



# Memorandum

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**To:** ACL Board

**Date:** July 6, 2016

**From:** Megan Shamp

**Memo #:** 2016-47

**Topic:** July committee changes

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**Recommendation:** To appoint Jack Finley to the Golf Committee.

*Plan on a Page: High Performing Operations and Management - LRG – Build capacity in volunteerism, board membership, committee work, and association activities by December, 2018.*



# Memorandum

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**To:** ACL Board

**Date:** July 7, 2016

**From:** Shaun Nordlie

**Memo #:** 2016-52

**Topic:** Committee Procedure

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**Issue & Analysis:** At the June 18 meeting, the Board tabled the recommendation, numbered R-16-9, submitted by the Rules and Regulations Committee regarding new committee applicants after concerns were expressed. The Board questioned whether this was a rule problem or a procedure problem. The Committee Operations and Procedures, Statements, and Charges clearly define the role of the chairperson, officers, and members. I have met with office management and Jim Petelle, Chairman of the Rules and Regulations Committee, and propose an alternative procedure to what Rules and Regulations previously submitted. This proposal is as follows:

- Applicant (Association member) submits application to Association Office.
  - AC address is verified.
  - Applicant receives:
    - Calendar of meetings scheduled for the committee or explanation of when committee typically meets; and
    - Copy of the Committee Practices and Procedures, Statements, and Charges.
- Chairperson/General Manager receives a copy of application and Chair is asked to contact applicant and contact office with applicant contact date. Contact date is recorded on application.
- Within six weeks of receipt of the application, applicant is added to the consent agenda for the Board of Director's meeting.
- Action is taken by Board of Director's on application.
- Applicant is notified of acceptance/denial to committee assignment.
- Chairperson of Committee is notified of acceptance/denial to committee assignment.
- If accepted to committee assignment, Office Manager:
  - Adds the new applicant to the committee membership roster and email distribution list.

**Recommendation:** To approve the alternative committee procedure and revised committee application as submitted by Shaun Nordlie in lieu of recommendation R-16-9 recommended by the Rules and Regulations Committee.

***Plan on a Page: High Performing Operations and Management -  
LRG – Build capacity in volunteerism, board membership,  
committee work, and association activities by December, 2018.  
1YAP – Charge the Legal Committee to align and present updated  
governing documents to the Board of Directors and membership.***



# Memorandum

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**To:** Board of Directors

**Date:** July 6, 2016

**From:** Megan Shamp & Carrie Miller

**Memo:** 2016-50

**Topic:** Designated Signers for ACLPOA accounts

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**Issue & Analysis:** The designated signers for all ACLPOA accounts at Apple River State Bank, American Funds, Citizens State Bank, US Bank (CD), and the US Bank credit card account must be updated following the Board election and appointment of officers.

**Recommendation:** To remove Marge Clark, Fred Turek, Charles (Chuck) Larsen, and Mike Harris from any and all ACLPOA accounts on which they are authorized signers, and to designate directors Gary Hannon, Barb Hendren, Jon Sonntag, and Gordon Williams as designated signers for Apple River State Bank accounts. At the June 18 Board Meeting, Jody Ware was appointed President of the Board of Directors and Gary Hannon as Secretary of the Board. Bob Ballenger, Vice President of the Board of Directors and Rich Krasula, Treasurer of the Board of Directors are unchanged. All accounts will also be updated to reflect the correct officers of the Board of Directors.

*Plan on a Page: High Performing Operations and Management  
Vision – To operate at full efficiency and effectiveness for the  
benefit of the Association.*



# Memorandum

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**To:** ACL Board

**Date:** July 7, 2016

**From:** Shaun Nordlie

**Memo #:** 2016-53

**Topic:** Organizational Chart

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**Issue & Analysis:** In February, 2016 the Board approved an Employee Job Description Ad Hoc Committee. Part of the responsibilities of that committee was to determine the job titles of employees in the ACL organization. Several meetings were spent in diagramming an organizational chart that represents job titles, who individuals report to, and differentiates between management and their staff. A copy of the previous chart is included, as is the proposed organization chart prepared by the committee. The previous chart does not represent all ACL employees or accurate relationships. Before the Ad Hoc Committee continues with employee job descriptions, the organizational chart should be approved by the Board.

**Recommendation:** To approve the organizational chart proposed by the Employee Job Description Ad Hoc Committee.

***Plan on a Page: High Performing Operations and Management –***  
***LRG*** – Organize, hire and train a high functioning management team by January, 2017.  
***IYAP*** – Review and update job descriptions and responsibilities.  
***IYAP*** - Develop a cross-training map and succession plan for the Association Office staff.



# Memorandum

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**To:** ACL Board

**Date:** July 6, 2016

**From:** Jody Ware

**Memo #:** 2016-51

**Topic:** Reformatting Strategic/Long Range Planning Committees

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**Issue & Analysis:** The Strategic Plan Committee and Long Range Planning Committee currently duplicate a large portion of their workload and membership. We propose that the committees be combined and reformatted as the Strategic/Long Range Planning Committee. The proposed charge of this committee is as follows: "The Strategic/Long Range Planning Committee shall formulate, monitor, and make recommendations to the Board of Directors for additions and deletions in the existing Strategic/Long Range Plan." We ask that the Strategic/Long Range Planning Committee be included as a Standing Committee when the Bylaws are revised.

**Recommendation:** To approve the reformatting of the Strategic Plan Committee and Long Range Planning Committees as the Strategic/Long Range Planning Committee and the committee charge: "The Strategic/Long Range Planning Committee shall formulate, monitor, and make recommendations to the Board of Directors for additions and deletions in the existing Strategic/Long Range Plan." The membership of the committees will be combined and the newly formed committee will continue to meet monthly as an Ad Hoc Committee until the time that the Bylaws are revised and the Strategic/Long Range Planning Committee becomes a standing committee.

***Plan on a Page: High Performing Operations and Management –  
1YAP - Consider consolidating Strategic/Long Range Planning  
committees into a single standing committee.***



# Memorandum

**To:** ACL Board

**Date:** July 7, 2016

**From:** Jody Ware

**Memo #:** 2016-54

**Topic:** Board Liaisons to committees

**Issue & Analysis:** After the June election, several committees do not have a Board Liaison. There are fifteen committees needing a liaison, each Board member is asked to consider serving on at least two committees.

**Recommendation:** To approve the following Board Liaisons:

- AECC – Bob Ballenger
- Budget – Rich Krasula
- Campground –
- Conservation – Gary Hannon
- Deer Management –
- Editorial Review – Jody Ware
- Golf –
- Legal – Jody Ware
- Lake Monitoring – Gary Hannon
- Maintenance –
- Nominating – Barb Hendren
- Recreation –
- Rules and Regulations –
- Strategic/Long Range Planning – Jody Ware
- Trails –

**Plan on a Page: High Performing Operations and Management –**  
**LRG** – Build capacity in volunteerism, board membership, committee work and association activities by December, 2018.



# Memorandum

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**To:** Board of Directors

**Date:** July 6, 2016

**From:** Rick Paulson, Building Inspector

**Memo:** 2016-48

**Topic:** Lot Combination 10-60 and 61

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**Issue & Analysis:** Bruce Grenda has requested a Lot Combination of lots 60 and 61 in the Eagle (10) subdivision in order to build an addition and expand his septic field. This Lot Combination request will be reviewed by the Architectural and Environmental Control Committee at their July 9, 2016 meeting. I have submitted the request in the Board Packet in the expectation the request will be approved. A motion card from the AECC will follow after Saturday's meeting.

**Recommendation:** To approve the Lot Combination Agreement requested by Mr. Grenda for lots 60 and 61 in the Eagle (10) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

*Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.  
High Performing Operations and Management - 1YAP – Train Board of Directors and staff on governing documents for consistency in decision-making.*





# Memorandum

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**To:** Board of Directors

**Date:** July 6, 2016

**From:** Rick Paulson, Building Inspector

**Memo:** 2016-49

**Topic:** Lot Combination 9-132 and 133

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**Issue & Analysis:** Eric Huber has requested a Lot Combination of lots 132 and 133 in the Hawthorne (9). This Lot Combination request will be reviewed by the Architectural and Environmental Control Committee at their July 9, 2016 meeting. I have submitted the request in the Board Packet in the expectation the request will be approved. A motion card from the AECC will follow after Saturday's meeting.

**Recommendation:** To approve the Lot Combination Agreement requested by Mr. Huber for lots 132 and 133 in the Hawthorne (9) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

*Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.*

*High Performing Operations and Management - 1YAP – Train Board of Directors and staff on governing documents for consistency in decision-making.*