

**Apple Canyon Lake Property Owners Association  
Board of Directors Meeting Minutes  
July 16, 2016**

**APPROVED**

**2.0 Call to Order** – President Jody Ware called the regular meeting of the Apple Canyon Lake Property Owners Association to order at 9:05 a.m. on Saturday, July 16, 2016.

**3.0 Pledge of Allegiance** – After the Pledge of Allegiance a quorum was present with the following directors in attendance: Jody Ware, John Asta, Gordon Williams, Gary Hannon, Bob Ballenger, Rich Krasula, Jim Craig, Barb Hendren and Jon Sonntag. General Manager Shaun Nordlie was also in attendance.

**4.0 Approve/Adopt June 18, 2016 Minutes** – Rich Krasula motioned “to approve the June 18, 2016 minutes.” Seconded by Gordon Williams, motion carried with Jim Craig abstaining.

**5.0 Treasurer’s Report** – Rich Krasula summarized the June, 2016 Treasurer’s Report. The full report will be published in *The Apple Core* and posted on the ACL website.

**6.0 Committee Reports**

**Conservation** – Paula Wiener reported that the committee is welcoming a new member – Tom Ohms. She shared that lake monitoring continues. The Watershed Plan is a major point of their attention. On September 8<sup>th</sup> [although reported to be September 8<sup>th</sup>, the actual date of the dinner is September 15<sup>th</sup>] there will be a dinner for the watershed farmers and all board members are invited. It is important to understand the Plan and get behind it. The committee is continuing to try to educate the ACL community members with information in *The Apple Core* and presentations at Farm Days.

**Budget** – Rich Krasula reported that the committee met on July 9<sup>th</sup> and the next meeting is August 6<sup>th</sup> at 10:00 a.m. He thinks ACL is in pretty good shape for a balanced budget this year with revenues equal to what will be spent.

**Employee Handbook Ad Hoc** – Gary Hannon reported that his committee has 1-2 meetings left and they hope the Handbook will ready for board approval.

**Strategic Planning** – Jody Ware reported that the committee met yesterday afternoon with more information presented later in the meeting.

**Job Description Ad Hoc** – Jody Ware reported that an organizational chart will be presented today. We will have a job description for all employees, full and part time, that are employed by Apple Canyon Lake.

**Pro Shop Food & Beverage Study Ad Hoc** – Rich Krasula reported the committee is still working on inventory in terms of food and beverages. They are also surveying local golf courses to see what kind of menus they have as well.

**7.0 General Manager’s Report** – Shaun Nordlie reported that work is being done on trying to get people to pay on the 33 liens. Last Monday E. coli levels were high at the beach after our regular sample was taken. Health Department also took a sample on Tuesday, so the beach was then closed. We will sample again on Monday. His hope is that the E. coli is a temporary thing.

The staff will continue to sample every two weeks. Software demonstrations will be on July 21. After that the staff will have a good idea of who we want for our new software. Work is being done on the trails from the dam to Kennedy. The Trail Trekker is on July 30 at 8:00 – please sign up.

**8.0 President’s Report** – Jody Ware reported Shaun started on February 8 and his first big weekend was Memorial Day weekend and it went very smoothly along with the 4<sup>th</sup> of July weekend. Shaun has made it through the big events very successfully. Jody also reported that our Strategic Plan has to be owned by the Board of Directors. All Board members received a Plan on a Page today - this will help us keep our focus as we move the Association forward. Every page in the Board packet reflects how it connects to the Plan on a Page. The Board of Directors will also be trained on roles and responsibilities of a Board of Directors.

### **9.0 Property Owner Comments**

Hans Bender, 14-058 – commented that the fireworks were beautiful, nicely done. However, heard several complaints on the drinking at the beach. Shouldn’t be close to the kids. Why do we allow drinking there? A lot of beaches do not allow drinking.

Bernadette Hogan, 11-169 - commented about our policy for adult swim time at the pool. Used to have a policy that 10 minutes at the top of every hour was set for adult swim only – please reinstate that policy. There was an article in *The Flash* that the IL Department of Health recommends pools be closed for 10 minutes every hour.

Henry Doden, 13-129 – By the old maintenance building there is a pond that used to be full of cattails. Last year it was treated with weed killer, so nothing is in there. Some are starting to grow back; these can be very beneficial. This needs to be monitored. Back in the late 1990’s it was recommended to buy back some of the forested lots between Eisenhower and Kennedy. Now it no longer looks like a natural woods, looks like a super highway – big loss for this Association.

**10.0 Consent Agenda** – Bob Ballenger motioned “to approve the consent agenda items: Committee changes (to appoint Jack Finley to the Golf Committee).” Seconded by Jim Craig, motion carried unanimously.

**11.0 Unfinished Business** – Jody Ware reported that last month the Board tabled recommendation R-16-9, submitted by the Rules and Regulations Committee, regarding new committee applicants. General Manager Shaun Nordlie has prepared an alternative procedure and a revised committee application that tracks these steps: Office personnel will verify the ACL address and applicant(s) will receive a schedule of the committee meetings along with practices and procedures, statements and charges, etc. Chairperson/General Manager receives a copy of application and Chair is asked to contact applicant and contact office with applicant contact date. Contact date is recorded on application. Within six weeks of receipt of the application, applicant is added to the consent agenda for the Board of Director’s meeting. Action is taken by the Board of Director’s on application. Applicant is notified of acceptance/denial to committee assignment. Chairperson of Committee is notified of acceptance/denial to committee assignment. If accepted to committee assignment, Office Manager adds the new applicant to the committee membership roster and email distribution list. Some committees do not meet on a regular basis; this new procedure will still allow for the process to move forward. We will try this process for one year

and monitor. Rich Krasula asked if this procedure is going in to the Committee Procedures? Yes, this would. And also it says that the Chairperson contacts the potential new member, what is the purpose of the contact? Jim Craig asked about lot number being on the application along with address. Almost sounds like you are trying to eliminate people that do not have an address here, just a lot. Shaun responded that this is on most of the other documents, so there is a need to have both addresses. The process was revised to list “ACL address” and to state “Chairperson/General Manager receives a copy of application and Chair is asked to contact applicant. The Chairperson will discuss the applicant’s interest in the committee, share current committee work, dates of future meetings, and answer any of the applicant’s questions. The Chairperson will contact the Office Manager with applicant contact date. The contact date will be recorded on the application sheet.” Gary Hannon motioned “to approve the alternate committee procedure and revised committee application as submitted by Shaun Nordlie in lieu of recommendation R-16-9 recommended by Rules and Regulations committee.” Seconded by Jon Sonntag, motion carried unanimously.

## **12.0 New Business**

**12.1 Designated Signers for ACLPOA Accounts** – Rich Krasula motioned “to remove Marge Clark, Fred Turek, Charles (Chuck) Larsen, and Mike Harris from any and all ACLPOA accounts on which they are authorized signers, and to designate Directors Gary Hannon, Barb Hendren, Jon Sonntag, and Gordon Williams as designated signers for the Apple River State Bank accounts. At the June 18 Board meeting, Jody Ware was appointed President of the Board of Directors and Gary Hannon as Secretary of the Board of the Directors, Bob Ballenger, Vice President of the Board of Directors and Rich Krasula, Treasurer of the Board of Directors are unchanged. All accounts will also be updated to reflect the correct officers of the Board of Directors.” Seconded by John Asta, motion carried unanimously.

**12.2 Organizational Chart** – Gary Hannon motioned “to approve the Organizational Chart proposed by the Employee Job Description Ad Hoc Committee.” Seconded by Rich Krasula, motion carried unanimously.

**12.3 Reformatting Strategic/Long Range Planning Committee** – Gordon Williams motioned “to approve reformatting the Strategic Plan Committee and Long Range Planning Committee as the Strategic/Long Range Planning Committee; and the Committee charge: “The Strategic/Long Range Planning Committee shall formulate, evaluate and suggest recommendations to the Board of Directors for additions and deletions in the existing Strategic/Long Range Plan.” The membership of the Committees will be combined and the newly formed Committee will continue to meet monthly as an Ad Hoc Committee until the time that the bylaws are revised and the Strategic/Long Range Planning Committee becomes a Standing Committee.” Seconded by Rich Krasula, motion carried unanimously.

**12.4 Board Liaisons to committees** – Jim Craig motioned “to approve the following Board Liaisons: AECC – Bob Ballenger; Budget – Rich Krasula; Campground – Gordon Williams; Conservation – Rich Krasula; Deer Management – Jon Sonntag; Editorial Review – Jody Ware; Golf – John Asta; Legal – Jody Ware; Lake Monitoring – Gary Hannon; Maintenance – Barb Hendren; Nominating – Barb Hendren; Recreation – Jon Sonntag; Rules and Regulations – Jim Craig; Strategic/LRP – Gordon Williams; Trail – Gary Hannon.” Seconded by Gary Hannon, motion carried unanimously.

**12.5 Lot Combination Request – Grenda** – Jon Sonntag motioned “to approve the lot combination agreement requested by Mr. Grenda for Lots 60 and 61 in the Eagle (10)

Subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.”  
Seconded by Gordon Williams, motion carried unanimously.

**12.6 Lot Combination Request – Huber** – Jim Craig motioned “to approve the lot combination agreement requested by Mr. Huber for Lots 132 and 133 in the Hawthorne (9) Subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.” Seconded by John Asta, motion carried unanimously.

Motion to adjourn by Jim Craig, meeting adjourned at 11:00 a.m.

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Recording Secretary, Rhonda Perry

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President, Jody Ware

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Secretary, Gary Hannon

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Date