

**Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
February 15, 2020**

APPROVED

2.0 Call to Order – President Pro Tem Mike Harris called the regular meeting of the Apple Canyon Lake Property Owners Association to order at 9:00 a.m. on Saturday, February 15, 2020.

3.0 Pledge of Allegiance – After the Pledge of Allegiance, a quorum was present with the following directors in attendance: Barb Hendren, Steve Tribbey, Mike Harris, Gary Hannon (via teleconference), Tom Ohms, John Diehl, Gordon Williams and Bob Ballenger. Jody Ware was absent. General Manager Shaun Nordlie was also in attendance.

4.0 Approve/Adopt Minutes from the January 18, 2020 Meeting – Steve Tribbey motioned “to approve the minutes of January 18, 2020.” Seconded by Gordon Williams. One correction – 12.5, Ohms is misspelled. Motion carried with John Diehl and Mike Harris abstaining.

5.0 Treasurer’s Report – Shaun Nordlie announced that the audit will be completed shortly. Full treasurer’s report will be in *The Apple Core*.

6.0 Committee/Commission Reports

Conservation – Tom Ohms reported that they met in January. Earth Day Spring Cleanup will be on April 25 and we continue to work on the June 20 Watershed Day.

Board Policy Ad Hoc – John Diehl reported the commission is working through operations and finances for the new document. The commission is asking for the Board to approve a change to the Mission Statement later in the meeting.

Nominating – Barb Hendren reported there are eight candidates running for the Board.

AECC – Steve Tribbey reported they discussed the ACL Energy Policy which is before the Board today. Next meeting will be March 7.

Deer Management – Gordon Williams reported that a total of 37 deer (3 bucks, 34 does) were harvested with a total of 291 seen.

ACLPO Foundation – Gordon Williams reported that their first major fundraiser project will be the pavilion. Right now, the fundraiser is the UTV raffle. Bench Program information will be in *The Apple Core*. Next meeting will be March 27.

Strategic/Long Range Planning – Gordon Williams reported they met on February 7, discussing the update of the one-year action plan for 2020. Also preparing for the 2021 Plan on a Page. Next meeting will be April 3.

Rules & Regulations – Shaun Nordlie reported that they met last Friday. Finalizing the rules for the Pool and will be working on the Golf Course and Snowmobiles.

CAMP Architecture & Design – Steve Tribbey announced there will be a meeting on February 26 at 10:00 am.

7.0 General Manager’s Report – Shaun Nordlie reported that assessments are due March 2, office will be open Sundays through March 1. Gave an update on flood mitigation.

8.0 President’s Report – Jody Ware’s report will be in *The Apple Core*.

9.0 Property Owner Comments

10.0 Consent Agenda

10.1 Committee/Commission Changes – Tom Ohms motioned “to approve the consent agenda items 10.1 Committee/Commission Changes (to accept the resignation of Barb Hendren as Secretary of the Architectural &

Environmental Control Committee; and to appoint Steve Tribbey as Secretary of the Architectural & Environmental Control Committee).” Seconded by Bob Ballenger, motion carried.

11.0 Unfinished Business

11.1 Rules & Regulations: Fines – Barb Hendren motioned “to approve the Rules & Regulations Fines Section as included in the February Board Packet.” Seconded by Gordon Williams. Discussion: Gordon Williams thought an article in *The Apple Core* to let everyone know of the changes would be a good idea. Tom Ohms mentioned they will be including this with Trails as well. John Diehl mentioned a date change on the cover page (should be 2020). Mike Harris asked why a driver with a permit (15) isn’t allowed. Shaun Nordlie reported that Rules & Regulations came back with 16 years old. Motion carried.

11.2 ACL Building and Environmental Code – 1st Reading – John Diehl motioned “to suspend Roberts Rule of Order,” seconded by Steve Tribbey, motion carried. Discussion: living space (101-4M) does not include basement. This is the same as the county’s definition. We talked about the minimum square footage required being 1000 square feet. This would be ground floor space. Joe Wiener explained that anything below grade would not be living space. Does not prohibit ground floor living space (finished basement, etc.). Gary Hannon asked if we adopt this will there be any other conflict on any other documents. Shaun Nordlie explained that the Covenants will be re-written. Joe also explained that the Building Code is a secondary governing document, so it only needs to be approved by the Board of Directors. The Building Code can be more restrictive. Until the primary documents are approved, we will be more restrictive in this instance. Joe also pointed out that on page 7 of the Preamble at the bottom, we could add more language there that describes the duties and powers of the AECC as laid out in Article 7 of the Covenants. Barb Hendren noted that discussion hadn’t occurred about adding additional language to the Preamble. This should go back to AECC for discussion. Steve Tribbey motioned “to reinstate Roberts Rule of Order,” second by Barb Hendren, motion carried.

12.0 New Business

12.1 Farnsworth Contract – Steve Tribbey motioned “to approve the AIA B133-2019 Owner/Architect Contract negotiated with Farnsworth Group of Peoria, IL for a lump sum price of \$226,000. This sum consists of:

- Architecture, Structural Engineering, Site, Civil Engineering, Mechanical, Electrical and Plumbing Engineering, Basic Interior Design Services, Firehouse parking lot design,
- Coordinating with a cost consultant
- Issue Design Development drawings for review and final budget development
- Provide Construction Documents for bidding and construction contract award
- Provide Construction Contract Administration Services

Seconded by Barb Hendren. Shaun Nordlie explained this is really a contract between Key and Farnsworth. Gordon Williams asked about article 4 – anything over \$226,000. Joe Wiener explained that this is the chance for typical construction project change orders. 2% is typical and we do have a line item set aside to cover potential costs for change orders. Motion carried with Bob Ballenger abstaining.

12.2 Energy Policy – 1st Reading – Barb Hendren motioned “to suspend Roberts Rule of Order.” Seconded by Tom. Discussion: Tom Ohms noted page 3, solar panels may need to be tipped up. We should have language to say how much they can be tipped up. John Diehl asked about item G – who will remove the solar array? Barb Hendren feels the Association could arrange to have someone do this professionally at the cost of the homeowner. Shaun Nordlie reported this will be an amendment and will not have to go to membership. Legal has a question on section S this is not exactly how state statute says. We did ask our legal counsel about this; we can modify this. It could say that we may determine specific location at AECC. Should we copy state statute or use ours? Statute has less authority; we can’t be less restrictive than the statute. Section 20 in the statute – will discuss at AECC. Joe Wiener explained we can tell them where to put it on their roof, we can’t make them put it in a place where it won’t work. Key and Costello thought we needed more clarification on this.

12.3 Board of Directors Mission Statement – 1st Reading – John Diehl noted that the mission statement would be a part of Board Policy documents. Trust is already given to the Board, but the Board needs to

understand their duty as a fiduciary. Board Policy Ad Hoc Commission felt the Board needed to discuss the change to the Mission Statement. Shaun Nordlie added that this the commission is creating actual policy for the Board – the commission has reviewed operations management, finances. The Mission Statement needs to be a part of that.

12.4 Rules & Regulations: Pool – 1st Reading - #3 and #4 are similar in dealing with intoxicated patrons. We will have to use our judgement on how we will handle this. Rules & Regulations will start discussion on recreational marijuana next month. There are certain symptoms to look for if you suspect they may be high. Bob Ballenger asked about #7 – should we put in a number for c. Shaun will check with Julie on this.

13.0 Other

13.1 CAMP Update – Joe Wiener and Shaun Nordlie met with Cord Construction managers and Farnsworth Group going through the differences in the budget. Discussion included roofing – metal or shingle. Decided to go with shingles, metal roof could cost up to \$100,000. Windows – operable in the office as opposed to inoperable in the event center and meeting rooms. Discussed the kitchen in the event center – fixtures, countertops, grease trap, etc. will also revisit discussion on curb and gutter for this parking lot. Management went through the building about a month ago. Waiting on revised budget. Will meet on February 26 at 10:00 a.m. with Cord and Farnsworth and will go through all of these changes. Received soil borings yesterday, they were forwarded on to construction managers. Tom Ohms sees no problem using Romex for electrical conduit – there would be a big savings. As long as the building is a wood frame you can use Romex. Some of the electrical costs can be pushed to Phase II (\$92,000). Will go with single zone system for the heating and air conditioning ventilation, saving money there as well. Shaun also asked to have the building configured for a generator. Tom Ohms agreed that was a good idea to have a standby generator. Maybe not for the whole building, phase it down. Joe Wiener mentioned discussing lighting for the parking lot – this could be \$10,000 per pole.

Gordon Williams motioned “to reinstate Roberts Rule of Order.” Seconded by Steve Tribbey, motion carried. Motion to adjourn by Tom Ohms at 10:30 a.m.

Recording Secretary, Rhonda Perry

President Pro Tem, Mike Harris

Secretary, Barb Hendren

Date