

Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
April 18, 2020

APPROVED

2.0 Call to Order – President Jody Ware called the regular meeting of the Apple Canyon Lake Property Owners Association (via Zoom) to order at 9:04 a.m. on Saturday, April 18, 2020.

3.0 Pledge of Allegiance – After the Pledge of Allegiance, a quorum was present with the following directors in attendance via Zoom: Jody Ware, Gary Hannon, Tom Ohms, Gordon Williams, Barb Hendren, John Diehl, Bob Ballenger, Mike Harris, and Steve Tribbey. Shaun Nordlie was also in attendance. Jody Ware announced we will have an additional agenda item for Property Owner’s Comments at the end of this meeting.

4.0 Approve/Adopt Minutes from the March 21, 2020 Meeting – Steve Tribbey motioned “to approve the minutes of the March 21, 2020 meeting,” seconded from Barb Hendren. Motion carried. Mike Harris and Bob Ballenger abstained.

10.0 Consent Agenda

10.1 Committee/Commission Changes – Gordon Williams motioned “to approve the Consent Agenda Items 10.1 Committee/Commission changes (to appoint Mary Hannon and Fern Tribbey as Co-Chairs of the Recreation Commission; to appoint Steve Borst to the Strategic/Long Range Planning Commission; and to accept the resignation of Pauline Curtiss from the Golf Commission). Seconded by John Diehl, motion carried.

5.0 Treasurers Report – Gary Hannon and Shaun Nordlie presented the March 2020 Treasurer’s Report. The full report will be in *The Apple Core*.

6.0 Committee/Commission Reports

Strategic/Long Range Planning – Jody Ware reported they are scheduled to meet on May 8th at 3:00 p.m.

Nominating – Barb Hendren reported that they have met a couple of times via Zoom. The questions for the candidates are ready and they will be going out via email today. The candidates have until Monday morning to submit their responses. Megan will be drawing names today (at 10:00 a.m.) on Facebook Live to determine the order of names on the ballot. She will send out the email to the candidates with the questions and will include the order of the ballot.

Conservation – Paula Wiener reported that they have been struggling with figuring out where we are going to be in the months to come. Made the Spring Earth Day Clean Up an open cleanup. Some members have already been out cleaning up. We need as much help as we can get. We are hoping we will have a lot of people out next weekend. Watershed Education Day – will make a final decision on that soon, may have to be cancelled, judging on the roll out guidelines given out. Kids Camp – don’t know about that. Will make a decision by June 1st. Brighter note – we are doing our 2nd quarter Greenway Stewardship checkups. We are trying to keep track of what is happening.

Deer Management – Gordon Williams reported they will meet via Zoom next weekend, April 25 at 9:00 a.m.

CAMP A&D – Steve Tribbey reported the pre-bid meetings scheduled for March 20 and April 1 were postponed.

Trails – Tom Ohms reported they have not met.

7.0 General Manager’s Report – Shaun reported that managers are all working from home. Phones are forwarded to the managers - phones are being answered – 8:00 a.m. – 3 p.m., Monday through Friday. Security is full time on site. We are having a presence on the trails; maintenance is working; golf maintenance is considered an essential, mowing, trail work, building work, janitorial work, etc. We did apply for the CARES Act Payroll Protection Program. We did receive that, and we have been funded. This is part of the stimulus package and basically covers payroll for us for about 8 weeks. If all stipulations are followed, loan can be forgiven. Huge thing for ACL. We want to keep our staff working and keep them paid.

8.0 President’s Report – Jody Ware gave kudos to Shaun and his leadership, and all of the managers. Shaun communicates regularly with all area Lake Associations, collaborating and communicating to help us all stay connected to

get through this unprecedented time. One of our goals for Shaun was to seek grant opportunities or other revenue-bearing opportunities – the receiving of the PPP funding is huge for us. We have had almost daily notifications from Shaun on what is going on – trying to keep business as usual. This is a very busy time of year for the Lake. Thank you, Shaun and staff.

9.0 Property Owner Comments

11.0 Unfinished Business

12.0 New Business

12.1 Open Discussion about COVID-19 – Bob Ballenger motioned “to suspend Robert’s Rule of Order, seconded by Mike Harris – motion carried – 9:39 a.m. First opportunity to meet in open meeting to discuss how the operations of ACLPOA will address COVID- 19. Governor’s Executive Order and the order from IL Dept of Commerce and Economic Opportunity listing on display.

Should all amenities at ACL be closed? We have gathered input from all managers. Not essential to travel. Executive Order page 7 – can I alternate my stay at home between home and vacation property – response is no – traveling back and forth is not essential travel. We have to remember these Executive Orders came out April 9 but the stay at home came out March 21 when Stay at Home orders went into effect. A lot of people are coming out to work on their house – landscaping, etc. What are your thoughts of people coming out here to a place that is not their primary residence?

Tom Ohms – can’t enforce people to not come out to their home – not our position. People are bringing friends, etc., but don’t think we can stop property owners from coming out to their house.

Steve Tribbey – look at it that property owners should be able to come out to their home, but closing trails, etc. would be within our power. If we open the lake – access to boat, dock, etc. - that is where the problem lies. People will congregate. Support the Executive Order.

Gary Hannon – might look at this differently. Short answer is no. Executive Order is out there – everyone should pay attention to it. However, unenforceable – we can’t enforce it.

Bob Ballenger – don’t think we should be closing things down. No scientific evidence we have problems on the lake or trails – maintain social distancing, we should be fine. Promote social distancing. Mrs. Hunter asked about sending an email out to everyone. Could include maintaining social distancing in the communication.

Gordon Williams – short answer - not possible to enforce this, not our position to do this. Up to state police to enforce.

Mike Harris – agree with Gordon and Gary - we can’t make it happen unless police do this. For now – we should keep a close eye on this and get the message out for social distancing. Leave it the way it is for now.

Barb Hendren – we can’t prevent people from using their 2nd home. 11 cases in Jo Daviess County – we want to ask people to be considerate of others when they are coming out. Do not have parties, don’t do big groups. Think we need to be a little clearer and firmer on the social distancing aspect. Especially if we keep the lake open, launching boats, etc.

Markings on the ground to keep six feet away.

Tom Ohms – what about making the trails one way – might prevent people from crossing paths. Boat launch – could only use one at a time. Would not have two boats close in proximity. Will talk more about that as we move through the agenda.

Bob Ballenger – if we keep the lake open, will we be selling gasoline?

If we close the lake to what extent do we close? Closing the lake or keeping it open? Page 7 of the Executive Orders – boating is a recreational activity – not an essential activity. Only minimum basic operations will be permitted. Most likely these Executive Orders will be updated next week. Gordon Williams – do we know if IL DNR is escorting boats off of IL public waters? Jody - DNR has closed boat ramps to the Mississippi. If you look on the website for ifishillinois.org – gives clarification about fishing while sheltering in place – may continue to hunt and fish during this stay at home order. Does not address if from boat or shoreline. We do have boating in the Executive Order. Gary – strong advocate of exercise; this is allowed. Hiking, fishing, walking, jogging, exercise related – should be allowed, as long as it also includes social distancing. If there is an activity that can be socially distanced and is within guidelines of safe vs. non-safe, we should allow if safe to do. One ramp closed down; no gas, but if can be done without virus spreading concern – would say yes. If no wake, could potentially limit people coming out skiing, etc., might slow down excessive use of marina. Not

sure right route either. John Diehl – we have looked at the order. Boating is not an essential activity. Can we seek some clarification? Canoeing, any kind of boat? Shaun Nordlie talked to IDNR – asked that question to Governor’s office. No response yet. Jody Ware - not seen a lot of activity on the lake. We know in the month of April there really is not a lot of activity on the lake. Thinks this will be addressed in next week’s Executive Order. Shaun – weather hasn’t been great for boating, but weather will get better which means more people will want to come out. Managers are worried about that. How will we manage that? Jody – at any time people are at a health risk, we can execute a change. If social distancing isn’t followed – we can change this. Typically do this when flooding or trails unsafe. Make adjustments. No one is saying close the lake. Gordon Williams – correct, Bob – correct. Jody - suggestions to continue promote social distancing – one launch, no wake, only kayaking/canoe or wait until new Executive Orders come out. Steve Tribbey – biggest concern is access to services – like gas pumps, and then using the docks. You will be close to people. Need to try to limit or control. Being out on the boat by yourself is not an issue – but putting gas in boat is different. Gordon – good point. Not many boats on docks yet as far as the need for gas. Take a 5 gallon can and fill it up yourself. Option is out there. If you are pulling a boat – you would fill your boat up first. Steve - concern with the Marina and having our staff exposed. Biggest concern, safety of staff. Jody - can put signs in the marina (directional). Limited operational hours. Marks on the floors and docks. Or once we get to the discussion of the Marina, we may choose not to open it. Once you open it, making services available, that encourages people to come out. Shaun – staff is pumping the gas.

Lake – continue as is until next week - Barb agrees, Gordon – agrees, Bob – agrees, but if he changes the orders, will we meet? Jody – we need to be available next week for a meeting to plan for the month of May. Post an agenda, etc. Modifications on one launch? Yes –Barb, Steve - okay would like to see Marina remain closed. John in agreement that we do not need a specific action about the lake but would like communication out that at this date, boating is not an essential activity. Bob – keeping lake open with single launch? How does a double launch violate social distancing? Shaun – staff – if went to one launch, it could create a bottleneck. Depending on what we decide in one week – thought was possibly doing something at Nixon Beach as a temporary thing. This could separate people – could man this. Would want to talk more with staff about that, and not at that point at this time. Jody - lake remains as is for now. Bob – as you move into next week, discourage people to use Nixon Beach as a launch area. Shaun – agree, would prefer not to go that route. Jody – for next week – use regular marina and will meet again next Saturday.

Trails – nothing in Executive Orders regarding trails.

Gary pointed out in original order it does state they want people to get out and exercise, outdoor activity, etc., but comply with social distancing. Gordon – liked Tom’s idea – open up trails that we can, utilizing one-way traffic and close trails we cannot. Barb – really hard to enforce. Bob – we have no evidence or data to say this would be beneficial. Jody – promote social distancing. Mike – only thing we are moving forward with is social distancing. We don’t go by any of the Executive Order for anything else anyway – social distance only. Jody – Stay at Home, we can’t control. We can promote staying at home, but when people come here, all we can do is promote social distancing. Mike - leave everything open – promote social distancing. John – the reality of the situation is, there is some things we do not have the power to enforce. Order says people should not commute – but we do not have the ability to enforce. Doesn’t mean we are trying to ignore it. Mike – not saying we are trying to ignore the order; we can’t do anything about it. John – would hope people would follow the Executive Order.

Marina – do not close the boat launch, already decided that. Minimum basic operations would be permitted by the Executive Order – do we continue with that? Opening up marina? Mike - no – puts our employees at risk. Tom – one thing we agree - keeping the marina shut for now. But we need a plan to open this at some point. COVID is not going anywhere soon – we can think about this and make a decision next week. Could be new orders then as well. Shaun – gassing the boats – area of concern, need to do some checking on that. Plexiglass up at counters is possible. Directional signs, limited items inside. We do have ideas there – coming up with ideas to get that area cleaned and ready for whenever this comes. Jody - closed – but would like to see everywhere to put in plexiglass. During this time, we have to be proactive for the safety of our employees. Protective gear, etc. Gary – status quo – until new Executive Order comes out. I trust Shaun and his managers – for creating plans for opening. Question is when? Personally, would like to see the gas is opened up (maybe not this week or next). One person touching a gas handle – possible to do that safely with our people. Would say no to self-service. Gas open first, building no. Jody – masks, gloves, sanitizer, throughout the entire association – we need to be doing that now.

Tom – ice machines, etc. need to be wiped off. Bob – do we have enough gloves and masks? Shaun - gloves, yes, masks – no. Shaun told staff they can bring in their own masks. Person that dispenses the gas should wear masks and gloves. Shaun – talking about opening more things – will entice more people to come out. Managers are saying they do not want to open and do not want to entice people to come out. If gas is available, more people will come out. Marina – not ready to open.

Trails – one-way recommendation – John - where did we end up? Straw poll – Barb – keep open, not in favor of one way, how do we monitor? Gordon – yes approve trails to be open. Bob agree – no new restrictions. Steve – keep open – one way very impractical. John – like to say open for riding - one way might be an option. Tom – open, either way is fine. Mike – leave open, no restrictions. Gary – leave open no restrictions. Impractical going one way.

Conclusion on marina – straw poll – Barb – keep closed until we can examine new Executive Order. John – keep closed, orders will change; gas pumps closed until boating approved activity. Gordon – keep closed. Bob – keep closed – vote to have gas available. Steve – keep closed. Tom – marina closed – no gas at this time. Mike – leave closed, no gas. Gary – Marina closed but have a good plan on opening gas asap. We are going to keep Marina closed, will discuss more next week.

Golf Course – Executive Order – will be closed; not essential businesses. Gordon – keeping our course closed unless IL legislature says differently and we can open. John - agree – prepare for an opening with social distancing when orders change. Barb – agree. Mike - agree. Steve – agree. Bob – agree. Tom – agree, keep closed at this time; until we have a plan. Gary – keep closed – however, hopefully it will change soon. Best to have a strong plan in place – social distancing can be done on the golf course. Jody – managers need to get the materials they need. Eventually we will be opening.

Pro Shop – curb side – should we start that? IDPH - we have to have three employees working. Will we have enough business to keep that going? Tom – at this time no – hard time justifying having three people working – would not pay for itself. Gordon – agree. John – are we paying for employees anyway? Shaun – only two at this time. John – but the real question would be safety and health issues. Remain closed but continue to check Executive Orders. Jody – plexiglass added for checking out, protective gear, etc. Wisconsin opened golf courses, but Pro Shops remain closed. Would need a system developed for calling in for a tee time – be prepared. Barb – keep closed for now – revisit. Bob – wait. New orders soon. Mike – closed for now – would like to think it could be opened soon. Plan in place right away. Gary – advocate to have curbside options, limited menu. We have to pay our employees anyway – intentionally are not opening to support other local businesses in area. On the fence – open for curb side – pizza, limited menu. Steve – closed – idea we can develop some plans to open with limited menu for curbside. Encourage people to support surrounding establishments.

Campground – Mike - keep it closed. Gordon – suggest keeping it closed, legislature is saying this at this point. Considered non-essential right now. Follow Executive Order – all agree. Barb agrees, but if it is someone's primary residence – could be primary residence for summer? Jody – definition would have to have a street address and receive mail. Bob, John – follow Executive Order. Gary – agree closed – strong plan for reopening, following Executive Order. Shaun – seems we are picking and choosing Executive Orders. Jody – clear instructions on order. Huge fine each day if we open. Shaun – no way bath house could open. Jody – this will all probably be addressed next week as well. Priority was not campgrounds when this order was originally written.

Association Office – Shaun – deferring to Megan on how busy they are. If we decide to keep things open, would we need to consider some curbside hours – stickers and tags. Will talk about that again on Monday after this discussion. At this point we have not had to do that. If this continues to May and get better weather – we might have to consider. Jody – stickers, partial opening. If you have a boat that needs to be measured – we want to make sure they can get that measured and stickered. Even if only one day/week for now, all day on Friday for example. Shaun - we have been mailing everything at this point (stickers & tags). Also, making appointments with Security to measure new boats and ATVs – another staff meeting on Monday and will add more concrete plans set in place. Megan has been dealing with all of this – she knows what people are requesting and asking about. Jody – would like to see an eblast for people that have just purchased property that comes with a transferable dock to know how this works. Say if it is by appt only, then we can say

that. Shaun– will coordinate through Megan and Julie. Gary – want to hear from all Board members on this. Administrative building is an essential business – open, social distancing, shortened hours open 6 days/week. Need to get out stickers/tags to owners. Essential business. Tom agrees – is essential – limited hours. Take temp before coming to work and social distancing. John – would be nice to be open – but limited basis should be adequate – couple days/week. Gordon - also would be nice to be open limited hours, limited employees to service our members. Barb – should be open, however – allow people to make an appt. or have them call and someone could come out and meet them. A lot could be handled by phone and setting up appts. Bob – agree limited hours, but open. Mike – open, limited hours. Steve – open, limited hours – do good social distancing to protect the staff. Shaun – this will entice people to come out – want you to understand that. Gary - we respect the opinions of our employees and want them to be safe – they are not making the final decisions. Hearing from the Board loud and clear.

Beach – wait until next Executive Order. Beach is usually closed now anyway. That will be health department driven.

Pool – wait – IDPH.

Jody – waiting to see what new Executive Orders will be. Skip item B until further information – all agree.

Item C – schedule meeting for April 25? Steve – yes, Barb – yes, Gordon – yes, Deer Management could postpone their meeting. Bob – yes, Gary – yes. Mike – yes as long as there is something new to talk about. John – yes. Tom – yes. 9:00 next Saturday. Executive session at 8:00. Shaun – will have to post agenda today. Jody – do not include the consent agenda. Gary – trying times – if we don't get any directions until Monday or Tues, is it okay to not post until after that. Shaun – have not seen anything saying you can do that. Will look. Gary might want to get together earlier – is it absolutely necessary to give that much notice. Bob – exceptions to the 7-day rule. Two or three times you can make exceptions. Special meetings may be called by the president; member's notice of all board meeting is at least 48 hours prior. Shaun will check with legal.

13.0 Other

13.1 CAMP Update – Shaun heard from Cord – still getting bids. Needed more time to put together the budget. We need a revised budget – proceeding with bids. Due to the situation, the start date has not been determined yet. Will share once we get that revised budget. Motion to reinstate Robert's Rule of Order by Bob Ballenger, seconded by Steve Tribbey.

Property Owners Comments – additional agenda item

Adjourn – Mike Harris motioned to adjourn at 11:28 a.m.

Recording Secretary, Rhonda Perry

President, Jody Ware

Secretary, Barb Hendren

Date