



**BOARD OF DIRECTORS MEETING**

**OCTOBER 19, 2024**

**9:00 A.M. – ACL CLUBHOUSE, 14A157 CANYON CLUB DR, APPLE RIVER, IL 61001  
& VIA ZOOM**

**AGENDA**

- 1.0 CALL TO ORDER – 8:00 A.M.
- 2.0 EXECUTIVE SESSION – 8:00 A.M
- 3.0 RETURN TO OPEN SESSION – 9:00 A.M.
- 4.0 PLEDGE OF ALLEGIANCE
- 5.0 TREASURER’S REPORT
- 6.0 COMMITTEE/COMMISSION REPORTS
- 7.0 GENERAL MANAGER’S REPORT
- 8.0 PRESIDENT’S REPORT
- 9.0 ANY ADDITIONS TO THE AGENDA
- 10.0 CONSENT AGENDA – APPROVE/ADOPT MINUTES FROM THE SEPTEMBER 21, 2024, BOARD MEETING, DAM CHARGE, AND COMMITTEE/COMMISSION CHANGES
- 11.0 UNFINISHED BUSINESS
  - 11.1 7.5 REPORTING INCIDENTS AND ACCIDENTS – 2<sup>nd</sup> Reading
  - 11.2 SHORT-TERM RENTAL HOMES – 2<sup>nd</sup> Reading
  - 11.3 ACL BUILDING AND ENVIRONMENTAL CODE V. 05-20-2023 – REVISIONS AND ADDITIONS – 2<sup>nd</sup> Reading
  - 11.4 AMENDED 6.2 PAID TIME OFF
- 12.0 NEW BUSINESS
  - 12.1 4.14 EMPLOYEE TECHNOLOGY AND 4.15 SOCIAL MEDIA ACCEPTABLE USE – 1<sup>st</sup> Reading
  - 12.2 2025 PROPOSED CALENDAR
- 13.0 PROPERTY OWNER COMMENTS (3 MINUTES PER MEMBER)
- 14.0 ADJOURN

**Apple Canyon Lake Property Owners Association Board of  
Directors Meeting Minutes  
September 21, 2024**

**UNAPPROVED**

**1.0 Call to Order:** Meeting called to order at by President Nolan Mullen at 8:02 am. Other Directors present: Bob Ballenger, Carmel Cottrell, Brian Holt, Mark Kosco, Deb McNamee, Laura Pratt, Mike Ward. Bill Becker absent.

**2.0 Executive Session** – motion to proceed to executive session made at 8:02 am by Bob Ballenger, seconded by Mark Kosco. Motion carried.

**3.0 Return to Open Session** – motion to return to open session made by Bob Ballenger at 9:08 am. Seconded by Mark Kosco, motion carried.

**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 (via Zoom), Carmel Cottrell, Brian Holt, Debra McNamee, Mark Kosco, Mike Ward and Laura Pratt. General Manager Jon Sabo was also present.

**5.0 Treasurer's Report** – will be in *The Apple Core*.

**6.0 Committee/Commission Reports**

**Zebra Mussels** - Laura Pratt reported they are working on a recommendation for next year.

**Conservation** – Pam Opyd reported they did not have a meeting this month but did have a kayak clean up. Signs have now been installed. Also working on Greenway Stewardship applications.

**Rules & Regs and Board Policy** - Brian Holt reported they have agenda items for consideration today.

**Dam Advisory** – Mike Yorke reported on Dam Advisory – Barry Kren and Jeff Rice are project managers for this project. Scope of this phase of the project – started day after Labor Day with tree clearing. Moved to lowering the lake, dropped 7.5 inches. That is done. Building access to spillway channel is done. Next big phase is rock excavation. Started on that phase and will finish mid- October. Very pleased to report all good news – ahead of schedule and on-track. In the months ahead we will come to the board every month to talk about metrics: Safety (first and foremost), Security, Adherence to Schedule, Cost Variances, Property Owner Concerns, Contractor Performance, Environmental Impact and Communications.

**Strategic Long-Range Planning** – Carmel Cottrell reported they met and will meet again next month.

**Sports Complex** – Mike Ward reported this is getting unbelievable use. Final equipment has arrived. Have not fully completed the punch list – minor issues that need to get resolved before the weather changes.

**7.0 General Manager's Report** – Jon Sabo reported – Staff reorganization – Governance Administrator and Executive Assistant – Kirsten. Center point between commission and committees, keeping records, managing related entities. Cross training between Kirsten and Melissa has been completed. Stacey is now Member Services Manager. Heather and Ashley are also cross-training between Accounts Receivable and Accounts Payable. Reimplementation of NorthStar – process started three weeks ago. Training team from NorthStar will be onsite for five days. *Apple Seed* videos will be bringing back.

**8.0 President's Report** – will be in *The Apple Core*.

**9.0 Any Additions to the Agenda** – None

**10.0 Consent Agenda**

**10.1 Approve/Adopt Minutes from the August 17, 2024 Board Meetings and Committee/Commission Changes** - Mark Kosco motioned “to approve/adopt minutes from the August 17, 2024 Board meeting; to approve Barry Kren to join the Conservation Commission; to approve Brian Holt and Laura Pratt to join the Legal Commission.” Seconded by Bob Ballenger, motion carried unanimously.

## 11.0 Unfinished Business

**11.1 Ice Fishing Shelters—2<sup>nd</sup> Reading** - Mark Kosco motioned “to approve the updated verbiage.” Seconded by Laura Pratt, motion carried unanimously.

**11.2 Board Policy—Governance Section—2<sup>nd</sup> Reading**—Carmel Cottrell motioned “to approve the Governance section.” Seconded by Mark Kosco, motion carried unanimously.

**11.3 Board Policy—Conflict of Interest—2<sup>nd</sup> Reading** - Carmel Cottrell motioned “to approve the policy.” Seconded by Laura Pratt, motion carried unanimously.

**11.4 Greenway Stewardship Application Revision** – Deb McNamee motioned “to examine the current Greenway Stewardship Program Overview and Application to improve the process and requirements.” Seconded by Carmel Cottrell. We are working on this and should be done in three weeks. In Conservation right now. We are establishing a tree list. Questions about who is going to manage this out in the field? All stewardship applications are on hold right now. Mike Ward – some might be viewing this program as a lakeview improvement program. This is not a program to get a better view. Not just about guidelines – also how we manage and police this. Need better perception on what this program is and what it isn’t. Brian Holt – not clear on what we are voting on – table until we have more details? Nolan Mullen – asking for direction for Conservation and to continue the suspension of applications right now. Pam Opyd – anything that has to do with tree removal should be on hold. Mr. Mike Holt – in order to re-establish grasses, we also need to thin out trees. Combination of some tree removal and evasive removal. Balanced approach. If we delay, we are losing ground with invasives. Amended motion by Brian Holt – “direct the Conservation Commission to modify the current greenway stewardship program to ensure the preservation of the greenway. Continue all greenway suspensions of tree removal. Allow previously approved invasives removal.” Seconded by Mark Kosco, motion carried unanimously.

## 12.0 New Business

**12.1 Retail Commission** – Deb McNamee motioned “(Three options, in order of preference) To establish a permanent commission (comprised of retail experts) for: A. Pro Shop, Marina, The Cove, and Marine Services—monitor, evaluate, and make ‘best practices’ recommendations (to the GM). B. Pro Shop and Marina—monitor, evaluate, and make ‘best practices’ recommendations (to the GM). The Cove & Marine Services—assess, research options, and make vendor recommendations prior to contract expirations, eliminating the need for ad hoc commission. C. Pro Shop and Marina—monitor, evaluate, and make ‘best practices’ recommendations (to the GM).” Seconded by Mark Kosco.

Discussion: Commissions make recommendations to the Board, not the GM. Cannot be a standing or permanent commission according to our bylaws. GM has only been on the job for 5 months. Jon Sabo says he now has “more bandwidth” to address issues. Give him time to do so. Motion amended by Mike Ward “to form a Retail Ad Hoc Commission using option B. Pro Shop and Marina—monitor, evaluate, and make ‘best practices’ recommendations to the Board. The Cove & Marine Services—assess, research options, and make vendor recommendations prior to contract expirations, eliminating the need for ad hoc commission.” Seconded by Brian Holt. Motion to amend carried. Roll Call Vote: Mike Ward – Aye; Carmel Cottrell – Nay; Brian Holt – Aye; Bill Becker - Nay; Laura Pratt – Nay; Mark Kosco – Aye; Deb McNamee – Aye; Bob Ballenger – Nay. Tie 4-4. Nolan Mullen - Nay. Motion failed.

**12.2 General Manager’s Performance Goals**—Deb McNamee motioned “to approve the 2024 job performance goals for Jon Sabo recommended by the Executive Committee for the General Manager.” Seconded by Mark Kosco, motion carried unanimously.

**12.3 7.5 Reporting Incidents and Accidents—1<sup>st</sup> Reading**—Discussion: Originally just had a form, the commission wrote a policy. Form is integrated into the software. Suggestion on GM letting Board President know and President would let the board know if necessary. Clarity before distributing information. Brian Holt – if something is being reported, would appreciate it being reported to the whole Board.

**12.4 Short-Term Rental Homes—1<sup>st</sup> Reading**—Discussion: Clarifying fees and clarifying short-term rental definition. Will follow the fee/fine schedule.

**12.2 ACLPOA Declaration and Bylaws** – Sean Cottrell (Legal Commission) reported progress on Covenants and Bylaws will come to the Board regularly. We are on track to get this before the Board by the end of the year. To Members for a vote to coincide with mailings. We are finalizing edits, discussing and finalizing a communication plan to engage Membership, using several channels (webpage, social media, physical notices will be posted, etc.). Next meeting is October 3.

**12.3 ACL Building and Environmental Code V.05-20-2023 – Revisions and Additions** - Brian Holt motioned “in accordance with Article VII.c.ii, to adopt the attached August 24, 2024 revisions to pages 5, 15, 16, 18, 20, 21, 22, 30, 39, 42, 44, 46, 47, 48, 49, 50, 52, 53, 55, 56, 57, 58, 59, 61, 64, 70 of the May 20, 2023 version of the Apple Canyon Lake Building and Environmental Code, as unanimously approved by the Architectural and Environmental Control Committee on September 7, 2024 at their regularly scheduled meeting.” Seconded by Mark Kosco. Discussion: page 46 – are we keeping the strikeouts? Joe Wiener – the “keep” is a confirmation that they do not want it crossed out. Page 61 – needs to be re-lettered. Brian Holt – urgency to get this passed today? Adopt the cleaned-up version next month? Motion by Carmel Cottrell to table until next month. Seconded by Brian Holt, motion carried unanimously.

**12.4 Publication of the Proposed 2025 Annual Assessment, Operating Fee & Building Fee Schedules** – Laura Pratt motioned “to authorize staff to publish the recommended 2025 Annual Assessment raised to \$1,360. OARF raised to \$150. Boat docks raised to \$325. Vacation Rental Registration raised to \$300 with a fine double the fee. Add Golf Season Pass for individual with cart for \$495. Eliminate One-Day and Three-Day Amenity Tag (retain additional annual tag at \$20 each). Increase non-property owner greens fees: 9 holes M-F \$18; WE/Holidays \$22; 18 holes M-F \$25; WE/Holidays \$30. Reduce Junior Annual Golf Season pass to \$75 in the October issue of *The Apple Core*.” Seconded by Carmel Cottrell. Discussion: Steve Borst (Fin Mgr) – internally we fund R&R based on Reserve Study. For Capital – what are the expectations, big ticket items hanging out there. Right now, our Capital balance is pretty healthy, but six months from now it will start to get depleted. Identified \$4.34 million in Capital between now and 2028. Question is how do you fund it? We do look at our needs and we do plan for future needs. Motion carried with Bill Becker absent.

**12.5 Publication of the Proposed 2025 R&R Budget** - Carmel Cottrell motioned “to authorize staff to publish the proposed 2025 R&R Budget, in the amount of \$715,000 in expenditures in the October issue of *The Apple Core*.” Seconded by Bob Ballenger, motion carried with Bill Becker absent.

**12.6 Publication of the Proposed 2025 Operating Budget** – Bob Ballenger motioned “to authorize staff to publish the proposed Operating Budget, with a total revenue of \$5,977,584 and total operating expenses of \$4,556,388 with a transfer to the R&R fund of \$715,000 and a transfer to the Capital fund of \$700,000 in the October issue of *The Apple Core*.” Seconded by Brian Holt, motion carried with Bill Becker absent.

### **13.0 Property Owner Comments**

Terese Nelson 1-97 – Communication – We need to control better. Out-going is what we want to happen. We don’t want incorrect in-going. Discouraged from using Facebook, recommend making communication from the President and the in-flow [Comments] be turned off on Facebook. Stop miscommunication and negative energy.

Tom Brennan 12-115 – Agenda not in the Apple Seed. Lack of communication. Executive meeting and made their own changes. No rationale given for the changes proposed.

Pam Opyd 5-37 – supports the Retail commission – proactive instead of reactive. Safety on trails – currently on Trails commission. There will be a Trail Safety Event – focused on trail safety. Great event and the board should participate or at least be a part of it. Winchester project – no update on this. Permits? Where is that? Jon Sabo – still waiting.

Steve Nelson 1-97 – Greenway Stewardship program – we have slope, soil and water – we can control the erosion. We need to stop the dirt from coming into the lake.

**14.0 Adjourn** – Bob Ballenger motioned to adjourn, seconded by Carmel Cottrell at 12:30 pm. Motion carried.

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Recording Secretary, Rhonda Perry

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President, Nolan Mullen

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Corporate Secretary, Laura Pratt

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Date



# Memorandum

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**To:** Board of Directors

**Date:** October 8, 2024

**From:** ACLPOA

**Memo:** 2024-74

**Topic:** October Consent Agenda

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**Recommendation:** To approve/adopt minutes from the September 21, 2024, board meeting.

To approve the Dam Advisory Ad Hoc charge: The Dam Advisory Ad Hoc Commission will provide strategic and timely direction to outside contractors/engineering firms during the replacement of the existing spillway, leveling of the dam crest, and all associated tasks within the project's scope. This includes providing guidance during the implementation of the construction phase and all activities and priorities regarding the project. The commission will report progress and issues to the Board of Directors as necessary.

To approve Mike Holt to join the Conservation Commission; to allow Steve Swedberg to resign from the Conservation Commission; and to allow John (Ron) Beckel to resign from Appeals and the Safety & Emergency Planning Commission.



# Memorandum

**To:** Board of Directors

**Date:** October 10, 2024

**From:** Employee Handbook Ad Hoc Commission

**Memo:** 2024-62

**Topic:** 7.5 Reporting Incidents and Accidents – 2<sup>nd</sup> Reading

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**Issue:** The Employee Handbook Ad Hoc Commission has been working on updating the Employee Handbook. We have worked closely with Julie Janssen, Safety and Security Manager, and Jon Sabo, General Manager, in rewriting the reporting process for employee incidents and accidents. The Board’s Attorney has also reviewed this process.

The existing Employee Handbook insert regarding reporting incidents and accidents was an addendum in back of the handbook in a form or reporting format. The form is no longer used and obsolete.

The commission held a discussion regarding the Board’s comments at the September BOD meeting. The commission wants to clarify that 7.5 Reporting Incidents and Accidents is an insert in the Employee Handbook. The handbook is distributed to all employees. In response to the Board’s discussion, we added the word “employee” to the second paragraph. The last sentence in the second paragraph remains the same.

**Recommendation:** To approve policy 7.5 Reporting Incidents and Accidents.



## **7.5 REPORTING INCIDENTS AND ACCIDENTS**

Effective Date: October 15, 2016

Revision Date:

In case of an emergency, 911 will be called for medical attention and/or sheriff support as necessary.

All **employee** incidents/accidents that occur within the perimeters of Apple Canyon Lake Property Owners' Association (ACLPOA) must be reported promptly by any employee, manager/supervisor, or any witness to Safety and Security. The report must be followed up in writing by Safety and Security within twenty-four (24) hours of the occurrence. As soon as the incident/accident is under control, Safety and Security will report to the General Manager (GM). If the GM deems it is necessary, he/she will report to the Board of Directors via email.

Any employee of the ACLPOA, who suffers a job-related injury, must report the injury and its circumstances immediately to Safety and Security and their manager/supervisor, or a manager/supervisor on property. If an incident/accident involves any ACLPOA vehicle, such as security squad, boat, UTV, maintenance trucks/vans, tractors, or golf cart must be called into Safety and Security immediately. The General Manager will determine if a drug test is needed.

All paperwork must be completed by Safety and Security within twenty-four (24) hours or the next business day. The documentation will be forwarded to the General Manager or designee.



Old

**7.5 ACLPOA Employee Incident Report**

Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Individuals Involved in the Incident:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Describe in detail the incident. Use an additional separate sheet of paper, if needed.**

PAGE 2 – EMPLOYEE INCIDENT REPORT

Has there been any prior history of involvement with any of the individuals involved in the incident?

YES                       NO                       UNKNOWN

List all witnesses to the incident. Use a separate sheet of paper, if needed.

Name: _____	Phone Number: _____
Address: _____	City: _____ State: _____ Zip: _____
E-mail Address: _____	
Name: _____	Phone Number: _____
Address: _____	City: _____ State: _____ Zip: _____
E-mail Address: _____	

Action Taken:

Managed Internally                       Needs Follow-Up                       No Action Needed

Completed By:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



# Memorandum

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**To:** Board of Directors

**Date:** October 4, 2024

**From:** Dave Homb – Chair of The Rules & Regulations Committee

**Memo:** 2024-76

**Topic:** Short-Term Rental Homes – 2<sup>nd</sup> Reading

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**Issue:** The original rule on short term rentals had a fine of \$400 per infraction and not the standard fine schedule.

**Recommendation:** Revisions to Sections XXIII & III.

Revised

### XXIII. RENTAL HOMES

**Renting:** Property owners wishing to rent their homes as short-term rentals, *as defined by Jo Daviess County*, must register annually with the ACLPOA office and conform with all registration and licensing requirements as required by Jo Daviess County, including the Guest Accommodations Ordinance which pertains to transient rentals. *ACLPOA will not register a short-term rental property until it has been certified by Jo Daviess County.*

1. The yearly registration fee of \$200 *per rental property*, paid to the association on or before March 1st. Late fees will apply.
2. *Each short-term rental without registration will result in a fine. Fine for the first occurrence is \$400. Subsequent violations will follow the fine escalation schedule as described in Section 5.*

*Amended: December 19, 2020*



### **XXIII. RENTAL HOMES**

**Renting:** Property owners wishing to rent their homes as short-term rentals, (less than 3 months) must register annually with the ACLPOA office and conform with all registration and licensing requirements as required by Jo Daviess County, including the Guest Accommodations Ordinance which pertains to transient rentals.

1. The yearly registration fee of \$200, paid to the association on or before March 1st. Late fees will apply.
2. Failure to register a rental property will result in a fine of \$400, per occurrence.

Revised

### III. GUESTS

#### A. Definitions

1. "Guest" is any invited friend, relative, or occupant, or short-term renter of a Property Owner using the ACL facilities with or without the Property Owner being present.
2. Immediate family members are those members and their dependents living in Property Owner's household full time. The Property Owner's children and their spouses not living in the Property Owner's household are not considered immediate family.

OTIG.

fishing from the shoreline, or a dock must wear an Amenity Tag or present it upon request. Amenity Tags must be worn or presented upon request while ice fishing. A vehicle sticker or guest parking pass will be required for access to Nixon Beach. Amenity Tags do not have to be worn while on an ACLPOA registered recreational vehicle, including ATVs, golf carts, snowmachines, and boats. Amenity Tags do not need to be worn while in the Campground. A vehicle sticker or guest parking pass will be required for access to the Campground.

Anyone found to be on the Common Properties without an Amenity Tag will be required to leave immediately. They may return with an Amenity Tag.

Dues, Trash, OARF(s), special assessments, interest, lien fees and any other outstanding amounts owed to the ACLPOA must be paid on all properties owned by all owners, designated members or occupants associated with all their properties prior to any owner receiving Amenity Tags, unless the property owner has been approved for the ACLPOA Payment Plan. Without limiting this requirement, but by way of example, if Lot 1 has two owners, persons A and B, and Lot 2 is owned by one owner, person A, then even if the dues on lot 1 have been paid by person A and/or B, neither person A nor person B can receive a boat tag or sticker until the dues for Lot 2 are paid by owner A, regardless of the fact that person B has no ownership interest in Lot 2.

The sale or unauthorized use of Association Amenity Tags is strictly prohibited. Any violation of this will result in a fine for the property owner. All violations will be presented to the Board of Directors. The Board of Directors may at their discretion suspend the membership rights of a property owner for up to ninety (90) days for violation of the Rules and Regulations in addition to the fines.

*Adopted: October 12, 2012*

*Amended: April 21, 2013*

*Amended: October 18, 2014*

*Amended: March 17, 2018*

*Amended: February 20, 2021*

*Amended: August 20, 2022*

### III. GUESTS

**Preamble:** Property Owners are responsible for the activities of their Guests and any violation of the rules by a Guest will be charged against the Property Owner. In order that Guests may enjoy ACL in comfort and safety, an Amenity Tag Program has been adopted. The Amenity Tag(s) makes management and employees aware when non-members are present. All Property Owners must follow and are responsible for their Guests following the Amenity Tag Program. See Rules and Regulations, Article II above.

#### A. Definitions

1. "Guest" is any invited friend, relative, or occupant of a Property Owner using the ACL facilities with or without the Property Owner being present.
2. Immediate family members are those members and their dependents living in Property Owner's household full time. The Property Owner's children and their spouses not living in the Property Owner's household are not considered immediate family.

#### B. Guest Parking Passes

1. Guest Parking Passes must be visible on vehicle dashboard, with pass number facing upward, while vehicle is parked on any ACL "members only" property.
2. Guest Parking Pass is required for access to Nixon Beach.
3. Guest Parking Pass is required for access to the Campground.
4. Misuse or unauthorized use of Guest Parking Passes is subject to a fine to be paid by the Property Owner

*Amended: April 20, 2013*

*Amended: March 19, 2016*

*Amended: June 19, 2021*



# Memorandum

**To:** Board of Directors

**Date:** October 4, 2024

**From:** AECC/The Building Department

**Memo:** 2024-75

**Topic:** ACL Building and Environmental Code v. 05-20-2023 – Revisions and Additions – 2<sup>nd</sup> Reading

**Issue:** *Amended Declaration to Conform to CICAA, Article VII., Section 1. Powers of the Committee.*

*Item a. Generally. The AECC shall have the power subject to the Board's approval to adopt building codes, guidelines and standards governing the quality, design, workmanship and materials and colors to be used for all proposed construction or improvements.*

*Amended Declaration to Conform to CICAA, Article VIII., General Restrictions, Section 4. Materials to be Used and Size of Dwellings.*

*The ground floor area of any Dwelling shall be not less than one thousand (1,000) square feet, and all Dwellings shall contain a minimum of fourteen hundred (1,400) square feet in total Living Area, unless otherwise approved by the AECC.*

ACLPOA's Primary Governing Documents remain the same from year to year unless there is a vote and approval of the membership before any changes can be made. The Secondary Governing Documents can be changed at any time with those changes going into effect immediately but require approval by the ACLPOA Board of Directors.

For Association purposes, the ACL Building and Environmental Code (Code) is a Secondary Governing Document. The Code acts as an amendment to the Jo Daviess County currently adopted version of the International Residential Code for One- and Two-Family Dwellings (IRC). Details of specific interest to the Association are recorded in the ACL Building and Environmental Code. Our Code supersedes the IRC when ACL requirements are more restrictive than the IRC.

The AECC has unanimously approved the attached proposed language changes to the Code. The majority of these changes may be considered "housekeeping" in that typographical errors are corrected, duplications are removed, new technology is recognized, some guidelines and design standards are changed, and missing words are



inserted. The minimum Dwelling square footage is changed in accordance with Article VIII, Section 4.

**Recommendation:** Regarding The Apple Canyon Lake Building and Environmental Code,

In accordance with Article VII.c.ii., to adopt the attached August 24, 2024 revisions to pages 5, 15, 16, 18, 20, 21, 22, 30, 39, 42, 44, 46, 47, 48, 49, 50, 52, 53, 55, 56, 57, 58, 59, 61, 64, 70 of the May 20, 2023 version of the Apple Canyon Lake Building and Environmental Code, as unanimously approved by the Architectural and Environmental Control Committee on September 7, 2024 at their regularly scheduled meeting.

*Consent*

**Apple Canyon Lake  
Property Owners Association**



**Apple Canyon Lake  
Building and Environmental Code**

Adopted January 2006

Amended 3-18-06    Amended 9-20-08

Amended 05-16-09    Amended 03-20-10

Amended 03-19-11    Amended 04-21-12

Adopted 05-16-2020

Adopted 05-20-2023

**14A157 Canyon Club Drive  
Apple River, IL 61001**

**(815) 492-0900: ACLPOA Building Inspector**

**(815) 492-2238: ACLPOA Office**

**This booklet contains all Board of Directors approved amendments and/or revisions to the Apple Canyon Lake Building and Environmental Code through May 16, 2020**

**The Apple Canyon Lake Building and Environmental Code adopted May 16, 2020 and all amendments thereto are hereby deleted and replaced with the terms of this title effective coincident with the effective date hereof.**

The Apple Canyon Lake Building and Environmental Code was adopted by the ACLPOA Board of Directors on 11/20/82.

The Building and Environmental Code was subsequently revised and approved by the ACLPOA Board of Directors on 12/17/88, prescribing minimum standards necessary for the building of any structure, garage, Dwelling, accessory building, septic systems, piers, and docks at Apple Canyon Lake.

Since 12/17/88 the Apple Canyon Lake Building and Environmental Code has periodically been amended or revised by the ACLPOA Board of Directors. Dates include:

8/19/89	2/17/90	2/15/92
5/15/93	8/21/93	5/24/94
9/21/96	5/16/98	1/01/99
2/19/00	3/18/00	5/20/00
7/15/00	9/16/00	12/16/00
3/17/01	1/19/02	8/17/02
1/16/02	6/21/03	7/19/03
9/18/04	1/15/05	11/19/05
3/18/06	9/20/08	5/16/09
3/20/10	3/19/11	4/21/12
5/16/20	5/20/23	

## Table of Contents:

	Page
PREAMBLE .....	7
INTRODUCTION .....	7
THE AECC.....	7
CONSTRUCTION PLANNING .....	13
100    ACL BUILDING CODE .....	18
101.1    BASIS OF THE ACL BUILDING CODE.....	18
101.2    BUILDING INSPECTOR (R104) .....	18
101.3    DEFINITIONS (R202).....	19
102    PERMITS (R105) .....	23
102.1    PERMIT REQUIRED .....	23
102.2    WATER SUPPLY AND SEWAGE TREATMENT .....	26
102.3    CONTINUATION OF PERMIT .....	26
102.4    RECORDED PROPERTY .....	26
102.5    GPS – AS BUILT MAP .....	27
102.6    APPLICATION FORM .....	28
102.7    THOSE AUTHORIZED TO MAKE APPLICATION.....	28
103    THE PLAN REQUIREMENTS (R106) .....	28
103.1    PERMIT APPLICATION .....	28
103.2    INFORMATION REQUIRED .....	30
103.3    CONSTRUCTION PLANS .....	31
103.4    ALTERATION OF PLANS .....	31
103.5    DEMOLITION.....	31
103.6    CONSTRUCTION DEBRIS.....	32
103.7    APPROVAL OF PERMIT IN PART .....	32
104    LOT .....	33
104.1    REDUCING OR DIMINISHING LOT AREA .....	33
104.2    LOT COMBINATION AGREEMENT.....	33
104.3    UTILITY EASEMENTS .....	35
105    UNSAFE BUILDING OR STRUCTURE .....	35
105.1    REMOVAL OR MADE SAFE .....	35
105.2    RESTORATION OF UNSAFE BUILDING OR STRUCTURE .....	35
105.3    NOTICE OF UNSAFE BUILDINGS OR STRUCTURES .....	36
105.4    DISREGARD OF UNSAFE NOTICE.....	36
105.5    EMERGENCY WORK.....	37
105.6    VACATING UNSAFE BUILDINGS AND CLOSING STREETS.....	37
105.7    RECOVERY COSTS.....	37
106    VIOLATIONS (R113) .....	38
106.1    ENFORCEMENT – PENALTIES.....	38
106.2    STOPPING WORK.....	38
107    BUILDING AND ENVIRONMENTAL CODE VIOLATION .....	39

107.1	PROCEDURE, APPEAL AND FINE .....	39
108	NONCONFORMING USES .....	40
108.1	LEGAL NONCONFORMING .....	40
109	OFF-SITE CONSTRUCTION (R301).....	42
109.1	REQUIREMENTS .....	42
110	CONSTRUCTION AND SETBACK REQUIREMENTS.....	42
110.1	FLOOR AREA (R501).....	42
110.2	BUILDING HEIGHT.....	43
110.3	BUILDING LINES.....	43
110.4	LOCATION ON LOT (R302) .....	44
110.5	ROOF PITCH (701.2A).....	44
110.6	LOT COVERAGE.....	45
110.7	DRIVEWAY .....	45
110.8	WATER FACILITY .....	45
110.9	QUALITY OF ALL STRUCTURES .....	45
111	CONNECTIONS TO WATER SYSTEMS (CH. 25) .....	46
112	GARAGES (R309) .....	46
112.1	GARAGE PARKING SPACES - ATTACHED/DETACHED.....	46
112.2	GARAGE LIVING SPACE - ATTACHED/DETACHED.....	47
112.3	GARAGE CONSTRUCTION- ATTACHED/DETACHED.....	47
113	EXTERIOR MAINTENANCE (IPMC301).....	49
114	LIQUID PROPANE TANKS (NFPA58).....	49
114.1	ABOVE GROUND LP TANKS .....	49
114.2	BURIED LP TANKS .....	50
115	SIGNAGE .....	51
116	SEPARABILITY .....	51
117	PATIOS, DECKS, SWIMMING POOLS AND BOARDWALKS .....	51
117.1	PATIOS .....	51
117.2	DECKS.....	52
117.3	ATTACHED DECK OR PATIO .....	52
117.4	DETACHED DECK OR PATIO .....	52
117.5	OUTDOOR POOLS, SWIMMING POOLS, HOT TUBS, SPAS .....	53
117.6	BOARDWALK .....	55
118	EXTERIOR LIGHTS.....	55
119	FENCES.....	56
120	SATTELLITE DISH/ANTENNA .....	56
121	SOLAR ENERGY (M2302) .....	56

122	TEMPORARY STRUCTURES.....	57
123	PIERS, DECKS, BOAT LIFTS, SHORELINE CONSTRUCTION (L-L00) .....	57
123.1	PIER.....	57
123.2	GANGPLANK.....	58
123.3	SEQUENTIAL FLOATING DOCK .....	58
123.4	SHORELINE .....	58
123.5	SHORELINE BUFFER ZONE .....	59
124	EXCAVATION (R401).....	59
124.1	CRAWL SPACES (R408) .....	59
125	LANDSCAPING EROSION CONTROL (R401) .....	60
125.1	APPLICABILITY .....	60
125.2	EROSION SEDIMENT CONTROL PROCEDURES .....	61
126	EARTHWORK CONSTRUCTION .....	62
126.1	REQUIREMENTS .....	62
127	SANITARY SYSTEMS (S101).....	63
127.1	REQUIREMENTS .....	63
127.2	SEPTIC TANK INSTALLATION .....	65
127.3	SEPTIC INSPECTIONS .....	66
127.4	CONVENTIONAL SYSTEMS .....	68
127.5	FAILURE TO COMPLY.....	69
127.6	GPS SEPTIC LOCATION FEE .....	70

(References to the Jo Daviess County Illinois currently adopted International Residential Code for One-and Two-family Dwellings are in parenthesis.)

**PREAMBLE  
TO APPLE CANYON LAKE  
PROPERTY OWNERS ASSOCIATION  
BUILDING AND ENVIRONMENTAL CODE**

**INTRODUCTION**

This preamble is an integral part of the "The Apple Canyon Lake Building and Environmental Code".

The purpose of the Apple Canyon Lake Building and Environmental Code (The Code) is to provide Property Owners and builders with a complete guide when considering and planning new construction, or when other additions or alterations are required. It has been prepared by the Architectural and Environmental Control Committee (AECC) and approved by the ACLPOA Board of Directors (the Board) as the minimum standard for use at Apple Canyon Lake. It amends the Jo Daviess County, Illinois currently adopted version of the International Residential Code for One- and Two-Family Dwellings.

Nothing in the ACL Building and Environmental Code should be construed to be punitive in nature. It is intended to be a positive formulation to ultimately enhance the value of all our property. The AECC should be thought of as the representative of the ACL Property Owners in the pursuit of a mutually beneficial result.

**THE AECC**

The AECC is a Committee designated by the Not-for-Profit Act (805 ILCS 105/108.40) made up of volunteers with the majority of the Committee members serving as current elected members of the Board of Directors.



The ACLPOA governing document, *Amended Declaration to Conform to the Common Interest Community Association Act (CICAA), Article VII* for Apple Canyon Lake Property Owners' Association provides the authority to the AECC to act on behalf of the Association.

Article VII clearly defines the:

- Powers of the Committee.
- Power of Disapproval for AECC to refuse to grant permission.
- Power to Grant Variances, Adopt Rules.
- Power to Charge Fees.
- Review of AECC Action by the Board of Directors.
- Duties of the AECC.
- Composition of the AECC.
- Liability of the AECC and the Association.
- Duty of Inspection.
- Remedies for Unapproved Additions and Alterations.

As stated in Article VII:

### **Section 1. Powers of the Committee**

- (a) **Generally.** No Dwelling, Multifamily Structure, Dwelling Accessory Building, Structure, Driveway, Water Facility, Fence, Wall or other structure of any type or kind may be commenced, erected nor shall any exterior addition to or change or alteration be commenced or made on any Lot or on any of the Common Properties or Reserved Properties subject to this Declaration without the prior written approval of the Architectural and Environmental Control Committee (AECC); provided, that, additions, alterations or changes to the Common Properties and Reserved Properties may be made by the Board. Such approval shall be obtained only after written application has been made to the AECC by the Owner of the Lot requesting authorization from the AECC. Such written application shall be in the manner and form prescribed from time to time by the AECC and shall be accompanied by two (2) complete sets of plans and specifications for any such proposed construction or improvement. Such plans

shall include plot plans showing the location of all improvements existing upon said Lot and the location of the improvement proposed to be constructed or placed upon said Lot, each properly and clearly designated; said plans shall also show the building lines shown on the recorded plat of subdivision. Such plans shall set forth the color and composition of all exterior materials proposed to be used, together with any other material or information which the AECC may require from time to time. All plans, drawings and other documentation required to be submitted to the AECC shall be as the AECC may require. There shall also be submitted, where applicable, the permits or approvals required under Article III of the Declaration. (See, Art. III, Sec. 11, Wells and Plumbing.) The AECC shall have the power, subject to the Board's approval, to adopt building codes, guidelines and standards governing the quality, design, workmanship and materials and colors to be used for all proposed construction or improvements.

- (b) Power of Disapproval.** The AECC may refuse to grant permission to construct, place or make the requested improvements when:
- i. The plans, specifications, drawings, or other materials submitted are themselves inadequate or incomplete or show the proposed improvement to be in violation of any of the restrictions contained in this Declaration, or the provisions of any applicable governmental building code, or the codes, guidelines or standards approved by the AECC or the Board of Directors.
  - ii. The design or the siting of a proposed improvement is not in harmony with the general surroundings of the subject Lot or with adjacent buildings or structures.
  - iii. The proposed improvement, or any part thereof, would in the opinion of the AECC be contrary to the interests, welfare or rights of all or part of the Owners.

**(c) Power to Grant Variances, Adopt Rules.**

- i. The AECC may allow reasonable variances or adjustments of this Declaration where the literal application thereof would result in practical difficulties or unnecessary hardship, provided however, that any such variance or adjustment that is granted is in conformity with the general intent and purposes of this Declaration; and that the granting of the variance or adjustment will not be materially detrimental or injurious to other lots in the development. The granting of a variance in any specific case shall not be construed as a precedent or authorization to compel the granting of a variance in any other case, however similar the circumstances may be.
- ii. The AECC may adopt rules, including rules to be applied in requests for variances, building requirement forms, general building procedure requirements including, but not limited to, adoption or acceptance of national or local building codes, either in whole or in part, for use during the construction of improvements upon the Lots, the Common Properties or the Reserved Properties, provided that all such rules and general requirements be approved by the majority of the Board of Directors prior to implementation and use.

**(d) Power to Charge Fees.** The AECC shall recommend to the Board of Directors a schedule of fees to be charged to consider the application of any Owner, and a schedule of fees for the inspection services necessary for all improvements, whether performed by the Association or by any outside source. Such fee schedules shall be approved by the Board of Directors from time to time and shall be uniformly charged to all Owners. All funds collected shall be paid to the Association.

**(e) Review of AECC Action by the Board of Directors.** The Owner of any Lot or Dwelling whose application to the AECC has been denied may, within sixty (60) days of such denial, appeal such denial to the Board of Directors. Such appeal shall be in writing

and shall state all reasons why the AECC's decision was either erroneous as a matter of fact or arbitrary and capricious. At the next regular meeting of the Board of Directors, the Board of Directors shall consider the Owner's appeal and review the AECC's action. The Board of Directors shall either affirm the action of the AECC; refer the matter back to the AECC for further consideration; or determine that the action of the AECC was erroneous as a matter of fact or arbitrary and capricious, in which case the Board of Directors may direct that the application be granted. The action of the Board of Directors shall be final and binding.

**Section 2. Duties of the AECC.** The AECC shall approve or disapprove proposed improvements within sixty (60) days after all required information has been submitted to it. If AECC fails to approve or disapprove the proposed improvements within sixty (60) days, it shall provide the Owner with a written explanation of the reasons it has failed to act. In acting upon such applications, the AECC members may discuss and act on any such applications either at a regularly scheduled meeting or at a special meeting. Members of the AECC may attend such meetings in person, by video conferencing, or by telephone. One copy of the submitted material shall be retained by the AECC for its permanent file. All notifications to applicants shall be in writing and, in the event that such notification is one of disapproval, it shall specify the reason or reasons for such disapproval.

**Section 3. Composition of the AECC.** The AECC shall be comprised of not less than three (3) or more than nine (9) representatives who shall be appointed by the Board of Directors, and who shall be subject to removal by the Board of Directors at any time. The Board of Directors shall appoint at least one (1) architect, licensed engineer or building contractor to the AECC, if one is available. The majority of the members of the AECC shall also be Members of the Board of Directors. Any vacancies existing from time to time shall be filled by appointments made by the Board of Directors. The AECC, subject to the Board of Director's approval, may engage such inspectors or

agents to assist it in the performance of its duties and responsibilities. No member of the AECC shall participate in the review of any application in which the member has an interest either as an owner or as the provider of any services for which the member is compensated.

**Section 4. Liability of the AECC and the Association.** No approval of plans and specifications submitted by an Owner pursuant to this Article by the AECC or Board shall be construed as representing or implying that such plans and specifications shall, if followed, result in properly designed improvements. Such approvals shall in no event be construed as representing or guaranteeing that any Dwelling, Multifamily Structure, Dwelling Accessory Building, Structure, Driveway, Water Facility, Fence, Wall, or other Structure of any type or other improvement built in accordance therewith shall be built in a good and workmanlike manner. Neither the Association, the Board of Directors nor the AECC shall be responsible or liable for any defects in any plans or specifications submitted, revised or approved pursuant to the terms of this Article, any loss or damages to any Natural Person or Legal Entity arising out of the approval or disapproval of any plans or specifications submitted, revised or approved pursuant to the terms of this Article, any loss or damages to any Natural Person or Legal Entity arising out of the approval or disapproval of any plans or specifications, any loss or damage arising from the non-compliance of such plans or specifications with any governmental ordinances and regulations, nor any defects in construction undertaken pursuant to such plans and specifications.

**Section 5. Duty of Inspection.** The AECC shall have the power and the right to inspect the work being performed to assure compliance with the applicable provisions of this Declaration and all applicable codes and regulations, and the approved drawings. Approval of plans or work by the AECC shall not be deemed to be a determination that the applicable codes and regulations have been satisfied.

**Section 6.** Left blank on purpose.

**Section 7. Remedies for Un-Approved Additions and Alterations.** If an addition, alteration or improvement that requires AECC approval hereunder is made to a Dwelling, Accessory Structure or Lot by an Owner without the prior written approval of the AECC or Board of Directors, then the Association may, at the discretion of the Board of Directors and in addition to all other rights of enforcement provided to the Association as set forth in this Declaration, the Bylaws, rules and regulations or as provided at law or in equity, take any of the following actions:

- (a) Require the Owner to remove the addition, alteration, or improvement and restore the Dwelling, Accessory Structure, or Lot to the condition that existed prior to the making of the addition, alteration, or improvement, all at the Owner's expense; or
- (b) If the Owner refuses or fails to properly perform the work required under subsection (a) hereof, the Board of Directors may cause such work to be done and may charge the Owner for the cost thereof as determined by the Board of Directors; or
- (c) Ratify the action taken by the Owner, and the Board of Directors may, but shall not be required to, condition such ratification upon the same conditions that it may impose upon the giving of its prior approval under this Article.

## **CONSTRUCTION PLANNING**

ACL has been professionally planned to provide residents with a pleasant and relaxing environment in which to live. Throughout the planning and development process, attention has been given to preserving the natural beauty of the land. This care in planning, coupled with attention to quality and detail in the development process, places Apple Canyon Lake in a position to evolve as an aesthetically pleasing community. The degree to which this is achieved is very much dependent upon the attention Property Owners give to the design and sighting of their homes, as well as proper landscaping. Site planning and clearing should be accomplished, insofar as

is feasible, in a manner which respects and preserves the existing natural trees, vegetation and land contours. It is important to secure the advice and services of a competent professional. The Governing Documents require that in advance of building, you submit your plans for review and approval by the AECC.

When planning construction, please keep in mind that Apple Canyon Lake is zoned by Jo Daviess County Illinois as a RP Planned Residential District. The Jo Daviess County Illinois Zoning Ordinance limits and regulates development at Apple Canyon Lake. In addition to ACL Permits, when applicable, proof of Jo Daviess County Health Department approval of the septic system design is required. Proof of Jo Daviess Planning and Development zoning and building permits is required. Thompson Road District requirements may also apply.

The AECC has a period of sixty days (after regularly scheduled AECC Meetings) in which to review and act on the plans. Plans shall be delivered to the Maintenance Department Office at Apple Canyon Lake together with the completed ACL application for a building permit. Applicable fees will be charged upon approval of the permit. Checks shall be made payable to the Apple Canyon Lake Property Owners' Association (ACLPOA). Upon approval, the Building Inspector or AECC designee will notify the ACL Property Owner indicating AECC approval. In the event plans are not approved, revisions may be submitted at no additional charge.

The AECC will not consider the permit issued until a check for the fees has been submitted, and applicable Jo Daviess County, and Thompson Township Road District permits are approved.

At crucial points in the construction process, the Building Inspector or AECC designee will make inspections. An initial inspection will be made after the building has been laid out and a silt fence has been installed before any actual construction is begun. At that time, the property lines and structure locations must be established and staked by an Illinois licensed surveyor according to the approved plans. The owner or

contractor is required to notify the Building Inspector or AECC designee, at the appropriate time for this inspection. The responsibility for conformance with the plans and the ACL Building Code rests with the Property Owner.

Work must begin within one hundred eighty (180) days of issuance, or the permit will be void. The exterior of the building(s) must be completed within one year of the issuance of the building permit.

The ground floor area of any new Dwelling shall be not less than one thousand (1,000) gross square feet, and all new Dwellings shall contain a minimum of fourteen hundred (1,400) gross square feet in total Living Area, unless otherwise approved by the AECC.

The structure's exterior must be harmonious with the surrounding environment. To accomplish this, consideration should be given to the existing natural topography as well as the design of neighboring homes. Building exteriors must be made of concrete, masonry, vinyl, brick, wood, log construction, or such other building materials as may be approved by the AECC. All exteriors must be painted, stained, or finished in colors that are compatible and harmonious with the natural setting and other buildings within the immediate area, as determined by the AECC.

Detached garages should be designed to conform to the main Dwelling. The ground floor gross square footage of the detached garage shall be less than the Dwelling's ground floor Living Space. The maximum gross square footage of a detached garage is nine hundred gsf (900-gsf). Garage doors should be of the overhead type. Driveways should be carefully located for practicality as well as overall aesthetic appearance.

As with all appurtenances, a fence should enhance, rather than detract from the overall appearance of the property. The use of rough-hewn woods or natural plantings as fencing and screening materials is encouraged.

Ground and structure mounted lighting fixtures should be carefully selected for compatibility. Such lighting should be subdued so as not to be



objectionable to adjacent Property Owners. Utilize light fixtures that will illuminate the property without putting objectionable light on the neighbors' property or shine in their windows. Similar to a 60 watt incandescent bulb, lumens may not exceed eight hundred (800) per fixture. Clear glass may not be used.

Erosion and sediment control measures are an essential part of structure construction. Environmental requirements are in The ACL Building Code because Apple Canyon Lake has steep slopes and erodible soil.

It is vital to the health of the Lake that erosion as well as nutrient and chemical runoff be minimized. Also, invasive species need to be avoided. Noxious weed control is expected. For these reasons, a 50-foot lakeshore buffer zone has been established. This Buffer Zone, exclusive of permitted amenities such as docks, boardwalks, and beach areas should be left as is or restored to native vegetation as much as practical. When permitted by the AECC, due to the variations in slope, soils, and terrain, such items as terracing and retaining walls in conjunction with vegetation may be appropriate in some circumstances. All areas have their unique challenges and variation among properties is expected.

The ACL Conservation Commission maintains a list of prohibited plants as well as a non-exclusive list of preferable native vegetation plantings. It is acknowledged that complete restoration is a long-term project and is expected to be ongoing and changing as new techniques become available.

All projects in the ACL Greenway shall be presented to and approved by the Conservation Commission.

The AECC realizes that during construction it may be advantageous to make minor adjustments to approved plans. However, before any changes are made, it is the responsibility of the Property Owner to present any

alterations to the AECC for approval by way of the Building Inspector or AECC designee.

For information, contact the  
Apple Canyon Lake Building Inspector  
12A352 S. Apple Canyon Road, Apple River, IL 61001.  
Phone: 815-491-0900 Fax: 815-292-1107  
Email: [buildinginspector@applecanyonlake.org](mailto:buildinginspector@applecanyonlake.org)

## 100 ACL BUILDING CODE

(References to the International Residential Code are in parenthesis.)

### 101.1 BASIS OF THE ACL BUILDING CODE

The International Residential Building Code For One- and Two-Family Dwellings (IRC) is adopted as the official building code of Jo Daviess County Illinois. The ACLPOA Board of Directors has adopted the IRC as adopted by Jo Daviess County Illinois as the official building code of Apple Canyon Lake with these amendments. This code shall be known and may be cited as the Apple Canyon Lake amendments to the IRC herein after referred to as "The ACL Building Code".

### 101.2 BUILDING INSPECTOR (R104)

Building Inspector (or AECC designee) responsibilities shall include:

- A. Assist the AECC in the performance of its duties by maintaining the owner property files, permit application documentation, AECC meeting dates, agendas, and meeting minutes.
- B. Administer the assignment and payment of permit fees and fines.
- C. Answer ACL Code questions and provide available property information.
- D. Upon receipt of a building permit application, the Building Inspector shall review the project and shall issue to the AECC a determination as to its suitability as to its compliance with the Governing Documents and the ACL Building and Environmental Code.
- E. Permit application review shall consider site planning and clearing should be accomplished, insofar as is feasible, in a manner which

respects and preserves the existing natural trees, vegetation and land contours.

- F. Review available data for project conflicts with existing septic systems.
- G. Perform project site inspections, including setback compliance and verification of erosion control measures prior to construction.
- H. Issue citations and stop work orders as described in the ACL Code.
- I. Administer the septic inspections program, the lot combination program, the variance application program.
- J. Assist the General Manager, the Conservation Commission and the Natural Resource Manager regarding ACL and Jo Daviess Code compliance.
- K. Assist the General Manager and the ACL Board of Directors with Special Projects and Master Planning.

### **101.3 DEFINITIONS (R202)**

The following words, when used in this Code, shall have the following meanings according to the governing document Amended Declaration to Conform to the Common Interest Community Association Act (CICAA), Article I Definitions, Section 1 and Article II.

- A. *“ACL Building Code”* shall mean and refer to the Apple Canyon Lake Building and Environmental Code, as amended from time to time.
- B. *“Adjustment”* Signifies AECC written approval of a departure from an ACL Building Code standard or norm when specifically allowed for in the ACL Building Code.

- C. "AECC" See the Amended Declaration to Conform to the Common Interest Community Association Act (CICAA) Article VII Architectural and Environmental Control Committee
- D. "Article III" See the Amended Declaration to Conform to the Common Interest Community Association Act (CICAA) Article III General Restrictions.
- E. "Building Height" shall mean the vertical distance measured from the top of the foundation to the highest point of the roofline at the street facing elevation of a building.
- F. "Building Line" shall mean a setback line on a Lot that is established by the Governing Documents which denotes the Code required depth of a front, side, or rear yard.
- G. "Driveway" shall mean the surface area by which vehicles regularly enter and exit any Lot, whether paved or not.
- H. "Dwelling" shall mean any building located on any Lot or an individual living unit in a Multifamily Structure designed and intended for the shelter and housing of a single family.
- I. "Dwelling Accessory Building" shall mean a subordinate building of a Dwelling, the use of which is incidental to the Dwelling and customary in connection with that use.
- J. "Garage" shall mean a Structure, either attached to a Dwelling or constructed as a separate Accessory Structure, designed, and constructed for the primary purpose of storing motor vehicles, boats, or other items of personal property under the provisions belonging to the Owner or Occupant of the Dwelling.
- K. "Ground Floor Area" shall mean the Living Space in that story of the Dwelling which is the first story entirely above the established building grade at the building front.

- L. *“Hardship”* Special or specified circumstances that partially or fully exempt a person from performance of a legal obligation to avoid an unreasonable or disproportionate burden or obstacle. Compliance requires action of significant difficulty. The alleged hardship cannot be self-created. Expense is not considered as grounds for a variance.
- M. *“Living Space”* Heated enclosed space within a Dwelling Unit utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes. Living space does not include a basement, garage space, three season room, attic, deck, patio, crawl space, breezeway, etc. Areas with less than 7’-8” headroom shall not be included in the minimum required living space.
- N. *“Lot”* also known as Unit, shall mean any numbered parcel of land, or any separately identified condominium unit, in any subdivision as shown on any plat of The Properties recorded under the provisions of Article II, but not including any of the Common Properties or Reserved Properties.
- O. *“Lot Area”* shall mean the area of a horizontal plane bounded by the vertical planes through front, side, and rear Lot Lines.
- P. *“Lot Line”* shall mean any legal boundary of a Lot as shown on a plat of survey prepared by an Illinois licensed surveyor and recorded with the Jo Daviess County Recorder.
- Q. *“Occupant”* shall mean any person authorized by the Owner to occupy a Dwelling for any period of time, whether with the Owner or alone, or whether as a guest of the Owner or as a tenant. Occupants shall be bound by all the obligations of this Declaration, the Bylaws, and all Rules and Regulations adopted by the Association.
- R. *“Recreational Vehicle”* shall mean and refer to a motor vehicle or trailer equipped with living space and amenities typically

found in a residential living unit including, but not limited to a motor home.

- S. "*Structure*" shall mean anything erected or constructed, the use of which requires more or less permanent location on or in the ground or attached to something having a permanent location on or in the ground.
- T. "*Trailer*" shall mean and refer to a transport vehicle designed to be towed by a motorized vehicle.
- U. "*Unsafe building or structure*" The term unsafe building or structure shall apply to buildings, structures, or portions thereof, with or without an AECC permit existing prior to January 1, 2000 or after or hereafter erected as follows:
  - 1. Those deemed by an agent of the AECC to be structurally unsafe, unstable, unsanitary, inadequately provided with exit facilities, constituting a fire hazard, unsuitable or improper for the use or occupancy to which they are put, constituting a hazard of health or safety because of inadequate maintenance, dilapidation, or abandonment, or otherwise dangerous to life or property.
  - 2. Vacant buildings or structures or portions thereof deemed to constitute a hazard.
- V. "*Variance*" An official AECC permit to do something normally forbidden by the ACL Building Code when the literal application thereof would result in unnecessary hardship or where there are practical difficulties preventing compliance. Granting the variance shall not alter the essential character of the locality.
- W. "*Water Facility*" shall mean any pier, gangway, dock, boat lift, or related facility. A boat house shall not be a "Water Facility" and shall be deemed to be a Dwelling Accessory Building.

## **102 PERMITS (R105)**

### **102.1 PERMIT REQUIRED**

- A. Except for shoreline stabilization or watershed projects as prior approved by the AECC, no Detached Garage, Dwelling Accessory Building, Patio, Deck, Fence, Water Facility, or any other type of Structure shall be erected on or under a lot PRIOR to construction of a Dwelling on the lot. The structures may be erected WITH the Dwelling.
- B. Prior approval in writing by the AECC must be obtained before the start of construction, alteration, or improvements to a Lot. It shall be a violation to commence the construction, addition, alteration, removal, or demolition of a structure without first filing an application in writing with the AECC and obtaining a formal ACL Building Permit.
- C. All structures, additions, alterations, and improvements such as the Dwelling, Detached Garage, Dwelling Accessory Building, Driveway, Demolition, Exterior Remodeling, Septic System, Patio, Deck, Fence, Water Facility or any other type of Structure on or under a lot are subject to the ACL Building Code.
- D. No Structure shall be erected, re-erected, or maintained on any Lot, except one Dwelling designed for occupancy by a single family, which may include an attached Garage as well as one detached Garage, Dwelling Accessory Buildings (as permitted), and Water Facilities. All such shall be for the sole use of the Owners and Occupants of the Dwelling.



- E. No Dwelling, Dwelling Accessory Building, Detached Garage, or any type of Structure may be erected except in such manner and location as provided in the Amended Declaration to Conform to the Common Interest Community Association Act (CICAA) for Apple Canyon Lake Property Owners' Association, the ACL Building Code and as approved in writing by the AECC.
- F. After written building permit application, the AECC may allow a property owner a variance to the ACL Building Code without the consent of property owners of other lots or adjoining or adjacent property to deviate from any of the items set forth in this ACL Building Code for reasons of practical difficulties or particular hardships evidenced by the property owner. Any such variance, which shall be manifested by written building permits, shall not establish a precedent and shall not constitute a waiver of any such code requirement as to other Lots in The Properties.
- G. Any Lot which is designated in any of the documents identified on Exhibit A is intended as a Lot and shall be used for Single Family Dwelling residence purposes only. All structures shall be for the sole use of the property owners of the Dwelling. No Structure, except as specifically authorized elsewhere in this Code and in the Amended Declaration to Conform to the Common Interest Community Association Act (CICAA) Article III General Restrictions, shall be erected, re-erected or maintained on any Lot except:
1. One Dwelling containing no less than 1,000 gross square feet of ground floor living space designed for Single Family occupancy. The structure may include an attached

- garage and other non-living space appropriate to a Dwelling.
  - 2. One private Detached Garage as permitted containing no more than nine hundred (900) gross square feet for the sole use of the property owner of the Dwelling constructed with or after but not before the Dwelling. The detached garage footprint shall not be larger than the Dwelling's ground floor living space footprint.
  - 3. Detached accessory building, patio, deck, landscape, retaining wall, driveway, and water facilities as permitted constructed with or after but not before the Dwelling.
- H. Any partitioning, subdivision or remodeling of any residential interior area requires an ACL Building Permit, as well as verification that the existing septic system remains adequate. Inadequate septic system designs shall be enlarged as required to meet Jo Daviess County Health Department and ACL Building Code Standards.
- I. Ground lighting fixtures, antennas, roof solar panels, flag poles or similar devices that are not a part of a Dwelling at time of Dwelling construction require a separate building permit.
- J. No activity in the opinion of the AECC which significantly changes the existing topographic character of the land shall be commenced without first seeking approval of the AECC. This includes any grading, filling, moving, and shaping of the terrain and alterations of natural watersheds. Seeding and planting activities that do not alter the existing ground contours (as defined in Section 126 of this code, Landscaping/Grading) may be exempt if proper erosion control is implemented.

## **102.2 WATER SUPPLY AND SEWAGE TREATMENT**

- A. All plumbing fixtures, dishwashers, toilets and sewage disposal systems shall be connected to a septic tank system constructed by the Owner and approved by the AECC and by the Environmental Health Division of the Jo Daviess County Health Department.
- B. No permit may be considered to be issued until satisfactory proof has been submitted that Jo Daviess County Health Department approved water supply and sewage treatment facilities are or will be utilized.

## **102.3 CONTINUATION OF PERMIT**

- A. Where no work has been started within one hundred eighty (180) days after the issuance of a permit, such permit shall be void. Exterior work must be completed within three hundred sixty-five (365) days after the issuance of a permit, or the permit shall be void. A new permit must be obtained before any work may begin or resume. A fee according to the ACLPOA fee schedule shall be charged for the issuance of the new permit.
- B. A permit may not be transferred by the person to whom it is issued, to another person, without the written approval of the AECC.

## **102.4 RECORDED PROPERTY**

- A. At the time of applying for a permit for the erection of, alteration of, additions to, or moving of any building or structure, all lot

corner posts and structure setbacks must be located and flagged by a surveyor licensed by the State of Illinois to show the boundaries of the lot and the position to be occupied by the proposed building, or by the structure to be altered or added to, or structures to be moved thereon, and the position of any structure or structures that may be on the lot. Before commencing construction, a silt fence must be placed and maintained until the property has been seeded and restored to prevent erosion and encroachment on adjoining properties.

- B. Silt fencing may be required when clearing a lot prior to house construction, the owner or agent must have a licensed surveyor locate and flag all lot stakes before any clearing may take place; and must clearly identify any association property that is adjacent to the lot. After clearing, the owner or agent must immediately seed and mulch the property to prevent erosion. The time of clearing is subject to prior approval of the ACL Building Inspector or AECC designee.

## **102.5 GPS – AS BUILT MAP**

In all new construction, a Global Positioning System (GPS) - as built map is required at the cost of the Property Owner. The map shall show the location of the house, buried utilities, onsite septic system elements, garage or other accessory structures, driveway, LP tank, and any other below or above ground improvement. A permanent site drawing map shall become a part of the Association records.

## **102.6 APPLICATION FORM**

An application for a permit shall be submitted in such form as the AECC may prescribe. Such application shall contain proof of ownership and the full names of the applicants and of the owner, and, if the owner is a corporate body, of its responsible officer. The application shall also briefly describe the proposed work and shall give such additional information as may be required by the AECC for an intelligent understanding of the proposed work.

## **102.7 THOSE AUTHORIZED TO MAKE APPLICATION**

Application shall be made by the owner or agent of the owner, or the architect, engineer or builder employed in connection with the purposed work. It is the sole responsibility of the Property Owner to ensure that all required permits have been obtained and the work is accordingly constructed.

## **103 THE PLAN REQUIREMENTS (R106)**

### **103.1 PERMIT APPLICATION**

A permit application available from the Association Office, Building Inspector or AECC designee is required for any and all construction. An application requires the following items:

- A. Completed ACLPOA permit application with all applicable blanks filled to the satisfaction of the AECC.
- B. Two sets of Sanitary System plans, drawn to scale showing setbacks, side lines and dimensioned according to restrictions, all prepared by licensed professional engineers, licensed to practice in the State of Illinois. Any design must have prior

approval and a valid permit number from the Jo Daviess County Health Department. The Jo Daviess County Code may be more or less stringent than that of Apple Canyon Lake. In such a case, the Jo Daviess County permit does not insure approval under the requirements of this Code.

- C. Two sets of Site Plans as per Code Section 102. This information may be included in the complete set of construction drawings as noted below. Such plans shall include plot plans showing the location of all improvements existing upon said Lot and the dimensioned location of the improvement proposed to be constructed or placed upon said Lot, each properly and clearly designated; said plans shall also show the building setback and easement lines.
- D. Two sets of the Construction Documents and Specifications as per Code Section 102, be it Dwelling, Detached Garage, Accessory Building, or Water Facility construction. Such plans shall set forth size, shape, materials, structure, room net square footages, the color and composition of all exterior materials proposed to be used, together with any other material or information which the AECC may require to show Code compliance.
- E. A check made out to the ACLPOA covering Board of Director approved fees.
- F. If required, Environmental Debris Bond check also made out to the ACLPOA.
- G. Water Tap Fee. This fee is sent directly to the water utility.
- H. Culvert Permit. This fee is sent directly to:  
Thompson Township, Road District Office; Phone: 815-845-2391

## **103.2 INFORMATION REQUIRED**

- A. The Architectural Drawings shall comply with the construction document section of the International Residential Code For One- and Two-Family Dwellings as currently adopted by Jo Daviess County, Illinois as amended by The ACL Building Code. It is the responsibility of the Property Owner to be sure the contractor obtains the necessary permits from the Jo Daviess County Planning and Development Department, the Jo Daviess County Health Department, and if applicable, Thompson Township Road District before the ACL Building Permit will be considered issued.
- B. Building Plans shall be at a scale of one-quarter inch (1/4") per foot and shall include floor plans, all exterior elevations, and cross sections as required to indicate the construction of the building(s). Elevations shall show the building heights along with the relationship between existing and proposed grades. Size and spacing of all structural elements shall be identified. A complete description of all exterior materials shall be included. Samples of exterior materials including textures and colors shall be submitted with the application.
- C. Also required is a detailed Site Plan at a scale of at least 20 feet per inch (1"=20'). The site plan shall show property lines, set back lines, the position of all buildings on the property as well as all improved walkways, retaining walls, patios, lighting, decks, fences, above or below ground fuel tanks, utility lines, easements, drives, parking areas, water features, silt fence and the size and location of the elements of the septic system.

### **103.3 CONSTRUCTION PLANS**

In all construction work for which a permit is required, the approved and stamped drawings and plans shall be kept on file at the construction site while the work is in progress.

### **103.4 ALTERATION OF PLANS**

If, during the progress of the execution of the permitted work, it is desired to deviate in any manner affecting the construction or other essentials of the building from the terms of the application or drawing, notice of such intention to alter or deviate shall be given to the Building Inspector or AECC designee. An amended plan showing alteration or deviation may be required to be submitted to the Building Inspector or AECC designee for AECC approval, and written consent shall be obtained before such alteration or deviation shall be made.

### **103.5 DEMOLITION**

- A. A permit is required in the case of demolition. The plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain. Guidelines of ACL Building Code 102.4 must be followed.
- B. Details and methods used for demolition and removal including noise, debris and smoke developed shall be included.
- C. Any foundation, concrete or otherwise, must be removed. Septic tanks must be pumped and either removed or crushed.
- D. The lot must be leveled, graded and seeded within thirty (30) days of demolition. The installation of a silt fence may be required by the Building Inspector or AECC designee.



## **103.6 CONSTRUCTION DEBRIS**

- A. No construction debris will be accepted by or left at the Apple Canyon Lake Recycling Center.
- B. No debris from construction at Apple Canyon Lake shall be left on the job site overnight, excluding construction materials which are partially used and may be reused. The contractor will either remove the debris at the end of each day or place a dumpster on the site to hold the debris.
- C. To ensure compliance with the above, a \$500.00\_refundable environmental debris bond deposit will be required at the time of applying for a permit. Failure to comply will result in the Building Inspector or AECC designee issuing one warning. Upon issuance of a citation after the initial warning, the \$500.00 debris bond shall be forfeited. In addition, a "STOP WORK ORDER" will be issued until compliance is assured and another bond is re-deposited.
- D. Because of the implied hazard of burning treated lumber or other materials or unknown content, no construction materials will be burned on Apple Canyon Lake property.

## **103.7 APPROVAL OF PERMIT IN PART**

Nothing in this code shall be construed to prevent the AECC from issuing a permit for the construction of part of a building or structure before the entire plans and detailed statements of said building or structure have been submitted or approved, provided adequate information and detailed statements have been submitted for the same and have been found to comply with this ACL Building Code.

## **104 LOT**

Lot, also known as Unit, shall mean any numbered parcel of land, or any separately identified condominium unit, in any subdivision as shown on any plat of The Properties recorded under the provisions of Article II, but not including any of the Common Properties or Reserved Properties.

### **104.1 REDUCING OR DIMINISHING LOT AREA**

It shall be a violation of the Building and Environmental Code and no Lot Owner, nor anyone acting on a Lot Owner's behalf, may reduce, divide, subdivide, or change the area or change the boundary line(s) of a Lot, also known as Unit. This prohibition applies to any numbered parcel of land and Condominium Units, in any Subdivision, as shown on any Declaration or Supplementary Declaration. This prohibition does not apply to any of the Common Properties or the Reserved Properties, nor shall it apply when the Lot area is changed by reason of a street opening or widening or other public improvement. Apple Canyon Lake Property Owners Association shall not be bound by any decisions of Jo Daviess County or any other applicable municipal authority concerning the reduction, division, subdivision, or change in any Lot boundary lines or Lot area nor shall any such decision otherwise impact a Lot Owner's obligation to pay assessments or membership status.

### **104.2 LOT COMBINATION AGREEMENT**

A. Any two or more numbered lots may be combined by the Property Owner(s) provided that any Lot Combination must be done by written agreement using the ACLPOA form.

- B. The AECC must review all lot combination agreements and may or may not give approval.
- C. If approved by the AECC, the lot combination agreement may then be signed by the Chair of the AECC and the Chair of the Board of Directors. The signatures must be notarized.
- D. The lot combination may then be recorded by the Property Owner with the Jo Daviess County Clerk/Recorder.
- E. After the lot combination agreement is approved by the AECC and is then recorded with the Jo Daviess County Clerk/Recorder, the Property Owner may make improvements to both lots subject to the ACL Building and Environmental Code and Governing Documents. Provided further that any numbered Lots that are combined shall still be treated as separate Lots for purposes of voting, dues, fees, and assessments charged by the Association with each combined Lot continuing to be separately assessed as if no combination had taken place.
- F. Lots do not need to be adjacent to be combined.
- G. Any lot that is combined with another that is not contiguous and adjacent may only be used for a septic system that is approved by the Jo Daviess County Health Department.
- H. Any lot that is combined with another that is not contiguous and adjacent may not have any other improvements except a septic system. This means no buildings, structures or storage whether permanent or temporary above or below ground.

### **104.3 UTILITY EASEMENTS**

- A. Utility Easements are reserved to install, lay, construct, renew, operate and maintain utility pipes and conduits and underground equipment for the purpose of serving The Properties with telephone, electric, water and other utility services.
- B. No Structure or trees shall be placed upon said easement except that said easement may be used for gardens, shrubs, landscaping or other purposes which do not at any time interfere with the uses and rights of the easement. Any trees or bushes that interfere or threaten to interfere with any such use or right may be cut down and removed.

### **105 UNSAFE BUILDING OR STRUCTURE**

#### **105.1 REMOVAL OR MADE SAFE**

When a building, structure or site element or any portion thereof is found unsafe upon inspection by the Building Inspector or AECC designee as per 101.3 of this ACL Building Code, the AECC shall order such building or structure or any portion thereof to be made safe and secured or taken down and removed.

#### **105.2 RESTORATION OF UNSAFE BUILDING OR STRUCTURE**

A building or structure or part thereof declared unsafe by the AECC may be restored to safe condition, and if reconstructed or restored, shall be made to conform with respect to materials and type of construction to the requirements of this ACL Building Code;

but no change of use or occupancy shall be compelled by reason of such reconstruction or restoration.

### **105.3 NOTICE OF UNSAFE BUILDINGS OR STRUCTURES**

Upon determining that a building or structure or portion thereof is unsafe, the AECC shall serve or cause to be served on the owner or some one of the owners, executors, administrators, agents, or other persons who may have a vested or contingent interest in the same, a written notice containing a description of the building or structure or portion thereof which has been declared unsafe, and an order requiring the same to be made safe and secure or removed, as may be deemed necessary. If the person to whom such notice and order is addressed cannot be found after diligent search, then such notice and order shall be sent by certified or registered mail to the last known address of such person; and a copy of such notice shall be posted in a conspicuous place on the premises to which it relates. Such mailing and posting shall be deemed adequate service.

### **105.4 DISREGARD OF UNSAFE NOTICE**

If the person served with a notice or order to remove or repair an unsafe building or structure or portion thereof should fail, within a reasonable time, to comply with the requirements thereof, the AECC shall advise the ACLPOA Board of Directors of all the facts in the case who may institute an appropriate action in the courts to compel compliance.

## **105.5 EMERGENCY WORK**

In case there shall be, in the opinion of the AECC, actual immediate danger of failure or collapse of a building or structure or portion thereof so as to endanger life or property, the AECC may, but shall not be required to, employ such labor and cause the necessary work to be done and render said building or structure or portion thereof, temporarily safe, at the cost of the Property Owner whether the procedure prescribed in this section has been instituted or not.

## **105.6 VACATING UNSAFE BUILDINGS AND CLOSING STREETS**

- A. When a building or structure or portion thereof is in an unsafe condition so that health, safety or welfare is endangered thereby, the AECC may order and require the occupants to vacate the same forthwith.
- B. The AECC may, when necessary for the public safety, temporarily close sidewalks, streets, buildings, structures and places adjacent to such building or structure and prohibit the same from being used.

## **105.7 RECOVERY COSTS**

The ACLPOA may institute proper action against the owner of premises for the recovery of costs incurred in the performance of emergency work.

## **106 VIOLATIONS (R113)**

### **106.1 ENFORCEMENT – PENALTIES**

If an addition, alteration or improvement that requires AECC approval is made to a Dwelling or Lot by an Owner without the prior written approval of the AECC, the AECC may, at the discretion of the Board of Directors and in addition to all other rights of enforcement provided to the Association as set forth in the Declaration of Covenants and Restrictions, the By-Laws, rules and regulations or as provided at law or in equity, take any of the following actions:

- A. Require the Owner to remove the addition, alteration or improvement and restore the Dwelling and Lot to the condition that existed prior to the making of the addition, alteration or improvement, all at the Owner's expense; or
- B. If the Owner refuses or fails to properly perform the work required under subsection (A.) above, the Board of Directors may cause such work to be done and may charge the Owner for the cost of the work as determined by the Board of Directors; or
- C. Ratify the action taken by the Owner, and the Board of Directors may, but shall not be required to, condition such ratification upon the same conditions that it may impose upon the giving of its prior approval.

### **106.2 STOPPING WORK**

Whenever in the opinion of the AECC, by reason of:

- A. unpermitted, defective or illegal work in violation of a provision or requirement of this code or the governing documents
- B. the continuance of a building operation is contrary to the building permit.
- C. the discovery of new construction contrary to the building permit
- D. continuance of a building operation is contrary to public health, safety or welfare.

the Building Inspector or AECC designee shall issue a Stop Work Order, in writing, requiring all construction work to be stopped and requiring suspension of all further construction work until the condition in violation has been demolished or corrected.

## **107 BUILDING AND ENVIRONMENTAL CODE VIOLATION**

### **107.1 PROCEDURE, APPEAL AND FINE**

- A. Upon the report of a code or building permit violation by the Building Inspector or AECC designee, the AECC may direct that a letter of notice shall be sent to the Property Owner, or party responsible (hereinafter sometimes referred to as "violator"), informing that person that a violation has been observed and stating that a response is expected within ten (10) business days of the date of the letter. A time frame, acceptable to the AECC, for correction of the violation is to be provided at this time. The Building Inspector or AECC designee shall monitor the progress and work with the owner to correct the violation and determine if and when a citation is issued.
- B. In the event no timely response is received, or the violation is not corrected, a final notice of violation (citation) will be issued in writing which requires the violator to correct the violation and



pay the fine as indicated in this Code or file an appeal with the ACL Board of Directors.

C. Fines shall be assessed, starting from the date the violation was discovered up to the date that proper application or compliance is made to the AECC as to the amounts and timing, as follows:

1. \$25.00 per day for each non-safety code violation or property maintenance violation.
2. \$100.00 per day for safety code, erosion control or pollution violations. Including but not limited to improper silt fence, blowing/dumping debris in the lake, construction debris not being contained, etc.
3. Flat Fee Fine Schedule Summary
  - a. \$2,500.00 fine for working within the hundred foot (100') shoreline setback without a building permit approved by the AECC.
  - b. \$1,000.00 fine for not following the specific requirements of a variation or not building in accordance with the approved permitted plans.
  - c. \$1,000.00 fine per tree for removal of trees within fifty feet (50') of the water without obtaining a permit and approval from the AECC.

## **108 NONCONFORMING USES**

### **108.1 LEGAL NONCONFORMING**

A. Any new Structure built upon a Lot after the effective date of this Code is subject to the restrictions contained in Article III

and the current applicable building codes. All permitted existing nonconforming building structures built PRIOR to January 1, 2000 are exempt from the requirements stated in this ACL Building Code in accordance with Article III and may be continued subject to the regulations which follow.

- B. All existing nonconforming structures built WITHOUT a written permit issued by the AECC prior, on or after January 1, 2000 are NOT exempt from the requirements stated in the current ACL Building Code in accordance with Article III and must be fully brought into compliance when new work is done unless approved in writing by the AECC.
- C. All existing nonconforming structures built according to a written permit issued by the AECC on or after January 1, 2000 are exempt from the requirements stated in the ACL Building Code in accordance with Article III; provided, however:
  - 1. Minor repairs and routine maintenance may be made on a previously permitted non-conforming building or structure, provided that it does not change its use or increase the size or volume of the building or structure. Major repair work must be approved by the AECC with a new permit, and it is to be brought into conformance with the ACL Building Code
  - 2. If any exempt nonconforming Dwelling, Dwelling Accessory Building, Detached Garage or other Structure is seventy-five percent (75%) or more destroyed and is being reconstructed, restored or replaced it shall, when completed, be in conformance with the requirements of Article III and the current applicable building codes.

## **109 OFF-SITE CONSTRUCTION (R301)**

### **109.1 REQUIREMENTS**

- A. Manufactured, prefabricated, post frame, bardominum framed and mobile homes are not considered to be a Dwelling.
- B. Off-site construction of open-wall components, sections, and panelized modules is permitted for installation within Apple Canyon Lake if the following criteria have been met.
  - 1. Jo Daviess County Illinois permits are issued.
  - 2. The manufacturer agrees upon request to open wall sections or other concealed areas as necessary for inspection on the site.

## **110 CONSTRUCTION AND SETBACK REQUIREMENTS**

### **110.1 FLOOR AREA (R501)**

- A. The minimum total living space of the new Dwelling, as defined in Code 101.3 Definitions, may be no less than one thousand four hundred (1,400) gross square feet.
- B. The ground floor of any new Dwelling shall be the first floor. The ground floor living space may not be less than one thousand (1,000) gross square feet.
- C. The first floor shall be entirely above the highest adjacent grade.

- D. Earth sheltered or below grade Dwellings are not permitted, although this does not preclude sloping backfill against first floor walls less than three feet (3') above floor level.

## **110.2 BUILDING HEIGHT**

- A. No Dwelling shall be erected which has a building height of more than thirty-five feet (35') measured from the top of the foundation to the highest roof ridge line as viewed from the street(s).
- B. No Dwelling Accessory Building, Detached Garage, or other Structure shall exceed seventeen feet (17') in height unless approved in writing by the AECC.
- C. The side wall of a detached Dwelling Accessory Building such as a garage shall not exceed twelve feet (12') in height unless approved in writing by the AECC.

## **110.3 BUILDING LINES**

- A. Front setback is twenty-seven feet (27') from the property line adjacent to any street. This would include both streets on a corner lot.
- B. Side and rear setback is ten feet (10') from side and rear lot line.
- C. Lakefront setback is measured one hundred feet (100') horizontal from any portion of the lake shoreline as established at pool level elevation of eight hundred feet (800') regardless of the survey pin locations of the lot or intervening greenway space between the lot and the lake shoreline.

#### **110.4 LOCATION ON LOT (R302)**

- A. Every Dwelling, Detached Garage, Dwelling Accessory Building or other Structure, including any roof overhang, shall be a minimum of twenty-seven feet (27') from the front Lot Line. For corner lots the twenty-seven feet (27') setback shall be applicable to all sides of the Lot which face the street right of way.
- B. Dwellings, Detached Garages, Dwelling Accessory Buildings or other Structures including any roof overhang, and decks and porches attached thereto shall at minimum be set back ten feet (10') from the side and rear lot line.
- C. All Dwellings, Dwelling Accessory Buildings, Detached Garages, Roof Overhangs, attached decks and patios and sanitary systems constructed on any Lot must be not less than one hundred (100) feet from any existing lake edge as established at pool level of eight hundred (800) feet above mean sea level, regardless of the survey pin locations of the lot or intervening greenway space between the lot and the lake shoreline.
- D. No part of a septic system shall encroach into the setbacks.
- E. Driveways, boardwalks, gangways, decks, patios and retaining walls may encroach into the setbacks with written AECC approval.

#### **110.5 ROOF PITCH (701.2A)**

Roof pitch on the main structure of all buildings shall not be less than 4:12 (4" rise in 12" of run). This does not include shed roofs, dormers or any secondary roof structure.

## **110.6 LOT COVERAGE**

Not more than thirty percent (30%) of the area of a Lot may be occupied by buildings and structures, including but not limited to a Dwelling, Dwelling Accessory Buildings, Detached Garage, and impervious driveways.

## **110.7 DRIVEWAY**

- A. Before any driveway is constructed or reconstructed, plans and specifications describing such work shall be submitted to the AECC. Driveways shall be located and installed as approved in writing by the AECC.
- B. Culverts and work in the right-of-way must be approved in writing by the Thompson Township Road District.

## **110.8 WATER FACILITY**

No Water Facility may be built or maintained on any Lot without the prior written approval of the AECC. In its discretion the AECC may approve, prohibit or limit the construction or maintenance or location of any Water Facility and the use thereof. Each Owner shall be responsible for keeping any Water Facility located on his or her Lot in good condition and repair. Any Water Facility that is not maintained in good condition and repair shall be removed from The Properties by the Owner, at the Owner's sole expense, following written notice from the AECC.

## **110.9 QUALITY OF ALL STRUCTURES**

- A. Dwellings, Dwelling Accessory Buildings and Detached Garages shall be of a quality of design, workmanship and

materials which are compatible and harmonious with the natural setting of the area and the other structures within Apple Canyon Lake.

- B. All exteriors must be in colors and materials that are compatible and harmonious with the natural setting and other buildings within Apple Canyon Lake and the immediate area, as determined by the AECC.

## **111 CONNECTIONS TO WATER SYSTEMS (CH. 25)**

A common water system has been installed to serve the Property Owners in place of individual wells. No individual wells may be drilled on any lot served by the common water system. It will be necessary for the property owner to file an application with the water utility company in order for the contractor to tap-in to the water system.

## **112 GARAGES (R309)**

### **112.1 GARAGE PARKING SPACES - Attached/Detached**

- A. A private garage may contain no more than four (4) parking spaces for the sole use of the owners or occupants of the Dwelling.
- B. The maximum parking space size is two hundred twenty five (225) gross square feet.
- C. If approved in writing by the AECC, a Detached Garage may have up to a maximum gross square footage of nine hundred (900) gross square feet. However, the gross square footage of

a detached garage shall be smaller than the gross square footage of the Living Space on the ground floor of the Dwelling.

## **112.2 GARAGE LIVING SPACE - Attached/Detached**

- A. No Living Space shall be constructed or maintained in any attached or detached Garage.
- B. No Living Space shall be constructed or maintained in the space above any detached Garage without prior written approval by the AECC.
- C. Any such Living Space shall be for the sole use of the Dwelling Owner or Occupants.
- D. Any such Living Space shall not be rented separately from the rental or occupancy of the Dwelling.
- E. Water and septic systems may be installed if approved by the Jo Daviess County Health Department and the AECC

## **112.3 GARAGE CONSTRUCTION- Attached/Detached**

- A. Attached and Built-in Garages
  - 1. Construction same as required for the Dwelling.
  - 2. The attached garage shall be separated from the dwelling and its attic by not less than two (2) layers of five-eighths inch (5/8") type X gypsum board or its equivalent.
  - 3. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than two (2) layers of five-eighths inch (5/8") type X gypsum board or its equivalent.



4. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than two (2) layers of five-eighths inch (5/8") type X gypsum board or its equivalent.
5. Any future modification or penetration of the firewall must be properly caulked or resealed to maintain the fire rating.
6. If there is a door opening between garage and Dwelling or habitable room, a 1-3/4" self-closing twenty (20) minute fire rated door is required.
7. Installation of house heating unit or other fuel burning appliance in garage space is not permitted unless a 1-hour fire rated partition separates the space containing the house heating unit from the garage space.

#### B. One-Story Detached Garages

1. Comply with construction requirements for one-story Dwellings with the following exceptions:
  - a. Bottom of concrete footings or supporting edges of concrete slab not less than 12" below natural grade, for frame garages.
  - b. Studs, maximum spacing 24" O.C.
  - c. Sheathing and building paper may be omitted.
  - d. Corner post may be two 2" X 4", or a 4" X 4".
  - e. Top plate may be single, provided rafters occur over studs and plate at corners is lapped to provide tie.
  - f. Rafter ties at eaves not less than 2" X 4", maximum spacing 6 ft. O.C.

- g. Corner bracing is required, except where wood sheathing is used, and may be applied on the inside surface of studs.
- h. The flooring shall be concrete. Provide a floor drain if required to be in compliance with Jo Daviess County Illinois requirements.

**113 EXTERIOR MAINTENANCE (IPMC301)**

- A. Property Owners shall maintain their property in accordance with International Property Maintenance Code (Jo Daviess County Illinois adopted as amended) - Chapter 3
- B. On a lot with a Dwelling, grass and weeds shall not exceed eight inches (8") in height.
- C. No items may be temporarily or permanently stored on a vacant Lot. Items include but are not limited to structures, vehicles, equipment, boats, trailers, campers, recreational items, building materials, firewood, or any other similar items.
- D. Violators are subject to a fine in accordance with Code 107 upon citation by the Building Inspector or AECC designee until removal is confirmed by the Building Inspector or AECC designee.

**114 LIQUID PROPANE TANKS (NFPA58)**

**114.1 ABOVE GROUND LP TANKS**

- A. If unscreened, the unburied LP Tank must be placed away from street view.

- B. The LP Tank location will comply with the required 10' setback from the side and rear property lines and must comply with NFPA 58 Liquefied Petroleum Gas Code, the NFPA 58 Separation Distances from Buildings illustrated in Aboveground ASME Containers Figure 1.1(b) and Jo Daviess County Code requirements.
- C. The propane tank shall not encroach on or over the setback line, septic system, or other utility lines.
- D. The above ground propane tank shall be screened from street and adjacent lot view by an AECC approved method. Screening materials for the enclosure of the tank shall be rot-resistant solid screening and be compatible with the adjacent Dwelling's siding. Lattice screening is not permitted. The structure shall be constructed to provide a minimum twelve inch (12") clearance on all sides of the tank and the top must be open and unobstructed. For ventilation purposes an eight inch (8") space between the ground and the screening material shall be provided. A thirty-six inch (36") wide gate must be placed at the closest point to the filling area if the tank is screened on four (4) sides. Evergreens may be planted around the enclosure.

## **114.2 BURIED LP TANKS**

- A. Propane tanks for all totally new Dwelling construction must be buried beginning January 1, 2010 unless approved in writing by the AECC for reasons of hardship or practical difficulty.
- B. Propane tanks must be placed and buried in accordance with NFPA 58 Liquefied Petroleum Gas Code and Jo Daviess County Code Title 7 Building Regulations Chapter 10

Underground Petroleum Containers and conform to the recommendations of NFPA 58 Annex K.

C. Buried propane tanks shall be routinely inspected for soundness by the propane gas supplier at least every 3 years.

## **115 SIGNAGE**

Apple Canyon Lake homeowners are required to comply with Chapter 8 of the Jo Daviess County Ordinance which refers to the uniform numbering of buildings in the unincorporated areas of the County. Prior to new home construction on a vacant lot, it shall be the responsibility of the Property Owner to notify Jo Daviess County of intent to build and request the installation of 911 signage.

## **116 SEPARABILITY**

It is hereby declared to be the intention of the Apple Canyon Lake Association Board of Directors that the several provisions of this comprehensive code are separable, and if any court of competent jurisdiction shall adjudge any provision of this comprehensive code to be invalid, such judgment shall not affect any other provisions of this comprehensive code not specifically included in said judgment.

## **117 PATIOS, DECKS, SWIMMING POOLS AND BOARDWALKS**

### **117.1 PATIOS**

A patio is an exterior, land-based floor system, constructed of concrete, stone or brick pavers. Patios smaller than sixty-four (64)

gross square feet are exempt from permitting, unless the horizontal surface is more than twenty-four inches (24") above grade at any point. Patios must comply with the building setbacks (see 110.3 BUILDING LINES and 110.4 LOCATION ON LOT) and must be permitted and approved in writing by the AECC prior to construction. Driveways are excluded from patios (See 110.7 Driveways).

## **117.2 DECKS**

A deck is an exterior, land-based floor system, constructed of wood, or similar, and may include railings and/or benches. Decks must comply with the building setbacks (see 110.3 BUILDING LINES and 110.4 LOCATION ON LOT), and must be permitted, and approved in writing by the AECC prior to construction.

## **117.3 ATTACHED DECK OR PATIO**

An attached deck or patio is one that is within one foot (1') of the Dwelling.

## **117.4 DETACHED DECK OR PATIO**

- A. A detached deck or patio is a deck or patio that is not within one foot (1') of the Dwelling.
- B. A detached deck or patio NOT within the one hundred feet (100') lake front set back
  - a. Only one detached deck and one detached patio are allowed unless approved in writing by the AECC.
  - b. Each may not exceed six hundred gross square feet (600)
  - c. Any side may not exceed twenty-five feet (25') in length.

- C. A detached deck or patio within the one hundred (100') lake front set back
  - a. Only one detached deck and one detached patio are allowed unless approved in writing by the AECC.
  - b. Each or in combination may not exceed six hundred (600) gross square feet.
  - c. Any side may not exceed twenty five feet (25') in length.

### **117.5 OUTDOOR POOLS, SWIMMING POOLS, HOT TUBS, SPAS**

- A. An outdoor Pool used for landscaping, swimming, hot tub, spa or bathing shall conform to the requirements of IRC Chapter 42 Appendix G and this section provided that these regulations shall not be applicable to any such pool less than 24 inches deep, except when such pools are equipped with a water recirculating system or involve structural materials. Pool depth is the distance between the pool floor and the top of the perimeter wall or perimeter overflow system lip. A pool and its equipment shall not encroach on or over setback areas without written AECC approval. Accompanying decks and patios shall comply with Section 117 of this Code.
- B. Wading pools as defined are exempt. Wading Pool means a pool intended only for small children. It is not used for swimming or instruction in swimming. The maximum depth is less than twenty-four inches (24"). The structure is not permanent. It is not located on a vacant lot.
- C. An outdoor pool and supporting assemblies shall not be constructed, installed, enlarged, or altered without written approval by the AECC. The approval of authorities having

jurisdiction over pools shall be obtained prior to receiving a permit from the AECC. Copies of the approvals shall be filed as part of the supporting data for the permit application. Plans showing dimensions, colors, equipment, fixed accessories and construction materials and distance to property lot lines, buildings, walks, fences, wastewater treatment systems, as well as details of the water supply system, drainage, and disposal systems. Detailed plans of structures, vertical elevations and sections through the pool showing depth shall be included.

- D. During construction of a pool, the permanent, or a temporary enclosure without any openings except for a gate, shall be in place prior to any water being placed in a pool designed to contain twenty-four inches (24") or more of water in depth at any point. The Building Inspector or designated representative must approve the temporary enclosure method.
- E. An outdoor pool designed to contain twenty-four inches (24") or more of water in depth at any point, shall be permanently protected by a gated enclosure surrounding the pool area. The outdoor swimming pool, hot tub or spa shall be completely enclosed in accordance with IRC Appendix G, Section AG105 Barrier Requirements. No fence shall be located, erected, constructed or maintained closer to a pool than three feet (3'). The wall of a house or building facing a pool may be used as a portion of such fence.
- F. A natural barrier, pool cover, or other protective device approved in writing by the AECC may be acceptable if the degree of protection afforded by the substituted device of structure is not less than the protection afforded by the standard barrier.

## **117.6 BOARDWALK**

A boardwalk is a type of structure used primarily to provide access from one location to another. A boardwalk may be constructed of wood, tinted concrete, stone or brick pavers; larger than 32 square inches, or similar, and it may include stairs. It may not exceed five (5) feet in width. A boardwalk may not extend over the shoreline. A boardwalk may encroach upon standard setbacks with written AECC approval. Any boardwalk closer than 10 feet to the shoreline may not exceed 25 feet in length.

## **118 EXTERIOR LIGHTS**

- A. Elevated farm lights, flood lights, and high intensity security lights shall not be used. Mercury Vapor, Metal Halide, High Pressure Sodium and High Intensity Discharge lamps are not permitted.
- B. Building and ground lighting shall be installed so as to limit objectionable off-site glare. Fixture bulb lumens shall not exceed 800.
- C. Post lights should not exceed 6' in height to the top of light fixture, and the light source must be directed downward and of sufficiently low wattage (800 lumens or 60 watt incandescent maximum) to reduce glare. Direct glare shall be minimized through the use of sufficient shrouding or opaque glass so that the light bulb is not visible through the glass and cannot exceed 800 lumens (60 watt incandescent).
- D. No fixtures with clear glass lenses will be allowed.
- E. Use of lights as landscape and architectural accent is allowed as long as the light and glare does not emit beyond the property line.
- F. Prior to the new installation or replacement of exterior lights consult with the Building Inspector. The Building Inspector must



approve the installation of any type of outside light and has the authority to determine if the light is in violation of this section. Removal or shielding of the light may be required.

**119 FENCES**

- A. Fences are permitted within property lines.
- B. Fences may be constructed of natural finished wood, woven wire, chain link or vinyl fencing, in a color approved by the AECC.
- C. The maximum height of fences shall be fifty inches (50").
- D. Fences shall have at least fifty percent (50%) of their vertical faces open, i.e., not solid.
- E. Woven wire or chain link type fences are allowed only within the rear and side building setback lines and not along the front setback. The woven wire or chain link fence shall be painted or coated with a color approved in writing by the AECC.

**120 SATTELLITE DISH/ANTENNA**

- A. No roof or building mounted satellite dish/antenna larger than thirty-six (36") inches is permitted.
- B. No more than two (2) roof or building mounted satellite dish/antennas are permitted.
- C. Any existing non-conforming satellite antennas are "grandfathered" until replacement and shall comply under the nonconforming provision of the Code (108).

**121 SOLAR ENERGY (M2302)**

- A. Solar energy systems shall comply with the ACL Solar Energy Policy.
- B. The solar panel array shall be roof mounted.
- C. Anyone erecting a solar array is required to obtain written approval from the AECC. The request for written approval must

include plot plan, specifications, Jo Carroll Energy approval and Jo Daviess permits, and location of array on the roof plan and engineering calculations proving required size.

- D. Care should be taken to see that placement will not diminish the natural beauty of Apple Canyon Lake.
- E. For the purposes of this Code, solar panel arrays are considered to be a structure.

## **122 TEMPORARY STRUCTURES**

- A. As described in 110.9 of the Building Code, no trailer, vehicle, basement of an incomplete building, tent, shack, accessory building, garage, or temporary building or structure of any kind may be used at any time as a Dwelling, either temporary or permanent.
- B. A permitted temporary trailer, building or structure used during any construction, including repair, remodeling or renovation on any Lot, shall be on the same Lot where the construction is being performed, unless the prior written approval of another location is granted by the AECC.
- C. All temporary structures shall be removed upon completion of construction.

## **123 PIERS, DECKS, BOAT LIFTS, SHORELINE CONSTRUCTION (L-100)**

### **123.1 PIER**

A pier is a floor system over the water to allow access to a boat. A pier may not extend past the shoreline in excess of twenty-four (24) feet or be wider than five (5) feet. It may include up to one (1) storage box, not to exceed 6' L x 4' W x 2'6" H, be of a natural or an AECC approved material, in an earth tone color. Piers shall have a minimum of 8 square inches of reflective material, visible

from any direction on the lake. The pier shall be identified with the owner's lot numbers. A pier may extend past the shoreline in excess of twenty-four (24) feet for reasons of lake depth with written AECC approval.

### **123.2 GANGPLANK**

A gangplank is a portion of a pier which crosses the shoreline and may not exceed five (5) feet in width. Pier length starts at the point where the gangplank crosses the shoreline.

### **123.3 SEQUENTIAL FLOATING DOCK**

An 8' - 4" x 20' maximum sequential flex technology (SFT) system may be used in place of a conventional boat lift. A 15' x 20' SFT maximum perpendicular to the shoreline may be used in place of a conventional boat lift and a pier.

### **123.4 SHORELINE**

- A. The shoreline is defined as any portion of the lake shoreline as established at pool level elevation of eight hundred feet (800') regardless of previous lot pin position.
- B. No concrete is allowed within 5 feet of the shoreline.
- C. To help prevent aquatic plant growth, no fertilizing of lawns within 100 feet of the shoreline is permitted. It is expected that noxious weeds will be controlled.

## **123.5 SHORELINE BUFFER ZONE**

- A. The shoreline buffer zone is an area 50 foot horizontal from the shoreline, to be left as is, or restored to native vegetation as much as practical except for a deck, a patio, boardwalks, a beach, riprap and retaining walls. All these projects require the written approval of the AECC.
- B. When required due to the variations in slope, soils, and terrain, such items as terracing and retaining walls in conjunction with vegetation may be permitted with written AECC approval.
- C. Trees, alive or dead, shall not be cut down or trimmed within 50' of the shoreline without written AECC approval.
- D. Excluded structures include, but are not limited to sheds, boathouses, roofed structures of any type, large boat storage or shelters, parking areas, or ramps.

## **124 EXCAVATION (R401)**

### **124.1 CRAWL SPACES (R408)**

- A. Floor: Four (4) inches of stone plus a ten (10) mil vapor barrier.
- B. Cross ventilation or mechanical ventilation is required.
- C. Minimum twenty-four (24) inches by twenty-four (24) inches access and light switched at point of entry.
- D. Show beam and column sizes and locations.
- E. Show size, direction and spacing of joists above.
- F. Minimum R-13 insulation required in floors above unheated crawlspaces.

- G. A minimum height of twenty-four (24) inches is required between bottom of floor joists and top of grade inside crawl space.

## **125 LANDSCAPING EROSION CONTROL (R401)**

### **125.1 APPLICABILITY**

This Code shall be applicable to work that involves:

- A. Any earthwork or lot grading whether performed as a single project or as a series of projects on an existing developed Apple Canyon Lake property or lot.
- B. The potential for changing the discharge point, quantity, or concentration of storm water at the property line.
- C. The construction of a retaining wall any portion of which is higher than four feet or that exceeds twenty-five (25) feet in total length.
- D. Any modification to the ground profile of an existing lot that involves one or any more of the above criteria shall require a permit. Seeding and planting activities that do not alter the existing ground contours are exempt.
- E. Use of creosote treated material is prohibited at Apple Canyon Lake. Existing structures containing creosote will be allowed to remain. When being replaced, a permit is required and an AECC approved alternate material must be used.

## 125.2 EROSION SEDIMENT CONTROL PROCEDURES

- A. Before commencing construction, a silt fence (per ACL detail) must be placed along the lot lines or as noted on the approved plans. The silt fence must be maintained until the property has been seeded and restored to prevent erosion and encroachment on adjoining properties.
- B. Leave the soil bare for the shortest time possible. All excavated soil must be rough graded and reseeded with perennial rye grass or equivalent. This is to control erosion until final grading and landscaping.
- C. The use of erosion control blankets is allowed as long as the blankets do not contain any plastic materials.
- D. Immediately after the backfilling of the foundation and septic system, seeding and a suitable mulch of hay or straw or equivalent is to be spread over the exposed soil area to aid in erosion control before seed germination. Mulch shall be a minimum of one (1") to three inches (3") in depth. The Property Owner is responsible for having the mulch installed.
- E. All boardwalks and steps on slopes are to be of serpentine design and disturbed ground must be seeded and mulched immediately to minimize erosion. Expedient restoration of any disturbed slope by heavy planting of vegetative cover or mulch is required.
- F. Property Owners' gardens must be mulched when out of growing season.
- G. The contractor has ninety (90) days from the time of groundbreaking to restore the ground cover. If the final ground cover cannot be completed within the ninety (90) day period, a

temporary ground cover must be applied in accordance with items B, C, and D above. Failure to comply with the above may result in forfeiture of the environmental debris bond.

## **126 EARTHWORK CONSTRUCTION**

### **126.1 REQUIREMENTS**

- A. The maximum embankment slope for any improvement shall be limited to the lesser of:
  - a. 4:1 horizontal to vertical.
  - b. the maximum natural gradient existing on the lot.
- B. The maximum embankment slope permitted at the setback line is 4:1 horizontal to the vertical.
- C. The embankment toe or grading limit for excavation shall not encroach into the building setback without written approval by the AECC.
- D. No open ditch shall have a gradient in excess of 5% without a ditch liner or stabilization.
- E. Underground utilities must be located by contacting J.U.L.I.E and copying the ACL Building Inspector or the AECC designee.
- F. The Property Owner(s) of the adjacent land downgrade from the project shall be notified of the project and acknowledgment furnished with the permit application.
- G. Retaining walls in excess of six (6) feet in height shall be designed by a licensed engineer and stamped drawings submitted with the permit application.

- H. Temporary erosion control plan to contain sediment during construction shall be developed and submitted to the AECC with the permit application.
- I. The regulated project under this Code shall be presented to the Building Inspector or AECC designee in a suitable graphic format to completely depict the scope of work, including the temporary erosion control plan. As a minimum, the plan or sketch shall include:
  - a. The horizontal limits of the proposed project relative to the lot boundaries and setbacks
  - b. Contours or flow arrows showing existing drainage path(s)
  - c. The project's impact to the existing drainage path at the property line
  - d. Appropriate plan metric features such as buildings, fences utilities and other permanent features
  - e. The erosion control plans showing slit fences, straw bales, or other erosion control devices and details.
  - f. A sufficiently detailed plan including construction materials, ground treatments, and any conversion of previous surfaces to impervious.

## **127 SANITARY SYSTEMS (S101)**

### **127.1 REQUIREMENTS**

- A. Sanitary systems for Dwellings at Apple Canyon Lake must be of a design approved by the Jo Daviess County Health Department and the AECC for use in our lake-oriented



community with its special soil and sub-surface conditions. All builders, owners, or agents must submit plans for approval to the Jo Daviess County Health Department who will issue permits for systems meeting the special requirements of each individual lot. The sanitary system shall be designed by a State of Illinois licensed engineer or licensed surveyor. Percolation testing shall be conducted in the same area. The location of the septic system shall be clearly shown on the site plan submitted to the AECC with the application for a building permit. No portion of the sanitary system shall be located within the lot setback areas. The sanitary system shall be located a minimum of 100 feet from the nearest lake front waterline. No portion of any accessory structure, driveway, patio, etc. shall be placed over the septic field.

- B. All septic systems shall be sized in accordance with Jo Daviess County Private Sewage Disposal Ordinances and with the Illinois Subchapter r: Water and Sewage Part 905 Private Sewage Disposal Code, with the following additional requirement: In houses with unfinished areas, the septic system design load shall be increased by one bedroom for every three hundred fifty (350) gross square feet of unfinished area suitable for development into living space (not including garages or other non-living space).
- C. The minimum replacement septic tank size allowed is one thousand five hundred (1,500) gallons.
- D. Garages or other unheated spaces are not classified as "LIVING SPACE".
- E. A house may be classified as a four-bedroom unit but be designed to have more than four bedrooms occupied on occasion. In this instance, the number of bathrooms multiplied by five hundred (500) will be used to determine the required

septic tank volume (minimum 1,500 gal.) while allowing the drain field to be designed for four bedrooms. Annual systems inspections may be required by the AECC when issuing a permit in which concessions are made to these requirements.

## **127.2 SEPTIC TANK INSTALLATION**

- A. Septic systems shall be constructed and installed in accordance with Title 77: Public Health Chapter I: Department of Public Health Subchapter r: Water and Sewage Part 905 Private Sewage Disposal Code and Jo Daviess County Health Department Private Sewage Disposal Ordinances. A Jo Daviess County Health Department permit is mandatory before constructing a new septic system.
- B. AEROBIC TREATMENT UNIT (ATU) shall not be installed or replaced with an ATU if the existing ATU fails.
- C. Septic tanks may be constructed of materials other than portland cement concrete with a manufacturer's certification that the tank to be furnished has been designed for use as a residential septic tank in Illinois.
- D. All accessory components installed beyond the discharge of the septic tank, i.e., filters, distribution boxes, pipe or fittings shall be constructed of plastic. **CONCRETE UNITS ARE NOT ALLOWED.**
- E. Shop repaired concrete units shall not be installed. Minor surface repairs may be made in the field only after authorization by the Jo Daviess County Environmental Health Division.

### 127.3 SEPTIC INSPECTIONS

- A. Inspections shall be performed in conformance with the ACL SEPTIC INSPECTION PROGRAM. Effective January 1, 2000, all property owners of lots improved with Dwellings, occupied and unoccupied, located in Apple Canyon Lake Subdivision shall be required to obtain periodic inspections and pumping of the sewage treatment systems located on said lots. Such inspections shall be conducted by an independent contractor licensed by the state and registered at ACL who is qualified and experienced in performing such inspections and related sewage treatment system installation, maintenance, and repair. The results of the inspections shall be reported to the AECC using the Apple Canyon Lake On Site Sewage Treatment System Inspection Report form. New systems shall be inspected every six (6) years from the time of occupancy or replacement. Any house built in 2000 and after will be required to have the septic system pumped and inspected every six (6) years.
- B. Exceptions: Any septic system servicing a Dwelling that is used for rental purposes shall be pumped and inspected EVERY THREE (3) YEARS.
- C. DUE TO THE NEED FOR CONTINUOUS OPERATION, THE AEROBIC TREATMENT UNIT (ATU) requires evaluation and maintenance at least once EVERY SIX (6) MONTHS. The system may be evaluated by a Private Sewage Disposal System Installation Contractor, a licensed Environmental Health Practitioner, an Illinois licensed Professional Engineer, a representative of the Department, or an agent of the Department or local health department. The property owner of an ATU may not conduct the inspection, report, and

maintenance. If the required inspections and maintenance are not performed, the system is in violation of the Illinois PART 905 PRIVATE SEWAGE DISPOSAL CODE SECTION 905.20 GENERAL REQUIREMENTS and this Code.

- D. The purpose of said inspections shall be to demonstrate to ACLPOA that the property owner's sewage treatment system is in good working order. The inspections shall be conducted for the purpose of determining whether or not the system contains any defects or malfunctions that materially hinder the suitability of the system for the purpose intended.
- E. Said inspections and pumping shall be required regardless of the type of sewage treatment system utilized by the property owner. Such systems subject to inspection include but not by way of limitation, conventional septic tanks and absorption fields and mechanical or aerobic treatment systems and any other systems from time to time utilized by property owners as approved by Jo Daviess County Health Department.
- F. Only inspections conducted by a contractor licensed by the state shall be acceptable to the AECC. Said contractor shall be an independent contractor retained by the lot owner-member and is not the contractor or employee of ACLPOA. It shall be the obligation of the individual property owner to have such inspections and pumping conducted to pay the contractors for all services rendered and not the obligation of ACLPOA.
- G. It shall be the obligation of the property owner to provide the AECC with written evidence of said inspection and pumping using the Apple Canyon Lake On Site Sewage Treatment System Inspection Report form. Such documentation shall be signed by the authorized representative of the company conducting the inspection. Minimally, such documentation shall

certify to the management of ACLPOA the type and kind of system inspected, and the condition of the system inspected, and whether or not any defects or malfunctions were observed. In systems having tanks, the inspection certificate shall indicate whether or not, at the time of the inspection, the tank was pumped. Any tank found to be leaking must be reported to the Building Inspector or AECC designee and scheduled to be replaced within thirty (30) days. ATU systems shall be reported to the AECC.

- H. All two (2) piece septic tanks being inspected and pumped shall be opened and inspected to determine if the tank is leaking. If the tank is found to be leaking, it must be reported to the Building Inspector or AECC designee and replaced within thirty (30) days.

#### **127.4 CONVENTIONAL SYSTEMS**

- A. Mandatory inspection and pumping every six (6) years.
- B. Conventional systems frequently utilize a septic tank with baffles and absorption fields of various types.
- C. Written designation of system type must be made at the time of inspection and communicated to the ACLPOA Building Department.
- D. On the first year designated for system inspection under the terms of this Code and on each subsequent fifth year, or more frequent, a written inspection report copy must be submitted to the ACLPOA Building Department by the inspecting contractor within seven (7) days of the inspection using the standard ACL report form. The body of this report shall specify the date and location at which the inspection was made, as well as any

significant deficiencies in need of repair. If requested by the AECC, include the exact location of the septic system in the report.

#### **127.5 FAILURE TO COMPLY**

- A. The required inspection of conventional systems as specified herein shall be conducted no later than August 1 in the year specified according to the inspection table maintained by the ACLPOA Building Department. Said inspection report shall be delivered to ACLPOA Building Department Office within seven (7) days of the required inspection. The required copy of a valid annual service agreement in full force and effect to mechanical systems shall be delivered to ACLPOA Building Department no later than August 1 of each year.
- B. Any Property Owner subject to the rules set forth in this Code who fails or refuses to obtain the required inspection and to produce written evidence thereof or to provide the required copy of an annual service agreement, as the case may be, in acceptable form to the ACLPOA Building Department within the time period specified above may result in the imposition of a \$100.00 fine and a per diem penalty of \$100.00 for each day the Property Owner is in a state of noncompliance and may be required to pay reasonable attorney fees and court costs of ACLPOA necessitated in compelling compliance. When the fine reaches \$2,000.00, the Association will lien the property.
- C. In addition, any Property Owner found not to be in compliance as aforesaid may also be subject to other sanctions, including but not limited to, suspension of membership privileges and amenities.

D. ACLPOA shall have the right to enforce compliance of the rules set forth in this Code in a Court of any competent jurisdiction at law or in equity and before any administrative or regulatory agency, bureau or other governmental entity and to pursue, without limitation, every other right to the fullest extent by law permitted to do.

#### **127.6 GPS SEPTIC LOCATION FEE**

The cost of the GPS location fee will be billed to the Property Owner by AECC at the time of the initial inspection under the septic inspection program. This fee will also be billed to Property Owners having their septic system inspected out of sequence as established in the table maintained by the Maintenance Department.



# Memorandum

**To:** Board of Directors

**Date:** October 11, 2024

**From:** Jon Sabo, General Manager

**Memo:** 2024-79

**Topic:** Amended 6.2 Paid Time Off

**Issue:** A discrepancy was discovered in the 6.2 Paid Time Off policy that was presented to the board and approved at the June 15, 2024, board meeting. See the explanation below and the attached proposed amended 6.2 Paid Time Off policy.

The June 15, 2024, version of 6.2 accounted for “actual hours worked”, but not hours utilized as holiday paid time off, or paid time off (PTO). Meaning, if an employee worked a perfect 40-hour work week, and took their allotted holiday paid time off, and PTO, they would *never* be able to reach their max accrual that’s quoted in the Employee Handbook.

Example: Sally has worked at ACL 2 years. One week, Sally worked four eight-hour shifts (32 “actual hours worked”) and used eight-hours of PTO = 40 paid hours.

Sally’s Accrual Based on the Current Version:

- One year but less than 5 years – Accrue up to 80 hours annually (.038462 per hour worked)
- 32 “actual hours worked” x .038462= **1.231 time accrued**

Sally’s Accrual Based on the Amended Version

- One year but less than 5 years – Accrue up to 80 hours annually (.038462 per **paid** hour worked)
- 40 paid hours x .038462= **1.538 time accrued**

Comparison & Conclusion: 1.5381 – 1.231 = 0.3071 difference from using one day of PTO. Employees will *never* be able to reach their max accrual that’s quoted in the Employee Handbook if the policy is not amended.

**Recommendation:** To amend policy 6.2 Paid Time Off.



## 6.2 Paid Time Off

Effective Date:

Revision Date: June 15, 2024  
March 16, 2024  
February 18, 2023  
October 15, 2016

Paid Time Off (PTO) begins accruing on the date of hire (anniversary date). Eligibility to use any PTO is ninety (90) days of continuous employment from the date of hire.

PTO will ~~only~~ accrue for **all hours paid actual hours worked** (including but not limited to **regular hours, and overtime hours, holiday hours, vacation hours, and personal hours**).

PTO will accrue in two (2) forms, Vacation Leave and Personal Leave.

### Vacation

Vacation accruals are determined by the number of continuous years, based on anniversary date, worked for the Apple Canyon Lake Property Owners' Association. Vacation Leave accrual balance will be paid at termination of employment.

All regular (non-seasonal) employees are entitled to paid vacation leave at the rate listed below, provided the employee works forty hours (40) a pay period.

For full-time and part-time year-round employees, the rate of accrual increases on the anniversary date of employment is as follows:

- Date of hire and up to one year – Accrue up to 40 hours annually (.019231 per **paid hour worked**)
- One year but less than five years – Accrue up to 80 hours annually (.038462 per **paid hour worked**)
- Five years but less than ten years – Accrue up to 120 hours annually (.057693 per **paid hour worked**)
- Ten years or more - Accrue up to 160 hours annually (.076924 per **paid hour worked**)

Up to 40 hours may carry forward to be used within the first six months of the

subsequent anniversary year. Failure to use the accrued hours will result in forfeiture unless the General Manager, in writing, has granted prior authorization due to extreme circumstances.

In addition, no payouts in lieu of using accrued vacation leave will be authorized as employees are not rewarded for failure to use accrued vacation hours in the year they were earned.

Paid leave must be used prior to unpaid leave being approved.

### **Personal Leave**

Personal Leave accrual balance will not be paid at termination of employment.

All employees, regardless of employment type, will accrue up to seventy-six (76) hours of Personal Leave per anniversary year (.036539 per paid hour worked).

Employees do not have to provide any reason for taking this leave and are not required to provide documentation. However, if the leave is foreseeable, the department manager asks for notice seven (7) calendar days prior to scheduling.

Up to forty (40) hours may carry forward to be used within the subsequent anniversary year. Failure to use the accrued hours will result in forfeiture.

BOD Approved 06/15/24



## 6.2 Paid Time Off

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Revision Date: June 15, 2024  
March 16, 2024  
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PTO will only accrue for actual hours worked (regular hours and overtime hours).

PTO will accrue in two (2) forms, Vacation Leave and Personal Leave.

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Employees do not have to provide any reason for taking this leave and are not required to provide documentation. However, if the leave is foreseeable, the department manager asks for notice seven (7) calendar days prior to scheduling.

Up to forty (40) hours may carry forward to be used within the subsequent anniversary year. Failure to use the accrued hours will result in forfeiture.



# Memorandum

To: Board of Directors

Date: October 8, 2024

From: Employee Handbook Ad Hoc Commission

Memo: 2024-78

Topic: 4.14 Employee Technology and 4.15 Social Media Acceptable Use – 1<sup>st</sup> Reading

**Issue:** The Employee Handbook Ad Hoc Commission has been working on updating the Employee Handbook. The commission has worked closely with the Association’s attorney and JCE-Coop, the Association’s technology contract, in rewriting the Employee Technology and Social Media Acceptable Use portion of the handbook.

The existing Employee Handbook insert for ACLPOA Acceptable Use is a signature form in the back of the handbook. The Commission is proposing to replace the October 2016 Section 4.14 Computer and Electronic Communication and 4.15 Social Media with the proposed 2024 version 4.14 Employee Technology and Social Media Acceptable Use policy. Also, there would be a signature copy for the employee to sign put in the back of the handbook to place in their personnel file.

This updated 4.14 Employee Technology and Social Media Acceptable Use policy is needed for the Association in order to be PCI Compliant.

**Recommendation:** To read and provide feedback to the Commission on 4.14 Employee Technology and Social Media Acceptable Use handbook portion and signature form. **No vote to be recorded at this time.**

## 4.14 Computer and Electronic Communication

Effective Date: October 15, 2016

Revision Date:

All employees must use computers and other forms of electronic communication in an ethical and professional manner at all times. This policy is designed to guide the employee in his/her use of computers and other electronic communication devices on behalf of ACLPOA, including all electronic communication devices owned or leased by ACLPOA, used or accessed on ACLPOA premises, used for or on behalf of ACLPOA, or used to create content identifying or associated with ACLPOA's business operations. Employees should consult with the General Manager if they have questions or concerns related to this policy.

An "electronic communication" is any digitally-or electronically-stored or transferred information using an electronic device, and includes use of computers, email, internet, telephones, fax machines, and any other electronic device. All electronic communications and information the employee may create on ACLPOA premises or otherwise on behalf of ACLPOA are the sole property of ACLPOA, not the employee, and should only be created or used for ACLPOA's best interests and never for personal use. This includes all digital files and software the employee may create. The employee has no right to privacy in his/her electronic communications created on behalf of ACLPOA or using ACLPOA property.

ACLPOA has the right to override the employee's personal passwords in order to gain access to digitally stored information owned by ACLPOA. ACLPOA may also keep a record of the passwords the employee uses to gain access to ACLPOA's electronic communications. The employee needs to take care to not transmit or store his/her own sensitive personal information while using ACLPOA property. ACLPOA routinely monitors the employee's use of its electronic devices. The General Manager may access all ACLPOA-owned electronic communications, including emails, internet posts, text messages, voicemails, blogs, and "tweets." The employee may be subject to discipline if found to be using or creating ACLPOA-owned electronic communications or devices in an inappropriate or illegal manner.

Employees may only access ACLPOA's electronic communications and devices that they have been granted access to. This means the employee may not access electronic communications restricted to management, other employees, or third parties without prior authorization.

Employees must use ACLPOA's electronic communications and devices in strict compliance with ACLPOA's confidentiality policy described herein. The employee needs to take care not

to disclose confidential information to inappropriate persons or without authorization via ACLPOA's electronic communications or devices, especially when sending emails to outside parties. ACLPOA may use its electronic communications and devices according to the needs of the business and applicable law.

ACLPOA's electronic communications and devices may not be used to create or display anything that might disparage or negatively impact ACLPOA's public image or reputation or that would otherwise be contrary to ACLPOA's best interests. In addition, employees using ACLPOA's electronic communications and devices are prohibited from the following: engaging in discriminatory, harassing, obscene, or illegal conduct; engaging in copyright, trademark, or other intellectual property infringement; accessing electronic communications that an employee is restricted or prohibited from accessing, or otherwise violating ACLPOA policy.

The employee may only use ACLPOA's electronic communications or devices for business purposes, not personal use. This means accessing internet websites not for business purposes or accessing personal email during work is prohibited. Additionally, the employee may not install personal software on ACLPOA electronic devices or systems. The employee may only use his/her personal electronic devices while on break. It is important for the employee to note that it is illegal to duplicate ACLPOA software and may result in copyright charges against the employee or ACLPOA.

The employee also needs to take care not to use ACLPOA's electronic communications or devices in any way that disrupts the ability of others to use them. The employee needs to be wary of suspicious emails, emails from unknown parties, and pop-ups and downloads from sites that are not trusted. If an employee has any questions, he/she should contact the General Manager if he/she becomes aware of any virus on a ACLPOA device or thinks he/she may have downloaded a virus accidentally.

## 4.15 Social Media

Effective Date: October 15, 2016

Revision Date:

Utilization of social media is a powerful way to market ACLPOA's business, influence ACLPOA's reputation, and engage with the community and public at large. While we encourage employee support of ACLPOA through his/her use of social media, the employee must obtain authorization prior to making posts of ACLPOA-related content that are accessible to the public or any party outside of the company.

Social media refers to any social interaction via the internet or similar platforms, such as YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. This list is not all inclusive. When using social media, the employee should conduct himself/herself in a professional and courteous manner at all times and respect the view of others. Remember that an employee's statement(s) reflect on ACLPOA's reputation and public image. We encourage the employee to take care to distinguish any personal opinions he/she may have from ACLPOA's, for instance, by inserting "The opinions I have included here are my own and do not necessarily represent the opinions of Apple Canyon Lake Property Owners' Association."

Employees are prohibited from creating content on social media that could be considered discriminating, harassing, obscene, or that may damage ACLPOA's reputation or public image. Employees also may not use social media for personal use during work. "Followers," "friends," and other contacts gained through ACLPOA social media accounts are ACLPOA's sole property. ACLPOA may monitor the employee's use of social media and may ask the employee to delete or change any ACLPOA-related content found to be inappropriate or not in ACLPOA's best interest.



## 4.14 EMPLOYEE TECHNOLOGY AND SOCIAL MEDIA ACCEPTABLE USE

Effective Date: October 16, 2016

Revision Date:

The purpose of this policy is to ensure that Apple Canyon Lake Property Owners' Association (ACLPOA) systems and tools including computers, software, communication, network, and cloud-based tools, etc. provided to employees and contractors to enhance their productivity are used in a responsible way, ethically, and in compliance with all legislation and other ACLPOA policies and contracts. This policy does not attempt to anticipate every situation that may arise and does not relieve anyone accessing any system of their obligation to exercise good judgment.

This policy is applicable to all employees of ACLPOA, including full-time, part-time, temporary and seasonal employees; contractors; students; and interns. The requirements defined in this policy are applicable to the use of all data, systems, electronic, and computing devices, and services owned and/or managed by ACLPOA.

1. All devices and systems are property of ACLPOA and all use must be in accordance with policies, standards, and guidelines. ACLPOA allows limited use of the network, system, and devices for personal reasons (personal correspondence, online banking, etc.), but personal use must not be abused.

Personal use is acceptable, but it must not have a negative impact on overall employee productivity, cause additional expense to the organization, compromise the organization in any way, disrupt network performance, or contradict any other ACLPOA policies in any way.

2. ACLPOA assets and systems must not be used for illegal or unlawful purposes, including copyright infringement, obscenity, personal gain, libel slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for pyramid schemes, and computer tampering (e.g. spreading computer viruses).

~~All technology, including computer systems, communications networks, Association-related work records and all other information stored electronically, is the property of the ACLPOA, not the employee. Use of the Association's technology systems and electronic communications should be job-related, not for personal use.~~

3. Employees may not use the internet, email, or other electronic communications to transmit, retrieve or store any content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, sexual orientation, gender, gender identity or pregnancy may be transmitted. Harassment of any kind will not be tolerated.

- ~~4. Employees may not use the internet, email, or other electronic communications to transmit, retrieve or store any content of a defamatory, discriminatory, harassing or pornographic nature.~~

No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, sexual orientation, gender, gender identity or pregnancy may be transmitted. Harassment of any kind will not be tolerated.

Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on the Association or be contrary to its legitimate business interests; any illegal activities—including piracy, cracking, hacking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email—are forbidden.

4. Copyrighted material and trademarks belonging to entities other than ACLPOA may not be used or transmitted on the Association's network without permission of the copyright holder and General Manager. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an internet site is permitted.

~~Employees may not use the system in a way that disrupts its use by others. This includes spamming (sending unsolicited emails or messages to a large number of email addresses or mobile phones).~~

5. To prevent contamination of Association equipment and systems from harmful computer viruses, downloaded files must be checked for possible infection through the Informational Technology personnel and with permission from the General Manager. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the General Manager.
6. Every employee is responsible for the content of all text, audio or image files that he or she composes or sends over the Association's internet and email systems. No email or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else. ACLPOA's identity is attached to all outgoing email communications, and should reflect the Association's values with appropriate workplace language.
7. Email or other electronic communications composed on or transmitted by Association equipment, systems and networks, are not private or confidential; they are the property of the Association. Therefore, ACLPOA reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
8. Internal and external email, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within or outside the Association.
9. Users must not open message attachments or click on hyperlinks sent from unknown or unsigned sources through any platform (email, instant message, social media, etc.).

10. Any allegations of misuse should be promptly reported to the General Manager. If you receive an offensive or suspicious email, do not forward, delete, or reply to the message. Instead, report it directly to the General Manager and/or designee.
11. Archival and backup copies of email messages must exist, despite end-user deletion, in compliance with ACLPOA's Records Retention Policy.
12. Email access must be terminated when the employee or third party terminates their association with ACLPOA, unless other arrangements are made.
13. ACLPOA social media accounts must be used for business purposes only. These purposes include building positive brand image, providing customer support, monitoring public opinion, professional networking, and more as approved.
14. Access to social media must be open to staff who have received approval from their Manager. Approval will be provided given a legitimate business purpose.
15. All actions and communications through social media must adhere to all previously defined acceptable use of electronic communications. Staff representing ACLPOA on social media must sign an agreement.
16. The use of personal social media accounts and user IDs for the Association use is prohibited unless within the scope of his/her employee role.
17. The use of ACLPOA's social media user IDs for personal use is prohibited.

**Any employee who abuses the Association-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access, and may be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state, or local laws.**

## 4.14 EMPLOYEE TECHNOLOGY AND SOCIAL MEDIA ACCEPTABLE USE

Effective Date: October 16, 2016

Revision Date:

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4. Employees may not use the internet, email, or other electronic communications to transmit, retrieve or store any content of a defamatory, discriminatory, harassing or pornographic nature.

No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, sexual orientation, gender, gender identity or pregnancy may be transmitted. Harassment of any kind will not be tolerated.

Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on the Association or be contrary to its legitimate business interests; any illegal activities including piracy, cracking, hacking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email are forbidden.

4. Copyrighted material and trademarks belonging to entities other than ACLPOA may not be used or transmitted on the Association's network without permission of the copyright holder and General Manager. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an internet site is permitted.

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**Any employee who abuses the Association-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access, and may be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state, or local laws.**

### AGREEMENT

I have read and understand the Staff Technology Acceptable Use policy. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or ACLPOA's policy.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# Memorandum

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**To:** Board of Directors

**Date:** October 4, 2024

**From:** ACLPOA Staff

**Memo:** 2024-72

**Topic:** 2025 Proposed Calendar

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**Issue:** The dates for the 2025 ACL wall calendar have not been approved yet.

**Recommendation:** To review and approve the proposed 2025 ACL wall calendar.

# 2025 Calendar

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1													1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30				
							30	31					30	31													

May							June							July							August									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
				1	2	3																								
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	1	2	3	4	5	3	4	5	6	7	8	9
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	8	9	10	11	12	10	11	12	13	14	15	16
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	15	16	17	18	19	17	18	19	20	21	22	23
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	22	23	24	25	26	24	25	26	27	28	29	30
							29	30					27	28	29	30	31	27	28	29	30	31	31							

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	7	8	9	10	11	12	13
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	14	15	16	17	18	19	20
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	21	22	23	24	25	26	27	
													30						28	29	30	31					



## 2025 Proposed Calendar for Publication

**January 1 Association Office and Solid Waste & Recycling Closed**

**January 2 Association Office Closed**

January 4 AECC 8:00am

January 11 Appeals (as needed) 8:30am

January 15 Apple Core deadline

January 17 Board candidate applications due

January 18 Board Meeting 9:00am

January 22 Building permit deadline

January 21 Single installment ACH sign-up deadline

January 31 Payment Plan sign-up deadline

February 1 Single installment ACH payments withdrawn

February 1 AECC 8:00am

February 8 Appeals (as needed) 8:30am

February 15 Apple Core deadline

February 15 Board Meeting 9:00am

February 15 Pinewood Derby 12:30pm

February 19 Building permit deadline

February 24 Payment Plan late sign-up deadline

March 1 Assessments & Fees due

March 1 Boat Slip and Campsite Licenses due

March 1 First Payment Plan installment withdrawn

March 2 \$125 Delinquent Dues Fee assessed on unpaid assessments

March 1 AECC 8:00am

March 8 Appeals (as needed) 8:30am

March 15 Unpaid/Incomplete Seasonal Boat Slips & Campsites forfeit

March 15 Apple Core deadline

March 15 Board Meeting 9:00am

March 22 Campsite Swap & Assignment Day 10:00am

March 22 Slip Swap 1:00pm

March 26 Building permit deadline

March 29 Campground & Golf Course Open, Weather Permitting

April 1 \$125 Delinquent Dues Fee assessed on unpaid assessments

April 5 AECC 8:00am

April 12 Appeals (as needed) 8:30am

April 12 Kayak Locker Swap & Assignment Day 9:00am

April 12 Slip Assignment Day & Sub-License Slip Assignments 10:00am

April 13 Easter Egg Hunt 10:30am

April 15 Apple Core deadline

April 18 Marina Opens

April 19 Board Meeting 9:00am

April 19 Spring Clean-up 1:00pm

April 23 Building permit deadline

April 26 Meet the Candidates

April 27 Buddy Bass Tournament

May 1 \$125 Delinquent Dues Fee assessed on unpaid assessments

May 3 AECC 8:00am

May 3 May Day Auction 5:00pm  
May 10 Appeals (as needed) 8:30am  
May 15 Payment Plan installment withdrawn  
May 15 Apple Core deadline  
May 16 Garden Club Spring Luncheon 11:30am  
May 17 Board Meeting 9:00am  
May 18 Buddy Bass Tournament  
May 24 Summer Kick-Off 1:00-8:00pm  
May 25 Campground Commission Pancake Breakfast 8:00am-12:00pm  
May 25 Garden Club Annual Plant Sale 8:00am-12:00pm  
**May 26 Association Office Closed**  
May 28 Building permit deadline  
June 7 AECC 8:00am  
June 7 ACL Garage Sales 8:00am-2:00pm  
June 13 Mailed Ballots for BOD Election Due  
June 14 Annual Meeting, Ballots Cast by 1:00pm  
June 14 Appeals (as needed) 8:30am  
June 15 Payment Plan installment withdrawn  
June 15 Apple Core deadline  
June 21 Board Meeting 9:00am  
June 22 Buddy Bass Tournament  
June 25 Building permit deadline  
June 28 Farm Fun Day 10:00am-12:00pm  
June 28 Children's Garden Event 10:00am-12:00pm  
**July 4 Association Office Closed**  
July 5 AECC 8:00am  
July 5 Golf Cart Parade 10:30am Check-in  
July 5 Rumble & Roll Ball Race 11:00am  
July 5 Independence Concert 5:00-9:00pm  
July 5 Fireworks at Dusk  
July 9 Canyon Kids Camp 1:00-3:00pm  
July 10 Canyon Kids Camp 1:00-3:00pm  
July 11 Canyon Kids Camp 1:00-3:00pm  
July 12 Appeals (as needed) 8:30am  
July 12 Kids Fishing Tournament 8:30-10:30am  
July 13 Buddy Bass Tournament  
July 15 Payment Plan installment withdrawn  
July 15 Apple Core deadline  
July 16 Garden Club Prairie Walk  
July 19 Board Meeting 9:00am  
July 19 Big Cup Tournament  
July 23 Building permit deadline  
July 26 TT5k for a Cause Registration 7:30am  
July 26 TT5k for a Cause Start 8:30am  
July 26 Sizzling Summer Concert 4:00-8:00pm  
July 31 Deer Management Program application deadline  
August 2 AECC 8:00am  
August 2 Youth Archery Day 9am-12pm

August 2 Deer Management Qualifications & Orientation 9:00am – 12:00pm  
August 2 Venetian Night 8:30pm  
August 9 Appeals (as needed) 8:30am  
August 9 Night Golf  
August 10 Deer Management Qualifications & Orientation 9:00am – 11:00am  
August 15 Payment Plan installment withdrawn  
August 15 Apple Core deadline  
August 16 Board Meeting 9:00am  
August 17 Buddy Bass Tournament  
August 21 Garden Club 40<sup>th</sup> Anniversary Celebration 5:00pm  
August 23 Deer Management Qualifications & Orientation 9:00 – 11:00am, Zone Selection 1:00pm  
August 23 Owners' Tournament  
August 27 Building permit deadline  
August 31 ACL Fall Craft Fair 10:00am-4:00pm  
**September 1 Association Office Closed**  
September 6 AECC 8:00am  
September 6 Poker Run 2:00-8:00pm  
September 13 Appeals (as needed) 8:30am  
September 13 Farm to Table Dinner 6:00pm  
September 14 Buddy Bass Tournament  
September 15 Apple Core deadline  
September 20 Board Meeting 9:00am  
September 20 Night Golf  
September 24 Building permit deadline  
September 27 Buddy Bass Classic  
September 28 Buddy Bass Classic  
October 4 AECC 8:00am  
October 11 Fall Festival Children's Garden Event 10:00am-12:00pm  
October 11 Appeals (as needed) 8:30am  
October 11 Trunk or Treat & Halloween Bash at the Campground 5:00-7:00pm  
October 15 Apple Core deadline  
October 18 Board Meeting 9:00am  
October 22 Building permit deadline  
October 26 Campground, Marina, Golf Course Close for the Season  
November 1 AECC 8:00am  
November 8 Appeals (as needed) 8:30am  
**November 8 Informational Gathering**  
**November 11 Association Office Closed**  
November 15 Apple Core deadline  
November 15 Board Meeting 9:00am  
**November 15 Informational Gathering**  
November 26 Building permit deadline  
**November 27 Association Office and Solid Waste & Recycling Closed**  
**November 28 Association Office Closed**  
**November 29 Association Office Closed**  
December 1 Senior Exemption application deadline  
December 6 AECC 8:00am  
December 6 Holly Jolly Winter Wonderland 4:00-6:00pm

December 13 Appeals (as needed) 8:30am

December 15 Apple Core deadline

December 20 Board Meeting 9:00am

December 20 Building permit deadline

**December 24 Association Office Closed**

**December 25 Association Office and Solid Waste & Recycling Closed**

**December 31 Association Office Closed**

**January 1, 2026 Association Office and Solid Waste & Recycling Closed**