

**Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
November 18, 2017**

APPROVED

2.0 Call to Order – President Jody Ware called the regular meeting of the Apple Canyon Property Owners Association to order at 9:00 a.m. on Saturday, November 18, 2017.

3.0 Pledge of Allegiance – After the Pledge of Allegiance a quorum was present with the following directors in attendance: Jody Ware, Gary Hannon, Rich Krasula, Barb Hendren, Mike Harris, John Diehl, Gordon Williams, and Jon Sonntag. Shaun Nordlie was also in attendance. Bob Ballenger was absent.

4.0 Approve/Adopt October 21, 2017 Minutes – Mike Harris motioned “to approve the October 21, 2017 minutes.” Seconded by Rich Krasula, motion carried.

5.0 Treasurer’s Report – Gary Hannon reported on the Treasurer’s Report. The full report will be published in *The Apple Core*.

6.0 Committee Reports

Nominating – Barb Hendren reminded everyone about the coffee after the meeting today.

AECC – Gordon Williams reported that the committee approved permits for some retaining walls in various locations and as a committee did not approve of a deck remodel due to the rooftop structure. Still going through fine and regulation remodeling.

C.A.M.P. - there will be a meeting on November 29 at 10:00 a.m.

Conservation – Rich Krasula reported that at the last meeting held on November 4, Joe Rush, our fish consultant, reported on the fish survey that was conducted about a month or so ago. There was concern about the size of the largemouth bass. There will be another survey done in the spring. Streambank stabilization – hoping to get moving on that. There will be a meeting in December to review the Greenway Stewardship Program.

Trails – Gary Hannon reported that there was a meeting on October 28 and they reviewed a new indemnity agreement. Looking at different subdivisions to ensure we can have trails at each subdivision. We had a trail ride scheduled with Lake Carroll, but had to cancel due to weather. The committee is working on a five-year plan. Speed limit is still an issue, this is an ongoing discussion.

Governing Document Alignment – Shaun Nordlie reported that they are working on all governing documents. Cross referencing words for consistency on all documents. The attorney reviewed Rules & Regulations and submitted some recommendations for changes and Rules and Regs will be dealing with that in December.

Recreation – Mary Hannon reported that their first haunted trail ride was a huge success, over 400 people went through. We will continue with that again next year. The next event is the first annual old-fashioned tree lighting ceremony on Saturday, December 9 at 5:00 p.m.

Strategic Plan – Jody Ware reported that the 2018 Plan on a Page is included in the board packet. Will start planning the 2019 plan in March to align with the budgeting process.

Rules & Regs – Mike Harris reported information will be in the board packet today, dealing with the committee’s charge and personal and commercial signage change.

Maintenance – Mike Harris reported that they met and opened the package for the HVAC for the Cove and it will be in the board packet.

Golf – John Diehl reported they had no meeting – however, John neglected to report that the month prior, the Golf Committee has selected officers for 2018.

Legal – Rich Krasula reported that they are still working on the Covenants and will give the document to the law firm to go over changed needed first. Then the committee will review it themselves.

Campground – Gordon Williams report that they had a meeting, but no quorum.

7.0 General Manager’s Report – Shaun Nordlie reported that the dredging work is done for the year. Working on the ATV trail at Apache. The office is working on the mailing to go out January 2 getting bids for tags and stickers. We have 26 foreclosures at this time.

8.0 President’s Report – Jody Ware reported in one year we will have an ACL Charitable Foundation. The Strategic/Long Range Planning Committee has been working on the foundation bylaws. The Board of Trustees will be the individuals who will oversee the Foundation. Our attorney reviewed and approved the foundation bylaws. We can incorporate the bylaws in the Foundation and start the process for the 501(c)(3). Foundation should be up and running by the end of the 1st quarter in 2018.

9.0 Property Owners Comments

Steve Davis, 11-193 – thanked the C.A.M.P Committee for all their hard work and commented on the project.

Fred Pfeiffer, 3-14 – commented on his concerns on C.A.M.P. financing.

Henry Doden, 13-129 – asked several questions about Association contracts and project financing.

10.0 Consent Agenda

10.1 Committee Changes – Gordon Williams motioned “to approve the Consent Agenda items: Committee changes (to appoint Steve Malone to the Budget Committee and to accept the resignation of Betsy Osika from the Recreation Committee.)” Seconded by Barb Hendren, motion carried unanimously.

11.0 Unfinished Business - there was no Unfinished Business.

12.0 New Business

12.1 Marine Service Center Lease – Jon Sonntag motioned “to approve the proposed contract with K&S Marine Inc., 11A267 Nicklaus Court, Apple River, IL 61001, seconded by Rich Krasula. Typo in 6(q) – extra “be” in sentence. Motion carried unanimously.

12.2 Cove HVAC – Mike Harris motioned “to approve the proposal from Geisler Brothers, 1500 Radford Road, Dubuque, IA 52002 for the budgeted amount of \$225,000 plus 10% contingency in the case of unexpected issues.” Seconded by Rich Krasula. Question about the bids from the other two companies – Giese Sheet Metal was for \$268,000 and Freeport Sheet Metal was for \$205,000 but did not include any of the carpentry. The bid request was to include carpentry. There was discussion about splitting this project in to multiple years; but decided to do in one year. \$225,000 was budgeted. The contingency will cover any overages. Jody Ware asked to keep the board informed of any change orders. Completion date is April 15, 2018. There is a minor difference with the proposed amount. Motion carried unanimously.

12.3 Annual Audit – John Diehl motioned “to approve the agreement with O’Connor, Brooks & Co. to perform the audit for ACLPOA for a three-year term, Fy2017 – Fy2019.” Seconded by Gordon Williams. Question if this was the only company we received a bid from. Yes, most audit firms are staying away from non-profit, this is typical. Motion carried unanimously.

12.4 Plan on a Page – Gary Hannon moved “to approve the 2018 Plan on a Page as presented by the Strategic/Long Range Planning Committee.” Seconded by Barb Hendren. Jody Ware informed everyone

that they will starting on the 2019 Plan on a Page earlier to align with the budget process. We have also met many of our goals. Motion carried unanimously.

12.5 C.A.M.P. (Clubhouse Area Master Planning) Concept – Barb Hendren motioned “to approve the conceptual plans for the clubhouse area as presented by Farnsworth Group based on recommendations from the Clubhouse Area Master Planning Committee.” Seconded by Gary Hannon. Motion carried unanimously.

12.6 Clubhouse Area Master Plan Financing & Marketing Committee – Mike Harris motioned “to approve the creation of the Clubhouse Area Master Plan Financing and Marketing Committee and its charge. Charge: Discuss, review, determine and negotiate monies needed for the various steps of CAMP development; to include design and engineering fees, schematic design fees, architectural fees, and furniture and equipment costs. Also, to explore and recommend alternate avenues for financing the CAMP Project to include, but not limited to, assessment increases, special assessments, capital funding campaign, and charitable foundation donors. In conjunction with alternate financing options, the committee will research the best practices and best methods in marketing the idea to property owners to ensure total transparency.” Seconded by John Diehl. Jody Ware explained that now we are getting into the money part – how to fund. All we have done at this point is the concept. Gary Hannon mentioned the need for creative minds – marketing and/or finance discipline. Shaun Nordlie will be appointing the committee soon, so if you are interested, please contact Shaun. This will be an ad hoc committee. Motion carried unanimously.

12.7 Boat Slip License – Gary Hannon motioned “to approve the Boat Slip License as recommended by Key & Costello.” Seconded by Barb Hendren. Motion carried unanimously.

12.8 Recreation Committee Designated Funds Purchase – Christmas Tree Lights – Gordon Williams motioned “to approve the Recreation Committee’s cost share of the Christmas tree lights purchase, in an amount not to exceed \$500.00, to be paid from the Recreation Committee Designated Fund. Seconded by Jon Sonntag, motion carried unanimously.

12.9 2018 Calendar – Rich Krasula motioned “to approve the 2018 calendar of events for publishing.” Seconded by Barb Hendren. Fireworks date – held on Saturday before the 4th of July and this year it is actually June 30. Highlighting is inconsistent. Error on last page – office closure December 25 listed twice, first one should be December 24 instead of December 25. Motion carried unanimously.

12.10 Safety and Emergency Planning Committee – Mike Harris motioned “to approve the creation of the Safety and Emergency Planning Committee and its charge. Charge: to create an Emergency Operations Plan in order to:

- Review annually the Apple Canyon Lake Emergency Action Plan, Disaster Plan and Operations Plan;
- Make recommendations to management and the Board of Directors for updating these documents;
- Assist management in the time of emergency in following the emergency plans;
- Support management with the coordination of volunteers after an emergency in a capacity determined by the Board of Directors, the General Manager and the Safety and Emergency Planning Committee Chairperson including guidance in establishing roles of volunteers to assure that ACL is prepared for an emergency of any nature, training, planning and communicating expectations of the volunteers for an emergency situation.”

Seconded by Gary Hannon. Motion carried unanimously.

12.11 Rules and Regulations Committee Charge – Mike Harris motioned “to approve the Rules and Regulations Committee charge as follows: The Rules and Regulations Committee shall include a member of the Board of Directors and shall be responsible to monitor, modify, and formulate rules and regulations as recommendations to the Board of Directors. The committee will function as a clearinghouse for any changes in all governing documents.” Seconded by Jon Sonntag. Gary questioned why a member of the

Board of Directors when we have a liaison for every committee. Do we really need? All committees should have similar charges. Jody Ware explained that this is a clearinghouse committee. Every committee was asked to review their charge. This is a Rules and Regulations recommendation. Marge Clark was recognized and reported that a couple of months ago the Legal Committee reviewed the Not For Profit law, and that stated we didn't require board members to be members of our committee. One of these laws prohibits requiring board members from being on committees. The not for profit mentions that it is not required to have a board member on the committee. But we are questioning the verb "shall" versus "may". Gary Hannon agrees with having a liaison, but does not agree with mandatory board member. The Editorial Committee also has "shall include a board member." Rules and Regs Committee is tracking what we are discussing so nothing is forgotten. Because of the function of this committee it is important to have a Board member. AECC is the only committee that makes decisions by themselves, rest are all recommendations. Gary Hannon feels this is okay to keep, but we should go back and rethink what is said for all of our standing committees. Consistency for all of our committees is important. Motion carried with one nay vote by Gary Hannon. [The preceding paragraph captures the discussion as it occurred, however, it is recognized that several statements made are not in agreement with the Illinois General Not For Profit Corporation Act.]

12.12 Rules and Regulations Personal & Commercial Signs – First Reading – Rich Krasula motioned "to suspend Roberts Rules of Order," seconded by John Diehl. Discussion – 30 feet from center of road belongs to the township. Signs must be posted on personal property. Contractors' signs are under commercial signs now. Not having something separate for Contractors. Our attorney did review this. Signage – personal, campaign and temporary. Gary Hannon asked if we could we get the township rules? Shaun will check into the township rules; we could refer to those rules or list an internet site. Rich Krasula motioned "to reinstate Roberts Rules of Order," seconded by Gary Hannon.

Motion to adjourn by Jon Sonntag at 10:55 a.m.

Recording Secretary, Rhonda Perry

President, Jody Ware

Secretary, Barb Hendren

Date