities may not preempt usage by property owners or displace any paying customers. The General Manager will provide employee amenity benefits based on the number of hours and employment status with the Association.

Employees are expected to conduct themselves, at all times, in a manner that favorably represents the Association. The use of ACLPOA amenities is a privilege extended to employees by the members. Usage by employees will be monitored closely for compliance. Inappropriate conduct may result in disciplinary action, loss of amenity privileges or termination of employment.

SECTION VI.

6.1 Requesting Leave

Effective Date: October 15, 2016

Revision Date:

ACLPOA's operations rely on having a dependable and consistent workforce. However, we understand that circumstances will sometimes require employees to take time off work. Eligible employees are entitled to various types of leave that are either mandated by law or offered by ACLPOA on a discretionary basis. Unless a specific type of leave in this handbook provides a different notice time or otherwise required by law, employees must provide at least fourteen (14) days advance notice prior to taking planned leave. If the need for leave is unforeseeable, the employee must give notice as soon as possible.

Employees must properly submit all requests for leave within the notice period required and receive authorization prior to taking the time off work. Unless required to authorize the leave by law, ACLPOA will grant leave requests based upon ACLPOA needs and ACLPOA's ability to absorb the missed work. ACLPOA reserves the right to penalize, demote, transfer, or reassign employees that take extended leaves of absence, unless prohibited by law. Unless otherwise noted or required by law, regular full-time employees that receive paid time off will be paid at their normal base pay rate for the hours absent. If the employee is unsure as to which types of leave he/she is eligible to receive, consult with the General Manager.

6.2 Personal Time Off

Effective Date: October 15, 2016

Revision Date:

When an employee has exempt or full-time status, he/she begins to earn Personal Time Off (PTO) according to the schedule. The employee may request to use PTO after it is earned. PTO will not accrue if the employee is off due to illness or injury resulting in worker's compensation or disability claims.

PTO time is determined by the amount of continuous years worked for Apple Canyon Lake Property Owners' Association.

Vacation

Vacation leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. In the event that a holiday occurs during an employee's scheduled vacation leave, that day will be paid as holiday time off instead of vacation leave. Upon proper notice and request, ACLPOA may approve employee requests for unpaid vacation leave. ACLPOA will try to accommodate requests for vacation leave when possible, but ACLPOA has the right to disapprove any requests that may interfere with or negatively impact its operations. Employees will be paid for any accrued unused vacation leave remaining upon resignation or termination.

Full time employees of the Association are entitled to paid vacation in accordance with the following schedule:

Six months but less than one year.....	5 Days
One year but less than five years.....	10 Days
Five years but less than ten years.....	15 Days
Over ten years.....	20 Days

Vacation may not be carried forward to the next calendar year unless the General Manager in writing has granted prior authorization due to extreme circumstances. Vacation days must be used during the year it is earned.

Flex Days

Eight Flex Days will be provided to all exempt and full-time employees by the Association each calendar year.

Unused Flex Days may not be carried forward to the following year. If the employee does not use them, no responsibility ever accrues to the Association for unused flex days.

Flex Days serve as sick and personal days. Flex Days may be used as deemed appropriate by the employee and department manager for doctor appointments, personal time off, sick time, caring for a child/parent/spouse, etc.

Flex days are a benefit provided to employees for their personal well-being and are not intended as vacation days. Unless Flex time is used for illness, no employee may use more than two consecutive flex days together or at the discretion of the General Manager.

Exempt and full time employees of the Association are entitled up to eight (8) flex days in accordance with the following schedule:

- New employees will accrue one flex day for every 45 work days of active employment.
- Except for illness, all flex time must be approved in advance by his/her immediate manager and signed by the General Manager.
- If it is necessary to take a Flex Day without prior approval, the employee, or a person designated by employee, must call in to advise his/her manager prior to the start of scheduled day. Illnesses may require a written statement/release from a medical doctor if absence is for three (3) days or more.
- All time off is to be approved prior to absence for any reason except illness. If an employee is absent two or more days without contact with his/her manager, or approval, ACLPOA may consider the absence a voluntary resignation (without proper notice) by the employee.

Vacation and Flex Days may be used in no less than 4-hour increments in full shift or half day increments only

6.3 Holiday Time Off

Effective Date: October 15, 2016

Revision Date:

The Association observes and designates the following days as holidays:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve Day

A designated holiday that occurs on a Saturday or Sunday will be observed on either the preceding Friday or following Monday, as determined by the General Manager.

The Association operates on a seven days per week basis and reserves the right to schedule work on an observed holiday.

- Part time employees will be paid time and one-half (1-1/2) for all holidays worked.
- Non-exempt full time employees, if they do not work on the actual holiday, will be paid straight pay for that holiday.
- Non-exempt full time employees who work the holiday will get double time pay.
**If a non-exempt full time employee works the holiday but elects to waive the double time holiday pay for a day off within the holiday pay period, he/she may do so. A holiday waiver form must be completed and signed prior to the holiday and approved by the manager of the department. The waiver form must also be included with the employee's time card at the end of the pay period.*
- Exempt employees who are required to work on a holiday may schedule another day off with the approval of the General Manager.
If an employee **is scheduled to work and absent on the day immediately preceding or immediately following the day a holiday is observed due to injury or illness; the Association reserves the right to request the employee to verify the reason for the absence.*

6.4 Family and Medical Leave Act

Effective Date: October 15, 2016

Revision Date:

In compliance with the federal Family and Medical Leave Act (FMLA) and U.S. Department of Labor (DOL) guidelines, ACLPOA provides employees with all required notices concerning their rights under the FMLA. Below is a general description of the FMLA rights provided under federal law. This policy affords employees with all rights required under applicable state and federal law regarding family and medical leave. State law may provide employees with additional family and medical leave rights not provided under federal law, and relevant information concerning any such rights is included below and otherwise provided by ACLPOA in accordance with state law. The employee should contact the General Manager if he/she has any questions or concerns regarding family or medical leave.

The FMLA provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for the following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Where ACLPOA employs both spouses, FMLA leave is limited to a combined total of 12 workweeks of family leave for the following reasons:

- Birth and care of a child;
- For the placement of a child for adoption or foster care, and to care for the newly placed child; and
- To care for an employee's parent who has a serious health condition.

Eligibility

Employees are eligible for FMLA leave if they have worked for ACLPOA for at least 12 months or 52 weeks in total, at least 1,250 hours over the prior 12 months, and if ACLPOA employs 50 or more employees. The 12 months or 52 weeks of work required need not be in one consecutive period. Leave taken due to pregnancy complications may be counted against the 12 weeks of family and medical leave. Group health benefits, if provided by ACLPOA, will be maintained during leave. Hours worked for purposes of eligibility will be calculated according to the rules dictated by the Fair Labor Standards Act.

Requesting FMLA Leave

Employees must make a written request for FMLA leave to the General Manager. ACLPOA will provide employees with the Department of Labor Notice of Eligibility and Rights and Responsibilities within five business days of receiving a request. Where the need for the leave is foreseeable, employees are required to request FMLA leave at least 30 days prior to taking the leave. If the need for leave is not foreseeable, employees must give notice as soon as is reasonably practical after becoming aware of the need for FMLA leave, not to exceed three business days. ACLPOA will provide employees a written response to their FMLA requests within five business days of receiving the medical certification form.

Serious Health Condition

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Any period of incapacity or treatment connected with inpatient care (i.e. overnight stay) in a hospital, hospice, or residential medical care facility; or
- Any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- Any period of incapacity due to pregnancy, or for prenatal care; or
- Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer’s, stroke, terminal diseases, etc.); or,
- Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in

incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Intermittent and Reduced Leave

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with the General Manager to schedule the leave so as not to unduly disrupt ACLPOA's operations, subject to the approval of ACLPOA's health care provider. In such cases, ACLPOA may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Substitution of Paid Leave

Employees may choose to use, or ACLPOA may require the employee to use, accrued paid leave to cover some or all of the FMLA leave taken. Employees may choose, or ACLPOA may require, the substitution of accrued paid vacation or personal leave for any of the situations covered by FMLA. The substitution of accrued sick or family leave is limited by ACLPOA policies governing the use of such leave.

Medical Certification

ACLPOA may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a healthcare provider. ACLPOA must allow the employee at least 15 calendar days to obtain the medical certification.

Maintenance of Health Benefits

If ACLPOA provides group health care insurance, ACLPOA is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

Where appropriate, arrangements will need to be made for employees taking unpaid FMLA leave to pay their share of health insurance premiums. For example, if the group health plan involves co-payments by ACLPOA and the employee, an employee on unpaid FMLA leave must make arrangements to pay his or her normal portion of the insurance premiums to maintain insurance coverage, as must ACLPOA. Such payments may be made under any arrangement voluntarily agreed to by ACLPOA and the employee.

ACLPOA obligation to maintain health benefits under FMLA stops if and when an employee informs ACLPOA of his or her intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. ACLPOA's obligation also stops if the employee's premium payment is more than 30 days late and ACLPOA has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

Other Benefits

Certain types of earned benefits, such as seniority or paid leave, need not continue to accrue during periods of unpaid FMLA leave provided that such benefits do not accrue for employees on other types of unpaid leave. For other benefits, such as elected life insurance coverage, ACLPOA and the employee may make arrangements to continue benefits during periods of unpaid FMLA leave. ACLPOA may elect to continue such benefits to ensure that the employee will be eligible to be restored to the same benefits upon returning to work. At the conclusion of the leave, ACLPOA may recover only the employee's share of premiums it paid to maintain other "non-health" benefits during unpaid FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using (but not necessarily during) FMLA leave.

"Key" Employee Exception

Under limited circumstances where restoration to employment will cause "substantial and grievous economic injury" to its operation, ACLPOA may refuse to reinstate certain highly-

paid, salaried *key* employees. In order to do so, ACLPOA must notify the employee in writing of his or her status as a *key* employee (as defined by FMLA), the reasons for denying job restoration, and provide the employee with a reasonable opportunity to return to work after so notifying the employee.

6.5 Military Family Leave

Effective Date: October 15, 2016

Revision Date:

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any “qualifying exigency” arising from the foreign deployment of the employee’s spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member’s spouse, son, daughter, parent, or next of kin.

Qualifying Exigency Leave

A covered employer must grant an eligible employee up to 12 work weeks of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee’s spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty.

Covered active duty means:

- For members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
- For members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country includes deployment to international waters. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member’s absence.

Military Caregiver Leave

A covered employer must grant an eligible employee up to a total of 26 work weeks of unpaid, job-protected leave during a “single 12-month period” to care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member. A covered service member is either:

- A current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or
- A veteran of the Armed Forces (including the National Guard or Reserves) discharged

within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

For a current service member, a serious injury or illness is one that may render the service member medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

6.6 Military Leave

Effective Date: October 15, 2016

Revision Date:

ACLPOA strives to provide job security and prevent discrimination against employees engaged in military service. Full-time employees that are members of the Uniformed Services of the United States are entitled to military leave to participate in active or inactive duty, training, or fitness examinations, including but not limited to those in the Armed Forces, the Army National Guard, the Air Force National Guard, state militias, or reservists. Military leave is granted according to state and federal law for employees that satisfy the pertinent legal requirements. During such time period, the Association will only be obligated to pay the difference between the rate of compensation provided by the military obligation and the employee's regular wages or salary. The employee must provide the General Manager with as much advance notice as possible before taking military leave and return to work within the timeframe prescribed by law after his/her service ends.

6.7 Worker's Compensation Leave

Effective Date: October 15, 2016

Revision Date:

If the employee is unable to work due to a work-related injury or illness, he/she may be eligible for worker's compensation leave and benefits in accordance with state law. The employee's worker's compensation leave may run concurrently with the first 12 weeks of his/her FMLA leave.

The employee should contact the General Manager to request detailed information regarding his/her eligibility for worker's compensation leave or for other related inquiries or concerns.

6.8 Bereavement Leave

Effective Date: October 15, 2016

Revision Date:

Eligible full-time employees are entitled to up to five days paid leave to attend the funeral or otherwise deal with the death of an immediate family member. “Immediate family members” include an employee’s spouse, civil partner, child (biological, adopted, foster, stepchild, or otherwise), parent, sibling, grandparent, grandchild, same-sex domestic partner, or same-sex domestic partner’s parent or child. Additionally, eligible full-time employees are entitled to use up to three days paid leave to attend the funeral or otherwise deal with the death of a relative who is not an immediate member, including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law, or parent-in-law. Bereavement leave will be paid at an employee’s base pay rate multiplied by the number of hours that the employee would have worked if not absent. The employee should notify his/her department manager immediately if he/she wishes to take bereavement leave. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee, with his or her manager’s approval and final signature of the General Manager, may use any available vacation or personal time off. ACLPOA may request verification of the facts surrounding the requested leave.

6.9 Jury Duty

Effective Date: October 15, 2016

Revision Date:

ACLPOA encourages employees to serve on jury duty when called. If serving on a jury causes a full-time employee to lose regularly scheduled work, he/she will be paid their regular work-day pay and compensation for up to ten days per year provided that:

- Employees must present their jury summons notice as soon as possible so that ACLPOA may make arrangements to cover his/her shift.
- Employees must promptly report to work whenever the jury duty schedule does not conflict with his/her work schedule.
- The employee should notify his/her department manager that he/she has been selected for jury duty as soon as possible.
- The employee must submit their compensation received from the Court for serving as a juror.

A regular night shift employee may not be required to work if he or she serves on a jury during the day. Employees shall not lose any seniority or benefits for serving. Employees must provide notice that they will need to take time off for jury duty within 10 days of receiving the summons.

Any employee called as a witness in a civil or criminal legal matter will be granted an unpaid leave of absence.

6.10 Voting Leave

Effective Date: October 15, 2016

Revision Date:

ACLPOA encourages employees to fulfill their civic duty to vote in elections. If possible, employees must vote outside of work hours either before or after their scheduled shifts. ACLPOA may grant employees unpaid time off sufficient to vote upon request. Unless the time off to vote occurs at the end of the work shift, employees must return to work promptly after voting. Time off to vote should be reported and appropriately logged in each employee's time records.

Under Illinois state law, employees are entitled to up to two hours of paid time off to vote. However, paid time off to vote is not required if an employee has two consecutive non-working hours available to vote while polls are open. Employees must provide one day's advance notice of their intention to take time off to vote for general or special statewide elections. If the employee has questions or concerns regarding voting leave, he/she should contact the General Manager.

6.11 Parental Leave for School Functions

Effective Date: October 15, 2016

Revision Date:

In accordance with the School Visitation Rights Act, 820 ILCS 147/15, eligible employee-parents are entitled to up to eight hours per school year, but not more than four hours at any one time, of unpaid leave to participate in their children's school functions upon proper notice and request. To use this leave, employees must first exhaust all accrued vacation, flex and any other leave that may be granted other than sick and disability leave. The employee is required to promptly return to work upon the completion of the school function.

SECTION VII.

7.2 Drug Testing Procedures

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7.3 EMPLOYEE DISCIPLINARY NOTIFICATION LETTER

Employee's Name: _____

Department: _____

Supervisor: _____

Title: **Employee Disciplinary Notification Letter**

Date: _____

This warning is issued for:

- | | |
|--|--|
| <input type="checkbox"/> Violation of ACLPOA Rules | <input type="checkbox"/> Absenteeism/Tardiness |
| <input type="checkbox"/> Alcohol/Drug Violation | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Failure to Follow Directions/Procedures | <input type="checkbox"/> Other Misconduct |
| <input type="checkbox"/> Negligence | |

Describe the Incident(s) including Dates and Witnesses:

Recommendation for Improvement:

Employee Remarks:

The discipline issued is:

- Verbal Warning
- First Written Warning
- Second Written Warning
- Suspension _____ # of Days (with pay ____ without pay ____)
- Final Suspension/Termination

My signature indicates my understanding of this discipline and my acknowledgement that further continuance of this or any other types of misconduct may result in my termination.

Employee's Signature/Date: _____

Supervisor's Signature/Date: _____

General Manager's Signature/Date: _____

7.4 Educational Assistance/Occupational Training Application

Employee's Name: _____ Date: _____

Name of Workshop/Occupational Training: _____

Date(s) of Workshop/Occupational Training: _____

Location of Workshop/Occupational Training: _____

Purpose and Job Relationship for Enrolling in Workshop/Occupational Training:

Estimated Costs:	\$\$\$	Estimated Costs:	\$\$\$
Meals (per day)		Registration Fee	
Lodging		Other	
Mileage			
Total Estimated Cost			

EDUCATIONAL ASSISTANCE REQUEST ONLY

All employees shall present a request for course approval to the General Manager in advance of the first day of class.

Employee's Name: _____ Date: _____

Position at ACL: _____

Coursework to be Taken	Level of Coursework (Circle One)	Course Number	# of Semester Hours	Tuition Cost
	Under Grad Graduate			

_____ On Campus _____ Extension _____ Online

Name of College or University: _____

Dates when coursework will be taken: _____

Purpose in taking above listed coursework: _____

Employee's Signature _____ Date: _____

General Manager's Signature _____ Date: _____

7.5 ACLPOA Employee Incident Report

Date: ___/___/___

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Individuals Involved in the Incident:

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Describe in detail the incident. Use an additional separate sheet of paper, if needed.

PAGE 2 – EMPLOYEE INCIDENT REPORT

Has there been any prior history of involvement with any of the individuals involved in the incident?

YES **NO** **UNKNOWN**

List all witnesses to the incident. Use a separate sheet of paper, if needed.

Name: _____	Phone Number: _____
Address: _____	City: _____ State: _____ Zip: _____
E-mail Address: _____	
Name: _____	Phone Number: _____
Address: _____	City: _____ State: _____ Zip: _____
E-mail Address: _____	

Action Taken:

Managed Internally **Needs Follow-Up** **No Action Needed**

Completed By:

Name: _____ **Position:** _____

Phone: _____ **E-mail:** _____

7.7 ISSUANCE OF ACLPOA PROPERTY/INVENTORY

Employee's Name: _____ Date: _____

Description of Equipment (include condition of equipment/property):

Quantity: _____

Serial Number(s): _____

Model/Brand: _____

Check Out Date: _____

Returned Date: _____

By signing this form, I agree to the following:

- I am responsible for the equipment or property issued to me;
- I will use the equipment or property in the manner intended;
- I will be responsible for any damage done to the equipment or property, excluding normal wear and tear;
- Upon separation from ACLPOA, I will return the item(s) issued to me in proper working order;
- I will replace any items issued to me that are damaged or lost at my expense; and
- I authorize a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reason, or is not returned in good working order.

Employee's Signature

Date

Manager's Signature

Date

7.8 ACLPOA ACCEPTABLE USE POLICY

Objective:

Apple Canyon Lake Property Owner's Association (ACLPOA) recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the internet and e-mail can place ACLPOA and others at risk. This policy outlines the Association's guidelines for acceptable use of the internet and e-mail.

Scope:

This policy must be followed in conjunction with other ACLPOA policies governing appropriate workplace conduct and behavior. ACLPOA complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Apple Canyon Lake Property Owners' Association has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

1. All technology provided by Apple Canyon Lake Property Owners' Association, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the Association and not the employee. In general, use of the Association's technology systems and electronic communications should be job-related and not for personal convenience.
2. Employees may not use Apple Canyon Lake Property Owners' Association's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Apple Canyon Lake Property Owners' Association or be contrary to its legitimate business interests; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail – are forbidden.
4. Copyrighted materials belonging to entities other than Apple Canyon Lake Property Owners' Association may not be transmitted by employees on the Association's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users.)
6. To prevent contamination of Apple Canyon Lake Property Owners' Association technology and communications equipment and systems from harmful computer viruses, downloaded files should be checked for possible infection through the IT department. Also, given that many browser add-on packages



(called “plug-ins”) may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the General Manager.

- 7. Every employee of Apple Canyon Lake Property Owners’ Association is responsible for the content of all text, audio or image files that he or she places or sends over the Association’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the send or represent the sender as someone else. Apple Canyon Lake Property Owners’ Association’s identity is attached to all outgoing e-mail communications, which should reflect Association’s values and appropriate workplace language and conduct.
- 8. E-mail and other electronic communications transmitted by Apple Canyon Lake Property Owners’ Association equipment, systems and networks are not private or confidential, and they are the property of the Association. Therefore, Apple Canyon Lake Property Owners’ Association reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
- 9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the Association.

Apple Canyon Lake Property Owners’ Association’s Right to Monitor and Consequences for Misuse

All Association-supplied technology, including computer systems, equipment and Association-related work records, belongs to Apple Canyon Lake Property Owners’ Association and not to the employee user. Employees understand that the Association routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such Association property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of Apple Canyon Lake Property Owners’ Association, all Association policies apply to their use and are in effect at all times. Any employee who abuses the Association-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Questions Regarding the Use of Apple Canyon Lake Property Owners’ Association Technology

If you have questions regarding the appropriate use of Apple Canyon Lake Property Owners’ Association electronic communications equipment or systems, including e-mail and the Internet, please contact the General Manager.

DATE: _____

EMPLOYEE NAME (Please Print): _____

EMPLOYEE SIGNATURE: _____

7.9 ACLPOA EMPLOYEE CONFIDENTIALITY AGREEMENT

As an employee, I acknowledge that I may, in the course of employment duties, be exposed to confidential ACLPOA information, including, but not limited to: information concerning ACLPOA’s business practices, member-related information, and/or employee records.

Further, I agree to use good judgment and discretion in discussing or reviewing such information and to do so only in a legitimate, work-related context. All member information must remain confidential. I understand all ACLPOA and member information is required to be returned to my employer upon departing employment.

By signing below, I acknowledge that any violation of such confidentiality policies may result in disciplinary action, up to and including termination by my employer.

Employee Name (Please Print) Employee Signature Date

Witness Name (Please Print) Witness Signature Date

7.10 ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Apple Canyon Lake Property Owners' Association Employee Handbook and acknowledge my obligation to read its contents. I understand that the handbook is intended to provide an overview of ACLPOA's personnel policies and does not necessarily represent all such policies in force. The employer may at any time add, change, or rescind any policy or practice at its sole discretion, without notice. Employees who violate the provisions of this manual are subject to disciplinary action, up to and including discharge.

I further understand that my employment and compensation are for no fixed term and may be terminated by the employer at any time with or without cause or notice, for any reason not prohibited by law. Likewise, I may resign at any time. I further understand and agree that no person other than the Board of Directors has the authority to enter into any written or oral agreement different from what is stated herein.

Employee Name (Please Print)

Employee Signature

Date

Witness Name (Please Print)

Witness Signature

Date

7.8 ACLPOA ACCEPTABLE USE POLICY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. The Board of Directors provides technology and information resources to support the professional needs of its staff. Apple Canyon Lake Property Owners' Association (ACLPOA) recognizes that use of the internet and email has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the internet and email systems appropriately. Unacceptable use of the internet and email can place the Association and others at risk. This policy outlines the Association's guidelines for acceptable use of the internet and email.

Scope:

This policy must be followed in conjunction with other ACLPOA policies governing appropriate workplace conduct and behavior. ACLPOA complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

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2. Employees may not use Apple Canyon Lake Property Owners' Association's internet, email, or other electronic communications to transmit, retrieve or store any communications to or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Apple Canyon Lake Property Owners' Association or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email—are forbidden.

4. Copyrighted materials belonging to entities other than Apple Canyon Lake Property Owners' Association may not be transmitted by employees on the Association's network without permission of the copyright holder and General Manager. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or address) of an internet site with other interested persons for business reasons is permitted.
5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming (sending email to thousands of users).
6. To prevent contamination of Apple Canyon Lake Property Owners' Association technology and communications equipment and systems from harmful computer viruses, downloaded files should be checked for possible infection through the IT **personnel** and with permission from the General Manager. Also, given that many browser add-on packages (called plug-ins) may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the General Manager.
7. Every employee of Apple Canyon Lake Property Owners' Association is responsible for the content of all text, audio or image files that he or she places or sends over the Association's internet and email systems. No email or other electronic communications may be sent that hide the **identity** of the sender or represent the sender as someone else. Apple Canyon Lake Property Owners' Association's identity is attached to all outgoing email communications, which should reflect Association's values and appropriate workplace language and conduct.
8. Email and other electronic communications transmitted by Apple Canyon Lake Property Owners' Association equipment, systems and networks, are not private or confidential, and they are the property of the Association. Therefore, Apple Canyon Lake Property Owners' Association reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
9. Internal and external email, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within or outside the Association.

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Because all the computer systems and software, as well as email and internet connections, are the property of Apple Canyon Lake Property Owners' Association, all Association policies apply to their use and are in effect at all times. Any employee who abuses the Association-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state, or local laws.

Questions Regarding the Use of Apple Canyon Lake Property Owners' Association Technology

If you have questions regarding the appropriate use of Apple Canyon lake Property Owners' Association electronic communications equipment or systems, including email and the internet, please contact the General Manager.

DATE: _____

EMPLOYEE NAME (Please Print): _____

EMPLOYEE SIGNATURE: _____

12.9



Memorandum

To: ACL Board

Date: November 12, 2021

From: Board Policy Ad Hoc

Memo #: 2021-99

Topic: Board Policy 6000's

Issue & Analysis: The Board Policy Ad Hoc Commission has been working on a new document to organize Board policies. This manual sets forth the policies of the Board of Directors of the Apple Canyon Lake Property Owners' Association. All policies are intended to support the Mission Statement of the Board of Directors. The purpose of the manual is to help the Board of Directors approach decisions from the perspective of its own previously established standards, values, and expectations by:

- Elevating efficiency of having all ongoing board policies in one place
- Quickly orienting new board members to current policies.
- Eliminating redundant or conflicting policies.
- Having greater ease of reviewing current policy when considering new issues.
- Providing clear, proactive policies to guide the General Manager and staff, as well as the Board of Directors, members, and committees/commissions.

The 6000 section covers the finances of the Association. They have been reviewed by legal counsel and Steve Borst, the Association Treasurer.

Recommendation: No motion required at this meeting. For presentation and discussion only.

Plan on a Page: High Performing Operations and Management

APPLE CANYON LAKE PROPERTY OWNERS' ASSOCIATION
BOARD APPROVED POLICIES
Dated:

INTRODUCTION

This manual sets forth the policies of the Board of Directors of the Apple Canyon Lake Property Owners' Association. All policies are intended to support the Mission Statement of the Board of Directors.

Mission Statement

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.

1. Purpose: This manual is designed to help the Board of Directors approach decisions from the perspective of its own previously established standards, values and expectations by:
 - A. Elevating efficiency of having all ongoing board policies in one place.
 - B. Quickly orienting new board members to current policies.
 - C. Eliminating redundant or conflicting policies.
 - D. Having greater ease of reviewing current policy when considering new issues.
 - E. Providing clear, proactive policies to guide the General Manager and staff, as well as the Board of Directors, members and committees/commissions.
2. Consistency: The Board of Directors will ensure that each policy in this document is consistent with The State of Illinois Statutes governing Homeowner Associations, commonly known as the Common Interest Community Association Act or CICAA, Illinois Not for Profit Corporation Act of 1986, Articles of Incorporation, Amended Declaration to Conform to CICAA (Formerly Restated Covenants and Restrictions), ~~and~~ Amended and Restated Bylaws, ACL Building and Environmental Code, and Rules and Regulations, all of which have precedence over these Board Policies. Except for time-limited or procedural-only board decisions (approving minutes, electing an officer, etc.), which are recorded in board meeting minutes, all standing board policies shall be included or referred to in this document. The General Manager is responsible for developing operational and administrative policies and procedures that are consistent with the standards set forth in this manual.
3. Transition: Unless a prior board resolution or contract obligates the organization with regard to a specific matter, these updated standards supersede previous board resolutions. If an actual or apparent conflict arises between this manual and other policies or board resolutions, the matter shall be brought to the board's attention for resolution.

4. **Changes:** The Board of Directors will regularly review these policies and refine them as appropriate. Proposed revisions may be submitted for board consideration by any board member or by the General Manager. Whenever changes are adopted, the updated document should be dated and promptly disseminated to the Board of Directors and General Manager.
5. **Specificity:** Each new policy will be drafted to fit into the appropriate section of the manual. For consistency, policies should be drafted starting with the broadest policy statement, then adding specificity down to the level of detail the Board of Directors finds appropriate/necessary for board action. The Board of Directors will afford discretion for implementation (allowing reasonable interpretation) when delegating further decisions to the board president, board committees/commissions or the General Manager.
6. **Proposed Board Policy Numbering System:**
 - 0000 – Board
 - 3000 – Staff
 - 6000 – Finance
 - 7000 – Property
 - 8000 - Operations

BOARD POLICIES 6000-FINANCES

Number Reference	Policy Name	Approval Date
6108	Authorization to Make Electronic Transfers	
6110	Apple Canyon Lake Property Owners' Association Funds and Reserve Study	
6111	Internal Controls/Grants and Awards	
6112	Cash Management of Grants	
6120	Safety Deposit Box	
6144	Investment Income	
6145	Borrowing	
6151	Bad Checks	
6152	Annual Assessments, Owner Amenity Registration Fee (OARF) and Fines	
6152.01	Assessment Payment Plan	
6220	Budget Preparation	
6230	Budget Publishing	
6231	Budget Implementation	
6235	Fund Balance	
6320	Purchasing	
6330	Leasing Association Property and Equipment	
6423	Use of Credit Cards	
6460	Vendor Relations	
6470	Payment of Invoices	
6510	Payroll Authorization	
6520	Payroll Deductions	
6620	Petty Cash	
6630	Cash Handling & Deposits	
6680	Recognition and Gifting	
6700	Fair Labor Standards Act	
6800	Basis of Accounting and GAAP Analysis	
6830	Audit	

SECTION 6000

6108: Authorization to Make Electronic Transfer and Sign Checks

The Board of Directors authorizes electronic fund transfers (EFTs) for any purpose including payment on delivery items, direct deposit, wire transfer, withdrawal, investment, or payment. Upon the recommendation of the General Manager, the Board of Directors shall approve the financial institutions that are authorized to receive monetary transactions through electronic or other medium. Internal procedure and controls for checks and signing Electronic Funds Transfers (EFTs) shall be established by the General Manager, who shall periodically report them to the Board of Directors.

Upon the recommendation of the General Manager, the Board of Directors shall then approve written agreements with financial institutions with whom EFTs will be made.

Such agreements shall set forth internal controls required by GAAP that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

- A. The official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;
- B. The approval of the General Manager and the employees authorized to initiate EFTs shall be contained therein. If automatic EFTs are made a requirement then the Association shall maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;
- C. All Association checks must have two authorized signatures;
- D. All incumbent Board of Directors officers, including the Corporate Secretary (General Manager), and incumbent members of the Board of Directors are authorized to co-sign checks and to authorize EFTs for the Association. Every new Board of Director member shall be expressly authorized by a Board resolution as a person authorized to sign checks and EFTs delivery items, and shall be added to the applicable fidelity or surety bond coverage.
- E. A requirement that when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the fund;
- F. A requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposits.
- G. Automatic electronic transfers may be made for periodic bills, payroll and utility bills. EFTs may be used to pay for all cash on slips, debit and credit memoirs,

trust receipts, transfer acknowledgements, or cancelled warrants, shall be provided so that they may be kept in the official files of the Association which shall be maintained in a manner which facilitates easy review and validation of transactions.

All Association staff shall comply with the provisions of this policy when creating, generating, sending, communicating, receiving, storing, processing, using and relying upon electronic records. Further, all staff and other persons who use electronic signatures when completing transactions with the Board of Directors shall do so in compliance with State law.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6110 – APPLE CANYON LAKE PROPERTY OWNERS' ASSOCIATION FUNDS AND RESERVE STUDY

FUNDS – The accounts of the Association are organized on the basis of funds, each of which is considered a separate accounting entity. Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The Association has identified and in turn maintains three (3) funds: Operating Fund, Capital Projects Fund, and Replacement and Renovation Fund. Ultimately it is at the Board of Directors' discretion as to how these funds are assessed and disbursed. However, with the financial experience the Budget/Audit Commission possesses it cannot be overstated how important it is for the Commission to provide informative recommendations to the Board of Directors for when and how the Association spends and saves for the needs of today and tomorrow.

To ensure that each Owner shares equitably in all the Association's annual costs, it is the Budget/Audit Commission's responsibility to properly advise the Board of Directors and Membership of the most fair and equitable means to fund our operations and reserves.

OPERATING FUND – Funds that are assessed and ultimately disbursed from the Operating Fund are generally for day-to-day expenses. All Association expenses will generally be paid out of the Operating Fund, including any repairs to fixed assets. As a general rule, if the cost to repair something is twenty percent (20%) or less of an asset's original capitalized value it will be expensed through the Operating Fund.

CAPITAL PROJECTS FUND – A capital project is a long-term project to build, improve, maintain, or develop a capital asset. This type of project involves a significant and consistent flow of investment. A capital project is typically large scale, needing significant management and resources for completion. Put simply, a capital project is a huge project that costs a lot of money, lasts a long time, and is generally complex in nature. The Capital Project Fund was and remains established to provide funding for these types of projects.

The Budget/Audit Commission will recommend to the Board of Directors which projects should be classified as Capital Projects, and subsequently paid for through the Capital Project Fund. The Board of Directors will ultimately decide on which projects will flow through this Fund.

If any capital project, including a land acquisition, exceeds ten percent (10%) of the current year's Capital Project Fund assessment, the Board of Directors will disclose

within thirty (30) calendar days to all its owners and specifically identify the subsequent assessments, if any, needed.

REPLACEMENT AND RENOVATION (R&R) FUND – Funds that are assessed and ultimately disbursed from the Replacement and Renovation (R&R) Fund are set aside for a specific purpose which primarily includes the replacement or renovation of all assets identified in the Reserve Study. New equipment with an original cost of five-thousand dollars (\$5,000) or more shall be purchased through the R&R Fund and will then be added to the Reserve Study.

Funds may also be set aside for smaller projects that are not classified as a Capital Project due to the limited cost and time to complete but will upon purchase or completion become a capitalized fixed asset of the Association. An example is a land improvement that is not contained in the Reserve Study but is determined by the Board of Directors to be of a similar nature as a Reserve Study renovation, such as a new tee box for the golf course.

It is critical for the Budget/Audit Commission to accurately recommend to the Board of Directors the proper funding requirements needed to meet immediate, short term, and long-term needs for replacing and renovating the Association's fixed assets, especially those listed in the Reserve Study.

RESERVE STUDY – A Reserve Study is a listing of all Association physical assets previously capitalized. This asset listing identifies the individual assets, estimates each asset's useful life and projects the cost and timing to replace or renovate the asset. Adequately funding the reserves not only protects and enhances the physical assets, it also protects and enhances the investment that each owner has made in buying property in the community.

Proper accounting and updating of the Reserve Study allows for sound financial planning by making sure that funds are available to replace worn out property components on a timely basis while avoiding the need for special assessments.

It is the Budget/Audit Commission's responsibility to properly advise the Board of Directors of the most fair and equitable means to fund our reserves to ensure that each Owner shares equitably in the cost every year.

ASSESSMENTS - The assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety and welfare of the residents in The Properties and, in particular, for the improvement and maintenance of all properties, services, and facilities devoted to this purpose and related to the use and enjoyment of the Common Properties, the Reserved Properties or the Dwellings situated upon The Properties, including but not limited to, the payment of taxes and insurance thereon and repair, replacement, and additions thereto, and for the cost of labor, equipment, materials, management and supervision thereof. (Source: Amended

Declaration to Conform to the Common Interest Community Association Act-2014;
Article VI. Section 2. Purpose of Assessments)

CROSS-REFERENCE: Amended Declaration to Conform to the Common Interest
Community Association Act-2017

ADOPTED:

LAST REVISED:

SECTION 6000

6111: INTERNAL CONTROLS/GRANTS AND AWARDS

The General Manager shall establish and maintain effective internal controls over Federal/State grants and awards that provide reasonable assurance that the Association is managing all awards in compliance with applicable statutes, regulations and the terms and conditions of the awards. The Association will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations
- B. reliability of reporting for internal and external use
- C. compliance with applicable laws and regulations

The Association shall employ several safeguards to ensure that:

- The Association complies with the standards set forth for non-profit charitable associations under the 501(c)(4) classification established by the US Internal Revenue Service; and
- Financial transactions are properly authorized, appropriated, executed and recorded.

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal/State reports; maintain accountability over assets; and demonstrate compliance with Federal/State statutes, regulations, and the terms and conditions of the Federal/State award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal/State statutes, regulations, and the terms and conditions of the Federal/State award that could have a direct and material effect on a Federal/State award, as well as any other Federal/State statutes and regulations that are identified in the Compliance Supplement. Finally, the Association's internal controls must provide reasonable assurance that all Federal/State funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The Association shall:

- A. comply with Federal/State statutes, regulations, and the terms and conditions of the Federal awards;

- b. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- c. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- d. take reasonable measures to safeguard protected "personally identifiable information" (PII) and other information the awarding agency or pass-through entity designates as sensitive or the Association considers sensitive consistent with applicable Federal, state, local, and tribal laws and Association policies regarding privacy and obligations of confidentiality.

PII is defined as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets are safeguarded against waste, loss, unauthorized use, or misappropriation, the General Manager shall implement internal controls in the area of cash management.

The Association's payments methods shall minimize the time elapsing between the transfer of funds and disbursement by the Association, regardless of whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The Association shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The Association shall request grant funds payments in accordance with the provisions of the grant. Additionally, the Association's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The General Manager is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used.

When the Association uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The Association shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the Association shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

- D. The Association shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The Association receives less than \$120,000 in Federal/State awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets are safeguarded against waste, loss, unauthorized use, or misappropriation, the General Manager shall implement internal controls in the area of cash management.

The Association's payments methods shall minimize the time elapsing between the transfer of funds and disbursement by the Association, regardless of whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The Association shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The Association shall request grant funds payments in accordance with the provisions of the grant. Additionally, the Association's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The General Manager is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used.

When the Association uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The Association shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the Association shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

- D. The Association shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The Association receives less than \$120,000 in Federal/State awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6120 - SAFETY DEPOSIT BOX

The Association shall maintain at least one (1) safety deposit box at a bank selected by the General Manager. The Board authorizes the General Manager or Finance Manager to sign the signature card for access to each safety deposit box.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6144 - INVESTMENT INCOME

The major sources of ACLPOA funds are the annual assessment dues paid by property owners, and the fees charged for various services and facility usage. Since funds received by the Association early in the year are used to meet expenses incurred throughout the year, an investment plan is a reasonable method of increasing the funds until they are needed to meet expenses. Also, special purpose funds may not be expended for several years and it is reasonable to provide the Association with a return on these special purpose funds until needed.

PURPOSE: The purpose of this policy is to provide for the investment of funds of the Association in a prudent manner.

GENERAL POLICY: The Association funds are provided to the Association to be used for the maintenance and improvement of the quality of life in the lake development. Therefore, the investment of funds is not a primary function of the Association and the conservation of funds is paramount when considering investment opportunities.

As part of the northwest Illinois community, the Association recognizes its responsibility to participate in and support local financial institutions. This policy will be followed unless the overriding considerations of security of funds and types of investments preclude the use of local institutions.

OBJECTIVES: The objectives of the Investment Policy are:

1. Provide the available cash necessary to pay bills and expenses on a timely basis.
2. Maximize return on funds not necessary for cash flow needs.
3. Protect the principal invested.

To accomplish these objectives, the following rules should be observed:

- a. Placement of investment funds and their subsequent management should not involve payment of special investment management fees.
- b. Measure cash flow requirements by estimating expenditures and income fluctuations based on historical data and any known variances to determine monthly cash flow needs.
- c. Provide for expenses, which are not met with income, through appropriately maturing investments.

- d. Investments will be made by the General Manager through FDIC insured financial institutions in the US or Federal Agency Securities or in an insured savings, with prior approval of the Treasurer.
- e. The General Manager is designated as investment officer and is responsible for the execution of this policy, acting with the guidance of and answerable to the Board.
- f. The Board shall receive at least quarterly reports of all investment transactions and a portfolio maturity summary.

*Deposits must not exceed the amount insured by FDIC unless secured by US or Federal Agency Securities.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6145 - BORROWING

Upon an affirmative vote of five of the entire membership of the Board of Directors, the General Manager or Finance Manager shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the Association. Such borrowing shall be in accordance with the provisions of the ACLPOA Amended and Restated Bylaws Article IV.

Article V, Section 4 of the ACLPOA Amended and Restated Bylaws states that the Association may incur indebtedness for borrowed money or mortgage, pledge or grant security interests in the Common Properties and Facilities as determined from time to time by the Board of Directors. The Association shall not incur indebtedness in an amount that would result in the total principal amount of all indebtedness of the Association then outstanding, after giving effect to such incurrence, to exceed the total annual assessments, fees and other revenue of the Association from all sources for the most recently completed fiscal year of the Association, without the prior approval of a majority of the votes cast by the Voting Members at a Special Meeting of the Association duly called for such purpose, written notice of which shall be given at least ten (10) and not more than thirty (30) days in advance of said meeting. At any such meeting a quorum shall consist of twenty percent (20%) of the votes of all Voting Members.

Quotations shall be solicited for all loans which the Board of Directors have authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, with Board of Director approval.

Cross-References: Bylaws Article IV. Section 4.

Adopted:

Last Revised:

SECTION 6000

6151 - BAD CHECKS

When the Association receives a check that is returned marked "insufficient funds", the General Manager or Finance Manager shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Directors authorizes the General Manager to remove the fee or charge from the Association's Accounts Receivable and to take appropriate action against the person(s).

Cross-References:

Adopted:

Last Revised:

Section 6000

6152 – Annual Assessments, Special Assessments, Owner Amenity Registration Fee (OARF) and Fines

In accordance with the Declaration Article VI. Section 1. each Owner of any Lot or Dwelling by acceptance of a deed therefore, whether or not it shall be so expressed in any such deed or other conveyance, shall be deemed to covenant and agree to pay to the Association: (1) annual assessments or charges; (2) special assessments for capital improvements; such assessments to be fixed, established and collected from time to time as hereinafter provided. The annual and special assessments, together with such interest thereon and costs of collection thereof as hereinafter provided, shall be a charge on the land and shall be a continuing lien upon the Lot or Dwelling against which each such assessment is made. Each such assessment, together with such interest thereon and cost of collection thereof as hereinafter provided, shall also be the personal obligation of each person who was an Owner of such Lot or Dwelling at the time when the assessment fell due.

As stated in the Declaration Article VI. Section 2. the assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety and welfare of the residents in the Properties and, in particular, for the improvement and maintenance of all properties, services, and facilities devoted to this purpose and related to the use and enjoyment of the Common Properties, the Reserved Properties or the Dwellings situated upon the Properties, including but not limited to, the payment of taxes and insurance thereon and repair, replacement, and additions thereto, and for the cost of labor, equipment, materials, management and supervision thereof.

In accordance with the Declaration Article VI. Section 3. the Association shall have the power to levy an annual assessment against all of the Lots and Dwellings within the Properties, except for only those Lots and properties owned by the Association. The annual assessment shall be fixed in accordance with CICAA as amended from time to time.

Stated in Article VI. Section 4. of the Declaration is change in basis and maximum of Annual Assessments and Special Assessments. Each year the Board shall prepare an annual budget which shall identify the Association's projected income and expenses for the next year, which shall include an appropriate amount for the reserves, capital expenditures, payment of real estate taxes, and for the repair and replacement of the Association's facilities and equipment. A copy of the proposed annual budget shall be communicated to each Lot or Dwelling owner at least thirty (30) days, but not more than sixty (60) days, prior to the adoption by the Board. The annual budget, approved by the Board, shall be acted upon at the November Board Meeting, or at such other meeting as the Board may determine. If an adopted budget or any separate assessment adopted by the Board would result in the sum of all regular and separate assessments payable in the current fiscal year exceeding one hundred fifteen percent (115%) of the

sum of all regular and separate assessments payable during the preceding fiscal year, the common interest community association, upon written petition by members with twenty (20) percent of the votes of the association delivered to the Board within fourteen (14) days of the Board action, shall call a meeting of the members within thirty (30) days of the date of delivery of the petition to consider the budget or separate assessment; unless a majority of the total votes of the members are cast at the meeting to reject the budget or separate assessment, it shall be deemed ratified.

Special Assessments Not Included in Annual Budget – Assessments for additions and alterations to the common areas or to association-owned property not included in the adopted annual budget, shall be separately assessed and are subject to approval of a majority of the total Voting Members voting in person or by Written Ballot at a meeting duly called for this purpose, written notice of which shall be sent to all Voting Members at least thirty (30) days in advance and shall set forth the purpose of the meeting (Declaration 2017 Article VI. Section 5).

In accordance with the provisions of CICAA subsection 1-45(e), special assessments for expenditures related to emergencies or mandated by law may be adopted by the Board without being subject to member approval or the provisions of CICAA subsection 1-45(c) or (f). As used herein, “emergency” means a danger to or a compromise of the structural integrity of the common areas or any of the common facilities of the common interest community. “Emergency” also includes a danger to the life, health or safety of the membership (Declaration 2017 Article VI. Section 6).

The annual assessments provided for herein shall become due and payable on the first day of March of said year, or on such other date or dates as may be established by the Board. The due date of any special assessment under Section 5 or 6 of the Declaration hereof shall be fixed in the resolution authorizing such assessment. Written notice of the assessment shall be sent to the Voting Member designated for each Lot or Dwelling subject thereto. If the assessment is not paid within ninety (90) days of the date on which it is due, written notice shall be sent to every Owner of that Lot or Dwelling at the last address on file at the Association office.

Owners Amenity Registration Fee (OARF) Every owner of a lot will be assessed an Owner Amenity Registration Fee (OARF). This fee is assessed on a per owner basis with spouses counted together as one owner. The Board of Directors will determine the fee annually. If the recorded deed does not list “husband and wife”, “a married couple”, etc. a copy of the marriage certificate will be required in order to waive the second fee. Exceptions to the fee payment will only be granted beginning with the year the marriage certificate is provided to the Association. Owners of multiple lots will pay one OARF, but may elect to pay an additional OARF for each multiple lot owner. The OARF fee must be paid prior to March 1st by all owners, otherwise registrations will not be completed or guest passes/auto decals issued.

With the exception of new owners, the date of January 1 of each year will serve as the basis for the OARF invoice. No refunds or pro-rating will be allowed. New owners subsequent to January 1 will be charged the OARF on a per owner basis.

Fines: In accordance with Article V. Section 3a. of the Declaration, the Association has the right to prescribe rules and regulations for the use of Common Properties, including but not limited to the number, size, type and speed of boats operated on any waters on The Properties; the taking of fish from waters on The Properties; and such other regulations as the Association deems necessary to the health, safety and welfare of the Association and its Members.

The Association has the right in accordance with the Declaration Article V. Section 3d, to suspend the enjoyment rights of any Owner or Member for any period during which any assessment, charge or fine remains unpaid; or to suspend the enjoyment rights of any Owner or Member for any period not to exceed ninety (90) days, or to levy and assess such fines and penalties for any violation of the Declaration, the Bylaws, The ACL Building and Environmental Code or the Rules and Regulations, all as determined by the Board of Directors.

And, the Association has the right to charge reasonable admission and other charges or fees for the use, maintenance or preservation of the Common Properties or the Reserved Properties (Article V. Section 3e).

CROSS-REFERENCE: Amended Declaration to Conform to the Common Interest
Community Association Act (2017)

ADOPTED:

LAST REVISED:

SECTION 6000

6152.01 – ASSESSMENT PAYMENT PLAN

The Board of Directors may create a payment plan or options for property owners needing assistance paying their annual assessment (dues) and fees. The Board of Directors may charge a payment processing fee per lot that is entered into a payment plan agreement. If a property owner chooses to participate in a Board approved payment plan, all payments will be automatic ACH withdrawals initiated by Apple Canyon Lake Association office. Other payment types may not be offered as part of the payment plan. The Board approved annual assessment and fees payment plan will be advertised in *The Apple Core*.

Cross-References:

Adopted:

Last Revised:

ACLPOA Payment Plans

The Apple Canyon Lake Property Owners Association is offering two payment plan options for those property owners needing assistance paying their annual assessment (dues) and fees. There is a \$35 Payment Plan Processing Fee per lot entered on the Payment Plan. All payments will be automatic ACH withdrawals initiated by ACL; other payment types are not offered as part of the Payment Plan. The terms for the three installment ACLPOA Payment Plan are as follows:

- **Withdrawn on March 1**

\$368	1/3 of the Annual Assessment [Dues]
\$34	1/3 of the Owner Amenity Registration Fee(s), (if two owners \$68, if three owners \$102)
\$35	Payment Plan Processing Fee
\$120	Trash Fee (if applicable)
\$205	Seasonal Boat Slip/Boat Registration (if applicable)
\$750	Seasonal Campsite/Camper Registration (if applicable)
\$25	Outdoor Golf Storage (if applicable)
\$125	Inside Golf Storage (if applicable)
\$20	Kayak Locker (if applicable)

*All other recreational vehicles such as ATVs, golf carts, boats, non-motorized boats, and snowmobiles, Heat Light Program, Camper Storage, etc., must be paid with the payment plan or removed from the account until used. These fees will be included in the March payment unless staff are instructed to remove them from the account at the time of signup.

- **Withdrawn on May 15**

\$366	1/3 of the Annual Dues
\$33	1/3 of the Owner Amenity Registration Fee(s), (if two owners \$66, if three owners \$99)

- **Withdrawn on July 15**

\$366	1/3 of the Annual Dues
\$33	1/3 of the Owner Amenity Registration Fee(s), (if two owners \$66, if three owners \$99)

The terms for the five installment ACLPOA Payment Plan are as follows:

- **Withdrawn on March 1**

\$220	1/5 of the Annual Assessment [Dues]
\$20	1/5 of the Owner Amenity Registration Fee(s), (if two owners \$40, if three owners \$60)
\$35	Payment Plan Processing Fee
\$120	Trash Fee (if applicable)
\$205	Seasonal Boat Slip/Boat Registration (if applicable)
\$750	Seasonal Campsite/Camper Registration (if applicable)

\$25 Outdoor Golf Storage (if applicable)
\$125 Inside Golf Storage (if applicable)
\$20 Kayak Locker (if applicable)

*All other recreational vehicles such as ATVs, golf carts, boats, non-motorized boats, and snowmobiles, Heat Light Program, Camper Storage, etc., must be paid with the payment plan or removed from the account until used. These fees will be included in the March payment unless staff are instructed to remove them from the account at the time of signup.

• **Withdrawn on May 15**

\$220 1/5 of the Annual Dues
\$20 1/5 of the Owner Amenity Registration Fee(s), (if two owners \$40, if three owners \$60)

• **Withdrawn on June 15**

\$220 1/5 of the Annual Dues
\$20 1/5 of the Owner Amenity Registration Fee(s), (if two owners \$40, if three owners \$60)

• **Withdrawn on July 15**

\$220 1/5 of the Annual Dues
\$20 1/5 of the Owner Amenity Registration Fee(s), (if two owners \$40, if three owners \$60)

• **Withdrawn on August 15**

\$220 1/5 of the Annual Dues
\$20 1/5 of the Owner Amenity Registration Fee(s), (if two owners \$40, if three owners \$60)

To sign up for the ACLPOA Payment Plan, property owners must do the following:

PRIOR TO JANUARY 31, 2021, SEND A VOIDED CHECK AND THE PAYMENT PLAN ACH FORM TO THE ACLPOA OFFICE. Any incomplete forms or forms returned without a voided check will not be included in the payment plan for 2021. Payment Plans set up after January 31, 2021 will also be subject to a Late Signup Fee of \$25 per lot. Payment Plan submissions cannot be accepted after February 25, 2021.

DO NOT SEND A CHECK FOR PAYMENT IF USING THE PAYMENT PLAN. Make sure all of the owners on the lot are aware the lot is on the payment plan. Duplicate payments will be applied to the balance due unless everything is paid in full. Overpayments will be refunded via check.

MAKE SURE THERE IS ENOUGH MONEY TO COVER EACH WITHDRAWAL All insufficient funds for ACH will be charged a \$35 fee. If there are two NSF, the lot will be

removed from the Payment Plan, and payment in full by cashier's check, money order, cash, or valid credit card (4% convenience fee applies) will be required within 10 days, or a lien will be filed. The Delinquent Dues Fee and Interest will be assessed immediately. If a property owner has had one or more payments returned NSF (non-sufficient funds) or otherwise been removed from the payment plan in past years, the General Manager may, at his/her discretion, prohibit a property owner from participating in the payment plan for up to three (3) years and/or from receiving amenity tags, auto stickers, etc. until the final payment has been completed successfully.

Please call the Association Office at (815) 492-2238 if you have any questions about the payment plan.

Payment Plan ACH Debit Authorization Form

MUST BE RETURNED BY JANUARY 31, 2021

I (we) hereby authorize **ACLPOA**, hereinafter called COMPANY, to **initiate** debit entry to my (our) account indicated below and the financial institution named below, hereafter called FINANCIAL INSTITUTION, to debit the same account for (Application). I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the US Law.

The debit to my (our) account will be made on (mark one): Checking Savings

 (Financial Institution Name) (Address) (City/State) (Zip)

 (Routing Number) (Account Number) (Name (s) on Account)

The COMPANY has my permission to initiate a debit entry to my (our) account for the total amount assessed to my (our) lot listed below, plus any applicable Processing Fees, including Late Fees. The Processing Fees, including Late Fees, and payment installments will be calculated by Association staff in accordance with the Board-approved ACL Payment Plan. The authority/permission granted herein to ACLPOA shall remain in full force and effect until ACLPOA has received payment in full or ACLPOA has received written notification from the undersigned of its termination, in such time and in such manner as to afford ACLPOA and the Financial Institution a reasonable opportunity to act upon it.

 (Lot(s)) (Signature) (Date)

 (Phone #) (Email Address)

ACLPOA can only accept ACH payments initiated by ACL. This form must be completed in full.

VOIDED CHECK MUST BE ATTACHED HERE IF USING A CHECKING ACCOUNT.
 DEPOSIT TICKET MUST BE ATTACHED HERE IF USING A SAVINGS ACCOUNT.

CHOOSE ONE INSTALLMENT OPTION

<p style="text-align: center;">3 Installments</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>For Office Use Only:</p> <p>\$ _____ March 1</p> <p>\$ _____ May 15</p> <p>\$ _____ July 15</p> <p style="text-align: right;">Lot(s) _____</p>	<p style="text-align: center;">Total Amount Owed:</p> <p style="text-align: center;">\$ _____</p>
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<p style="text-align: center;">5 Installments</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>For Office Use Only:</p> <p>\$ _____ March 1</p> <p>\$ _____ May 15</p> <p>\$ _____ June 15</p> <p>\$ _____ July 15</p> <p>\$ _____ August 15</p> <p style="text-align: right;">Lot(s) _____</p>	<p style="text-align: center;">Total Amount Owed:</p> <p style="text-align: center;">\$ _____</p>
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SECTION 6000

6220 - BUDGET PREPARATION

The Association's operation plan is reflected in its budgets. Each year, the Board will cause to have prepared and then review and approve the budget.

The budget shall be designed to carry out Association operations in a thorough and efficient manner, maintain Association facilities properly, and honor continuing obligations of the Board of Directors.

The Budget/Audit Commission shall be chaired by the Board Treasurer and consist of two or more additional members. It shall be the duty of this commission to prepare an annual budget for the fiscal year beginning the first day of January for approval by the Board.

The Budget/Audit Commission:

1. Recommends fees and assessments within the framework of an annual budget appropriation, R&R funding and capital funds that are recommended to the Board of Directors for approval;
2. Recommends the release of designated funds held in specific designated funds by the Association; and
3. Recommends the types and frequency of financial reports required to adequately perform its responsibilities.

A proposed budget requires the critical analysis of every member of the Board of Directors prior to approval; once adopted, the budget deserves the support of all members of the Board of Directors regardless of their position before its adoption.

The Board of Directors directs the General Manager to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the publication.

Cross-References: Bylaws Article IV, Section 1.e.

Adopted:

Last Revised:

SECTION 6000

6230 - BUDGET PUBLISHING

The annual budget adopted by the Board of Directors represents the Board of Directors' position on the allocation of resources required to operate an appropriate system of operations. All reasonable means shall be employed by the Board of Directors to present and explain that position to all interested parties.

All meetings of the Board of Directors at which the Board of Directors proposes to act upon the annual budget of the Association or consider any annual or special assessments (referred to herein as Budget Matters) shall be held only after notice has been given to all members of the Board of Directors, all Voting Members and all Owners at least ten (10) days but not more than sixty (60) days, prior to such meeting, setting forth the date, time, and location of such meeting and the matter or matters to be acted upon by the Board of Directors at such meeting. Notice shall be sent to all Owners and Voting Members (i) by United States Mail, postage prepaid, sent to the recipient's address on file with the Association, or (ii) by hand delivery, or (iii) by any commonly used electronic media, including but not limited to, email or facsimile, pursuant to electronic communication policies adopted from time to time by the Board of Directors, provided that the recipient has provided the Association with his or her fax number or email address or other address for receipt of such electronic communication. Alternatively, instead of providing Owners and Voting Members individually with such notice, copies of such notices shall be published in *The Apple Core* and posted on the Association's website and at the administrative offices, or as otherwise authorized under applicable law.

Each member of the Board of Directors, the General Manager, and the Finance Manager shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the Association.

A simplified form of the budget may be prepared annually and may be sent to appropriate parties and distributed to each person attending the Board of Directors' meetings where budget matters are being discussed.

A simplified form of the budget will include the expenditure in each major category of current expense for the current year and the coming year and a summary of anticipated receipts as well as a brief explanation of significant increases and decreases from the preceding budget.

The final budget approved by the Board of Directors shall be made available to the membership in the form and places as required by CICAA.

Cross-References: 2017 Bylaws Article VIII (i) and (k)

Adopted:

Last Revised:

SECTION 6000

6231 – BUDGET IMPLEMENTATION

The Board of Directors places the responsibility of administering the budget, once adopted, with the General Manager.

The General Manager is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, limitations stated in Board policies.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the Association.

If during the fiscal year, it appears to the General Manager that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the Operating, Capital Projects, and Renovation and Replacement (R&R) Funds were based, the General Manager shall present to the Board recommended amendments to the budget that will prevent expenditures from exceeding revenues. S/He shall ensure that such recommendations shall be in accordance with CICAA Section 1-45 (d): "If total common expenses exceed the total amount of the approved and adopted budget, the common interest community association shall disclose this variance to all its members and specifically identify the subsequent assessments needed to offset this variance in future budgets." Budget amendments must be approved by five (5) affirmative votes by the Board of Directors.

Cross-Reference: Amended and Restated Bylaws 2021
CICAA Section 1-45(d)

Adopted:

Last Revised:

SECTION 6000

6235 - FUND BALANCE

The Board of Directors places the responsibility of administering the Operating, Capital Projects and R&R budgets, once adopted, with the General Manager. The General Manager shall monitor the fund balances of Operating, R&R, and Capital Projects funds and shall report the balance to the Board of Directors at the end of each budget year. The fund balances shall be maintained at a level sufficient to minimize or avoid short-term borrowing for cash flow purposes.

Fund balances will be reported in the categories established by generally accepted accounting principles (GAAP) and in consultation with the Association auditors. The Board of Directors will impose constraints on any funds placed in the committed and assigned classifications through consultation with the Association's auditor.

- A. Unrestricted – Undesignated: Net assets that are free of donor-imposed stipulations and include all revenues, expenses, gains and losses that are not charges in permanently or temporarily restricted net assets.
- B. Unrestricted – Designated: Net assets that are free of donor-imposed stipulations but have been designated by the board for specific projects or investments and include all revenues, expenses, gains and losses related to such designated net assets.
- C. Unrestricted – Designated: Capital Projects Fund: A portion of the annual assessment is designated by the Board of Directors for the Capital Projects Fund. This fund, along with interest earned, is to be used only for acquisition and construction of major capital projects.
- D. Unrestricted – Designated: Replacement and Renovation Fund (R&R): A portion of the annual assessment is designated for the Replacement and Renovation fund. This fund along with interest earned is to be used only for improvements and replacement expenditures.

If during the fiscal year, it appears to the General Manager that the fund balance will be less than estimated, the General Manager will bring forward to the Board of Directors for consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6320 - Purchasing

It shall be the policy of the Board of Directors to control and approve any single capital item expenditure in the following manner.

- A. For expenditures up to \$5,000, it shall be the responsibility of the General Manager to use good judgment and prudent business procedures in making purchases.
- B. For expenditures between \$5,000 and \$25,000, the General Manager shall seek at least three competitive quotations, from which a recommendation shall be made by the General Manager to the Board of Directors for approval, taking into consideration:
 - Purchase goods and services at the lowest cost consistent with specified quality and service levels
 - Promote full competition from vendors through a standardized bidding process
 - Comply with all local, state, and federal regulations
 - Maintain continuity of supply to support the various services provided by the Association
 - Maintain standards of quality in materials
 - Avoid duplication, waste, and obsolescence with respect to materials and equipment
 - Maintain the minimum investment in materials inventory needed to provide cost effective services.

Purchasing Policy Categories

Category A: Goods and services with a cost exceeding \$5000

Formal written bids or proposals will be opened after an approved solicitation process including a public notice of the opportunity to submit bids or proposals. The purchase will be made from the vendors who submit the lowest bid or proposal in substantial compliance with the bid specifications or Request for Proposal. All purchases must be formally approved by the Board of Directors in advance and the Board of Directors may reject any and all bids and waive

technicalities in the bidding process.

Category B: Goods and services with a cost exceeding \$2500 but less than, or equal to, \$5,000

Pricing information will be gathered through an approved process such as sealed bids, price negotiations, and written quotations. The purchase will be made from the vendor who offers the best value in substantial compliance with the bid specifications. All purchases must be approved by the General Manager. The General Manager may reject any and all bids and waive technicalities in the bidding process.

Category C: Goods and services with a cost exceeding \$250 but less than, or equal, to \$2500

Pricing information will be gathered through an approved process such as price quotations or telephone solicitation. The purchase will be made from the vendor who offers the lowest price in substantial compliance with the bid specifications. All purchases must be approved by the General Manager. The General Manager may reject any and all bids and waive technicalities in the bidding process.

Category D: Goods and services with a cost less than or equal to \$250

Purchases may be made without price solicitation with the approval of the Department Manager. Purchases should be made from ACLPOA vendors if they provide competitive pricing.

For determining which purchase category to utilize, a cost is assumed to be the invoice cost. For example, the purchase of ten (10) items with a unit cost of \$200 a piece would be one Category C purchase rather than ten (10) Category D purchases.

Purchasing Policy Exceptions

Exception #1: Emergency

Purchases

Description:

The acquisition of goods and services when following the normal acquisition procedures would create an unacceptable delay in resolving an emergency situation. A delay is unacceptable if it would create an environmental hazard, place the Association members at risk, lead to increased damage to facilities or create a significant inconvenience for Association members. Examples include major roof leaks and the unexpected failure of critical equipment or facilities.

Alternate Procedure:

The necessary goods and services will be acquired as quickly as possible. In the case of construction services, paid on a time and material basis. Goods and other services will be acquired from the vendor that can make the earliest delivery at reasonable prices.

Approval Process:

The initial acquisition will be approved by the General Manager. If the acquisition cost exceeds \$5,000, the bill or bills will be presented to the Board of Directors for approval prior to payment. If the cost is less than \$2,500 the bill or bills will be paid through the normal accounts payable process and the information will be reported to the Board of Directors after payment.

Exception #2: Travel and Training Expenses

Description:

Costs incurred while traveling on ACLPOA business and participating in training authorized by the General Manager as long as the costs are within the current year's approved budget. Trainer and training cost in excess of the current year's budget must be approved by the Board of Directors.

Alternate Procedure:

The ACLPOA regular Travel Policy as stated in the Employee Handbook will govern all purchases.

Approval Process:

Payments will be approved by the General Manager. Bills will be paid through the normal accounts payable process.

Exception #3: Payroll Payments

Description:

Payroll costs for employees authorized in the current budget.

Alternate Procedure:

Paychecks will be issued to employees at the end of the week following completion of a pay period.

Approval Process:

A payroll report will be approved by the General Manager.

Exception #4: Utility Bills

Description:

Bills for propane, electricity, water and communication services, such as cellular telephones, long distance telephone, and local telephone.

Alternate Procedure:

Utility bills in all amounts will be processed through the normal accounts payable process.

Approval Process:

Payments will be approved by the General Manager.

Exception #5: Health Insurance Reimbursements

Description:

Reimbursements to the ACLPOA health and insurance providers for payments made to medical professionals and program participants.

Alternate Procedure:

Individual payments are governed by the rules and regulations controlling the health insurance program.

Approval Process:

The General Manager will approve payments to medical providers.

Exception #6: Contract Payments except for Contracts for the Construction of Capital Improvements

Description:

Partial and final payments on all contracts, purchase orders, and agreements that have been previously approved by the Board of Directors unless the payment causes the total contract amount to exceed the original authorization by more than \$5,000

Alternate Procedure:

Payments in all amounts, unless the original contract amount will be exceeded by more than \$5,000 will be processed through the normal accounts payable process.

Approval Process:

Contracts exceeding \$5,000 will be approved in advance by the ACLPOA Board. Information about the payments will be presented to the ACLPOA Board after payment.

If a payment will cause the original contract amount to be exceeded by more than \$5,000 it will be submitted to the ACLPOA Board for approval prior to payment.

Exception #7: Contract Payments for the Construction of Capital Improvements

Description:

Partial and final payments on all contracts for capital improvements.

Alternate Procedure:

The General Manager shall authorize all change orders for less than 10% of the contact price, not to exceed \$10,000, for the construction of capital improvements. Any change that exceeds 10% of the original contract price or that exceeds \$10,000 must be approved by the Board.

Approval Process:

Final payments on all contracts for capital improvements will be submitted to the Board of Directors for approval prior to payment. The payment request form will include a listing of all approved change orders, the original contract amount and the current approved contract amount.

Exception #8: Debt Service

Description:

Alternate Procedure:

The payment schedules will be approved by the Board of Directors at the time the debt is incurred.

Approval Process:

The payments will be approved by the General Manager and made through the

normal accounts payable process and the information will be reported to the Board of Directors after payment.

Exception #9: Temporary Employment Service Payments

Description:

Fees paid to temporary employment service contractors for temporary employees working in ACLPOA departments

Alternate Procedure:

Temporary service contracts are approved by the General Manager and a listing of contract service/seasonal employees is included in the budget. The short-term use of temporary employees to fill vacant, full-time positions is approved on a case-by-case basis by the General Manager.

Approval Process:

The payments will be approved by the General Manager and made through the normal accounts payable process.

Exception #10: Payments Required by State and Federal Law

Description:

Non-discretionary payments made to comply with state and federal laws such as unemployment compensation to the State of Illinois.

Alternate Procedure :

The payments are made pursuant to the applicable laws.

Approval Process:

The payments will be approved by the General Manager and made through the normal accounts payable process.

Exception #11: Pro Shop and Marina Purchases

Description:

Products purchased for the Pro Shop and Marina for resale

Alternate Procedure :

Twice a year (Spring and Fall) the Pro Shop and Marina management will get quotes from suppliers for the 20 most purchased items to verify that the Association is getting the best price possible from these vendors

Approval Process:

The payments will be approved by the General Manager and made through the normal accounts payable process.

Exception #12: Waiver of Purchasing Policy

Description:

The General Manager may waive the purchasing policy if it is in the best interest of the Association.

Alternate Procedure :

The General Manager cannot approve a purchase order where the purchasing policy has been waived in the best interest of the association

Approval Process:

The payments must be approved by either the Board President or the Board Treasurer, made through the normal accounts payable process, and the details surrounding the purchase will be reported to the Board of Directors after payment.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6330 - LEASING ASSOCIATION PROPERTY AND EQUIPMENT

The Board of Directors is authorized to lease Association property, and equipment, not needed for Association purposes to any person for any lawful use at a reasonable rental fee.

Such agreement or contract and action must be approved by the Board of Directors.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6423 - USE OF CREDIT CARDS

The ACL staff recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of Association credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved activities and that only those types of expenses that are for the benefit of the Association and serve a valid and proper public purpose shall be paid for by credit card. Alcohol charges are not reimbursable by ACLPOA unless authorized by the General Manager.

Receipts for all charges made by credit card must be submitted to ACLPOA regardless of the dollar amount. Credit card receipts shall be submitted to the ACLPOA financial staff via facsimile, delivery or email within seven (7) business days of purchase so that credit card statements can be reconciled.

Credit card usage and all related expenditure records shall be subject to audit by ACLPOA financial staff and the auditor.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board directs the General Manager to determine and specify those employees authorized to use Association credit cards. The General Manager shall be responsible for giving direction to and supervising such employees' use of Association credit cards.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6460 - VENDOR RELATIONS

A common interest community association may not enter into a contract with a current board member, or with a corporation, limited liability company, or partnership in which a board member or a member of his or her immediate family has 25% or more interest, unless notice of intent to enter into the contract is given to members within 20 days after a decision is made to enter into the contract and the members are afforded an opportunity by filing a petition, signed by 20% of the membership, for an election to approve or disapprove the contract; such petition shall be filed within 20 days after such notice and such election shall be held within 30 days after the filing the petition. For purposes of this paragraph, a board member's immediate family means the board member's spouse, parents, siblings, and children.

Board members and staff shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the General Manager before contacting any staff of the Association. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board of Directors on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

Cross-References: CICA 765 ILCS 160/1-30(b)

Adopted:

Last Revised:

SECTION 6000

6470 - PAYMENT OF INVOICES

The Board of Directors directs the prompt payment of legitimate invoices by suppliers of goods and services to the Association.

Each bill or obligation of this Board must be itemized fully, and verified before payment may be issued.

When an invoice is received, the General Manager and Finance Manager shall verify that a check voucher or record of electronic payment is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

Each verified invoice is to be paid within thirty (30) days.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6510 - PAYROLL AUTHORIZATION

ACLPOA's total compensation program is designed to attract and retain talented employees to develop, support and promote the public procurement profession. Within our financial resources, we strive to offer a total compensation package consisting of:

1. Compensation Plan
 - a. Salaries that pay employees fairly for the duties they perform.
 - b. Salary ranges with minimums, midpoints and maximums, based on the median of nonprofit membership associations of similar size and scope in the Tri-State area and the Illinois Association of Lake Communities (IALC). Market data will be drawn from several nonprofit salary surveys. The General Manager will review salary ranges annually in conjunction with the budget allocation.
2. Benefits that are highly competitive with nonprofit organizations, including health and welfare benefits, retirement contributions, work week, and paid time off.
3. Work Environment that supports employee excellence and the professional delivery of services and products for members, affiliates, sponsors, the profession, and public service.
4. A non-defined contribution plan that provides employees the potential for future financial security for retirement.
 - a. In its best interest, the Board of Directors or General Manager may offer both an employee contribution and/or an employer match of an employee's own contribution to his/her retirement plan.
5. To recognize exceptional staff performance, the Board of Directors may, upon recommendation by the General Manager and Budget/Audit Commission consider designating a percentage of earned net income at the end of a fiscal year to provide a one-time payment of performance bonuses. Such bonuses may be rewarded:
 - a. For the accomplishment of program goals that align with the Association strategic plan;
 - b. For the accomplishment of the Association's budget goals;
 - c. For the accomplishment of a project which results in significant growth or success in a specific program area(s); or

d. For the successful completion of a major project.

If such funds are designated, the General Manager is empowered to determine specific bonus amounts for each staff member, recommend to the Board of Directors and receive approval.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6520 PAYROLL DEDUCTIONS

The Board directs the General Manager to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding, employment taxes, garnishments, and child support). The Board also authorizes payroll deductions for the following purposes:

- A. Section 125 deductions (cafeteria plans)
- B. Payment of group insurance premiums for a plan in which Association employees participate

Any such deduction must be expressly authorized in writing by the employee on an annual basis.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the General Manager or Financial Manager in writing if they wish to participate in such a program.

Cross-References: Employee Handbook Section III

Adopted:

Last Revised:

SECTION 6000

6620 - PETTY CASH

The Board of Directors recognizes the convenience afforded the day-by-day operation of the Association by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such controls as will prevent abuse of such funds.

Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board of Directors. The petty cash box must be secured daily.

All petty cash funds will be closed out for audit at the end of the fiscal year and unused funds will be returned to the depository.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6630 - CASH HANDLING AND DEPOSITS

The Board of Directors requires that cash be handled in accordance with generally accepted accounting practices and specific recommendations provided by the Association's independent auditor. Receipts and records of all cash transactions must be maintained for accounting and auditing.

Specifically, it is prohibited to leave cash in an unsecured location overnight. All collected money shall be submitted to the Association's office no later than the next business day on which the money was collected, and the money shall be secured in a designated location. If there is no access to the Association and its designated secure location, then money shall be secured overnight in accordance with the procedures established by the Association.

Cash shall be accounted for and deposited in a financial institution in a timely manner. Whenever possible, cash shall be counted and cross-checked by two (2) persons.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6680 - RECOGNITION AND GIFTING

The purpose of this policy is to permit the Board of Directors to honor its staff, former Board members, and other non-employee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board of Directors wishes to also honor staff and committee/commissions for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the Association.

The Board hereby affirms that the expenses incurred as listed above do serve an Association purpose. The Board believes that "Association purpose" serves for the promotion of the Association, rapport with the business community, and community relations.

Cross-References:

Adopted:

Last Revised:

SECTION 6000

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Directors' policy to comply with the provisions of State and Federal Law and their respective implementing regulations, relating to minimum wages and overtime. To that end, the Board of Directors shall pay at least the minimum wage to all employees. Further, the Board of Directors recognizes the safe and efficient operation of the Association may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Such employees shall be paid overtime compensation.

Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. (or Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.)

Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board of Directors) more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week.

The General Manager or his/her designee shall determine the necessity and availability of overtime work.

Overtime may be authorized only by a manager and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the General Manager or manager will be subject to disciplinary action, up to and including termination.

Non-exempt employees who perform compensable work that they are not authorized to perform, will be compensated for any actual work time, but will be subject to disciplinary action.

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed in a bona fide executive, administrative, or professional capacity, are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

The Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the General Manager and Finance Manager or his/her immediate manager.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

Cross-References: 29 U.S.C. 201 et seq; Employee Handbook Section IV, 4.7

Adopted:

Last Revised:

SECTION 6000

6800 - BASIS OF ACCOUNTING AND GAAP BASIS

The accounting procedures used by ACLPOA shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards:

1. Basis of Accounting

The ACLPOA organization shall utilize the accrual basis of accounting. The accrual basis is the method of accounting whereby revenue and expenses are identified with specific periods of time, such as month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to the date of receipt or payment of cash.

2. Fiscal Year

The fiscal year shall be on a calendar year.

Cross-References: CICAA 765 ILCS 160/1-45(i)

Adopted:

Last Revised:

SECTION 6000

6830 - AUDIT

The Board of Directors, in partnership with the Board Treasurer and Budget/Audit Commission requires that, after the close of the fiscal year, December 31, an audit of all accounts of the Association be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards. The audit shall include all funds over which the Board of Directors has direct or supervisory control.

The auditor shall prepare and submit a detailed audit report to the Board of Directors. The auditor's report shall include:

- A. The audited financial audit statement for the fiscal year;
- B. A management letter;
- C. The auditor's communication with those charged with governance, including any significant findings or issues from the audit; and

The Budget/Audit Commission's Audit role will be:

1. Review and consult with the auditors on the annual audit of the Association books;
2. Review the adequacy and effectiveness of the accounting controls of the Association; and
3. Make recommendations for the improvement of internal control procedures and the correction of any significant financial reporting issues and practices.

The General Manager shall assure that the audit report is completed in a timely manner.

The Board of Directors' minutes shall reflect receipt of the annual audit report by the Board.

Cross-References: Bylaws Article VIII, Section 1.g.
Bylaws Article VIII, Section 7.c.
Bylaws Article VII, Section 7.c.
CICAA 765 ILCS 160/1-45 (b)(ii)

Adopted:

Last Revised:

12-17



Memorandum

To: ACL Board

Date: November 12, 2021

From: Board Policy Ad Hoc

Memo #: 2021-100

Topic: Vote Counting Procedure

Issue & Analysis: Discussion about the Vote counting procedures for the governing documents

Recommendation: No motion required at this meeting. For discussion only.

Plan on a Page: High Performing Operations and Management

Capital Projects Update

Workshop

Conservation
Commission
Watershed
Update