

**Apple Canyon Lake Property Owners Association  
Board of Directors Meeting Minutes  
November 21, 2020**

**APPROVED**

**2.0 Call to Order** – President Barb Hendren called the meeting of the Apple Canyon Property Owners Association to order at 9:09 on Saturday, November 21, 2020.

**3.0 Pledge of Allegiance** – After the Pledge of Allegiance, a quorum was present with the following Directors in attendance: Barb Hendren, Bob Ballenger, Jody Ware, Steve Borst, Steve Tribbey, Gordon Williams, Mike Harris and Tom Ohms, all attending via Zoom. General Manager Shaun Nordlie was also in attendance. Henry Doden was absent.

**4.0 Approval/Adopt Minutes from the October 17, 2020 Meeting** – Steve Tribbey motioned “to approve the minutes from the October 17, 2020 meeting.” Seconded by Tom Ohms. Motion carried with Mike Harris abstaining.

**5.0 Treasurer’s Report** – Treasurer’s Report will be in *The Apple Core*. Jody Ware commented that it is important for everyone to understand the revenue that we have coming in that goes in the operating fund.

**6.0 Committee/Commission Reports**

**AECC** – Steve Tribbey reported that they met on November 7, two new house permits issued at that meeting. Four new dwelling permits in 2020. 126 deed transfers year to date (houses and vacant lots). 142 building permits year to date. Next meeting is December 5.

**Conservation** – Paula Wiener reported they held their last meeting of 2020 in November. Finished quarterly and annual greenway stewardship reviews. Big event of the meeting was Joe Rush being the visitor. Lot of discussion and with Joe’s encouragement we have recommended a change to the blue gill program. Eight keepers over 8 inches. Discussion also on trying a musky stocking program. We are going to stock 50 12” muskies starting in fall of 2021. Will do that for three years. Will start the new year with three new members.

**Golf** – No meeting.

Henry Doden joined the meeting at 9:20 a.m.

**Deer Management** – No meeting, but Gordon Williams reported total harvested is at 22 with 19 being does, 3 bucks. Hunters are seeing quite a few deer.

**Lake Monitoring** – Steve Tribbey - went out on the lake for the last time on October 30. The surface temperature was 51F. Dissolved oxygen was above 5.0ppm to a depth of 5 feet. Dissolved oxygen levels and temperatures were very uniform for the entire depth of the lake, meaning that the lake has turned over.

**Recreation** – Steve Tribbey reported they met November 16. Halloween event summary – virtual pumpkin carving contest, received just under 20 submissions. Spirit Tour – October 23 & 24, four participating houses. Holiday events– Jingle Bell Brunch cancelled. Clubhouse Decoration – Canceled. Hot chocolate and cookies with Santa – may be changed with the Tier 3 restrictions now. Tree lighting details are still being worked on.

**Trails** – Tom Ohms reported that the last meeting was October 24. Assessed our year and looked at future goals and plans. Overall feel the trails are in great shape. Next meeting will be in March.

**Strategic/LongRange Planning**- JodyWare reported that they met and reviewed the benchmark score card. Hope to have it published soon. Also, getting ready to roll out 2021 Plan on a Page. Next meeting is February 5.

**Legal** – Jody Ware reported that they have been very active, last townhall meeting following the last Board meeting, no new questions from ownership. As of today, we have not received any additional questions or proposed suggestions for new language. Will be asking Board to accept our recommendation to put the Amended and Restated Declaration and Bylaws out to Voting Members to vote. We are doing a Commit and Submit for ACL campaign and feel this is important to get done in January. Please vote early.

**Foundation** – Jody Ware reported they had a meeting and had our first request for funding. You will see more of that today in new business. Looking forward to supporting projects that are taking place around ACL.

**Rules & Regulations** – Mike Harris reported they met November 6. Today you will see a trash & recycling update for 2021 on the agenda. Shaun Nordlie received an email from property owner wanting to keep trails open later than 10p.m. After discussion, we decided to not change that. Next meeting 12/4.

**Nominating** – Barb Hendren reported they have three candidates that have submitted paperwork to run for the Board in 2021. Next meeting is December 10.

**Campground** – Steve Borst reported that they did not meet but Joe Wiener submitted our application to the County for the expansion and pavilion.

**CAMP A&D** – Nothing to report.

**CAMP F&M** – Nothing to report.

**7.0 General Manager's Report** – Shaun Nordlie reported that with Tier 3 regulations, the Pro Shop will not have indoor dining. Added plastic to the patio area as an option. Working on new “to go” orders after Thanksgiving. Association received word that the PPP loan (payroll protection) has been forgiven. \$341,500. Great news!

**8.0 President's Report** – Barb Hendren noted that a solar farm is being built on the west side of ACL. Property owners can participate in this. Marcy Stanger gave us information on this. Look for more on that later.

## **9.0 Property Owner Comments**

### **10.0 Consent Agenda**

**10.1 Committee/Commission Changes** – Mike Harris motioned “to appoint Angie Marek and Dave Bohnenkamp to the Conservation Commission, and to accept the resignation of Rick Paulson from the AECC, Trails Commission, and CAMP A&D Ad Hoc Commission.” Seconded by Steve Tribbey, motion carried.

### **11.0 Unfinished Business**

**11.1 Amended & Restated Declaration of Covenants & Restrictions – 3<sup>rd</sup> Reading** - Gordon Williams motioned “to approve the proposed Apple Canyon Lake Property Owners’ Association Amended and Restated Declaration of Covenants and Restrictions (2020 version) to completely replace, in their entirety, the current declaration recorded in 2017; and to distribute to all Voting Members on January 8, 2021.” Seconded by Tom Ohms. Discussion: Henry Doden asked how can we approve these now? Shaun Nordlie – this is the Declaration, not the Bylaws. Gordon Williams - a lot of time was spent on this, great work. Our town hall meetings were spirited, and we had great comments, nice to move forward with this. Barb Hendren would like to compliment the Legal Commission, so responsive to property owners’ questions. A lot of changes due to what property owners brought up. Jody Ware – members of Legal also have full time jobs – big shout out to the Legal Commission members who dedicated five years of work to update these documents. Motion carried with Henry Doden abstaining.

**11.2 Amended & Restated Bylaws – 3<sup>rd</sup> Reading** - Tom Ohms motioned “to approve the proposed Apple Canyon Lake Property Owners’ Association Amended and Restated Bylaws (2020 version) to completely replace, in their entirety, the current bylaws recorded in 2017; and to distribute to all Voting Members on January 8, 2021.” Seconded by Bob Ballenger. Discussion: Henry Doden – Maintenance decision should be decided so it can go in the Bylaws. This should be tabled. Barb Hendren – easy to change the Bylaws. Tremendous effort and amount of time getting this ready and the expense by waiting is just not worth it. We can make a change to the Bylaws. Not worth holding up. Jody Ware – Bylaws are like your owners’ manual. Up to date and current. Article 11 committees and commission, section 8. There are standing committees and commissions. Lists them there. The new commissions were added. Agree with Barb, not a significant change. Want to send this out January 8 and we would have to start production in December to get it ready for the package. Huge cost savings to be able to do that. Motion carried with Henry Doden voting nay.

**11.3 Maintenance Commission** - Mike Harris motioned “to reinstate the Maintenance Commission with the following charge – *The Maintenance Commission shall work under the direction of the Building and Grounds and Natural Resources Managers to help fulfill the duties of the Maintenance Department. The commission can assist the department with planning, estimating and reviewing on all matters pertaining to the maintenance, repair or improvement of the Common Properties and facilities of the Association as requested by the Building and Grounds or Natural Resources managers. The commission shall perform such other functions as the Board, in its discretion, determines. At least one member of the Board of Directors shall serve as a member of this commission. The commission shall prepare a summary of activities and projects the commission has been involved in over the past year for presentation at the Annual Meeting.*” Second from Tom Ohms. Discussion: Mike Harris – we know we can’t have someone be the chair that is not an owner or a member of the commission. Shaun Nordlie – wrote this the way it was at Lake Carroll. We can take that off. Building and Grounds Manager would be staff liaison. Fine with them not being the chair. Jody Ware – that language is not in the recommendation. We do the same thing with Recreation. Steve Tribbey – when this issue came up, he spoke with Joe Foreman who used to be on the old Maintenance Commission. Pointless commission – all projects are budgeted and comes through Shaun. Meetings were more of a complaining meeting, nothing got accomplished. Fear that the people on the commission will be micromanaging the other managers. Don’t see it as being a productive commission. Jody Ware – did an analysis of all meeting notes. Some meetings were 10 minutes long, one was 38 minutes, two 55-minute meetings. Note – they did not meet monthly. Our maintenance is not four times per year. Hope they would use R&R as a guide. Provide direction on where we need to go. In the charge, like that the commission can assist the department with planning on **all** matters. But the word that protects that is **can**. Mike Harris – can’t speak for the short meetings, but if we would not have had a Maintenance Commission at the time of all the theft, we would not have caught 95% of them. Tom Ohms – do we have enough volunteers to get this going? Mike Harris – not sure – not a lack of volunteers. Henry Doden – talked to a couple other people, the commission did a lot of research and work for the sprinkler system for golf course. Because they did this work, noticed a big discrepancy on the billing. Gordon Williams – we have a maintenance supervisor with a job description. Expected to do that job description. With respect, we do have common property spread out over 2700 acres. If we are having problems internally, maybe we look at it internally to make that job easier for a supervisor rather than having a group of people discussing projects, etc. Personal thoughts, agree with Steve Tribbey on micromanaging. Problem with this commission, feel in my heart there will be problems down the road. Henry Doden – newspaper has had numerous articles on how important maintenance commissions are. Losing something by not having it. Shaun Nordlie – IALC – asked who has commissions, several do not have these commissions. Barb Hendren – do see some positives in helping with planning and research aspect. Steve Tribbey - could be handled with ad hoc commission. Steve Borst – finance side of this – we have instituted some good checks and balances on approvals on things that maybe were a little lax prior. Annual audit as well. Do a good job of monitoring that. We have this workshop coming up – commissions like this would be perfect to do homework on and figure out costs. Close to having something that could work and benefit. May not be there yet. Jody Ware – important to remember we now have a Financial Manager. Our software is managed by us. We budget how much maintenance gets and what they spend their money on. When they invoice, that goes through management team and is in the computer system. Always have a running balance on what has been spent and what it has been spent on. Weekly managers’ meetings – report outs. That too would have been helpful when we had the theft at ACL. Henry Doden – example of what they could possibly do – problem with vibration on the dredge and they continued to run the dredge. Caused one of the brackets to break- could do research and possibly eliminate the problem. George Drogosz – was on the Maintenance Commission when golf course irrigation was proposed. Sat down with the contractors. Everybody was going along with doing this in off season. One contractor – save \$\$ by doing one hole at a time. Worked out well. Tom Ohms – why didn’t Golf Commission handle the issue? Barb Hendren – hearing is that the way the motion is written, is not what we want. Worried about micromanaging our Building and Grounds Manager and Natural Resources Manager. Could be well served by doing ad hoc committees on a project by project basis. Agree. Need to take it to a vote. Roll call: Jody Ware – nay, Tom Ohms – nay, Steve Borst – nay, Bob Ballenger – nay, Mike Harris – nay, Gordon Williams – nay, Steve Tribbey – nay, Henry Doden – nay. Motion fails.

## **12.0 New Business**

**12.1 Rules & Regulations – Trash & Recycling – 1<sup>st</sup> Reading** – Gordon Williams motioned “to suspend Roberts Rule of Order,” seconded by Steve Tribbey. Discussion: Box spring can be broken up; mattress is what the charge is for. Pretty straightforward. Bob Ballenger asked about B3 - disposed of in the same month – rationale for that? Shaun Nordlie - common language right now, will double check on that.

**12.2 Social Media Policy – 1<sup>st</sup> Reading**– Discussion: Shaun Nordlie – we now currently have the Facebook policy. Group page has grown considerably. Feel like we need some policy here. We do get language with content and language not appropriate. Want to make sure we can keep up and make sure the group page stays as cordial as possible. Jody Ware – like the way the policy is written, but for 2<sup>nd</sup> reading, can we put in policy format. Organization, financial, HR, etc., in a policy format so we know where it would be located in the policy manual. Based on operation of the organization, so we would definitely go under operation. Jody Ware will check. Gordon Williams - item #6 of the policy, how do you work that internally? Shaun Nordlie – Kirsten, Megan and Ashlee – they get dings on their phones when a post has been made. We did discuss if something on a Friday night, what do we do in those cases? Figured out if it is something inappropriate, we would have to deal with it right away. Make a decision together through texts or phone and discuss. Steve Tribbey – why did legal counsel suggest to review after stuff is posted? Seems like stuff gets posted and no rebuttal on truth, etc., should be reviewed before they go public, referencing the integrity especially. Shaun Nordlie – thought we were doing that the right way, before posted. But that puts a liability on the association. Steve Tribbey – what about rebuttal? Shaun Nordlie – there are times that we do have to get on there and explain that the information isn’t correct. Also, times where you get both sides where they correct each other. We have had discussions about getting rid of it, but we do have owners that enjoy it. Still a benefit for the owners. Tom Ohms – good tool for promotions if used properly. Association page is not open comments. Mike Harris -what will keep someone from starting their own page? Shaun Nordlie – already out there, nothing we can do about those. Tom Ohms – approve the membership – someone requests to join this? Shaun Nordlie – yes, can also be invited by a property owner, so could be non-owner. Policy format for second reading.

**12.3 Membership Records Policy – 1<sup>st</sup> Reading** – Discussion: Shaun Nordlie – doing this to make sure we are covered, information we have to provide is not used for commercial purposes. Barb Hendren – exhibit A – under the heading policy item #1 – anybody who wishes to inspect records, submits written request to BOD. Is that voted on? BOD directs Shaun to take care of it for them. Falls on Shaun Nordlie. Steve Tribbey – updated every October – more like a directory with home-based addresses, with no lot numbers here at ACL. Seemed useless. Would lot numbers be associated with that? Shaun Nordlie – can do different things with the directory. In dues packet – you put what you want as far as address. We drop all of that in Excel. If we wanted to change that, we would have to make sure members are okay with that. NorthStar would offer us more than Abacus, could be more options if we wanted to go that route. Not a lot of directories are sold – maybe 10. Jody Ware – there is language in Bylaws about maintaining the roster. Henry Doden – agree with Steve Tribbey, person by the name of Johnson, 15 listed but with no lot number listed, don’t know who is who. Shaun Nordlie will ask about that. Jody Ware – for 2<sup>nd</sup> meeting would like to see this in policy format and would be under board operations.

Mike Harris motioned “to reinstate Roberts Rule of Order.” Second from Gordon Williams, motion carried.

**12.4 Northstar Purchase**–Jody Ware motioned “to approve the purchase of Northstar software, to be paid from the 2020 Operating Budget surplus.” Second from Steve Tribbey. Discussion: Jody Ware wanted to thank Shaun, along with some employees that have gone over to Galena Territory – feel like Shaun has included the worker bees for this transition. Very positive about this. Purchased Abacus in 2016, went live in 2017. We previewed a lot of different software at that time. Was Northstar one of the choices at that time? Shaun Nordlie – no, they weren’t an option, needed to be server based at that time. Jody Ware – never find the miracle software that is customized to our needs but liking the capabilities of Northstar. Owners having more capabilities, this is being talked about in strategic planning. Mike Harris – any other software companies? Shaun Nordlie – this is discounted because they acquired Abacus. Annual fee is more, but will save on sending eblasts,

etc. To get back into Abacus for records, they are waiving that fee. Not interested in checking others due to Northstar acquiring Abacus. Happy with Northstar. Employees that worked with us with Abacus are still working with Northstar. They know us. Northstar is web based, private side to website, be able to pay bill online, be able to book events and activities online, will be an app for notifications. Lot of features to it. Galena Territory loves it. Conversions are always tough, but once on it, it is great. Northstar is much bigger than Abacus. Jody Ware – price tag for this for the first year, if we approve this today – thinking of using dollars from our budget surplus. How much will we be using of that? How much would we be spending in 2020? Shaun Nordlie - \$73,000 total. Jody Ware – installation includes training day. \$4,280 for monthly licensing – would be \$51,360 that would be part of which year? Shaun Nordlie – 2021, would start once we go live. We do have money budgeted for Abacus next year and would use that. Will have to make up for that in other areas for next year. Jody Ware – dredge will be returning and will be a hardy bill with that – are we in a position where we are good for 2020? Shaun Nordlie – will be R & R for dredge, not operations. Enough money in there for the dredge. Barb Hendren – support, is that billed monthly? Shaun Nordlie will check. Stated that it is monthly, so assuming it is monthly. Would not pay until we go live. License fee is \$10,000 for a year and pay separately for support. Will save on some items but will be more in some areas. Going to be \$20-25,000 more approximately. Hopefully owners see this and see the benefit from it. Paying bills online will be a huge benefit. Henry Doden – insurance carrier - some major companies are being hacked. Are we covered? Shaun Nordlie -we do have insurance for that. Also, security is included with the program. Gordon Williams – we do have a security gateway in the office and next question – double check to make sure we are up to date on PCI compliance. Steve Borst – doing this during COVID a good idea? Shaun Nordlie – good time actually. Once they get through the Chronicle and calendar and tree lighting, will be quiet for the next few months. If on-site is not able to happen, they can do Zoom or Go-To meetings. Will adapt if we can't meet in person. If we can go live in April or early May we can get the benefits out to the property owners. Jody Ware – actually is the time when we do need software capability like this especially with COVID. Do all online. Think the staff is very excited with what Northstar can do. Motion carried.

**12.5 Garden Club Children's Garden** – Do not have a recommended motion for this. Garden Club has been very busy creating a children's garden and planning other activities, like Canyon Kids Adventure program. They are asking for us to support them in these efforts and would like to realize some of these projects before the CAMP project. Plans to add a children's playground, replacing fire pit, building a fishing pier. Not sure what they want from us right now. Jody Ware – she put this on the agenda. Garden Club came to the Foundation with their proposed project. Garden Club is not a part of our organizations, they are similar to our Bass Club. Asking from us is approval to use the designated area for plantings as listed on the map. With that area, they are also taking over the responsibility of maintaining. Jody Ware motioned “to approve the designated area on common property for plantings proposed by the Garden Club of ACL.” Second from Gordon Williams. Discussion: Jody Ware - also those designated areas are already prepared. They are using a designated area of common properties and will maintain that area. But we have to get the plants in there first. Canyon Kids Adventure – can cross that bridge in the spring. Focus on raising funds for the gardens right now. Know they are asking the Foundation for financial support. We have an ACL commission CAMP that is working on the clubhouse area master plan. In that master plan, it includes changes in the fishing pier and playground equipment. Make a decision about when to make those changes; staging and mobilization of equipment, etc., be careful we are not crossing two big projects, but working together on those two projects. Mike Harris – reminds him a lot of everything we are doing in CAMP. Walking trails, flowers, etc. Very close. Not against it, but we have to be careful it could be torn up when we do the clubhouse. Steve Tribbey – love the sketch of the area around the clubhouse. Don't want it to get trampled on when work begins on clubhouse. Don't want to start all over again. Same with the playground – that was an area in the design, etc., need to try to think ahead and work hand in hand. Jody Ware – motion for the planting for the children's garden that is around the pool and the trail down below by the Cove. An area down there they want to put vegetables, etc. That is why she motioned to approve the planting. Basically, the common area they have already prepared. Steve Tribbey – structure for outdoor events we talked about by the clubhouse? Pavilion – we have money that has been donated for the memorial pavilion. Shaun Nordlie would have to consider that and where it might go. But could go in different location as well. A vote was taken and passed unanimously. Foundation donations for this purpose

would be appreciated. Steve Borst – they do have an online store where they are selling merchandise trying to get their funds going.

**12.6 December Meeting Date**–Steve Tribbey motioned “to discuss the December meeting date.” Second from Gordon Williams. AECC is on the 5<sup>th</sup>. December 12 or 19 are both open. All good with Saturday, December 19<sup>th</sup>.

Mike Harris motioned “to suspend Roberts Rule of Order.” Second from Bob Ballenger.

**12.7 Open Discussion about COVID-19**– Shaun Nordlie reported that as of yesterday, we are back to Tier 3. Pro Shop is not open for indoor dining. We are doing Zoom for all meetings while in Tier 3. Fitness Center limited now to one person or same household. Didn’t want to close it down. Did close down the bathrooms at old maintenance. Jody Ware – golf course officially closed? Shaun Nordlie – no we have had golfers still. Continuing to mow. We told people as long as carts are here, that is fine. Will still rent them a cart or can use own private cart or walk.

**13.0 Other**

**13.1 CAMP Update** - no CAMP update.

Tom Ohms motioned “to resume Robert Rule of Order.” Second from Steve Tribbey.

Mike Harris motioned to adjourn at 11:37 a.m.

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Recording Secretary, Rhonda Perry

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President, Barb Hendren

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Corporate Secretary, Steve Tribbey

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Date