



Memorandum

To: ACL Board

Date: February 8, 2016

From: Megan Shamp

Memo #: 2016-7

Topic: February committee changes

Recommendation: To appoint John Asta to the Dam Advisory Panel; William Ware to the AECC; Roger VanDerLeest and Rachel Downing to the Pro Shop Food & Beverage Study Ad Hoc Committee; Joe Forman, Gary Hannon, and Dave Martin to the Employee Handbook Ad Hoc Committee; and Marge Clark, Joe Forman and Dave Martin to the Employee Job Description Ad Hoc Committee; and to accept the resignation of Dan Bethke from the Golf Committee.



Memorandum

To: ACL Board

Date: February 8, 2016

From: Megan Shamp

Memo #: 2016-9

Topic: dissolution of the General Manager Search Committee

Analysis: With the hiring of Shaun Nordlie as Operations Director/GM of Apple Canyon Lake POA, the General Manager Search Committee has completed its task.

Recommendation: To dissolve the General Manager Search Committee.



Memorandum

To: ACL Board

Date: February 8, 2016

From: Megan Shamp

Memo #: 2016-10

Topic: appoint Board Liaisons to committees

Analysis: As a result of Jim Craig's resignation from the Rules and Regulations Committee and Jack Finley's resignation from the Board of Directors, both the Rules and Regulations and Maintenance committees need a new Board Liaison assigned.

Recommendation: To appoint Marge Clark as Board Liaison to the Rules and Regulations Committee and to appoint Mike Harris as Board Liaison to the Maintenance Committee.



Memorandum

To: Board of Directors

Date: February 11, 2016

From: Megan Shamp & Carrie Miller

Memo: 2016-13

Topic: designated signers for ACLPOA accounts

Issue & Analysis: The designated signers for ACLPOA accounts at Citizens State Bank, Apple River State Bank, and Amerifunds 401(k) must be updated following the hire of Shaun Nordlie as Operations Director/GM.

Recommendation: To designate Operations Director/GM Shaun Nordlie as a designated signer for ACLPOA accounts at Citizens State Bank, Apple River State Bank, and Amerifunds 401(k).



Memorandum

To: ACL Board

Date: February 8, 2016

From: Mike Harris, Joe Forman & Jody Ware

Memo #: 2016-8

Topic: Ad Hoc Committee Charges

Recommendation: To approve charges for the four Ad Hoc Committees created at the January 16, 2016 meeting.

PRO SHOP FOOD AND BEVERAGE STUDY AD HOC COMMITTEE

It will be the responsibility of the committee to undertake a three phase evaluation of current Pro Shop operations:

Phase I: Analyze current operations with a view toward fiscal responsibility.

Phase II: Determine if the current concept is most favorable to property owners.

Phase III: Combine Phase I and II with recommendations to the Board of Directors on concept, pricing and operational costs.

TRANSITION AD HOC COMMITTEE

The purpose of the Transition Ad Hoc Committee is to assist, guide, advise, and serve as a resource to the new general manager. The committee will share resources, information and guidance on core values, and answer questions of past practices and future vision. The committee should be utilized and looked upon as a first resource for answering questions, gathering information and responding to questions related to important decisions.

The committee will meet with the General Manager within 45-60 days of employment to set short- and long- range performance goals.

EMPLOYEE HANDBOOK AD HOC COMMITTEE

The Employee Handbook Ad Hoc Committee will update the Employee Handbook, develop policies and procedures that provide guidance to management and employees in key processes, that meet legal requirements and that reflect best practices in each department and/or function.

EMPLOYEE JOB DESCRIPTION AD HOC COMMITTEE

The Employee Job Description Ad Hoc Committee will update all job descriptions, clearly identifying required knowledge, skills and abilities for successful performance of the position. Along with updating job descriptions, the committee will develop a common approach to performance reviews, and train supervisors on new processes. The processes will be defined for reviewing compensation and determining appropriate financial rewards.



Memorandum

To: Board of Directors

Date: February 11, 2016

From: Megan Shamp

Memo: 2016-14

Topic: Strategic Plan committee

Analysis: On December 12, 2015 members of ACL staff, the Board of Directors, the Long Range Planning Committee, and other committee chairs, participated in a strategic planning session with facilitator Lew Bender. Lew provided a summary from the session, which needs to be reviewed and prioritized. The Strategic Plan Committee will be created to complete this task. The proposed charge of this committee is as follows: "To create a Strategic Plan document utilizing the input from key stakeholders, the General Manager, staff, and the membership setting and prioritizing strategic goals and providing direction for ACLPOA." Joe Forman, Don Ford, Mike Harris, Jody Ware, and Marge Clark have expressed interest in participating on the Strategic Plan committee.

Recommendation: To approve the creation of the Strategic Plan committee, its members, Joe Forman, Don Ford, Mike Harris, Jody Ware, and Marge Clark, and its charge. Charge: To create a Strategic Plan document utilizing the input from key stakeholders, the General Manager, staff, and the membership to set and prioritize strategic goals and provide direction for ACLPOA.



Memorandum

To: ACL Board

Date: February 8, 2016

From: Rick Paulson

Memo #: 2016-6

Topic: Campground Analysis

In 2014 the previous General Manager directed the maintenance department to keep track of all expenses associated with the routine and operational maintenance of the camp ground. During the analysis all costs associated with repairs, improvements, grounds keeping, supplies, general maintenance, utilities and personnel costs were tracked. The tracking period was from January 1, 2015 to December 31, 2015. Personnel costs were based on the specific number of hours worked by each individual's hourly rate, including wages, taxes and insurance.

Total personnel cost including wages, taxes, and insurance for 809 man hours	\$ 19,226
Total utility costs including propane, electric and water	\$ 19,195
Septic	\$ 732
Dumpster cost holiday weekends and end of year (total of 4)	\$ 1,040
Misc. supplies	\$ 1,375
Materials janitorial, electrical, plumbing, gravel, etc.	\$ 845
Estimated Administration & Security	<u>\$ 5,000</u>
Total 2015 annual expenses	\$ 47,413

Expense per campsite based on 67 sites = \$707.65

There are currently 58 seasonal campsites and 9 RV rental campsites with water and electric. There are 14 primitive campsites utilized for tent camping, without water and electric.

The nine RV rental sites and primitive sites generated revenue of \$14,274. Currently a seasonal campsite pays \$750 annually. 58 campsites revenue \$43,500. Total campground revenue \$57,774.

Not included in this analysis are future R & R projects of the electrical system, water system, bath house, septic system, and roads.

Reserve Study		
Bathroom interior	\$76,000	2030
Bathroom siding	\$13,000	2030
Bathroom washer/dryer	\$8,400	2016
Chip and seal	\$81,000	2028
Septic System	not included in reserve study	

Electrical system	not included in reserve study
Water System	not included in reserve study

There is specific equipment that is utilized almost entirely in the camp ground:

Zero Turn John Deere lawnmower
John Deere Lawn Tractor
leaf vacuum

Recommendation: No motion required.



Memorandum

To: Board of Directors

Date: 2-20-16

From: Rick Paulson

Memo: 2016-16

Topic: Upper Deck Shade

Issue: We requested and were approved for \$5,000 in the 2016 R & R Budget for the purchase of a sunshade structure to provide shade on the upper deck at the pool. When we requested the quote, we sent pictures of the elevated deck and the pump house wall where the structure would be installed. Now that we are ready to purchase the sunshade, we asked specific questions regarding the mounting of the structure and we determined that the original quote was for the basic shade and did not take into consideration placement on the elevated deck. After further conversation with the manufacturer, it was determined that in order to meet the wind and structural load requirements, an additional 8" powder coated support pipe would be required along with additional mounting brackets to support the sunshade on the elevated deck. Please keep in mind that the current surface of the deck gets so hot that the deck is not useable at the times when it is needed most.



The sunshade is 16' x 16' supported on a single post anchored into the ground on the back side of the pool pump house. We are requesting additional funding of \$3,500. Included in the R & R for 2016 was the purchase of a greens roller in the amount of \$12,500. I am happy to report that we purchased a 2010 Toro demonstration model with two years of warranty for \$7,312 thus leaving \$5,100 in the R & R budget.

Recommendation: To approve an additional \$3,500 for the modifications to the previously approved sunshade structure for the upper deck at the pool.



Memorandum

To: Board of Directors

Date: 2-20-16

From: Rick Paulson

Memo: 2016-12

Topic: patio chairs at the Cove

Issue: During the summer of 2015, it was reported to me and I personally experienced, the plastic chairs at the Cove collapsing and people falling to the deck. I researched replacing the plastic chairs with similar commercial grade plastic chairs with an estimated cost of \$2,000. Subsequently, I increase the Cove equipment budget by \$2,000 for a total of \$5,000. Since these plastic chairs are subject to a tremendous amount of ultraviolet light and heat with the southern and western exposures, I think it is in the best interest of the association that we purchase metal patio chairs instead of the plastic chairs. We need a total of 65 replacement chairs. Attached are three internet estimates for informational purposes only.

Recommendation: To approve the purchase of 65 metal outdoor patio chairs to replace the deteriorated plastic chairs at the Cove, at a cost not to exceed \$3,100.



Memorandum

To: Board of Directors

Date: 2-20-16

From: Rick Paulson

Memo: 2016-11

Topic: Pro Shop exterior freezer and cooler

Issue: As part of the 2016 R & R budget, the Board approved the purchase of a new commercial freezer, beer cooler, and speed rail at the Pro Shop in the amount of \$6,000. Prior to Steve Davis leaving the Building Inspector position, he suggested that we look into relocating the walk-in freezer and cooler from the old maintenance building to the exterior of the Pro Shop. After looking into Steve's suggestion, it makes sense from several different perspectives that we relocate the freezer and cooler. We already own both pieces of equipment and they are being utilized mostly by the Pro Shop in their current location. The current location at the old maintenance building is not convenient and is not conducive to proper inventory control. The Pro Shop is currently running two refrigerators and two freezers. The refrigerator in the kitchen and one freezer will remain, the other appliances can be removed once the relocation has been completed. By removing these appliances and relocating the freezer and cooler, we can create additional storage in both locations which will improve our efficiency, inventory controls, and energy consumption.

The cooler and freezer will be placed on the east side of the building between the existing support posts. A partition matching the existing siding type and color will be built around the equipment and extend out about 11-12 feet from the building. The partition will have a door with a lock along with individual locks on the freezer and cooler. Access will be made by the rear door of the pro shop and through the door within the partition. The two pieces of equipment are 6' x 8' and 10' x 8'. There is no roof over the equipment.

A waterproof membrane will be installed on the top of the equipment and an enclosure will be installed over the compressor of the larger unit. The small unit is a side mounted compressor that is already protected.

The partition is only enclosing the equipment so it does not impede access from the Pro Shop's rear door for other purposes such as deliveries or emergency access.

The cart path next to the enclosure is as wide as the cart path going around the back of tee box #1, but can be expanded in the spring if necessary. A guardrail and bollards will be installed along the side of the partition for added protection.

The cost of the project can be completed with the \$6,000 that was allotted in the 2016 R & R budget. I need the Board's approval to reallocate the R&R funds listed for the purchase of a new beer cooler, commercial freezer, and speed rail to the relocation of the walk-in cooler and freezer per the approved plans that were approved unanimously by the AECC on February 6, 2016.

Recommendation: To approve the reallocation of the R & R funds designated for the purchase of a new beer cooler, commercial freezer, and speed rail to the relocation of the walk-in cooler and freezer per the plans that were unanimously approved by the AECC on February 6, 2016.