

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

APPROVED

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—2nd Reading - Mark Kosco motioned “to approve the updated verbiage.” Seconded by Laura Pratt, motion carried unanimously.

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

11.3 Board Policy—Conflict of Interest—2nd 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—1st 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—1st 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.

Recording Secretary, Rhonda Perry

President, Nolan Mullen

Corporate Secretary, Laura Pratt

Date