



# Memorandum

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**To:** ACL Board

**Date:** May 6, 2019

**From:** Megan Shamp

**Memo #:** 2019-20

**Topic:** May committee changes

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**Recommendation:** To appoint Rich Katzmann to the Strategic/Long Range Planning and Budget Committees.

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To operate at full efficiency and effectiveness for the benefit of the  
Association*



# Memorandum

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**To:** ACL Board

**Date:** May 6, 2019

**From:** Jody Ware

**Memo #:** 2019-21

**Topic:** appointment of the Nominating Committee

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**Issue & Analysis:** The Amended and Restated Bylaws state "The Nominating Committee shall consist of seven (7) Members appointed by the President with the approval of the majority of the Board at the Board meeting preceding the regular annual meeting. Said Nominating Committee shall serve for the year following the next annual meeting. The President shall make an earnest attempt to appoint to the Nominating Committee Members who are representative of all subdivisions of the Association, with at least one of them being a current Board member."

Rosanne Brandenburg (Canyon Club), Barb Hendren (Apache), John Killeen (President), Mike Tyson (Hawthorne), Therese Nelson (Blackhawk), Mike Yorke (Big Spirit), and Bill Bourell (Big Spirit) have all volunteered to serve on the Nominating Committee next year.

**Recommendation:** To appoint Rosanne Brandenburg, Barb Hendren, John Killeen, Mike Tyson, Therese Nelson, Mike Yorke, and Bill Bourell to the Nominating Committee.



# Memorandum

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**To:** Board of Directors

**Date:** May 6, 2019

**From:** Cindy Carton

**Memo:** 2019-24

**Topic:** Open the annual Haunted Trail to the public

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**Issue & Analysis:** The Recreation Committee plans to host the third annual Haunted Trail on October 19, 2019. The Committee would like to open this exciting and fun event to the public since there are currently no local haunted events in the area.

The Haunted Trail will again take place at the Harold Bathum Nature Trail. This year, guests will park at the upper parking lot near Firehouse Fitness and be bussed to the event site (please see attached map).

The Communications and Recreation Department has many years of experience hosting large public events such as the Galena Triathlon, and the committee will work with all ACL departments and county emergency services to ensure we host a safe event. The Committee has met for several months to address any issues/concerns faced in 2018, and to plan for a larger event, in anticipation of opening it to the public.

The Committee recommends two entry fees— a lower rate with an amenity tag; \$5 more without an amenity tag (to the public.)

By opening this event to the public, ACLPOA would meet several Communications & Recreation Department goals:

1. Act as good neighbors by inviting local communities to "join us"
2. Marketing - Increase public awareness of ACL and its amenities
3. Marketing - Welcome the public (prospective buyers) under a "controlled atmosphere"
4. Marketing - Appeal to local family and healthy lifestyle demographics by offering a fun family activity that gets members out enjoying nature.
5. Increase projected revenues for this event by marketing to a wider pool of participants since we are already doing the event.
6. Eventually increase the volunteer pool by inviting Jo Daviess area community organizations to volunteer in exchange for monetary donations to their organization.

**Recommendation:** Allow the Recreation Committee to open the Annual Haunted Trail to the public each year.



# Memorandum

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**To:** ACL Board

**Date:** May 6, 2019

**From:** Jody Ware

**Memo #:** 2019-22

**Topic:** Approval of the 2020 Plan on a Page

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**Issue & Analysis:** The Strategic Planning Committee was created by the Board of Directors in 2016. The present charge of the committee is to formulate, monitor, make recommendations to the Board of Directors for additions and deletions in the existing Strategic/Long Range Plan.

The Strategic/Long Range Planning Committee has revised their Plan on a Page for 2020 and is seeking approval in order to be in alignment with the 2020 budget planning process.

Changes proposed in the 2020 Plan on a Page are identified in bold.

The committee will continue to communicate the progress of the plan in the Apple Core. The "dashboard" keeps the membership informed on the progress of the one-year action items.

**Recommendation:** To approve the 2020 Plan on a Page as presented by the Strategic/Long Range Planning Committee.

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



# Memorandum

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**To:** ACL Board

**Date:** May 6, 2019

**From:** Shaun Nordlie

**Memo #:** 2019-23

**Topic:** Rules & Regulations, Committee Procedures and Board Policy: Appeals – 1<sup>st</sup> Reading

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**Issue & Analysis:** The Appeals Board requested a change to their procedures in 2017. When the Board of Directors received the request, they requested that all of the procedures be updated and duplications in governing documents be eliminated. This process is finally finished with the documents presented today. Appeals is mentioned in Rules and Regulations, Committee Procedures, and Board Policy. All three documents were reviewed, changes were made to have the appropriate information in each different document, and duplications were eliminated where appropriate.

**Recommendation:** No motion required at this meeting. For presentation & discussion only.

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



# Memorandum

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**To:** ACL Board

**Date:** May 6, 2019

**From:** Joe Wiener

**Memo #:** 2019-25

**Topic:** Update to the Building Code

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## **Issue & Analysis:**

Joe Wiener, the ACL Building Inspector, has been working with the A.E.C.C. on the Building and Environmental Code for the past six months in order to coordinate the Code with Article III and Article VI of the Amended and Restated Declaration of Covenants.

The ACL Building Code copy "5/9/2019 For Review and Comment" has been revised based on the 2019 Version of the Amended and Restated Declaration of Covenants.

For Association purposes, the ACL Building Code acts as an amendment to the Jo Daviess County currently adopted version of the International Residential Code for One- and Two-Family Dwellings (IRC). Details of specific interest to the Association are recorded in the ACL Building and Environmental Code. Our Building Code supersedes the IRC when our requirements are more restrictive than the IRC.

There are two ways to permit construction not in strict accordance with the ACL Building Code:

One is a variance granted to an applicant as an official A.E.C.C. permit to do something normally forbidden by the ACL Building Code when the literal application thereof would result in unnecessary hardship or where there are practical difficulties preventing compliance. Expense is not considered as grounds for a variance. The A.E.C.C. prefers to avoid granting variances.

The second is an Acknowledge Permit that signifies A.E.C.C. written approval of departure from an ACL Building Code standard or norm when specifically provided for in the ACL Building Code. This occurs when the ACL Building Code states "without/with the written approval of the A.E.C.C."

A.E.C.C.'s requested changes to the code will help avoid contradiction and uncertainty. The suggestions recognize the increased oversight and expertise provided by the Jo Daviess County Health Department regarding septic systems.

**Recommendation:**

Due to the amount of building permit applications being submitted, the A.E.C.C. requests that the proposed ACL Building and Environmental Code be adopted as soon as is practical.

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