

**Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
September 17, 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, September 17, 2016.

3.0 Pledge of Allegiance – After the Pledge of Allegiance a quorum was present with the following directors in attendance: 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 August 20, 2016 Minutes – Barb Hendren motioned “to approve the August 20, 2016 minutes.” Seconded by Rich Krasula with the following corrections. 12.2, fourth line should read Rich Krasula indicated that we have sets of standards. 12.3, fifth line should read Rich Krasula stated and Jon Sonntag pointed out that these walking trails, etc. Motion carried.

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

6.0 Committee Reports –

Water Monitoring – Gary Hannon reported they tested on Monday and clarity was down to 39”, which is normal. We have better dissolved oxygen in the water this year. Temperature was 73 degrees, last month it was 80 degrees and last year at this time it was 71 degrees.

Employee Handbook Ad Hoc – Gary Hannon reported they are still in the process of reviewing and incorporating comments, have 1-2 meetings left and hopefully will present the handbook at the next board meeting.

Conservation – Rich Krasula reported Mike Malon has been continuing on with the stream monitoring. They have determined some main areas to work on in the future – high phosphorus levels coming in to President’s Bay, Winchester Bay and Hell’s Branch. The Watershed Plan was filed with IEPA. They came back with questions; Mike met with them and refiled in August. The Federal EPA has selected this plan as one to be reviewed. The 319 Grant request was filed in August. Hopefully, early next year we will have good news.

Employee Job Descriptions Ad Hoc - Jody Ware reported that all job descriptions for managers have been completed. Next will start working on job descriptions for the hourly workers.

Strategic Plan – Jody Ware reported that they met yesterday and reviewed the one-year action plan. One item is to be on the agenda today.

Maintenance – Barb Hendren reported that bids were accepted for President’s Bay dredging and drainage pond. Dredging is going to continue hopefully until November.

Nominating – Barb Hendren reported that they went over the calendar dates with Cindy. On November 12 we will have a coffee for potential candidates at 10:00 a.m.

Trails – Gary Hannon reported that they have several topics under discussion and encouraged anyone with concerns to please attend these meetings.

7.0 General Manager's Report – Shaun Nordlie reported we are down to 28 liens; foreclosure letters were sent out this week with a deadline for payment of 10/14. On October 1st we will have a volunteer dinner/bonfire. Mike Malon is now working for the Corps of Engineers, but he will be in the Soil and Water office on Fridays at least for a few months. He will be free in October to talk about projects we have going on, he will still be involved. There was a Farm Dinner this past Thursday with 6-7 farmers attending. We will have Watershed meetings on October 20 and 22. New software item is on the agenda.

8.0 President's Report – Jody Ware reported that the Watershed meeting was very informative and wanted to thank the board members that were in attendance and for their representation at committee meetings. It is the board's role and responsibility to drive the Long Range Planning. We have chipped away at our Action Plans and it is impressive to see what we have accomplished. Her full report will be published in *The Apple Core*.

9.0 Property Owner Comments

Henry Doden, 13-129 – Koester's Pond cost us approximately \$50,000. The pond is full; the drainage pipe is partially clogged. Maintenance has driven by this – who is watching out for our stuff? This is an asset that needs to be taken care of. On Thursday on North Bay – called Security to see if the no wake zone is still in effect? No? Flag is still there, where is security? With our Watershed Plan we have erosion rules for silt fences and planting ground cover. There is a house under construction with no fence and no ground cover planted. We can't ignore these problems ourselves.

Ron Beckel, 08-192 – Always wants to thank all of the volunteers, board members, committee members, property owners that come out to the lake activities. This week he would like to thank the Apple River Fire Department and surrounding fire departments that assisted at the lake.

Norm Vandigo, 12-277 – emailed Shaun Nordlie about his concern about Ad Hoc Clubhouse Master Planning meetings being held during the week. It is essential to have younger property owners sit on this committee. With rare exception, these property owners are employed full time and would be unable to attend and participate in weekday committee meetings.

10.0 Consent Agenda – Jon Sonntag motioned “to approve the consent agenda items: committee changes (to appoint John Killeen to the Golf Committee).” Seconded by Jim Craig, motion carried unanimously.

11.0 Unfinished Business - none.

12.0 New Business

12.1 Designated Signers for ACLPOA Accounts – Bob Ballenger motioned “to designate Shaun Nordlie, General Manager; and Board of Directors members Jody Ware, President; Bob Ballenger, Vice President; Rich Krasula, Treasurer; Gary Hannon, Corporate Secretary; John Asta, Jim Craig, Barb Hendren, Jon Sonntag, and Gordon Williams as designated signers for ACLPOA accounts at Apple River State Bank.” Seconded by Gordon Williams, motion carried unanimously. Apple River State Bank requires that all designated signers be listed on the same motion card.

12.2 Clubhouse Area Master Planning Ad Hoc Committee – Gordon Williams motioned “to approve the creation of the Clubhouse Area Master Planning Ad Hoc Committee and its charge. Charge: The Clubhouse Area Master Planning Ad Hoc Committee will conceptualize the use and needs of the administration clubhouse and recreation areas and design the architectural renovation to the clubhouse and area in order to enhance the utilization and purposes of the spaces.” Seconded by John Asta. Discussion about why the meetings are scheduled during the week. Questions about why can’t the committee members come up with their own meeting schedule once we know who is on the committee. Shaun will ask the potential members for their input on meeting times in the application process. Could be difficult to have Saturday meetings. Jody commented that we want to include all members regardless of age. Question about how large this committee will be, Shaun would like it in the 8-10 range, that is the target right now, but will see how the applications go. Discussion on perhaps utilizing other ways to have the meetings – conference calls, GoToMeeting, etc. It is critical to keep members informed. Motion carried unanimously.

12.3 Amendment to the Payment Plan – Rich Krasula motioned “to approve the amended amendment to the ACLPOA payment plan to read as follows: 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 3 years and/or from receiving amenity tags, auto decals, etc. until the final payment has been completed successfully.” Second from Bob Ballenger. Discussion about those few (1-5 people) who abuse the system. We don’t want to get rid of the payment plan, just want to stop the few from abusing the system. Motion carried unanimously.

12.4 Seasonal Campsite Assignment Procedures – Jim Craig motioned “to approve the amended campsite waiting list procedures, which will be effective immediately and will replace the current campsite waiting list procedures outlined in the operational procedures section of the governing documents.” Second from Rich Krasula. Discussion included Jim Petelle asking that the Board consider this go to Rules & Regs committee. He received a call from a committee member expressing concerns about long term effects from this change. Question about the Boat Slip Procedures being reviewed by Rules & Regs. No, this was pushed through by a previous GM. Rich Krasula expressed concerns about not being spelled out about the meeting in spring to trade or get a campsite – you or a representative must attend – it doesn’t say that. Shaun reported that this is the language we have for the boat slips and it’s smooth. Rich agrees but the language isn’t not clear enough – someone has to be there at that meeting. Jody Ware reported that we do not want all operational procedures going to Rules & Regs. We could table this and Shaun could meet with the individual with the concerns rather than go to Rules & Regs, and bring back to the October Board meeting. Before we get in the procedures portion, there should be a statement that there will be a meeting (give approximate time sometime in March) to assign trading of campsites and to assign vacant campsites to new campers. Therefore, the individual and/or representative must be at that meeting. Rich Krasula motioned “to table this to work on the language to make it clear about the spring meeting and the need for them to attend as well as meet with the individual with concerns.” Second from Barb Hendren. The office will re-word the language and we may want to work on the boat slip language as well. Motion carried with Jim Craig voting Nay.

12.5 Software Purchase - Rich Krasula motioned “to approve the additional expenditure of up to \$50,000 for the software and hardware package to come out of the 2016 R & R budget.

Second from John Asta. We are amending the budget as well. We can cover this expense. Shaun reported that this process started last year with demos in May looking at a total of 9 packages. After talking with Abacus21 it makes sense to buy the hardware that Abacus21 feels we will need from them. Motion carried.

12.6 Software Selection – Gordon Williams motioned “to approve the purchase of Abacus21 software and point of sale system at a cost not to exceed \$150,000. John Asta seconded. Motion carried unanimously.

Motion to adjourn by Jon Sonntag, meeting adjourned at 10:42 a.m.

Recording Secretary, Rhonda Perry

President, Jody Ware

Secretary, Gary Hannon

Date