

**APPLE CANYON LAKE PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
May 17, 2014**

APPROVED

2.0 Call to Order – President Deb McNamee called the regular monthly meeting of the Apple Canyon Lake Property Owners Association (ACLPOA) to order at 9:00 a.m., Saturday, May 17, 2014.

3.0 Pledge of Allegiance – After the Pledge of Allegiance, a quorum was present with the following directors in attendance: Mr. Josh Cocagne, Mr. Mike Harris, Mr. Kevin Kavanaugh, Mr. Erin Winter, Mr. Chuck Larsen, Mr. Bob Ballenger, and Mr. Rick Paulson. Ms. Marge Clark was absent. Operations Director Tim Ridder was in attendance.

4.0 Record/Adopt March 15, 2014 and April 19, 2014 BOD Minutes - Mike Harris moved, Kevin Kavanaugh seconded, to “Adopt the March 15, 2014 Board Minutes as presented.” Erin Winter moved, Kevin Kavanaugh seconded, to “Adopt the April 19, 2014 Board Minutes as presented.” Mike Harris abstained.

5.0 Treasurer’s Report – Preliminary report is completed from accountants; consideration is being given to having the accountants provide treasurer reports in the future. Kevin Kavanaugh requested that this be a monthly report.

6.0 Committee Reports

AECC – Rick Paulson reported the committee met the first Saturday of the month and reviewed a retaining wall for a cart path on association property. The request was denied and forwarded to the conservation committee.

Budget – Next meeting will be Saturday May 31st

Campground – Chuck Larsen reported the campground’s annual Pancake Breakfast was coming up and invited all to attend. Money raised from this in past years has helped fund the play area and other improvements at the campground. Chuck also thanked all that are helping and have helped in the past.

Long Range Planning – Chuck Larsen reported the committee is on hold pending strategic planning completion and thanked Rich Krasula for his work thus far.

Dam Advisory Panel – Chuck Larsen reported the panel would meet briefly after the BOD meeting to discuss priorities of action items.

Conservation – Erin Winter reported the committee met two weeks ago. There would be a water sampling class coming up for anyone interested and thanked those who showed up for the lake clean up. There was also discussion on how to better control the geese and the possibility of adding fish cribs to the lake.

Rules & Regulations – Josh Cocagne reported the committee had met to discuss coordination between the rules and our covenants and restrictions. It was decided the rules currently are coordinated with the covenants, but need to be coordinated with current policy. Administration

will review and report back to the committee. AECC and the Campground Task Force are currently reviewing the rules in regards to the building code and campgrounds respectively. **Trails** – Mike Harris reported the committee will be reviewing the boat paths and trail fees in relation to amount of vehicles and annual wear and tear to the trail system.

7.0 President's Report –President McNamee urged association members to take time to look at the lake and our amenities as the season begins and take a moment to appreciate what ACLPOA has to offer. She commented on how the association is moving forward with the new administration and how a purchasing policy is being implemented to help with a checks and balance system.

8.0 Operations Director's Report – Director Ridder thanked the triathlon volunteers and commented on it success this year. Staff is working hard as all of our amenities come into full swing for the start of the season. The Pro Shop is now open for lunch and the Marina will try a trial run of pizza delivery. He also reported that he is working towards completion of the state required Manager's licensing.

9.0 Property Owner's Comments

Pete & Judy Campbell 10-164 – submitted a letter to the BOD with concerns that employees had lost some association privileges, in particular golf privileges.

President McNamee responded indicating she had personally moved for additional privileges for employees in the past few years. There was discussion in regards to past policy for employees use of association amenities as well as what is currently offered and what qualifies and employee to these privileges (i.e. number of weekly hours worked).

Fred Turek 8-234 – indicated employees should be given privileges to use the golf course.

Director Ridder indicated a revised policy would be coming back to the BOD in June to review.

Mary Hannon 8-239 – indicated kids working for the association during the summer should get the privileges.

Mike Harris (Board Member) – indicated the association needs to get an employee handbook sorted out to address these and other possible issues.

Jan Davis 11-193 – indicated she was in favor of allowing these privileges and that the association should have an Ombudsman or an outlet for association employees to communicate with Board Members when required.

Steve Davis 11-193 – commented on the good number and quality of association members that are running for the BOD this year.

Norm Vandigo 12-277 – commented on agenda item #11.1 Revised Purchasing policy exception #7 (less than 10% of the contract price). He was worried that a big ticket capital expenditure could warrant authorization of a large amount of money to be paid at the director/ managers discretion. It was noted this would be discussed under item #11.1 of the agenda.

David Midgley 10-044 – reported seeing a 55 gallon drum in the water at the north end of the lake. He inquired if marina pizza delivery would be in competition with the Cove. He also indicated his support in giving employees privileges to the amenities.

Director Ridder indicated he would check on the 55 gallon drum and that the association had talked to the proprietors of the Cove and were told pizza delivery would not be in direct competition with them.

Henry Doden, 13-129 – inquired on how well the amenity tags are working and commented on why he thought the tags should be required when in vehicles or on watercraft. He indicated he had heard rumors of material being purchased and not accounted for. He inquired about accountability.

Kevin Kavanaugh (Board Member) – indicated the association has cooperated fully with any requests by the local authorities in providing requested documents.

Jim Craig, 11-294 – indicated he had heard rumors as well and would like to see more information put out by the association.

Nancy Winter, 5-62 – reported the annual Garden Walk would be June 21st and the Garden Club had been busy preparing and distributing booklets for the walk. A booklet was presented to each of the BOD members. They look to have a good showing and appreciate everyone’s support, to include the many local business that sponsored the booklet.

Henry Doden, 13-129 – added there was a step in disrepair on the east end of the parking lot at the memorial trail.

10.1 Consent Agenda – Rick Paulson moved, Mike Harris seconded, to approve the consent agenda item Committee Changes, “to approve the appointment of Janice Cammack to the Teller’s Committee and John Asta to the Budget/Audit and Long Range Planning committees.” The motion passed unanimously.

11.0 Unfinished Business

11.1 Purchasing Policy – Erin Winter Motioned and Bob Ballenger seconded, to approve motion as amended in exception #7 to read “The General Manager shall authorize all change orders for less than 10% of the contract price, not to exceed a cost of \$10,000, for the construction of capital improvements. Any changes that exceeds 10% of the original contract price must be approved by the Board.” The motion passed unanimously.

12.0 New Business

12.1 Revisions to the Operational Programs and Procedures – Boat Slip Waiting List/Boat Slip Assignments –This year’s boat Slip Swap was discussed and all present thought it worked well. This policy change will clarify the boat Slip Swap going forward and will also set up a similar scenario for the sublicensed boat slips. This process/policy seems to have worked well this year in helping to expedite the process. Mike Harris moved, Rick Paulson seconded to approve the changes to the Operational Programs and Procedures sections Boat Slip Waiting List and Boat Slip Assignments as recommended by Management.” The motion passed unanimously.

13.0 Other – There was no other business.

Adjournment – Bob Ballenger moved to adjourn at 10:00 a.m. The meeting adjourned.

Acting Recording Secretary Josh Cocagne

President Deb McNamee

Date

Corporate Secretary Josh Cocagne