

Memorandum



To: ACL Board

Date: October 7, 2014

From: Megan Shamp

Memo #: 2014-66

Topic: committee changes

Recommendation: To appoint Mike Harris to the Nominating Committee and to the Rules and Regulations Committee, Jim Petelle to the Rules and Regulations Committee; and to accept the resignation of Josh Cocagne from the Rules and Regulations Committee.

Memorandum



To: ACL Board

Date: October 7, 2014

From: Golf Committee

Memo #: 2014-67

Topic: removal of apple on hole #3

Recommendation: We would like Maintenance to remove the apple on hole #3.

Issue: The apple is in terrible shape and detracts from the beauty of the golf course.



Memorandum

To: ACL Board

Date: October 7, 2014

From: Tim Ridder, Operations Director

Memo #: 2014-72

Topic: Final Payment for the Golf Course Irrigation System Installation

Issue: Per the Board's approved purchasing policy this is the final payment for the Golf Course Irrigation System.

Analysis: All items have been built and delivered

Recommendation: That the board approve the final payment \$52,591.05 to paid out of the R&R budget to Midwest Irrigation, LLC. This brings the total cost of the project to \$276,795 which is nearly 35% under the proposed budget for the project.

Memorandum



To: ACL Board

Date: September 15, 2014

From: Erin Winter, Conservation Committee Chair

Memo #: 2014-65

Topic: Conservation Committee request

Recommendation: To allow the Bass Club to place a downed conifer in the lake, along the shoreline in Independence Bay.

Analysis: The Conservation Committee and Bass Club would like to place a downed conifer tree in the water is to provide cover for fish and help with fish spawning. Conifers are the ideal tree for fish cover and last a long time in the water. The placement location will not have any effect on boats.



Memorandum

To: ACL Board
From: Megan Shamp
Date: October 7, 2014
Memo # 2014-71
Topic: Adoption of the Annual Budget

Issue: 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. The Budget was published in the September, 2014 issue of the Apple Core.

Recommendation: To adopt the 2015 Operating Budget, R & R Budget, and Fee Schedules as published in the September, 2014 issue of *The Apple Core*.

Memorandum



To: ACL Board

Date: Sept. 10, 2014

From: Rick Paulson

Memo #: 2014-60

Topic: Restricted Lots recommended for approval by staff

Recommendation: To approve the Request to Restrict Lot for 04-097, 04-155, 05-112, 06-094, 07-016, 07-088, 07-168, 09-008, 09-128, 11-129, 11-312, 12-347, 13-023, 13-038, 13-078, and 13-100. The recorded Restrictive Covenant must be returned to Phil Jensen, ACLPOA Legal Counsel, and the Association Office on or before December 1, 2014 to qualify for the reduction in the annual assessment (dues) for 2015.

Issue: Staff is in receipt of 18 applications for restricted lots. All lots were inspected and deemed to be unimproved by the building department staff with the exception of two. The following is a list of lots that have no structures or any history of a structure on the lot:

- 4-97 Springfield
- 4-155 North Apple Canyon
- 5-112 North Apple Canyon
- 6-94 Appomattox
- 7-16 Broken Lance
- 7-88 Apache
- 7-168 Coyote
- 9-008 White Birch
- 9-128 Hawthorne
- 11-129 Hogan
- 11-312 Wedge
- 12-347 South Apple Canyon
- 13-23 Mustang
- 13-38 Mustang
- 13-78 West Apple Canyon
- 13-100 West Apple Canyon

It is imperative that the Restricted Lots be approved as soon as possible to give property owners time to complete the process before the December 1, 2014 deadline.

Memorandum



To: ACL Board

Date: Sept. 10, 2014

From: Rick Paulson

Memo #: 2014-61

Topic: Restricted Lots requiring Board consideration

Recommendation: To _____ the Request to Restrict Lot for 9-130 and 12-131. The recorded Restrictive Covenant must be returned to Phil Jensen, ACLPOA Legal Counsel, and the Association Office on or before December 1, 2014 to qualify for the reduction in the annual assessment (dues) for 2015.

Issue: Staff is in receipt of 18 applications for restricted lots. All lots were inspected and deemed to be unimproved by the building department staff with the exception of two. The following two lots require Board consideration and approval:

9-130 Hawthorne has a welded wire fence around newly planted trees. The owner lives at 9A129.

12-131 Johnson has a permanently installed swing between two posts, a steel fence around a garden and a steel arbor which may be straddling the property line. If the steel arbor becomes the only item keeping this lot from being restricted, I suggest that the Board require a survey to determine the exact location before approving the restricted lot.

Memorandum



To: ACL Board

Date: October 7, 2014

From: Deer Management Committee

Memo #: 2014-68

Topic: Deer Management Program rule amendment

Recommendation: To amend rule #14 which now reads "Stands must be removed by March 31" to include the words "weather permitting".

Issue: Prolonged snow melt and/or cold weather which keeps the ground frozen can make it very difficult to get the stand legs out of the ground. Leaving the stand in the woods a few extra days should cause no problems at this time of year.

Memorandum



To: ACL Board

Date: October 7, 2014

From: Ad Hoc Amenity Tag Committee/Rules and Regulations Committee

Memo #: 2014-70

Topic: revision of Amenity Tag Rules and Regulations

Recommendation: To approve the amended Amenity Tag Rules and Regulations as presented by the Ad Hoc Amenity Tag Committee (in red) and Rules and Regulations Committee (in green). A copy of the changes is included in the Board Packet.

Analysis: The Ad Hoc Amenity Tag Committee was created at the August 16, 2014 Board meeting. The committee made their recommendation to the Rules and Regulations Committee at their September 27, 2014 meeting, at which time the recommendations from Rules and Regulations were also incorporated into the document. Members of the Rules and Regulations Committee were concerned that the Association did not have the authority to restrict re-sale of the Amenity Tags without a clause stating that the tags remain ACLPOA property. This language was sent to the Association's Attorney Phil Jensen for review.

Issue: It was brought to the Board's attention that Amenity Tags were being re-sold on local buy/sell/swap sites. The Ad Hoc Committee felt that abuse of tags was mainly focused at the swimming pool. By changing the requirement that all individuals, regardless of age, must wear a tag, and that tags may not be sold, it is the Committee's hope that abuse will be curtailed.

II AMENITY TAGS FOR PROPERTY OWNERS AND GUESTS

Amenity Tags

~~Beginning in 2013,~~ Each Property Owner paying an Owner Amenity Registration Fee (OARF) will receive ten (10) Amenity Tags. ~~The tags remain the property of ACLPOA.~~ These Amenity Tags authorize the use of ACLPOA amenities for Property Owners, their family, guests, or occupants. ~~Children under the age of ten (10) are not required to wear an Amenity Tag.~~ Persons of all ages must have an Amenity Tag. The Amenity Tag must be ~~pinned worn~~ in a visible location or ~~presented upon request~~. Additional Annual, Three Day, and One Day Amenity Tags may be purchased from the ACL Office ~~and the Safety and Security Office~~.

Guests are welcome here, however, guests are required to follow all Association Rules and Regulations. Their presence shall not interfere with the peaceful enjoyment of the facilities by the property owners. Guests or occupants may purchase an Amenity Tag with the property owner's permission. Property owners are responsible for the actions of their guests.

Amenity Tags must be ~~worn while at~~ presented to enter the Pool, and worn or presented upon request at Nixon Beach, the Multi Sport Complex, and while walking the trail system. Tags may be required for private special events throughout the year. Individuals fishing from shore in the Marina area, Nixon Beach area, or other docks 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 still 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, snowmobiles, and boats. Amenity Tags do not need to be worn while in the Campground. A vehicle sticker or guest parking pass will still be required for access to the Campground.

Dues, Trash, OARF(s), special assessments, interest, lien fees or any other outstanding amounts must be paid on all properties owned prior to any owner receiving Amenity Tags, unless the property owner has ~~you have~~ been approved for the ACLPOA Payment Plan.

~~Amenity Tags may be picked up at the ACL Office and the Safety and Security Office. If you would like your tags mailed, a fee of self-addressed, stamped envelope must be provided with adequate postage.~~

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.

~~The sale, misuse, or theft of~~ The re-sale of Association Amenity Tags is strictly prohibited. For the first violation, the property owner will receive a fine of \$500; additional violations will receive a fine of \$1,000 each. ~~Tags that are found to be sold, stolen, or misused will be confiscated.~~ 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 stated above.

Adopted: October 12, 2012

Amended: April 21, 2013

Amended:

Memorandum



To: ACL Board

Date: October 7, 2014

From: Campground Task Force/Rules and Regulations Committee

Memo #: 2014-69

Topic: revision of Section IX Campground

Recommendation: To approve the Rules and Regulations Section IX Campground as presented by the Campground Task Force and Rules and Regulations Committee. A copy of the changes is included in the Board Packet.

Analysis: The Campground Task Force was charged with a review of the existing Rules and Regulations by the Board at their March 15, 2014 meeting. The committee made their recommendation to the Rules and Regulations Committee at their September 27, 2014 meeting, at which time the recommendations from Rules and Regulations were also incorporated into the document.

IX CAMPGROUND

Preamble: A copy of the Campground Rules will be issued to each camper upon registering. A reservation system is used for all non-seasonal campsites. Reservations and registration should be made through the ACL Association Office Security & Safety Department. No person under the age of 18 is permitted to rent a campsite unless accompanied by an adult.

Campground Opening Date: First weekend in April, weather permitting.

Campground Closing Date: The last Sunday in October, weather permitting.

Failure to comply with these rules will result in a minimum fine of \$50.

A. General Rules

1. All campers camping units must arrive in the campgrounds before 10:00 p.m. Campers arriving after the Association Office has closed must check in prior to noon the next day. All non-seasonal camping units must display a valid site ticket as designated by the Association Office.
2. Quiet hours begin at 10:00 p.m. until 8:00 a.m.
3. The speed limit within the campgrounds is 10 MPH.
- ~~4. All camping units used at ACL Campground and owned by a Property Owner must be registered by paying the registration fee.~~
4. Boats, golf carts or ATVs in the campground must be registered with the Association and display ID numbers and a current year decal. ~~Vehicles, boats, trailers, etc. must be parked on the site's gravel pad. Anything that cannot be parked on the gravel pad must be parked in the parking lot. Parking on the grass is not permitted.~~ Empty boat trailers, ATV trailers, etc. are not permitted to be stored in the campground for more than two weeks. A site tag must be obtained from the office and displayed on the trailer. ~~Boats, golf carts, ATVs, etc. not in active use are not permitted to be stored at the campground.~~
- ~~6. The previous year's "seasonal campsite" may be renewed if both renewal and registration are completed by March 1. All camping units registered to a seasonal site must be owned by a property owner and registered annually with the Association. All seasonal camping units must display a current year decal, ID numbers as issued by the Association, and a valid license plate prior to occupying a campsite. The current year decal and ID numbers must be visible from the road.~~
- ~~7. No person under the age of 21-18 is permitted to rent a campsite unless accompanied by an adult.~~
- ~~8. Property Owner camping units must be registered annually with the Association and must display a current year decal, ID Numbers as issued by the Association, and valid license plate prior to occupying a campsite.~~
- ~~9. Seasonal campsite assignments and/or applications are limited to one campsite per lot.~~
5. Non-seasonal sites may be reserved on the basis of:
 - a. Reservations must be made by ACLPOA member or authorized guest.
 - ~~b. Reservations may be made no more than 30 days in advance.~~

b. Reservations may not exceed two (2) weeks.

c. All applicable fees must be paid at the time a reservation is made prior to occupying a reserved campsite. Reservations cancelled with seven or more days' notice will be refunded in the form of an ACL gift card. Reservations cancelled with less than seven days' notice are non-refundable.

d. Those sites left unreserved will be rented on a first come, first served basis.

~~f. Non-seasonal camping units may be placed on a site prior to the Property Owner's arrival on the day of arrival, provided campsite fee is paid, camper is registered and displays a valid registration decal, license plate and 3" ID Numbers as issued by the Association if required, but must be removed by 11:00 a.m. of the day of the owner's scheduled departure, or an extra day's fee will be assessed. The Property Owner will be held financially responsible and charged additional fees for early placement or late removal.~~

6. Campfires may be started only in the fire rings provided for the campsite. Extinguish campfires properly. No garbage or trash shall be placed in the fire ring. Each seasonal camper is responsible for cleaning out the fire pit on a routine basis. Care should be taken not to deposit coals into the dumpsters, wait until the next visit to empty the fire pit.

7. Campsites shall be maintained free of litter, garbage, and debris at all times. Garbage shall be taken to the Recycling Center during their posted hours. Placing full bags of garbage in a refuse can is strictly prohibited.

~~12. All camping units not renewed or removed from the site by the annual opening date of the campground will be assessed a \$25 fine per day in addition to a daily full hook up camping fee.~~

8. A \$50 fine will be assessed to campers who fully set up their camper/tent before registering with the Association as outlined in #1 Security and paying for their site.

~~14. Outside storage containers shall be allowed, but limited to a maximum depth of two (2) feet, a maximum width of five (5) feet and a maximum height of three (3) feet. Outside storage containers will be constructed of a pre-manufactured material (plastic) such as Rubbermaid. Each campsite shall be allowed the total of one (1) storage container. Storage containers are allowed on campsites and shall be placed so as not to be visible from Apple Canyon Road.~~

9. External lighting shall not be permitted from 10:00 a.m. to 6:00 p.m.

~~16. When needed as an entrance requirement, steps and/or a platform may be used. Steps must be wood or vinyl and removable. Platform is limited to 4' by 4'. The height and grade of the site should dictate height and number of steps needed. NOTE: Variances must be addressed to the AECC at a regularly scheduled meeting. Committee will submit to the ACLPOA Board of Directors for approval.~~

~~17. All non-seasonal camping units must display a valid site ticket as designated by the Association Office ACL Safety & Security Department.~~

B. Guest Rules

1. Property Owners are responsible for the activities of their guests and any violation of rules by the guest will be charged against the Property Owner.

2. Guest camping will be permitted ~~on holidays or holiday weekends~~. Property Owners may reserve sites for their guests, or provide authorization to the Association Office allowing the guest to make the reservation. No guest reservations will be made without authorization from the Property Owner. ~~These reservations may be made no more than 72 hours prior to the commencement of the holiday or holiday weekend~~. Site fees will apply to the following:

- a. Primitive-one site fee for ~~one camper or~~ up to two (2) tents.
- b. Non-seasonal full hookup-one site fee for one camper or up to two (2) tents.
- c. Seasonal-one (1) tent per site without charge.
- d. Shared full hookup site-second unit/full rate-subject ~~to the second camper fitting in entirety on the gravel pad to committee approval~~.

C. Campground Sanitary Rules

1. Dumping/expelling gray water (sink waste) or black water (toilet waste) on to the ground is strictly prohibited. ~~All RVs whether equipped with holding tanks or not, such as fold down trailers, may not uncap the external drain unless it is connected by hose to a sealed container such as a tote-along drain water tank. Open containers such as buckets are not permitted. When dumping holding tanks at the campground dump station located near the bath house, use of a hose is required to discharge grey or black water directly into the campground dump station inlet from a tote or holding tank.~~

2. Upon confirmed knowledge of improper discharge of gray/black water from the holding tank of campsite unit, the fine will be \$1,000, immediate eviction from campground, and forfeiture of ~~seasonal~~ camping privileges for ~~30~~ 90 days. No pro rata refund of fees paid. No warnings.

~~2. RVs not equipped with holding tanks, such as fold down trailers may not uncap the external sink drain unless it is connected by hose to a sealed container such as a tote-along drain water tank. Open containers such as buckets are not permitted. Sealed containers may be emptied into the campground dump station located near the bathhouse. Violations may result in permanent eviction from the campground.~~

~~3. Black or grey water valves on self contained RVs equipped with holding tanks may not be opened unless the sewer outlet is connected by hose to a sealed container, such as a tote-along drain water tank, or when dumping holding tanks at the campground dump station located near the bath house. Use of a hose is required to discharge grey or black water directly into the campground pump station inlet from a tote or any other container. The violation shall be subject to a \$300 fine for first offense. Violations may result in permanent eviction from the campground.~~

D. Seasonal Campsites

1. The previous year's "seasonal campsite" may be renewed if both renewal and registration are completed by March 1. ~~All camping units registered to a seasonal site must be owned by a property owner and registered annually with the Association by providing insurance and state registration and by paying the required fee.~~ All property owners registering campers must provide ACLPOA with proof of liability insurance. The minimum required amount shall be \$500,000 for bodily injury and property

damage combined. All seasonal camping units must display a current year decal and ID numbers as issued by the Association, and a valid license plate prior to occupying a campsite, but no later than Memorial Weekend. The Association can sticker the camper provided all paperwork is on file and an additional fee is paid. Property Owners must make arrangements for this service through the Association Office. The current year decal and ID numbers must be visible from the road.

2. All camping units not renewed or removed from the site by the annual opening date of the campground will be assessed a \$25 fine per day in addition to a daily full hook-up camping fee.

3. Seasonal campsite assignments and/or applications are limited to one campsite per lot.

4. When needed as an entrance requirement, steps and/or a platform may be used. Steps must be wood or vinyl and removable. Platform is limited to 4' by 4'. The height and grade of the site should dictate height and number of steps needed. Properly installed handrails must be provided on stairs higher than three risers. NOTE: Variances must be addressed to the AECC at a regularly scheduled meeting. Committee will submit to the ACLPOA Board of Directors for approval.

5. Outside storage containers shall be allowed, but limited to a maximum width of up to 8 feet, not to exceed the width of the trailer. Containers must not exceed 96 cubic feet. depth of two (2) feet, a maximum width of five (5) feet and a maximum height of three (3) feet. Outside storage containers will be constructed of a pre-manufactured material (plastic) such as Rubbermaid. Each campsite shall be allowed the total of one (1) storage container. Storage containers are allowed on campsites and shall be placed adjacent to the camper so as not to be visible from Apple Canyon Road or obstruct the maintenance of the grounds around the campsite or common areas.

6. Firewood that is stored on site while the campground is open shall be stored adjacent to the camper so it does not obstruct the maintenance of the grounds around the campsite or common areas.

7. Vehicles, trailers, ATVs, boats, golf carts, swing sets, portable gazebos, portable screen rooms, hammocks, umbrellas, lawn furniture, sports equipment, clothes lines, flower pots, bird feeders, signs, lighting, or like items shall be removed from the grass and stored or placed on the gravel pad when maintenance of grounds is in progress.

~~8. Attachment or hanging of any items to any tree is prohibited, including but not limited to, hammocks, clothes lines, flower pots, bird feeders, sports equipment, signs, lighting, etc.~~

8. Each seasonal camper shall be responsible for maintaining and controlling the weeds within five (5) feet of and under their camper.

9. No alterations or improvements shall be made to any campsite by a property owner, including flower beds, planting of trees, planting of shrubs, retaining walls, or placement of gravel, brick, block, boulders, timbers, mulch, etc. Alterations or improvements will only be considered if a life safety issue or accessibility issue exists. A request must be submitted in writing, and permission for the improvements must be granted by both the General Manager and Maintenance management.

10. All air conditioning units and water must be turned off when the trailer is unoccupied for more than 48 hours. Failure to comply will result in a \$100.00 fine.

E. Campground Winter Rules

1. A user fee will be charged to store a trailer at the campground over the winter. This fee will be paid prior to the official closing date. If the fee is not paid by the ~~third last~~ Sunday in October, a ~~\$50~~ fine will be assessed. If the fee and the fine are not paid within thirty (30) days, seasonal campsite rental privileges will be revoked.
2. The campground will be officially closed on the last Sunday in October, ~~weather permitting~~.
3. All items to be removed should be removed from the trailer prior to the official closing date.
4. Nothing will be left near, under or around the trailer to be stored, except a storage container, ~~for firewood~~ access stairs, and carpeting. Grills may be stored so long as they are secured. All furniture, flower pots, screen rooms, ~~grills,~~ and like items shall be removed and properly stored off the property and out of view. Anything left on site after the specified closing date will be disposed of.
5. No trailer will have skirting.
6. If maintenance is required to work on or near ~~your~~ a campsite, ~~you will~~ the property owner may be required to move ~~your~~ their trailer to another campsite until the work is completed, and then return the trailer back to ~~your~~ the seasonal site when the work is completed.
7. When the campground is officially closed, all electricity and water will be shut off.
8. After the official closing date, campsites may not be occupied.
9. Seasonal camping units only will be stored at the campground.

F. Liability

1. Apple Canyon Lake Property Owners Association shall not be liable for any damage caused to personal property due to the failure of the property owner or guest to follow the Campground rules as specified.
2. Apple Canyon Lake Property Owners Association will not be liable for any damage or missing equipment stored at the campground or in campers.

~~E. Insurance~~

- ~~1. All property owners registering campers must provide ACLPOA with proof of liability insurance. The minimum required amount shall be \$500,000 for bodily injury and property damage combined.~~
- ~~2. Apple Canyon Lake Property Owners Association will not be liable for any damage or missing equipment stored at the campground or in campers.~~

Amended: October 19, 2013

Amended:

Memorandum



To: ACL Board

Date: October 10, 2014

From: Megan Shamp

Memo #: 2014-73

Topic: Sub-License Boat Slip Assignments

Recommendation: To approve the amended Operational Programs and Procedures regarding Sub-License Boat Slip assignments. The Sub-License form has been updated to reflect the assignment changes. Copies of both documents are included in the Board packet.

Issue: The sub-license boat slip assignments are still taking months to complete due to timelines allowing property owners to consider their choice of assignment. The Slip Swap and Slip Assignment Day dramatically improved the process for Slip to Trade and No Boat Slip Waiting List assignments. Those persons at the Slip Assignment Day are also eligible for a Sub-License assignment if they do not receive an assignment. Because they will be there anyway, we suggest that the Sub-License assignments be done at the same time. Any additional slips remaining after this event will be assigned on a first come first served basis.