



Memorandum

To: ACL Board

Date: August 8, 2016

From: Megan Shamp

Memo #: 2016-57

Topic: August committee changes

Recommendation: To appoint Gordon Ostrander to the Deer Management Committee, Marcy Stanger to the Recreation Committee (applications received prior to new procedure), and John Diehl to the Recreation Committee, and to accept the resignation of Ed Ryan from the Budget Committee, and Joe Chiaro from the Deer Management 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

To: Board of Directors

Date: August 8, 2016

From: Rick Paulson, Building Inspector

Memo: 2016-55

Topic: Lot Combination 12-052 and 12-053

Issue & Analysis: Wes & Stephanie Cocagne have requested a Lot Combination for lots 52 and 53 in the President (12) subdivision. This Lot Combination request was approved by the Architectural and Environmental Control Committee at their August 6, 2016 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Mr. and Mrs. Cocagne for lots 52 and 53 in the President (12) 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 Once recorded, the Lot Combination Agreement may not be revoked or rescinded.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 - IYAP – Train Board of Directors and staff on governing documents for consistency in decision-making.



Memorandum

To: Board of Directors

Date: August 8, 2016

From: Megan Shamp

Memo: 2016-56

Topic: Restricted Lots

Issue: The office has received three Restricted Lot applications. Lots 09-102, 12-089 and 12-100 have been inspected by the Building Department and found to be vacant.

Recommendation: TBD

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.
High Performing Operations and Management - 1YAP – Train Board of Directors and staff on governing documents for consistency in decision-making.



Memorandum

To: Board of Directors

Date: August 11, 2016

From: Rick Paulson

Memo: 2016-62

Topic: Proposed Walking Trails

Issue & Analysis: At the August 6, 2016 Trails Committee meeting, the committee made a motion to construct two new walking trails with parking areas. Trail #1 is located just north of Pioneer Drive and trail #2 is located north of General Jackson. Both trails are located off of the existing trail system. Parking areas have been staked at both locations. The details of the two trails can be found in the attached power point presentation from the Engineering Department at the University of Wisconsin-Platteville.

The estimated cost of materials for the construction of the two trails is \$2,000. The existing budget for trail work and pathways will cover the cost of this project. This includes gravel, possibly a couple of small culverts, signage, and picnic tables or benches. All tree removal and construction will be done by maintenance staff and equipment. This project will be completed late fall into winter and will take around 3-4 weeks to complete using a two-man crew. We currently have mulch, boulders, and fill around the property that can be utilized at no additional cost.

Recommendation: To authorize the construction of two new walking trails as proposed by the University of Wisconsin-Platteville. All work will be done in-house by the Maintenance Department.

Plan on a Page: Amenities and Services – To study, develop, implement and maintain existing and new amenities.



Memorandum

To: Board of Directors

Date: August 8, 2016

From: Shaun Nordlie

Memo: 2016-58

Topic: Finalize dissolution of GM Search Committee Designated Fund

Issue & Analysis: At the June 18, 2016 meeting, the Board approved dissolution of the GM Search Committee Designated Fund, which is no longer needed, in order to clean up the financial statements. Honkamp is now requesting that the Board approve the designated fund listing showing the removal of the GM Search Committee Designated Fund.

Recommendation: To approve the designated fund listing as presented.

Plan on a Page: High Performing Operations and Management - IYAP – Fund and manage the operational budget with fiscal responsibility.

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



Memorandum

To: ACL Board

Date: August 12, 2016

From: Shaun Nordlie

Memo #: 2016-63

Topic: Transfer of Funds

Issue & Analysis: In the Statement of Assets, Liabilities and Fund Balance – Income Tax Basis dated December 31, 2015 in the annual Honkamp Audit Report the Operating Fund shows current Assets at \$803,101 and Total Current Liabilities of \$174,806. The Budget Committee has recommended that a transfer of \$500,000 be made from the Operating Fund to the R&R Fund. This will leave a balance of \$128,295 in the Operating Fund in the event that there is a deficit in the future.

Recommendation: To approve transferring \$500,000 from the Operating Fund to the R&R Fund.

Plan on a Page: Develop a budget policy and process for management of Operations, Capital Improvement and Renovation/Replacement funding



Memorandum

To: Board of Directors

Date: August 8, 2016

From: Shaun Nordlie

Memo: 2016-59

Topic: publication of the 2017 Operating Budget

Issue: The Budget Committee has recommended the 2017 Operating Budget to the Board for approval. Per CICA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2017 Operating Budget will be published in the September issue of the *Apple Core*. The Budget will then be adopted by the Board at the October 15, 2016 meeting.

Recommendation: To authorize staff to publish the 2017 Operating Budget in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - 1YAP – Create and implement a need-based budget by January, 2017.

Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.



Memorandum

To: Board of Directors

Date: August 8, 2016

From: Shaun Nordlie

Memo: 2016-60

Topic: publication of the 2017 R & R Budget

Issue: The Budget Committee has recommended the 2017 R & R Budget to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2017 R & R Budget will be published in the September issue of the *Apple Core*. The Budget will then be adopted by the Board at the October 15, 2016 meeting.

Recommendation: To authorize staff to publish the 2017 R & R Budget in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - 1YAP – Create and implement a need-based budget by January, 2017.
Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.



Memorandum

To: Board of Directors

Date: August 8, 2016

From: Shaun Nordlie

Memo: 2016-61

Topic: publication of the 2017 Operating and Building Fee Schedules

Issue: The Budget Committee has recommended the 2017 Operating Fee Schedule and Building Fee Schedule to the Board for approval. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2017 Operating Fee Schedule and Building Fee Schedule will be published in the September issue of the *Apple Core*. The Budget will then be adopted by the Board at the October 15, 2016 meeting.

Recommendation: To authorize staff to publish the 2017 Operating Fee Schedule and Building Fee Schedule in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - 1YAP – Create and implement a need-based budget by January, 2017.

Plan on a Page: High Performing Operations and Management - Long Range Goals and Measures – Fund and manage the operational budget with fiscal responsibility.