

**Apple Canyon Lake Property Owners' Association
Board of Directors Meeting Minutes
August 19, 2023**

APPROVED

1.0 Call to Order: 8:00 am

2.0 Executive Session – 8:00 am

3.0 Regular Meeting Called to Order at 9:01 am.

4.0 Pledge of Allegiance – after the Pledge of Allegiance, a quorum was present with the following Directors in attendance: Nolan Mullen, Bob Ballenger, Bill Becker, Carmel Cottrell, Brian Holt, Mark Kosco, Debra McNamee, Laura Pratt and John Anderson (via Zoom). Interim General Manager Mike Harris was also present.

5.0 Approve/Adopt Minutes from the July 15, 2023, and July 18, 2023 Board Meeting - Laura Pratt motioned “to approve/adopt minutes from the July 15, 2023 and July 18, 2023 Board Meeting.” Seconded by Mark Kosco with John Anderson abstaining. Motion carried.

6.0 Treasurer’s Report – will be in *The Apple Core*.

7.0 Committee/Commission Reports

AECC - Joe Wiener reported that there were 94 building permits this year. Last year at this time we had 91. Septic pump & inspection reports are due by property owners by September 1. Reminder letters were sent out on Friday.

Conservation – Paula Wiener reported the destratifier is set to go for next year rather than this year due to equipment issues. Fish order was adjusted, cost of fish has gone up, reducing walleye slightly. Greenway Stewardship Program on hold – program is being revised.

General Manager Search – Mike Yorke reported they have been advertising for a new GM, no qualified candidates at this point. In board packet today for executive search.

Deer Management – Mark Kosco reported that Archery Day was successful.

Golf – Mark Kosco reported that the ACL Big Cup was a great success.

Memorial Pavilion – Laura Pratt reported they are on the way to reaching their goal of \$30,000 through selling pavers.

Board Policy – Laura Pratt reported they are working on revising the financial documents, streamlining and making them easier to understand – attorney commented that we are a very policy driven association. We did streamline some of the policies.

Zebra Mussels – Laura Pratt reported the treatment is completed for the year. After the 2nd treatment, the live cages showed 100% kill. Prior to the third treatment, no live zebra mussels could be found to put in the live cages. Asking people to send in pictures of their boat with the zebra mussels – show us how we can compare last year to this year. Hearing positive things so far.

Flood Mitigation – Gary Hannon reported there is an agenda item to approve \$89,000 for Phase 2 of the project. Valve – was hoping to get a price to by today. Waiting for IDNR permit, before we can send out for bids – probably would be about two months before we can get the bids out. Communication piece – we need good communication out there. Article coming out in *The Apple Core* and developed a website to communicate with ownership. Google drive for board members and commission members to look at. Will blast out in *The Apple Seed* as well. Draw down will take place in November.

8.0 General Manager’s Report – Mike Harris reported the dredge is working right now. We have contracted three more bays to get done this year. Three weeks to one month to do those. As soon as they are done, they will keep their equipment here and start on the rip rap.

9.0 President’s Report – report will be in *The Apple Core*.

10.0 Property Owner Comments

Will move to the end of the agenda.

11.0 Any Additions to the Agenda

12.0 Consent Agenda

12.1 Committee/Commission Changes – Bill Becker motioned to approve the following committee/commission changes: To appoint Anthony Frieri to Golf Commission; Bob Cook, Rich Krasula, Ken Lopez to GM Search Commission; Dianne Carr, John Diehl, Michael Gardner, Lori Hewitt to Cove Food & Beverage Ad Hoc Commission; Norman Vandigo to Maintenance Commission; Barry Kren and Jim Cleary to Flood Mitigation Ad Hoc Commission; Jon Duddles to Legal Commission. Seconded by Carmel Cottrell, motion carried unanimously.

12.2 Board Liaison Assignments to Committee/Commissions – Deb McNamee motioned “to approve the following board liaison assignments: Nolan Mullen to the Campground Commission, Debra McNamee to the Conservation Commission, and Legal Commission; Mark Kosco to the Deer Management Commission, Golf Commission, Employee Handbook Commission, Cove Food & Beverage Ad Hoc Commission, and AECC; Carmel Cottrell to the Maintenance Commission, and Strategic/Long-Range Planning Commission; Brian Holt to the Rules & Regulations Commission and Board Policy Ad Hoc Commission; Laura Pratt to the Safety & Emergency Planning Commission, Tellers Commission, Flood Mitigation Ad Hoc Commission, Memorial Pavilion Ad-Hoc Commission, and Zebra Mussel Ad Hoc Commission; John Anderson to the Recreation Commission and Multisport Complex Commission; and Bill Becker to Trails Commission, Nominating Commission, and to AECC.” Seconded by Mark Kosco, motion carried unanimously.

13.0 Unfinished Business

13.1 Memorial Pavilion Construction - Bob Ballenger motioned “to approve building of the Memorial Pavilion west of the Mann Lookout Tower. Construction to be done by: Mike & Nick Sproule Construction, Galena, IL for the concrete pad at \$10,800, Pine Grove Contractors, Cuba City, WI for the structure at \$40,000, and Pierce Electric, Stockton, IL to run electric to the site for \$3,245. Total funds needed: \$54,045. Currently our designated fund is at \$57,742.50.” Seconded by Bill Becker, motion carried unanimously.

14.0 New Business

14.1 Designated Signers for ACLPOA Accounts - Laura Pratt motioned “to designate Ashlee Miller, Financial Manager; and Maddy Bernhardt, Accounts Payable; and Board of Directors members Nolan Mullen, President; William Becker, Vice President; Mark Kosco, Treasurer; Laura Pratt, Corporate Secretary; John Anderson; Bob Ballenger; Carmel Cottrell; Brian Holt; Debra McNamee as designated signers for ACLPOA accounts and CDs at Apple River State Bank.” Seconded by Mark Kosco, motion carried unanimously.

14.2 GM Executive Recruiter Firm – Mark Kosco motioned “to approve to engage the services of Management Matters L.C.C. and approve a budget of \$60,000 to fund the General Manager search.” Seconded by Carmel Cottrell, motion carried unanimously.

14.3 Formation of Safety & Security Ad Hoc Commission - Deb McNamee motioned “to table agenda item 14.3.” Seconded by Mark Kosco, motion carried unanimously.

14.4 Flood Mitigation Labyrinth Spillway – Brian Holt motioned “to approve an additional \$89,000 for Phase 2 of the project as detailed in the CMT report dated August 9, 2023.” Seconded by Bob Ballenger, motion carried unanimously.

14.5 Cove Food & Beverage Ad Hoc Commission Charge - Carmel Cottrell motioned “to approve the new charge for the Cove Food & Beverage Ad Hoc Commission: The Ad Hoc Commission has been established for the purpose of supporting the F&B Management team in the following three specific areas: 1) identify and analyze metrics and provide reporting and recommendations based on that analysis for the Cove, Pro Shop and Marina. 2) devise a system to objectively capture and share

customer and employee feedback. 3) act to remove operational issues that impede progress. Seconded by Bill Becker, motion carried unanimously.

Bob Ballenger motioned “to suspend Robert’s Rule of Order.” Seconded by Bill Becker, motion carried unanimously.

14.6 Board Policy Financial Documents – First Reading – Discussion: Steve Borst offered the financial document information explanation. Started from scratch – reached out to our attorneys. Some of the things written as policy were actually procedures. A lot of redundancy – so we streamlined this making it easier to read and understand. 2.2 actual change – Board President and Treasurer must receive bank statements. Ashlee does this but we compared our association with other associations. President and Treasurer should keep an eye on this periodically. Best practices other associations are doing. Another change – Capital Fund. When you buy a new asset, it has to go through Capital. In the past it went through R&R. Once through Capital, put on the Reserve Study – we clarified this. We are recommending limiting the Budget Commission. Right now, there are nine, nine non-board members with two board members for a total of 11. Everyone is still invited to come to the meetings. No suggested changes to first reading.

14.7 Old Firehouse Roofing Repair/Bids – Discussion: \$40,000 budgeted but need \$8,000 additional funds to replace the three flat roofs. Building needs a lot of work – what do we want to do with this building. Replace existing flat roofs or pursue different bids of rehabbing the whole building. Fix flat roof or pursue a bid to install a pitch roof. Siding, trim, etc., needs repair. Look to the future, can borrow money to do it right. Maintenance Committee will work on this.

10.0 Property Owner Comments

Crystal Erdenberger 7A189 –ACL Foundation – mission is focused on education, conservation and preservation of ACL. We are a 501c3, we are in our fifth year. \$13,305 in grants were given out in the past years. Poker Run is coming up on Saturday, September 9.

Henry Doden – 13A129 – we have all sorts of invasives growing along some of the roads and private lots that should be taken care of. Open areas that were being mowed, but now they are getting smaller.

Mark Kosco motioned “to reinstate Roberts Rule of Order.” Seconded by Bob Ballenger. Motion carried.

Bob Ballenger motioned to adjourn at 9:51 AM. Seconded by Brian Holt. Motion Carried.

Recording Secretary, Rhonda Perry

President, Nolan Mullen

Corporate Secretary, Laura Pratt

Date