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# Memorandum



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**To:** ACL Board

**Date:** June 7, 2016

**From:** Megan Shamp

**Memo #:** 2016-38

**Topic:** June committee changes

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**Recommendation:** To accept the resignation of Karen Loete and Anthony Abruzzo from the Tellers Committee and to appoint Tom Ohms to the Conservation Committee.



# Memorandum

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**To:** ACL Board

**Date:** June 7, 2016

**From:** Deer Management Committee

**Memo #:** 2016-40

**Topic:** Designated Funds usage – archery supplies

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**Issue & Analysis:** The Deer Management Committee is in need of new targets to use for their hunter qualification. The broadhead arrows the hunters use have shredded the targets to the point they are no longer usable. The committee is looking to purchase six replacement targets using monies from their Designated Fund.

**Recommendation:** To approve the purchase of six replacement archery qualification targets in an amount not to exceed \$750, to be paid from the Deer Management Committee's Designated Fund. The current balance in the fund prior to this expenditure is \$1,437.15.

***Strategic Plan: Wildlife***



# Memorandum

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**To:** ACL Board

**Date:** June 7, 2016

**From:** Deer Management Committee

**Memo #:** 2016-39

**Topic:** Designated Funds usage – secretary

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**Issue & Analysis:** In August, 2015 the Board of Directors approved a payment to John Sershon, secretary of the Deer Management Committee as reimbursement for some of the expenses such as paper, ink, creation and management of deer harvest log, gas, etc. incurred during his work. In addition to submitting committee minutes, John also provides the office with details on which hunters have qualified and attended orientation, and he creates a log of deer harvested throughout the season.

**Recommendation:** To approve the expenditure of \$250 from the Deer Management Committee's Designated Fund to reimburse John Sershon for monies expended for secretarial duties. The current balance in the fund prior to this expenditure is \$1,687.15.

***Strategic Plan: Wildlife***

13.3



# Memorandum

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**To:** Board of Directors

**Date:** June 8, 2016

**From:** Megan Shamp

**Memo:** 2016-41

**Topic:** Restricted Lots

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**Issue:** In preparing a list of Restricted Lots denied for the Legal Committee, staff found that two requests were tabled at the January 24, 2015 Board meeting. These lots were not brought forward again for consideration after the January meeting. Both lots 13-081 and 10-014 have been inspected by the Building Department and found to be vacant.

**Recommendation:** TBD

**Strategic Plan:** *Governing Documents*

13.4

ACLPOA DOCUMENT REVISIONS

COVER PAGE

TITLE: Committee Practices & Procedures

TRACKING NUMBER: R-16-9

DATE: 5-16-2016

REQUESTED CHANGE: Committee Practice and Procedures, Statements and Charges – Addition to current document

RESOLUTION:

Resolution 1: ACL members wishing to serve on any committee should complete an application (obtainable from the ACL office) and return it to the office.

- This application will be forwarded to the appropriate committee chair (cc to the GM) who will invite the applicant to the next committee meeting for an orientation covering meeting schedule, committee charge, and any other pertinent information.
- The Chair will sign the application in the designated space (suggest Orientation completed \_\_\_\_\_) with any comments from the committee and return it to the office.
- The Board of Directors will act on the application taking into account any comments from the committee.
- The Chair will be notified of the Board action and inform the applicant and the committee.

Resolution 2: Amend committee application to include "Orientation completed \_\_\_\_\_"

Chair Signature

Resolution 3: To supersede any existing references to the committee application procedure.

Resolution 4: The Rules & Regs Committee recommends that the Board of Directors approve the foregoing resolutions.

APPROVAL:

APPROVED: \_\_\_\_\_

13.5



# Memorandum

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**To:** Board of Directors

**Date:** June 8, 2016

**From:** Rick Paulson, Building Inspector

**Memo:** 2016-42

**Topic:** Lot Combination 11-182 and 11-183

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**Issue & Analysis:** Roger & Pamela Hill have requested a Lot Combination of lots 182 and 183 in the Fairway (11) subdivision in order to build a garage over the lot line. This Lot Combination request was recommended for approval by the Architectural and Environmental Control Committee at their June 4, 2016 meeting.

**Recommendation:** To approve the Lot Combination Agreement requested by the Hills for lots 182 and 183 in the Fairway (11) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

***Strategic Plan: Governing Documents***



# Memorandum

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**To:** Board of Directors

**Date:** June 8, 2016

**From:** Shaun Nordlie

**Memo:** 2016-45

**Topic:** Dissolve GM Search Committee Designated Fund

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**Issue & Analysis:** The GM Search Committee Designated Fund is no longer needed. In an effort to clean up the financial statements, this fund needs to be dissolved. Honkamp requires a motion card from the Board on any Designated Fund changes.

**Recommendation:** To dissolve the GM Search Committee Designated Fund.

13.7



# Memorandum

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**To:** Board of Directors

**Date:** June 10, 2016

**From:** Shaun Nordlie/Jody Ware

**Memo:** 2016-44

**Topic:** Plan on a Page/Long Range Plan

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**Issue & Analysis:** In February, 2016 the Board of Directors approved an ad-hoc committee to organize information gathered by stakeholders at a strategic planning session held in December, 2015 with Lew Bender.

The committee was formed and includes: Jody Ware, Chairperson; Don Ford; Joe Forman; Marge Clark; Gordon Williams; and Mike Harris. Shaun Nordlie participates on the committee as General Manager.

The committee unanimously agreed to use three recent documents: 2014 Strategic Planning; 2015 Wipfli Organizational and Management recommendations; and 2015 Strategic Planning with Lew Bender.

The committee has put the long-range goals and one-year action plans into a one-page plan referred to as Plan-on-a-Page.

Jody Ware and Shaun Nordlie will be doing a brief presentation on the design, content, and process of the strategic plan. This plan is a living document and will be monitored throughout the process.

**Recommendation:** To approve the Plan-on-a Page as presented.



13.8



# Memorandum

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**To:** Board of Directors

**Date:** June 8, 2016

**From:** Shaun Nordlie

**Memo:** 2016-43

**Topic:** Change of Insurance Agents

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**Recommendation:** To approve the change in insurance agents from Bullis & Sundberg Insurance Services to Williams-Manny Insurance Group and Broadmoor Insurance Agency.

**Strategic Plan:** Needs-Based Budget

13.9



# Memorandum

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**To:** ACL Board

**Date:** June 15, 2016

**From:** Shaun Nordlie

**Memo #:** 2016-46

**Topic:** Covenants cleanup from Phil Jensen

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**Issue & Analysis:** The Board of Directors approved the revisions to the Covenants to comply with the Common Interest Community Association Act (CICAA) at their May 21, 2016 meeting following a three meeting rule. The revised document has been named the "Amended Declaration" to differentiate it from prior versions of the Covenants. After the Board meeting, the Amended Declaration was sent to ACL legal counsel for review. Phil Jensen returned a memorandum identifying several minor corrections requiring cleanup. Marge Clark, Legal Committee Chair, has incorporated Phil's housekeeping into the Amended Declaration, and highlighted these corrections in yellow. Once this housekeeping cleanup is approved, the Amended Declaration will be recorded with Jo Daviess County.

**Recommendation:** To approve the Amended Declaration, with housekeeping cleanup from Phil Jensen, as presented.

***Strategic Plan: Governing Documents***