



Memorandum

To: ACL Board

Date: May 5, 2014

From: Megan Shamp

Memo #: 2014-34

Topic: committee changes

Recommendation: To approve the appointment of Janice Cammack to the Teller's Committee and John Asta to the Budget/Audit and Long Range Planning committees.

Issue: Janice Cammack has submitted her application to join the Teller's Committee and John Asta has submitted his application to join the Budget/Audit and Long Range Planning committees.



Memorandum

To: ACL Board

Date: May 5, 2014

From: Tim Ridder, Operations Director

Memo #: 2014-33

Topic: Revised Purchasing Policy

Issue: When I was hired by the board they asked me to look to do a thorough review of all operations. To this end I am recommending the board approve a purchasing policy for Staff to follow for purchases made on behalf of the association.

Analysis: Staff is currently using a basic purchase order system for all purchases made on behalf of the association. This system is effective but very time consuming and does not work well for all purchases. Attached to this memo is a recommended purchasing policy for the association that should account for the vast majority of purchases made on behalf of the association as well as provide a standard procedure for all purchases.

Recommendation: That the Board review the revised Purchasing Policy, with changes presented by Marge Clark at the April meeting, and approve the Policy at the May 17, 2014 Board Meeting.



Memorandum

To: ACL Board

Date: May 7, 2014

From: Megan Shamp

Memo #: 2014-35

Topic: revisions to the Operational Programs and Procedures

Recommendation: To approve the changes to the Operational Programs and Procedures sections Boat Slip Waiting List and Boat Slip Assignments as recommended by Management.

Issue & Analysis: The previous assignment process for both the Boat Slip to Trade and No Boat Slip Waiting Lists had become unwieldy and ineffective. At the January 18, 2014 Board meeting, a new process for both assignment procedures was approved. The first annual Slip Swap and Slip Assignment Day were held this year and each was a great success. All slips were assigned quickly and those property owners present were very impressed with the new procedures. We will soon be making a recommendation to the Board to handle the Sub-License assignments in the same way. Management has recommended changes to the Operational Programs and Procedures – Boat Slip Waiting List and Boat Slip Assignments, to update the current language to reflect the new procedures approved in January. These recommendations are included in the Board packet.