

**Apple Canyon Lake Property Owners Association  
Board of Directors Meeting Minutes  
December 15, 2018**

**APPROVED**

**2.0 Call to Order** – President Jody Ware called the regular meeting of the Apple Canyon Property Owners Association to order at 9:06 a.m. on Saturday, December 15, 2018.

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

**4.0 Approve/Adopt November 17, 2018 Minutes** – Gary Hannon moved “to approve the minutes of November 17, 2018.” Seconded by Steve Tribbey. One correction in 6.0 under Conservation - Approved should be Reviewed all Greenway Stewardship projects for the year. Motion carried with Jon Sonntag and John Diehl abstaining.

**5.0 Treasurer’s Report** – Gary Hannon presented the November Treasurer’s Report.

**6.0 Committee Reports**

**Recreation** – Mary Hannon reported that the tree lighting went very well, thanks to all who participated and helped with the event. Sledding party will be on January 12.

**Conservation** – Gary Hannon reported that this committee is done meeting for the year, next meeting will be in February.

**Deer Management** – Jon Sonntag reported that 25 deer have been harvested so far. He will have the updated total harvested in January.

**AECC** – no meeting.

**Rules and Regulations** – Mike Harris reported that the committee met on December 7 and went over the rewritten procedures for the Appeals Board. We will finalize Campground Rules today at this meeting.

**Safety and Emergency Planning** – Jody Ware reported that Julie Janssen and Megan Shamp will meet to format the Emergency Plan Document. They are reviewing the Volunteer Corps. In January, information about this Volunteer Corps will be mailed out with the dues statement packet.

**Strategic & Long-Range Planning** – Jody Ware reported there was a Foundation meeting discussing advertising the Foundation and soliciting donations through information in *The Apple Core*. Brochures will be available at the office.

**Trails** – Gary Hannon reported that they have not met and will not meet until April.

**Lake Monitoring** – Steve Tribbey reported they went out on the lake on November 19 – this will be the last time. Gary Hannon reported that the lake has completely turned over.

**Governing Documents Alignment AdHoc Committee** - Jody Ware reported that the committee has received the first draft of the Codification process – will be meeting again in January.

**7.0 General Manager’s Report** – Shaun Nordlie reported that the Codification is in the first draft with the goal to have all governing documents in one document. The purpose is to address any conflicts with governing documents. Website will have a link to this document with search capability that will bring up all locations of that search. Hopefully within a couple of months this will be ready to go. Assessment mailing will be ready to go – there will be a full packet. Foundation Brochure information will be included in that mailing.

**8.0 President’s Report** – Jody Ware complimented the staff on the decorative signs – they look very nice. She thanked everyone for their work on all committees. It has been a very busy year. We have come a long way. She wished all a Merry Christmas.

## 9.0 Property Owner's Comments

### 10.0 Consent Agenda

**10.1 Committee Changes** – Mike Harris moved “to approve the consent agenda items: committee changes (to appoint Fern Tribbey to the Rules & Regulations Committee).” Seconded by Barb Hendren, motion carried with Steve Tribbey abstaining.

### 11.0 Unfinished Business

**11.1 Board Policy: Home Based Occupations** – Jon Sonntag motioned “to approve the Board Policy: Home Based Occupations.” Seconded by Barb Hendren. Question about a copy or a link being available for easy access to the county ordinance – yes, there will be a link made available and we will go along with the latest updates with the county. Motion carried unanimously.

**11.2 Rules & Regulations: Campground** – Gary Hannon motioned “to approve the amended Rules & Regulations Section IX Campground, as included in the December 15, 2018 Board packet.” Seconded by Steve Tribbey, motion carried unanimously.

**11.3 Rules & Regulations and Board Policy: Insurance** – Barb Hendren motioned “to approve the amendments to the Rules & Regulations and Board Policy relating to insurance as presented by staff and included in the December 15, 2018 Board packet.” Seconded by Mike Harris. Discussion on motorized/non-motorized items. Liability for these items is usually covered automatically by homeowners (per Megan Shamp). Sometimes items are specifically listed, or it is a blanket automatic coverage. It depends. We accept both. Only talking about non-motorized, everything else is listed specifically on a homeowner's insurance. Motion carried unanimously.

### 12.0 New Business

**12.1 General Manager's Compensation Package** – Steve Tribbey motioned “to approve Mr. Nordlie's Compensation Package as agreed upon by the Board of Directors.” Seconded by Barb Hendren, motion carried unanimously.

**12.2 General Manager's Short- and Long-Term Goals** – Mike Harris motioned “to approve the 2019 Job Performance Goals for Shaun Nordlie recommended by the Executive Committee for the General Manager.” Seconded by Bob Ballenger. Motion carried unanimously.

**12.3 Pool Repairs** – Gary Hannon motioned “to approve the expenditure of \$15,000 with Neuman Pools of Beaver Dam, WI to repair the water leak in the pool with the funds coming out of the 2018 R&R Budget.” Seconded by Jon Sonntag. Discussion on location of broken pipe. Motion carried unanimously.

**12.4 Dispute Resolution Policy** – Gary Hannon motioned “to adopt a Written Dispute Resolution Policy for disputes owners have against the Association to comply with the Common Interest Community Ombudsperson Act and Section 1-90 of the Common Interest Community Association Act.” Seconded by Steve Tribbey. Shaun Nordlie explained that this is a new statute that Illinois has come up with for a way for owners' complaints against the Association to be heard and responded to. An article will be in *The Apple Core* explaining this statute and what the policy is. Forms will be in the lobby area. We will still follow the procedures with the appeal process, this will not change. This is just a process for a complaint. Nothing to do with fines, citations, violations, etc. Appeals Board will serve as it has always served. Motion carried unanimously.

Motion to adjourn by Mike Harris at 10:10 a.m.

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Recording Secretary, Rhonda Perry

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President Jody Ware

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Secretary, Barb Hendren

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Date