

**Apple Canyon Lake Property Owners Association  
Board of Directors Special Meeting Minutes  
April 25, 2020**

**APPROVED**

**2.0 Call to Order** – President Jody Ware called the special meeting of the Apple Canyon Lake Property Owners Association (via Zoom) to order at 9:00 a.m. on Saturday, April 25, 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, Steve Tribbey, Tom Ohms, Mike Harris, John Diehl, Barb Hendren, Bob Ballenger, Gordon Williams. Shaun Nordlie was also in attendance. Gary Hannon was absent.

**4.0 Approve/Adopt Minutes from the April 18, 2020 Meeting** – Steve Tribbey motioned “to approve the minutes from the April 18, 2020 meeting.” Seconded from Barb Hendren, motion carried.

**5.0 General Manager’s Report** – Shaun Nordlie reported they are putting together projections on lost revenue, based on 2019 revenue. Through April 22<sup>nd</sup>, lost revenue is \$58,000. Pro Shop, Marina, rentals, etc. budget is \$85,000 in May. Assessments – 77 have not paid yet. We did contact these property owners, would work with them on special payment plans this year due to COVID.

**6.0 President’s Report** - will be in *The Apple Core* – today, will review the Executive Order from the Governor. Watched his press conference every day since March 15. Trying to find a balance. We have to make difficult decisions based on Executive Order of the State of IL. We are living with the decisions we make as well. We have to work together. Would like to thank Shaun and his staff – only been 7 days since I said this before, but the amount of work and research you all have done during these 7 days has been impressive.

**7.0 Property Owner Comments**

**8.0 Unfinished Business**

**9.0 New Business**

**9.1 Review of Governor Pritzker’s Executive Orders (Old/New)** – held our regular meeting last week to discuss the Executive Orders posted April 9. Knew it was due to expire April 30. Scheduled meeting today to discuss Executive Orders coming out next week to be in effect May 1. We have to remember – enforcement of orders – who is responsible for enforcing executive orders? State, local law enforcement are charged with that. Stay at home – page 7 – primary home and vacation property – response – traveling back and forth is not essential travel. How do we at the lake manage that? State and local law enforcement. Golf courses – page 4 – can stay open? – no, recreation, not considered essential business. Page 7 - refers to boating and shelter in place – boating is a recreational activity which groups are gathered in small place. Not an essential activity. Minimum operations at marinas. Campgrounds – deemed essential – generally no – considered recreational activities. If primary residence, then can remain open. Modifications in the Executive Orders that will become effective May 1. 1 – stay at home – will be extending to Saturday, May 30. Golf courses – will be opening golf but with strict safety guidelines. Boating – will begin a phased reopening of some parks with no more than two people. Social

distancing must be maintained in all activities. Face masks in public places – will be required to wear one in a public place where they can't maintain social distancing. Retail stores – may take orders online or over the phone (curbside). Social distancing – new requirements and caps on all businesses including manufacturers – will be modified in the new Executive Orders. We were hoping they would be clearly written so we could use them to guide us through our discussion.

## **9.2 Open Discussion about COVID-19 and ACLPOA Operations**

Lake – Shaun – one area where we haven't had a problem yet. No changes. Launches will remain open; we do ask for social distancing there. May have to go down to one launch if problem with social distancing. Jody – new orders not clearly spelled out – looks like Governor will open up boating with limit of no more than 2 people in a boat. Shaun – hoping for clarification next week, but limit will be two people. Gordon - stress we do follow the rules set for us. Fear that IL DNR will shut us down – need to follow the 2/boat, rule, but better than not being on the lake whatsoever. Shaun – IL DNR – always comes out and checks – here usually early in the year, but always checking to make sure equipment, documentation is in order. They do govern our lake and we have to abide by DNR rules. Bob – if Security sees three people in a boat – what will they do if anything? Jody – local and state enforcement is charged with enforcing the Executive Orders. We are all in on this – give them a reminder, but we have to monitor health and safety of our staff and membership. IL DNR can issue tickets and fine is quite hefty. Steve – kept open with social distancing. Do think we should follow Executive Order – when things do get opened up completely, would have a mad rush. Jody – people have to make smart healthy choices. Not jeopardize getting our lake closed down. Security could give a disobeying device citation as long as we post the new guidelines at launches.

Marina – Jody - if boats in the water, will we be opening the Marina and what will it look like? Shaun – managers discussion - how we can open? Recommendation is curbside gas only with some bait. Building would not be open – no one would be going in. Staff would dispense gas using social distancing. Owner will probably have to get out of boat while pumping gas. Land gas – social distancing. Bait – limited, but we do have some options to get some. Do not want to add groceries or consider opening the building. We will evaluate weekly. Jody – no liquor or groceries – bait depends on availability? Have signage on the doors explaining everything? Shaun - restrooms – working with county health dept., not a lot of direction – waiting for Executive Orders. Extra cleaning is necessary – better direction once new orders come out. Might be certain hours restrooms will be open, look for that to come out in the next few days once we get some direction. Bob – credit card only? All purchases? With curbside we would definitely do credit card only. Jody – do we have PPE equipment in stock now if needed and also do we have internet capability for the credit card transactions? Shaun – phone service or internet – both. Typically, we do not have an issue with internet. PPE – ordering gloves, we do have masks, and have been stockpiling sanitizer as much as we can. Gordon – agrees open for gas and possibly bait only. Many other items folks carry on boats they can buy on the way over. Gas – we do have a fresh inventory in the underground tank – rotating is good. Restroom – convenience stores – restrooms are open. We do need to figure out a process soon. Sooner rather than later. Tom – agree with Gordon – selling gas and bait. Owner can swipe card? If the employees have a glove – that might work best. Better if employee handles with gloves. Whatever works – let employees decide, they are the ones doing it. John – reasonable approach – ensure that our staff is comfortable with this. Don't ask anything of them that they are not personally comfortable with. Shaun – did reach out to staff, they both said would be comfortable as long as PPE available. Friday, Saturday and Sunday for now. 12-5, 8-5, 8-4 considering at this time. Barb – agree with everything. Question – ice machine. That will need to be cleaned. Shaun – did come up – will contact them and ask.

Will discuss further. Steve – agreement with this – like John’s comments making sure staff is comfortable doing this work. Protect their health – best efforts. Risky right now and be considerate of their safety and well-being.

Trails – Jody – keep them open and expecting social distancing. Signs on the trail to remind of social distancing? Shaun – getting signs this week. Banners, posters, etc. to the trails. Jody - do we keep the picnic table at dog beach? Shaun – could remove or turn over so they can’t be used. Discussion last meeting about keeping trails open. Have seen Security’s presence – putting trust and faith in our membership. Don’t want to lose that privilege to be able to use those trails. Walking and riding – all members, please appreciate the use of the trails, practice social distancing to be safe. Age for operating an ATV is 16 – please don’t jeopardize other members’ health by having a child operate a machine on the trails. Make good choices. Shaun – we do have Security shifts out there on the weekends and training all staff on trails. Steve – people are doing a good job right now social distancing and using trails safely. Like the idea of keeping them open. Bob – wondering if we make signs about social distancing can we include directional signs where trails split – we don’t have any directional signs indicating which is which. Shaun – other signs do need to go up and we are working on those. Mike – keep social distancing and keep doing what you are doing. Barb – covered everything. John – been out a lot and mostly has been sensible and courteous experience. Tom – chat question - how many can ride in a golf cart and ATV? Underage driver – \$250 fine and Security will enforce. Seating – nothing in executive orders, but ACL rules state only have as many people it accommodates per the manufacturer (2 seat golf cart; only 2 people riding). Has seen people practicing social distancing – but did see a few underage drivers. Signs – we are putting up signs, but we don’t want signs everywhere but would like them to guide around the trails. Gordon – Tom covered most everything. Question on UTV riding – that is posted on the UTV on what the capacity is. Social distancing – boat vs UTV – little different.

Golf Course - Jody – something new IL Dept. of Commerce and Economic Opportunity – restrictions going into effect on May 1. Shaun – just got this last night. Lays out how we can golf. 7 a.m. on Friday May 1 we can open. Many restrictions – biggest one is no golf carts. Exception is those with physical disability that would prevent from walking the course. Staff will answer phones. Any payments will have to be credit card. Building itself will not be open. Only twosomes. 15 minutes between tee times. No ball washers, foam in cup so you don’t reach all the way down, no rakes on sand traps. Signs will be posted. Season pass holders – when you call to book, mention you are season pass holder. Everything over the phone – credit card only. No going in building and no selling of alcohol at this time. Restrooms – looking for direction from the health department. If we have a porta potty – will need wipes, make sure fully stocked and do need regular cleaning. Our staff would have to maintain those. Looking for more direction from health dept. Limited hours – for this time of year, probably okay. 8am will probably be earliest tee-time. Normal shift is 8-4:30 – thought we would have someone available 7 days/week – 8-4:30. Call Pro Shop directly for tee-time. Tom – covered everything. Tough walking that course – don’t see much golf going on. John – agree with Tom – no riding carts, pretty much carrying your bags. Play will probably be limited for the month of May. Barb – Shaun did a good job of covering everything – would be good to have open. Mike – covered everything. Steve – nothing to add– Shaun, thank you for all of the work. Tom – question in chat – what about bringing your own private carts – no not allowed. Specifically states private carts or club carts are not allowed.

Pro Shop - Shaun – at what point do we open up? No mention in Executive Orders – no changes for restaurant and bars – to-go only. Staff and managers – not necessary now. Will come at some point – need three employees – one cooking, one taking orders, and one delivering. Limited menu – only on Friday,

Saturday and Sunday, limited hours. Golfers – waiting to see how many golfers we get. Jackie from Cove planning on opening for to-go in early May. That might affect what we do at the Pro Shop. Give us another week or so to see what the response is on the golf course. Will open in the near future but don't need to open up next weekend. Jody – comfortable with Shaun and team deciding this. Gordon – yes okay. Tom – yes – right now other local business in area are getting support from ACL. Bob - Rule – three people are required? Shaun - came from health dept. We do have this in writing. John – reinforce what already has been said – good sense of cooperation between Cove and Pro Shop - which facility will be open at which time. Steve – nothing to add. Staff – making sure they are safe. Mike – believe it is a good idea to keep in touch with Cove and alternate days, not enough business for both to be open at same time. Barb – comfortable with Shaun's plan and good idea to work with Jackie and alternate.

Association Office - Starting Friday, May 1 with Executive Order, we will be open for curbside service. Signage – pull in parking lot, call office, they will bring out your tags, stickers, put on hood or trunk – no contact at all. Asking that you call in advance so we can have everything prepared. Paperwork – all online, fax, or email. We will be educating owners on this process. Thursday to Saturday, 8-3 regular hours, curbside service. Boats – measuring boats, UTV, ATV, Security has been doing that – asking for appointments. Want an appointment so we can plan appropriately. Do need two people with a boat close to limit to help with measurement. We have contacted other marine service companies and let them know of our plan – no issue at this time. Jody - 8-3 Thursday, Friday and Saturday. More hours can be added as necessary. Sunday hours typically start after Mother's Day – will add more if necessary. Gordon – curbside concept – retail location – we run this business the very same way. Does work. Comment - let's take a strong look at the days we are open. Might encourage a couple more. You all can measure that better than me. Shaun – Megan, Stacy, and Julie know busy times right now – they are open to adding more days as necessary. We have not turned anybody down yet. We are accommodating them – even if no appointment. Tom – fine with curbside - trust Megan and staff to know the hours they need to be open. John – reasonable. Barb – how many people in the office at one time? Limited space and social distancing. Shaun – going to try for one at a time. Will try to figure out what works best – we may need two. Spacing in the office is small – social distancing can be difficult. Start with one and make changes as necessary. Barb – running back and forth a lot – how will phone calls be handled. Megan and Stacy will be working remotely most of the time. Mike – sounds handled. Steve – nothing – great job Shaun. Looking at needs of members and discussing with staff. Jody – employees are reporting to work each day. They have been in and out of the office even though closed. Megan goes in once/week, etc. Maddy and Anthony getting mailings ready for election, etc.

Bob – Recycling Center – summer hours for that too? Shaun – talked about that this week – do need to expand hours. Will be coming out – or at least adding another weekday. We do have expanded hours on weekends now. Will be expanding next week.

Beach – opening will be determined by IDPH – same will be for pool – IDPH. Controlled by IDPH. Most important – any of these we can lose our licensing if we violate the Executive Orders. Really important – we want to stay in good standing.

Campground - Shaun – still remaining closed at this time. Did check after Saturday's meeting to see about being open – we do have a state license for the Campground. Could be revoked if we do open and we could get fined daily. Lake Associations in our area that were open, they were ordered to close this week. Wait and see if any direction – parks - DNR is opening as phase 1; but campgrounds will remain closed. Jody – will have more information by the end of next week; may give us more specific guidance. Gordon

– hoping we get some clarification with our Governor. Amenity is extremely important – need more clarification. Jody – someone called the county and initiated the investigation on a campground being open. Tom – hoping we get clarification. Not worth losing our license over at this time. Up to us to protect our license. John – agree. Bob – should have a motion that we strictly follow the Executive Orders. Nice to have discussion, but we need to follow the Order. Jody – for now we are basically following the order – but want to follow the Executive Orders put out on May 1 and before voting, we need to read the entire Executive Order. May need another meeting next Saturday. Next meeting, we can finalize our plans and also be able to have the new Order in front of us. Should be out on Wednesday. Bob – have to agree with the Executive Orders whether we agree with it or not. Just have to follow it. Jody - as a board – we can do a motion and vote to follow the Executive Orders and that would support our staff who is carrying it out. We need to back our General Manager and staff and the work they are doing. Safety and well-being as stated in our mission statement. Jody – have another special meeting next Saturday? Shaun – two meetings scheduled next week – Conservation and AECC – would have to push Board meeting back to 11 or later. Gordon – yes – also on the AECC meeting – thinks 11 would be fine. Tom – has two meetings next week – AECC and Conservation. Should be done by 11. John – yes. Barb – yes. Mike – yes. Bob – yes – put on the agenda the motion for next week. Steve – yes. Shaun – 11:00 next Saturday, May 2 to discuss COVID 19 and new Executive Order in place.

**10.0 Other**

**10.1 CAMP Update** – nothing at this time.

**11.0 Property Owners Comments**

Next meeting will be May 2 at 11:00 a.m. via Zoom.

Jody is asking property owners to carefully watch the press – governor’s daily press conference. Please stay informed, waiting anxiously for new Executive Order to come out.

**12.0 Adjournment** - Motion to adjourn – Mike Harris at 10:50.

\_\_\_\_\_  
Recording Secretary, Rhonda Perry

\_\_\_\_\_  
President, Jody Ware

\_\_\_\_\_  
Secretary, Barb Hendren

\_\_\_\_\_  
Date