

# Memorandum

---



**To:** ACL Board

**Date:** August 6, 2014

**From:** Megan Shamp

**Memo #:** 2014-51

**Topic:** committee changes

---

**Recommendation:** To appoint Betty Asta to the Conservation Committee, Cindy Zophy to the Architectural and Environmental Control and Recreation Committees, Al Lutz and Kim Rees to the Deer Management Committee, Candy Matheson to the Trails Committee, Candy Matheson as Secretary of the Trails Committee, Rich Miranda, Mike Cammack, and Rosanne Brandenburg to the Nominating Committee, and Paula Wiener to the Conservation and Recreation Committees; and to accept the resignation of Dick Brennan from the Legal Committee and Debra McNamee from the Trails Committee.

# Memorandum

---



**To:** ACL Board

**Date:** August 6, 2014

**From:** Megan Shamp

**Memo #:** 2014-52

**Topic:** lot combination

---

**Recommendation:** To approve the combination of lots 31 and 32 in Apache subdivision, as requested by Andrew & Katie Thomas.

**Analysis:** Andrew & Katie Thomas have submitted a lot combination request to the AECC in order to add a garage into the 10' setback between lots 31 and 32. The lot combination was approved at the August 2, 2014 Architectural & Environmental Control Committee meeting. The request is now being submitted to the Board of Directors for final approval.



# Memorandum

---

**To:** ACL Board  
**From:** Tim Ridder, Operations Director  
**Date:** August 6, 2014  
**Memo #** 2014-53  
**Topic:** Capital Construction Payment #1 (Irrigation Project)

---

**Issue:** The Irrigation Project that is nearing completion at the Golf Course. Attached is the first payment request for this project. Per the contractor the project is 90% completed and will likely be done within the next two weeks.

**Recommendation:** That the Board authorize the first payment of the Irrigation Project to Midwest Irrigation, LLC at an amount of \$224,203.95



# Memorandum

---

**To:** ACL Board

**Date:** August 7, 2014

**From:** Megan Shamp

**Memo #:** 2014-54

**Topic:** signers for ACLPOA accounts

---

**Recommendation:** To remove Marge Clark, Kevin Kavanaugh, Rick Paulson, and Erin Winter from all accounts, and to add Jack Finley, Jim Craig, Kathy Richards, Board Treasurer Rich Krasula, and Operations Director Tim Ridder as authorized signers.

**Issue:** All accounts need to be updated to reflect the new directors and Operations Director. These accounts include those held at Citizens State Bank, Apple River State Bank, American Funds, US Bank accounts, and the US Bank credit card account. The new Board members were seated at the July 19, 2014 Board meeting.



# Memorandum

---

**To:** ACL Board  
**From:** Tim Ridder, Operations Director  
**Date:** August 6, 2014  
**Memo #** 2014-48  
**Topic:** Amenity Tag Ad-Hoc Committee

---

**Issue:** At the July meeting, the Board asked for an Ad-Hoc Committee to be formed to look into the current Amenity Tag system in place at ACL.

**Analysis:** This Ad-Hoc committee will look at our current Amenity Tag system and make recommendations to the Board for improvements by the October 2014 Board Meeting.

At the July meeting there were several volunteers to be part of this committee. Below are the volunteers that are recommended to be part of this Ad-Hoc Committee.

Property Owner	ACL Property Address
Edie Petelle	11A209 S Apple Canyon Rd
Gary Bartell	11A2 Bunker Ln
Rich Miranda	14A8 Marina View Dr
Mike Harris	6A3 Hampton Ct
<b>Staff</b>	
Tim Ridder, Operation Director	12A93 Roosevelt Lane
other staff as needed	

**Recommendation:** The Board appoints the Ad-Hoc Amenity Tag Committee as recommended and tasks them to complete the work with the timeline as recommended.

# Memorandum

---



**To:** ACL Board

**Date:** August 1, 2014

**From:** Megan Shamp

**Memo #:** 2014-47

**Topic:** amendment to Board Approved Policy

---

**Recommendation:** To approve an amendment to the Board Approved Policy [Dues] Assessments to include "All required fees must be paid on all lots owned prior to use of any ACLPOA rentals, including but not limited to, campsites, boat slips, and boats."

**Issue:** Several property owners are using ACLPOA rentals including campsite and boat rentals, when their Annual Assessment (Dues) remain unpaid. These rentals are limited to our property owners and their guests, and these individuals should not be allowed to use these amenities without paying the required fees. Instead of bringing each lot before the Board to suspend their membership rights, we feel that a revision to the existing policy will clarify this and prevent abuse in the future.



# Memorandum

---

**To:** ACL Board  
**From:** Tim Ridder, Operations Director  
**Date:** August 6, 2014  
**Memo #** 2014-49  
**Topic:** Ice Cream machine purchase

---

**Issue:** Staff has researched the purchase of an ice cream machine to be shared between the Marina and Pro Shop. In the summer it will be at the Marina and then moved to the Pro Shop for the winter months.

**Analysis:** Staff met with Taylor Equipment, the industry leader in ice cream machines out of Rockton, Illinois. The cost of a new Taylor Ice Cream Machine is upward of \$15,000 to \$20,000. Because of this, Taylor does a significant business in rehabbed used machines. Taylor has a high capacity ice cream machine in their newest model that is just 5 years old that are willing to sell us for \$7,900. This system will come with a one year warranty. In addition, staff is recommending that we budget in the 2015 budget the purchase of flavor burst system. This is the process in which vanilla ice cream has flavor syrup injected into it (think of sundae ice cream cone). This system costs \$7,900 as well but comes with a two year supply of syrup with the purchase and a two year warranty. The cost per vanilla cone will run ACL around \$.45 a cone and the flavor burst system will add an additional \$.40 to the cost. Based on these numbers and an average sale of 20 cones a day (which we believe is being very conservative based on sales from a previous ice cream machine that was owned by the ACL) we believe the payback to be less than 1 ½ years at \$2.50 a cone.

Since this will be used by both the Marina and Pro Shop, it is recommended that \$4,000 come from the Marina's and \$2,000 from the Pro Shop's FFE. The remaining amount will need to come from contingency line item.

**Recommendation:** That the Board approve the purchase of the ice cream machine from Taylor Equipment this year and direct staff to budget for the flavor burst system in the Marina's FFE for the 2015 budget.



# Memorandum

---

**To:** ACL Board  
**From:** Tim Ridder, Operations Director  
**Date:** August 6, 2014  
**Memo #** 2014-50  
**Topic:** Publishing of the Annual Budget

---

**Issue:** The budget will be reviewed and approved at the August 9<sup>th</sup> Budget Committee Meeting. Per CICAA (Common Interest Community Association Act) the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget.

**Recommendation:** That the Board authorize staff to publish the 2015 budget in the September Apple Core.