



Memorandum

To: ACL Board

Date: October 3, 2016

From: Megan Champ

Memo #: 2016-74

Topic: October committee changes

Recommendation: To appoint Pat Mannix to the Golf Committee and Pro Shop Food and Beverage Study Ad Hoc Committee; and to accept the resignation of Betty Asta from the Conservation Committee and Larry Loete from the Legal 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: ACL Board

Date: September 24, 2016

From: Megan Shamp

Memo #: 2016-72

Topic: Seasonal Campsite assignment procedures (revised)

Issue & Analysis: The current Seasonal Campsite Waiting List assignment & notification procedure is inefficient, requiring many manhours and forms of communication. There is no written and approved process or procedure for Campsite Change Requests, as a result, they have not been maintained or administered in a uniform manner from year to year.

Staff recommends amending the current procedure so that Seasonal Campsites are assigned in the same manner as Seasonal Boat Slips. By doing so:

- significant staff time will be saved
- communication between office staff and members will be enhanced
- all campsite trades and seasonal campsite assignments will be completed the same day
- staff will be able to take reservations at the start of the season for campsites other than 80, 81, and 82 (the only sites the Association does not make available for trade or assignment)

The proposed language below will replace the "Campsite Waiting List" section of the Operational Procedures. All property owners currently on the Campsite Change Request Waiting List and Seasonal Campsite Waiting List will be notified of the new procedure via Certified Letter.

The proposed language is as follows:

Campsite Waiting Lists

The Association Office maintains and manages two Campsite Waiting Lists. They include:

1. Campsite to Trade Waiting List: Available campsites are assigned to property owners on this list prior to any assignments to the Campsite Waiting List.

2. Seasonal Campsite Waiting List

Both waiting lists are perpetual and are in order of first come/first served basis. Application forms are available at the Association Office or online.

Procedures for Campsite to Trade Waiting List Assignments

Seasonal campsites will be assigned after all registrations are paid on March 1. **A Campsite Assignment Day will be held between March 2 and the opening of the Campground. The Campsite Assignment Day is held to allow trading of Seasonal Campsite locations by those on the Campsite to Trade Waiting List and to assign Seasonal Campsites to those on the Seasonal Campsite Waiting List. This is the only day that assignments will be available. This is the only day that trades will be available, with the exception of property owners trading between lots they own, or property owners trading amongst themselves. The property owner or their designated representative (see below) must be present to trade sites or receive a campsite assignment.** The Campsite to Trade Waiting List will close at the end of business on the Friday preceding the annual Campsite Assignment Day. Assignments on the Campsite to Trade Waiting List will be completed first. The first property owner on the Campsite to Trade Waiting List will be offered first choice of available sites; the second property owner on the list will have a choice of the remaining sites, etc. proceeding down the list. After the first round of assignments has been completed, the same process will be repeated with the newly available campsites until all desired trades have taken place. A copy of the current Campsite to Trade Waiting List and all available sites will be posted in the ACL lobby and on the ACL website one week prior to the Campsite Assignment Day. All campsite trades made at the Campsite Assignment Day are final and cannot be rescinded.

In order to receive a Campsite to Trade Assignment:

- All accounts must be current.
- The camper registered to the current Seasonal Campsite must be up to date.
- The property owner must be on the Campsite to Trade Waiting List.

If a property owner is unable to attend, but would still like the opportunity to trade Seasonal Campsites, they must submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the property owner to pre-register an individual to select a campsite on their behalf. The form must be received in the Association Office by the end of business on the Friday preceding the Campsite Assignment Day. The proxy must also present a copy of the Representative Request Form at the Campsite Assignment Day in order to participate.

Upon accepting a campsite trade, the property owner is removed from the Campsite to Trade Waiting List. A property owner may re-add his/her name to the **bottom of the** Campsite to Trade Waiting List for future trade opportunities by completing a new

waiting list application and submitting it to the ACL Office. If a trade is not accepted, the property owner maintains their position on the Campsite to Trade Waiting List.

Procedures for Seasonal Campsite Waiting List Assignments

Seasonal campsites will be assigned after all registrations are paid on March 1. A Campsite Assignment Day will be held between March 2 and the opening of the Campground. The Campsite Assignment Day is held to allow trading of Seasonal Campsite locations by those on the Campsite to Trade Waiting List and to assign Seasonal Campsites to those on the Seasonal Campsite Waiting List. This is the only day that assignments will be available. This is the only day that trades will be available, with the exception of property owners trading between lots they own, or property owners trading amongst themselves. The property owner or their designated representative (see below) must be present to trade sites or receive a campsite assignment. Both the Campsite to Trade Waiting List and Seasonal Campsite Waiting List will close at the end of business on the Friday preceding the annual Campsite Assignment Day. At the Campsite Assignment Day, the first property owner on the list will be offered first choice of available campsites; the second property owner on the list will have a choice of the remaining campsites, etc. proceeding down the list until all Seasonal Campsites are assigned. A copy of the current Seasonal Campsite Waiting List and all available campsites will be posted in the ACL lobby and on the ACL website one week prior to the Campsite Assignment Day. All campsite assignments made at the Campsite Assignment Day are final and cannot be rescinded.

In order to receive a Seasonal Campsite Assignment:

- All accounts must be current.
- The property owner must be on the Seasonal Campsite Waiting List.

If a property owner is unable to attend, but would still like the opportunity to receive a Seasonal Campsite assignment, they must submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the property owner to pre-register an individual to select a campsite on their behalf. The form must be received in the Association Office by the end of business on the Friday preceding the Campsite Assignment Day. The proxy must also present a copy of the Representative Request Form at the Campsite Assignment Day in order to participate.

To complete an assignment, property owner(s) must:

a. Make Seasonal Campsite fee payment in full.

A camper must be registered to a newly assigned Seasonal Campsite by March 1 of the following year. Proof of insurance and state registration as defined in the Rules & Regs, are needed to complete registration.

Upon accepting a campsite assignment, the property owner is removed from the Seasonal Campsite Waiting List. A license holder may add his/her name to the Campsite to Trade Waiting List for future campsite opportunities by completing a

Campsite to Trade Waiting List Application and submitting it to the ACL Office. If an assignment is not accepted, the property owner maintains their position on the Seasonal Campsite Waiting List.

Recommendation: To approve the amended Campsite Waiting List procedures, which will be effective immediately and will replace the current Campsite Waiting List procedures outlined in the Operational Procedures section of the Governing Documents.

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

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Update and align all Governing Documents by June, 2018.



Memorandum

To: Board of Directors

Date: October 4, 2016

From: Shaun Nordlie

Memo: 2016-80

Topic: adoption of the 2017 Operating Budget

Issue: The 2017 Operating Budget was published in the September issue of the *Apple Core* as required by CICAA. The Board is now able to adopt the Operating Budget.

Recommendation: To adopt the 2017 Operating Budget as published in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - IYAP – 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: October 4, 2016

From: Shaun Nordlie

Memo: 2016-81

Topic: adoption of the 2017 R & R Budget

Issue: The 2017 R & R Budget was published in the September issue of the *Apple Core* as required by CICA. The Board is now able to adopt the R & R Budget.

Recommendation: To adopt the 2017 R & R Budget as published in the September issue of *The Apple Core*.

Plan on a Page: High Performing Operations and Management - IYAP – 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: October 4, 2016

From: Shaun Nordlie

Memo: 2016-82

Topic: adoption of the 2017 Operating and Building Fee Schedules

Issue: The 2017 Operating and Building Fee Schedules were published in the September issue of the *Apple Core* as required by CICAA. The Board is now able to adopt the fee schedules.

Recommendation: To adopt the 2017 Operating Fee Schedule and Building Fee Schedule as published 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: ACL Board

Date: October 3, 2016

From: Golf Committee

Memo #: 2016-75

Topic: Designated Funds usage – yardage markers

Issue & Analysis: The Golf Committee is looking to purchase new yardage markers for the Golf Course using monies from their Designated Fund.

Recommendation: To approve the purchase of yardage markers in an amount not to exceed \$2,000, to be paid from the Golf Committee’s Designated Fund. The current balance in the fund prior to this expenditure is \$11,891.94 (as of August 31, 2016 financials).

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

Date: September 24, 2016

From: Megan Shamp

Memo #: 2016-73

Topic: Boat Slip Assignment procedures

Issue & Analysis: The Board requested an additional revision to the Seasonal Campsite assignment procedure proposed at the September, 2016 meeting. It was recommended by the General Manager that the same language be added to the Seasonal Boat Slip assignment procedures from which the Seasonal Campsite assignment procedure is taken. The proposed language will be inserted as follows:

PROCEDURES FOR BOAT SLIP TO TRADE WAITING LIST ASSIGNMENTS

A Slip Swap will be held between March 2 and April 15. The Slip Swap is held to allow trading of Seasonal Boat Slip locations by those on the Boat Slip to Trade Waiting List. This is the only day that trades will be available, with the exception of property owners trading between lots they own, or property owners trading amongst themselves. The property owner or their designated representative (see below) must be present to trade slips. The Boat Slip to Trade Waiting List will close at the end of business on the Friday preceding the annual Slip Swap. At the Slip Swap, the first slip license holder on the list will be offered first choice of the available slips; the second slip license holder on the list will have a choice of the remaining slips; etc.; proceeding down the list. After the first round of assignments has been completed, the same process will be repeated with the newly available slips until all desired trades have taken place. Anyone wishing to trade a slip that has opened up in the third round of assignments may request a trade at the end of the event. If more than one person is interested in the same slip, the order of the Waiting List will be followed. A copy of the current Boat Slip to Trade List and available slips will be posted in the ACL lobby and on the ACL website one week prior to the Slip Swap. Property Owners are reminded that additional slips will open up through the course of the event. All slip changes made at the Slip Swap are final and cannot be rescinded.

PROCEDURES FOR NO BOAT SLIP WAITING LIST ASSIGNMENTS

A Slip Assignment Day will be held between March 2 and April 15, following the Slip Swap. The Slip Assignment Day is held to assign Seasonal Boat Slips to those on the No Boat Slip Waiting List and sub-license boat slips to those on the Sublicense Waiting

List. This is the only day that seasonal assignments will be available. Any sub-license slips remaining after the event will be assigned on a first come, first served basis. The property owner or their designated representative (see below) must be present to receive an assignment at the Slip Assignment Day. The No Boat Slip Waiting List will close at the end of business on the Friday preceding the annual Slip Assignment Day. At the Slip Assignment Day, the first property owner on the list will be offered first choice of the available slips; the second property owner on the list will have a choice of the remaining slips; etc.; proceeding down the list. A copy of the current No Boat Slip Waiting List and available slips will be posted in the ACL lobby and on the ACL website one week prior to the Slip Assignment Day. All slip assignments made at the Slip Assignment Day are final and cannot be rescinded.

ACLPOA SUB-LICENSE BOAT SLIP PROGRAM ASSIGNMENTS

Assignment of Sub-License slips will not be completed until all available ACL boat slips assignments are completed. A Slip Assignment Day will be held between March 2 and April 15, following the Slip Swap. The Slip Assignment Day is held to assign Seasonal Boat Slips to those on the No Boat Slip Waiting List and sub-license boat slips to those on the Sublicense Waiting List. This is the only day that seasonal assignments will be available. Any sub-license slips remaining after the event will be assigned on a first come, first served basis. The property owner or their designated representative (see below) must be present to receive an assignment at the Slip Assignment Day. The No Boat Slip Waiting List will close at the end of business on the Friday preceding the annual Slip Assignment Day. After all licensed slips have been assigned at the Slip Assignment Day, property owners who had been a sublicensed slip in past year(s) will be given the opportunity to retain the same slip, if it is available. Next, the first property owner on the list will be offered first choice of the available sub-license slips; the second property owner on the list will have a choice of the remaining sub-license slips; etc.; proceeding down the list. A copy of the current No Boat Slip Waiting List and available sub-license slips will be posted in the ACL lobby and on the ACL website one week prior to the Slip Assignment Day. All ACLPOA Sub-License Boat Slip Program assignments made at the Slip Assignment Day are final and cannot be rescinded.

Recommendation: To approve the amendment to the Boat Slip Assignments section of the Operational Procedures. The amendment will be effective immediately upon approval.

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

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Update and align all Governing Documents by June, 2018.



Memorandum

To: ACL Board

Date: October 4, 2016

From: Megan Shamp

Memo #: 2016-83

Topic: foreclosure of liens

Issue: The following twenty-five lots are recommended for foreclosure of lien per Board policy. An updated list will be provided after 3pm Friday, October 14 to reflect any payments that are made on these properties.

1. 04-005 Barker
2. 04-052 McKee
3. 04-120 Symons
4. 05-065 Wessel
5. 05-130 Pond
6. 07-005 Fransen/Fransen
7. 07-120 Habben
8. 07-194 Rossi
9. 07-260 Kinsey
10. 09-056 Klimek
11. 09-087 Janicka
12. 09-134 Catrinta/Deac
13. 10-086 Wagner
14. 11-003 Hellman
15. 11-079 Shinagawa
16. 11-128 Ziarko
17. 11-185 Klaersch
18. 11-242 Baltazar/Baltazar
19. 12-028 Florez
20. 12-038 Palladinetti
21. 12-051 Menegon
22. 12-226 Murillo/Murillo/Murillo/Reyes
23. 13-060 Pepin/Pepin
24. 13-173 Kozarzewski
25. 13-174 Kozarzewski

Recommendation: To approve foreclosure of liens on the following lots: 04-005, 04-052, 04-120, 05-065, 05-130, 07-005, 07-120, 07-194, 07-260, 09-056, 09-087, 09-134, 10-086, 11-003, 11-079, 11-128, 11-185, 11-242, 12-028, 12-038, 12-051, 12-226, 13-060, 13-173, and 13-174.



Memorandum

To: ACL Board

Date: September 24, 2016

From: Deer Management Committee

Memo #: 2016-77

Topic: Chronic Wasting Disease (CWD) testing – mandatory specimen collection

Issue & Analysis: Chronic Wasting Disease (CWD) has not been identified at Apple Canyon Lake, though it has been confirmed in Jo Daviess County and the surrounding area. The goal of the Deer Management Committee is to maintain the size of the deer herd in part to reduce the risk of CWD spread. The Illinois Department of Natural Resources has stated they need to test approximately 75 deer from this area to get a good cross section of deer from the herd. In an effort to assist them, and to prevent other deer from being culled for testing, the Deer Management Committee has deemed it necessary that all hunters provide the heads from deer harvested at ACL for testing. The IDNR will pick them up once a week and send them to their lab. The Deer Management Committee feels that only a mandatory requirement will compel the hunters to assist in this request from the IDNR. The mandatory requirement will remain in place until the IDNR lowers their testing requirements or do not need as many samples.

Recommendation: To approve the requirement that “all Apple Canyon Lake Deer Management Program participants remove the heads from any deer harvested on ACL property, and provide them to the Illinois Department of Natural Resources for CWD analysis. Security will monitor deer check in to ensure compliance with this requirement. Special consideration is provided for trophy heads, but the requirement must still be fulfilled.”

Plan on a Page: High Performing Operations and Management – To operate at full efficiency and effectiveness for the benefit of the Association.
Plan on a Page: Improvement of Infrastructure – Long Range Goals and Measures – Provide consistent lake and environmental management using the expertise of consultants.



Memorandum

To: ACL Board

Date: September 24, 2016

From: Deer Management Committee

Memo #: 2016-78

Topic: penalties for non-compliance with CWD testing specimen collection

Issue & Analysis: The Safety and Security Department will check in each specimen to ensure that Deer Management Program hunters are complying with the requirement to provide every deer head for testing. Any hunter who does not comply with the new requirement will be subject to penalties. The Deer Management Committee has proposed graduated penalties for these infractions. Every participant in the program will be notified of the testing requirement and penalties for violation of the requirement.

Recommendation: To approve the penalties for non-compliance with Chronic Wasting Disease (CWD) requirements as recommended by the Deer Management Committee. "Any hunter that does not comply with the mandatory deer head collection requirement will be penalized as follows. First and any following infraction: the harvested deer will not be counted in the hunter's deer total. Second infraction: A two-week suspension will be added to the first infraction penalty. Third infraction: hunter will be removed from the Apple Canyon Lake Deer Management Program for the remainder of the season."

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

Plan on a Page: Improvement of Infrastructure – Long Range Goals and Measures – Provide consistent lake and environmental management using the expertise of consultants.



Memorandum

To: ACL Board

Date: September 24, 2016

From: Deer Management Committee

Memo #: 2016-79

Topic: Deer Management Committee Designated Funds usage

Issue & Analysis: Specimens collected for Chronic Wasting Disease (CWD) testing will be stored in a refrigerator at the old maintenance building. The Illinois Department of Natural Resources will pick up the specimens on a weekly basis. To provide the needed tools and equipment to assist the hunters in collection and storage of the specimens, the Deer Management Committee must provide compound shears. If the existing refrigerator (will hold up to ten specimens at a time) is found to provide inadequate storage, a second used refrigerator will be required.

Recommendation: To approve the expenditure not to exceed \$400 from the Deer Management Committee's Designated Fund for purchase of compound shears and a used refrigerator (if the refrigerator is needed). The balance in the Deer Management Committee's Designated Fund prior to this purchase is \$777.22 (as of August 31, 2016 financials).

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

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

12.10



Memorandum

To: ACL Board

Date: October 3, 2016

From: Rules and Regulations Committee

Memo #: 2016-76

Topic: Rules & Regulations revision request

Issue & Analysis: Mike and Heather Link submitted a request to increase the boat length regulation to the Rules and Regulations Committee at their September 10 meeting. The committee discussed the request, and are in agreement that the boat length rule be left as currently written. The committee pointed out that how we measure boats is specified and published so they can be referred to before purchasing a boat. These lengths have been increased a few years ago and are appropriate for the size of the lake and the amount of traffic. The same property owner requested a variance from the Rules and Regulations at the June, 2015 Board of Directors meeting, stating that he purchased a boat without first reviewing the size regulations or contacting the Association for information. At that time, the Board of Directors denied the request for a variance.

Recommendation: TBD

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

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Update and align all governing documents by June, 2018.

12.11



Memorandum

To: ACL Board

Date: October 5, 2016

From: Shaun Nordlie

Memo #: 2016-68

Topic: Employee Handbook

Issue & Analysis: At the January, 2016 Board of Directors meeting, the Employee Handbook Ad Hoc Committee was created to "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." The committee has worked diligently to prepare a comprehensive Employee Handbook, which has been reviewed by Association Attorney Phil Jensen.

Recommendation: To approve the Employee Handbook as presented by the Employee Handbook Ad Hoc Committee, with input from Association Attorney Phil Jensen and the Board of Directors.

*Plan on a Page: High Performing Operations and Management – 1YAP –
Review and update employee handbook.*



Memorandum

To: ACL Board

Date: October 5, 2016

From: Shaun Nordlie

Memo #: 2016-84

Topic: Adding Fish Structure to the Lake

Issue & Analysis: Apple Canyon Lake is used in three ways: for swimming, recreational boating, and fishing. An easy and inexpensive way to help the fishing is to provide fish habitat in the lake in the way of dropping cedar trees.

In past years the Conservation Committee was asked the Board of Directors to approve the location and amount of fish structure that is put in the lake each year. At the last Conservation Committee, it was discussed that rather than putting trees on the ice and hoping they fall where we would like them to be located, a group of volunteers could go out in the fall before ice and drop the trees. The committee does not know at this time where the trees would be located or how many would be dropped. They will be using the expert knowledge of Joe Rush, Apple Canyon Lake Consultant and Joe Willis, owner who has been involved with dropping the fish habitat at ACL in the past to determine the best locations for the new habitat and the amount of habitat that will be dropped this fall.

I have asked Joe Rush to attend this Board of Directors meeting to discuss fish habitat with you; if he is unable to attend he will be submitting a document to further explain fish habitat for your information.

Recommendation: To allow the Conservation Committee to drop cedar trees in the lake this fall under the direction of Joe Rush, Lake Consultant and Joe Willis, area fish habitat expert.