



Memorandum

To: ACL Board

Date: June 7, 2019

From: Megan Shamp

Memo #: 2019-26

Topic: June committee changes

Recommendation: To appoint Kathy Richards as Chair, Ron Carpenter as Vice Chair/Secretary, and Nancy Barker as Vice Chair/Secretary of the Campground Committee.

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



Memorandum

To: ACL Board

Date: June 7, 2019

From: Megan Shamp

Memo #: 2019-27

Topic: dissolve the Governing Documents Alignment Ad Hoc Commission

Issue & Analysis: The Governing Documents Alignment Ad Hoc Commission was created in October 2017 and charged "To align the Governing Documents, develop a uniform tracking system documenting a common process for requesting any change to a governing document, and to record change and manage documents in a secure location." At the December 2017 meeting, the Board approved hiring American Legal Publishing to work with the commission to codify our Governing Documents. The codification has been completed, and in May, a link to the American Legal website with the ACL document was created on the Apple Canyon Lake website on the governing documents page. The commission has completed their charge and can now be dissolved.

Recommendation: To dissolve the Governing Documents Alignment Ad Hoc Commission.

*Plan on a Page: High Performing Operations and Management –
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Memorandum

To: Board of Directors

Date: May 6, 2019

From: Cindy Carton

Memo: 2019-24

Topic: Open the annual Haunted Trail to the public

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.

13.1
REQUEST
FOR BOAT
LENGTH
VARIANCE

13.2

SUSPENSION
OF
MEMBERSHIP
RIGHTS



Memorandum

To: ACL Board

Date: June 7, 2019

From: Shaun Nordlie

Memo #: 2019-28

Topic: Capital Project Planning Report

Issue & Analysis: The Strategic/Long Range Planning Commission was created by the Board of Directors in 2016. The present charge of the commission is to formulate, evaluate, and suggest recommendations to the Board of Directors for additions and deletions in the existing Strategic/Long Range Plan.

The Strategic/Long Range Planning Commission has developed a Capital Project Planning Report that details recommendations to the facilities that will contribute to the experiences of owners at ACL. The recommendations include minor upgrades as well as the construction of new facilities to ensure that the ever-changing needs of the community are maintained. The 2019 Report is an update of the 2005 Comprehensive Master Plan.

Recommendation: To approve the 2019 Capital Project Planning Report as presented by the Strategic/Long Range Planning Commission.

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



Memorandum

To: ACL Board

Date: June 7, 2019

From: Shaun Nordlie

Memo #: 2019-29

Topic: Board Policy Ad Hoc Commission

Issue & Analysis: The 2019 Plan on a Page created by the Strategic/Long Range Planning Committee includes training on governing documents for consistency in decision making under the one year action plans. The next step in this process is to review the Board Policy document. While the current Board Policy document does include some board policy, it also includes policies that the Board of Directors approved but should be located in different governing documents. This commission will review the current Board Policy document, add items that are more appropriate for a Board of Directors policy handbook, and then remove items that would be better suited for other governing documents.

Recommendation: To approve the creation of the Board Policy Ad Hoc Commission and its charge:

Charge: To review the Board Policy document; edit sections that are appropriate in a different section of our governing documents and add sections that are more suitable for a document of Board of Directors policy handbook.

*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 –
Provide on-going training of Board of Directors and staff on
governing documents for consistency in decision-making*



Memorandum

To: ACL Board

Date: June 7, 2019

From: Shaun Nordlie

Memo #: 2019-30

Topic: reinstate Employee Handbook Ad Hoc Commission

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 completed this charge and was dissolved at the November 2016 Board meeting. Three years have passed, and the Employee Handbook should be reviewed again and updated as needed.

Recommendation: To reinstate the Employee Handbook Ad Hoc Commission, with the charge 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.”

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