

10.1



Memorandum

To: ACL Board

Date: March 8, 2016

From: Megan Shamp

Memo #: 2016-17

Topic: March committee changes

Recommendation: To appoint Ashlee Miller to the Budget Committee; and to accept the resignation of Ron Horist from the Trails Committee.

11.1



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Rick Paulson & Julie Janssen

Memo: 2016-18

Topic: upper deck shade at the pool (revised)

Issue: At the February 20, 2016 Board meeting, staff presented a request for additional funding to complete the purchase and installation of an upper deck shade at the pool. \$5,000 was included in the 2016 R & R budget for this project. Staff was instructed by the board to provide two additional quotes for the shade, even if these quoted shades were not an exact match to the existing shades. Staff has done this and the quotes are provided in the Board packet. Please remember that the surface of the upper deck is so hot in the summer that it is not usable without the shade.

From the February 20, 2016 memo: 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.

12.1



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Cindy Carton

Memo: 2016-21

Topic: Open the Annual Trail Trekker 5K Color Run to the Public

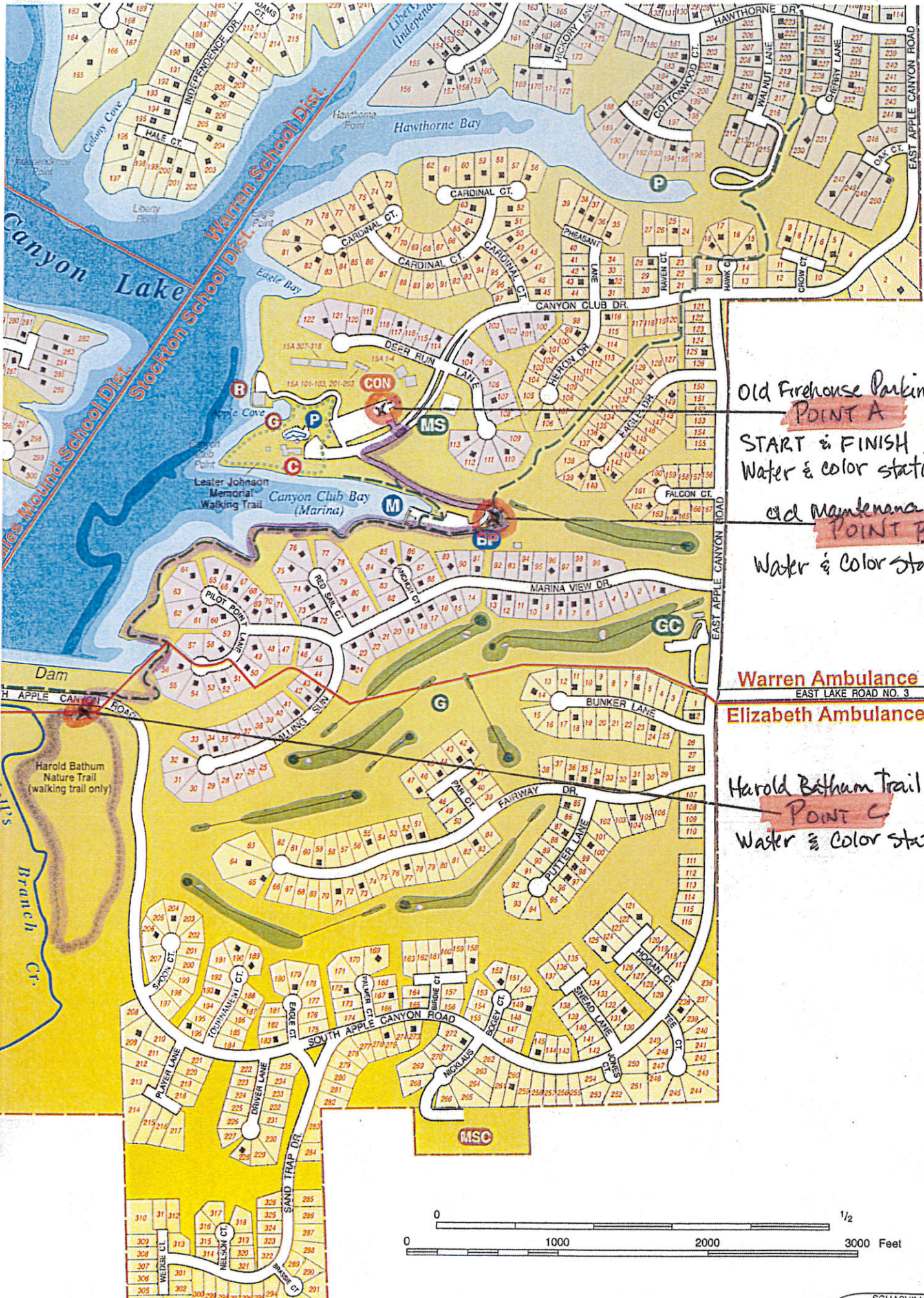
Issue & Analysis: The Communications/Recreation Department plans to host the first Annual Trail Trekker 5K Color Run on July 30. We would like to open this race to the public.

The walk/run will begin at the upper parking lot near the firehouse, and will have three water/color staging areas along the trail (see attached map and details). Check-in lasts from 7:30–8:30 a.m. This is a fun run and not a race so there will not be a shotgun start. We expect the event to be completed by 10:30 a.m. Participants will receive a t-shirt, sunglasses, and a color pack in exchange for their participation fee. We will close the section of the trails to ATVs (highlighted on the attached map) from 8:30-10:30 a.m.; volunteers will be located at key locations to turn away vehicles. Members will be required to wear their Amenity Tags and public guests will receive a special dated "limited access permit" for the race. Public spectators will be given dated "Spectator" passes for the event. The staging areas are located in areas that are not "private" with the exception of the Harold Bathum Trail, where no public spectators will be allowed past the gate to the trail.

By opening this event to the public, we would meet several Communications Department goals:

1. Be good neighbors by inviting local community members to "join us"
2. Market ACL and its amenities to the public using 2016 budget dollars.
3. Expose the beauty of the following amenities to the public (prospective buyers) under a "controlled atmosphere":
Marina, Cove, Golf Course, Pool, Multi-Sport Complex, Harold Bathum Walking Trail, Hell's Branch Creek, and the Marina Trail which includes beautiful views of the lake, greenways, Clubhouse and Observation Tower, Nixon Beach, as well as lakefront homes
4. Cater to the family and healthy lifestyle demographics by offering a fun family activity that gets members out in nature
5. Increase projected revenues for this event by marketing to a wider pool of participants

Recommendation: Allow the Communications/Recreation Department to open the Annual Trail Trekker 5K Color Run to the public.



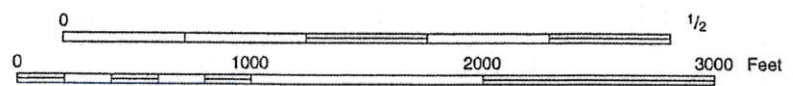
Old Firehouse Parking Lot
POINT A
 START & FINISH
 Water & color station

Old Maintenance Bldg
POINT B
 Water & Color station

Warren Ambulance
 EAST LAKE ROAD NO. 3

Elizabeth Ambulance

Harold Bathum Trail head
POINT C
 Water & Color station



Trail Trekker 5K Color Run Information

1. We anticipate this to be an annual event, although the nature of the Trail Trekker 5K may change with the trends (may not always be a color run)
2. Participants – We want to open the Trail Trekker 5K to our members and the public
 - a) Members will be required to wear their Amenity Tags
 - b) Public participants will be required to wear a dated "Participant - limited access permit" for the event.
 - c) Public spectators will be required to wear a dated "Spectator - limited access permit" for the event. Spectators will be more restricted than participants and will be allowed in the public areas only. Not allowed past the gate at the Harold Bathum Walking Trail
 - d) Check-in lasts from 7:30–8:30 a.m. (No starts after 8:30 a.m.)
 - e) Will sign a liability waiver
3. Budget/Costs
 - a) There is a line item for this event in the 2016 Communications budget.
 - b) Anticipated revenues should cover the cost of hosting the event.
 - c) Members will receive a reduced rate.
 - d) Children under 10 are free with paying parent/guardian (both members and public)
 - e) Fee includes t-shirt, sunglasses, and a color pack.
 - f) Additional color packets will be available to spectators for purchase.
 - g) I plan to seek sponsorships and invite The Cove to share in this opportunity
 - h) Hope to invite all Trail Trekker participants and spectators to Summer VIP Concert
4. The Course
 - a) The course starts at the Old Firehouse and follows the Marina Trail to the Harold Bathum Walking Trail, and returns the same way. See map on reverse.
 - b) We will close this section of the trails to ATVs from 8:30-10:30 a.m.
 - c) Volunteers and signage will be located at key locations to turn away vehicles.
 - d) We will create specific cross-walks and Trail Trekker lanes and require participants to stay within the boundaries. Volunteers and/or staff will be stationed at key positions to monitor participants.
 - e) We will contact the Township to inform them of the need to cross a township road.
 - f) We will engage ACL Security and area EMT agencies (if possible) for support.
5. Volunteers/Rec Dept Staff
 - a) Will be responsible for checking in participants, monitoring spectators, setting up and tearing down staging areas and stations (includes clean-up)
 - b) Will offer water at each station
 - c) A final run of the entire route will be performed to ensure all equipment, signage and garbage is picked up.
6. Water/Color stations
 - a) We will provide three water/color stations that will be utilized as participants both head out and return. By doing so, we use fewer volunteers and other resources. Each will provide water and be a color point where spectators gather to throw color at their friends/family.
 - i. Point A – Old Fire Station Parking Lot (Start and Finish)
 - ii. Point B – Old Maintenance Building
 - iii. Point C – Harold Bathum Trail Head

12.2



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Cindy Carton

Memo: 2016-22

Topic: Open the Summer VIP Concert to the Public

Issue & Analysis: The Communications/Recreation Department plans to host a Summer VIP Concert on July 30. We would like to open this concert to the public and invite our 5K participants and spectators. By doing so we expect to meet the same goals as the Trail Trekker 5K Color Run (see Memo 2016-21.) At this time the gate fee is undecided, most likely \$5 - \$10, but we will offer a reduced for members wearing their amenity tags.

The concert will be held at the upper parking lot near the old firehouse, using the same staging area planned for the Trail Trekker 5K Color Run. We will man the event with Recreation Committee volunteers and Rec Department staff. Exact hours are not set at this time but we hope to avoid hot afternoon temperatures.

There are currently enough funds in the Recreation Department's "Open Air Concerts" line item to pay for this event; however, the Rec Committee will discuss the possibility of hosting a beverage/concession tent or allowing members to bring their own coolers. Also under consideration is inviting Eric White's food wagon. These details are yet to be worked out in Committee. Any expenses incurred from hosting a beverage/concession tent will be covered by the additional revenue from sales.

Recommendation: Allow the Recreation Department to open the Summer Concert to the public.

12.3



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Julie Janssen

Memo: 2016-15

Topic: Swim for a Cure pool party fundraiser

Issue & Analysis: I would like to start an annual Swim for a Cure Pool Party at Apple Canyon Lake. This year the event would be held Sunday, July 3 from 7-9pm. Each year I would like to target a different organization to assist with the event and benefit from the proceeds of the fundraiser. For 2016, I would like to donate our proceeds to the What's Trump Relay for Life Team. I have tentatively discussed this event with them, and they are enthusiastically supportive. If the event is approved, they are willing assist with the prize walk and help as needed. I will have a t-shirt designed each year and will sell advertising on the back of the shirt to local sponsors. The t-shirts will be given to volunteers and available for purchase/giveaways at the event. The proceeds from the sponsors will cover the cost of the t-shirts. I will seek donations or purchase baskets for the prize walk. The only other expenses to ACL are the operating cost of the pool for two additional hours and wages for lifeguard/gate attendant staff. The Swim for a Cure pool party will be limited to property owners and their guests, an amenity tag will be required for entry to the pool and free-will donations will be accepted. This is an excellent opportunity to provide a night of fun to the people of ACL while supporting a worthy cause each year.

Recommendation: To approve the annual Swim for a Cure pool party fundraiser. The Aquatics Manager will select a local organization to benefit from the fundraiser each year, with the approval of the Operations Director. All proceeds will be donated to that local organization after the event.

12.4



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Megan Shamp

Memo: 2016-23

Topic: Restricted Lot

Issue: Richard Reifsteck, lot 06-108, has submitted a Restricted Lot application to the office. Rick Paulson has confirmed that it is a vacant, unimproved lot.

Recommendation: TBD

12.5



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Megan Shamp

Memo: 2016-19

Topic: Restricted Lot – property owner request for reconsideration

Issue: James and Lisa Cousins, lot 11-300, have requested that the Board reconsider their Restricted Lot application. Staff requests that the Board provide direction on how to handle these reconsideration requests.

Recommendation: TBD

12.6



Memorandum

To: Board of Directors

Date: March 8, 2016

From: Megan Champ

Memo: 2016-20

Topic: Honkamp software consultant engagement phase 2

Issue & Analysis: Honkamp is nearing completion of phase 1 of the software consulting services approved in November, 2015. They met with staff Wednesday, March 8 to review the software needs analysis deliverable, which will be finalized and ready to send to potential vendors by April 1, 2016. We are still on track to have a selection made in late summer of this year and set up to go live January 1, 2017. ACL staff would like to continue with Honkamp in the next phase of the process, which is to send the software needs analysis as an RFP to several software companies and then select three or four of these companies for demos. We will then narrow down our selection to one or two companies for additional demonstrations and/or presentations. Honkamp will participate in the demos to provide additional support through the selection process. The cost of phase 2 is approximately \$1,500 - \$2,000 per vendor selected, plus travel time billed at \$115 an hour. The engagement letter has already been reviewed and approved by ACL legal counsel Phil Jensen.

Recommendation: To approve the engagement letter for phase 2 of the software consultant services from Honkamp. Consultant services were included in the software purchase budget of \$100,000.

Apple Canyon Lake Property Owners Association Committee Motion Card

12.7

Rules + Regs Committee

Date 2-13-2016

I Move:

To recommend to the BOD that they approve Requests R-15-1 through R-15-7 from the Rules and Regulations Committee per the attached.

Action Taken *approved*

MOTION MADE BY: <i>Margaret S. Clark</i>	VOTE RECORDED:
MOTION SECONDED BY: <i>Paul Pfeiffer</i>	YEA: <i>4</i>
CHAIR: <i>[Signature]</i>	NAY: <i>0</i>
	ABSTAIN: _____

Date Received _____ Given to _____ Date Completed _____

ACLPOA GOVERNING DOCUMENTS REVISIONS
 CHANGES FOR RULES REGULATIONS AND PROCEDURES

12.7

	A	B	C	D
1	Tracking Number	Title	Date Sent to Committee	Date of Resolution
2	R-15-1	Definition of Guest		
3	R-15-2	Increase Fines		
4	R-15-3	Committee Procedures/Nominating Committee		
5	R-15-4	Committee Procedures/Election of Committee Officers		
6	R-15-5	Committee Procedures/Leave of Absence		
7	R-15-6	Committee Procedures/Budget/Audit Committee Charge		
8	R-15-7	Building & Environmental Code - Light Pollution		
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Restated Covenants and Restrictions Updated to Comply with CICAA

For several months members of the Legal Committee (Larry Loete, Rich Krasula, Jody Ware, Bill Doran, Bogdan Skoskiewicz, Steve Jennings, and Marge Clark) have worked to update the language in our covenants to comply with the Common Interest Community Association Act (CICAA). The Committee worked with the latest edition of CICAA (effective 2015) available to us.

Under Section 1-15 (b) of CICAA “All provisions of the declaration, bylaws, and other community instruments severed by this Act shall be revised by the board of directors independent of the membership to comply with this Act.” A copy of the highlighted updated version of the covenants referred to as the “Amended Declaration” is provided to make it easier for the membership to identify the changes in the language. Following is a summary of important points to understand when referring to the Amended Declaration:

- Under the law, CICAA, and as stated in the Preamble, this revision will become effective when approved by the Board of Directors and recorded in the Jo Daviess County Recorder of Deeds Office. It does not require a vote of the membership to approve this document.
- Inserted in the Preamble is a list of our governing documents in the order in which the documents govern the Association’s business and activities. CICAA supersedes all our governing documents or community instruments. We have referred to the documents by their commonly known names without effective dates attached because it is the order of control of the documents that is important.
- Inserted in Article I are three new definitions pertinent to CICAA language along with alphabetizing the terms.
- The terms “Amended Declaration have been highlighted throughout the document to call attention to the new term and to distinguish this version of the covenants from the Restated Declaration or the document that has been in effect since November 6, 2011.
- Inserted additional Section 14 in Article III regarding Leasing Property. This is a new provision in our covenants that requires the Property Owner or Unit Owner to provide a copy of a written lease or a memorandum of an oral lease to the Association office not later than the date of occupancy or 10 days after the lease is signed.
- Article VI has several additions related to assessments and budget. With the addition of new clauses, Section numbers have changed. All of the additions take into account a number of provisions found in Section 1-45 of CICAA which were incorporated in our Restated Bylaws.

- Article VI, Section 7 is important because it redefines what a quorum is for several actions requiring a vote of the membership. Under CICAA Section 1-40(b) (1), a quorum shall be twenty percent (20%) unless the community instruments specify a lesser amount.
- Article IX, Section 1 also highlights the change to a quorum of twenty percent (20%) when amending the covenants and restrictions.

All these points were discussed with the Board of Directors in a Workshop following the Board meeting on February 20. When the Board votes to approve these recommended changes and the revised copy of the Amended Declaration is recorded with the Recorder of Deeds of Jo Daviess County, Illinois, this Amended Declaration will be the governing document we will follow until further revisions are made.

13.1
Watershed
Plan
presentation
by Mike
Malon