

**Apple Canyon Lake Property Owners Association
Board of Directors Meeting Minutes
October 19, 2024**

APPROVED

1.0 Call to Order: Meeting called to order by Vice-President Bill Becker at 8:05 am. Other Directors present: Bob Ballenger, Carmel Cottrell, Brian Holt, Mark Kosco, Laura Pratt, Mike Ward. Deb McNamee present by phone. Nolan Mullen arrived at 8:25 am.

2.0 Executive Session – motion to proceed to executive session made at 8:05 am by Bob Ballenger, seconded by Carmel Cottrell. Motion carried.

3.0 Return to Open Session – motion to return to open session made by Mark Kosco at 9:08. Seconded by Laura Pratt, motion carried unanimously.

4.0 Pledge of Allegiance – after the Pledge of Allegiance, a quorum was present with the following directors in attendance: Nolan Mullen, Bob Ballenger, Bill Becker, Carmel Cottrell, Brian Holt, Mark Kosco, Mike Ward and Laura Pratt. General Manager Jon Sabo was also present. Debra McNamee was absent.

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

6.0 Committee/Commission Reports

Safety/Emergency Planning – Laura Pratt reported that they met this week and discussed emergency plans. Also worked on the manual for the Volunteer Corps pertaining to any type of emergency.

Employee Handbook – Laura Pratt reported they are working on video surveillance and electronic monitoring.

Memorial Pavilion – Carmel Cottrell reported there will be an article in the Apple Core for November.

Legal – Carmel Cottrell reported they continue to work on the governing documents.

Strategic Long-Range Planning – Carmel Cottrell reported they will meet next month.

Dam Advisory – Mike Yorke and Barry Kren - good news to share. Phase 1 – tree removal is done; lowering lake (8 inches) is done; building access to spillway channel (channel is 50 yards long) is done; spillway rock excavation (blasting of east and west walls) is done. Channel is now 60-100 feet wide (used to be 20 feet wide) but a lot of rock needs to be excavated out. Installation of rip rap at the bridge is done. Next big thing is the building of concrete forms and actual pouring of concrete. Will likely start next week with the construction of the forms. Longest part of this stage of the project. Key metrics – Safety, this is a very dangerous site, and we have a perfect safety record; Schedule – basically on schedule; Cost – no engineering change orders so far; Property Owner concerns – only have had a few; Contractor Performance – A+; Environment Impact – footprint remains unchanged.

7.0 General Manager’s Report – Jon Sabo reported NorthStar training is ongoing. Assessing training and will implement the newest version of NorthStar. PCI is a level of standard that any entity that accepts credit cards must uphold to protect information, working with Jo Carroll. Goal is to have the PCI audit completed, will update as we go forward. Continuing to work on the dredge sale – unusual process between bank and borrower. Completed the dam inspection—need to remove vegetation. Preparation for 2025 season has started, boat slips, registrations, etc.

8.0 President’s Report - will be in *The Apple Core*.

9.0 Any Additions to the Agenda – Carmel Cottrell motioned “to add 12.3 Memorial Pavilion Furniture to the agenda.” Seconded by Laura Pratt, motion carried unanimously.

10.0 Consent Agenda – Approve/Adopt Minutes from the September 21, 2024, Board Meeting, Dam Charge, and Committee/Commission Changes – motion to approve the consent agenda by Laura Pratt. Seconded by Carmel Cottrell, motion carried unanimously.

11.0 Unfinished Business

11.1 7.5 Reporting Incidents and Accidents – 2nd Reading – Bill Becker motioned “to approve policy 7.5 Reporting Incidents and Accidents.” Seconded by Bob Ballenger. Discussion: this is an employee handbook issue. Brian Holt motioned “to amend by changing the last sentence in second paragraph, to say *The GM will report to the Board of Directors.*” Seconded by Bob Ballenger, motion carried unanimously. Policy could build upon questions/concerns about communicating incidents/accidents. Bill Becker motioned “to approve the amended policy.” Seconded by Bob Ballenger. Motion carried with Mark Kosco voting nay.

11.2 Short-Term Rental Homes – 2nd Reading - Brian Holt motioned “to approve the revisions to Sections XXIII & III.” Seconded by Bob Ballenger. Discussion: verifying this is part of the regular fine schedule. Motion carried unanimously.

11.3 ACL Building and Environmental Code V.05-20-2023 – Revisions and Additions – 2nd Reading - Brian Holt motioned “to table until next month.” Seconded by Bob Ballenger, motion carried unanimously.

11.4 Amended 6.2 Paid Time Off – Laura Pratt motion “to approve the amended policy 6.2 Paid Time Off.” Seconded by Bob Ballenger. Discussion: Jon Sabo—terminology now is actual hours worked – will change to all hours worked. Correlates with state of Illinois on how employees are tracked for paid time off. Would request this to be retroactive to accommodate current employee(s), staff is seeking an answer before holidays. Approve the amended policy as is – retroactive date approval not needed unless cost is over \$5,000. If over \$5,000 bring the retroactive portion back next month. Motion carried unanimously.

12.0 New Business

12.1 4.14 Employee Technology and 4.15 Social Media Acceptable Use – 1st Reading – Discussion: accountability – affirmation by signature was missing. Opening a document as opposed to downloading a document is different. Questions on how do we monitor this (#5). Should be part of JCE role. This language did come from our IT company (JCE). Some language is consolidated (#4 is addressed in updated #2).

12.2 2025 Proposed Calendar – Carmel Cottrell motioned “to approve the 2025 calendar.” Seconded by Mark Kosco. Discussion: January 2nd – why is that listed on the calendar that Association Office Closed. Jon Sabo – getting accounts set up – request from member service – doors will be closed but employees will be working. Clarify that on calendar, looks like a holiday. Staff would have this calendar in the office, this is printed and distributed to all owners. Not listed in Bylaws as a governing document. Tool for communication to members. Carmel Cottrell – publication should have larger text. Future discussion on the use of this calendar would be a good idea (regulatory items vs. social items). Laura Pratt motioned “to amend motion to include Potluck, March thru October, third Tuesday at 5:00 pm.” Seconded by Carmel Cottrell, motion carried unanimously. As amended – motion carried unanimously.

12.3 Memorial Pavilion Furniture – Carmel Cottrell informed the group that the commission has an excess of \$12,000 in designated fund. Memorial Pavilion commission is requesting to use, from our designated fund, \$9,000 of the \$12,000 existing, to purchase furniture and keep \$3,500 in the account. We are still selling pavers, so money will continue to come in. Polywood furniture with 20-year guarantee, no cushions, black. Carmel Cottrell motioned “to use \$9,000 from designated fund to purchase furniture.” Seconded by Bob Ballenger. Motion carried unanimously.

13.0 Property Owner Comments

Mary Hannon, 8-239 – gone for a few days and was surprised how awesome the fire house looks. Golf course looks awesome right now. It looks the way we would like it to look year round. Wondering about new trees on hole 9. Golf commission did not know about this. Not sure where they came from or who paid for them.

Mara Okerman 6-17 – thank you for all you do. Opportunity for the board to circle back to vacation rentals. Revise term to short term rentals – in the first adoption in introducing – not about raising funds, making sure registration process is correct. Asking the board to hold to that. Eight registration fees on our annual budget – out of those eight the only one that went up was vacation rentals. That fee went up 50% and most others did not go up that high. Asking board to not adopt that line item for that increase of fee. Take a closer look at how the association looks at short-term rentals. Propose an Ad Hoc committee [commission] to look at the processes, data, etc. Move ahead and have a process in which to address this. Would love to be a part of that committee [commission] to address this.

Mike Yorke 5-106 – the PA system has worked for the whole meeting! Jon Sabo – We had Advanced Technology out of Freeport take a look.

Gary Hannon, 8-239 – dam inspection – tree growth is nothing new. Needs to be addressed. Two people mentioned about doing tremendous work at the lake with the dam – Barry and Jeff - overworked and underpaid. Is there something we can do for them? Sports complex wasn't brought up– mentioned the warranty on the sports complex, still surface imperfections, some challenges that need to be addressed this year.

14.0 Adjourn – Motion to adjourn by Mark Kosco, seconded by Carmel Cottrell at 10:49 am. Motion carried.

Recording Secretary, Rhonda Perry

President, Nolan Mullen

Corporate Secretary, Laura Pratt

Date