



Memorandum

To: ACL Board

Date: August 6, 2019

From: Megan Shamp

Memo #: 2019-38

Topic: August commission changes

Recommendation: To appoint Joe Wiener as Chair, Steve Tribbey as Vice Chair, and Barb Hendren as Secretary of the CAMP Architecture and Design Ad Hoc Commission; to appoint Gary Hannon as Chair, Joe Forman as Vice Chair, and Jody Ware as Secretary of the Employee Handbook Ad Hoc Commission; and to accept the resignation of Carol Sunke from the Tellers Commission, Susan McDonald from the Conservation Commission, and Rich Katzmann from the Budget Commission.

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

12.1

Suspension of
Membership
Rights



Memorandum

To: Board of Directors

Date: August 6, 2019

From: Shaun Nordlie

Memo: 2019-39

Topic: Publication of the 2020 Annual Assessment

Issue: The Budget Commission has recommended the 2020 Annual Assessment 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 2020 Annual Assessment will be published in the September issue of *The Apple Core*. The Annual Assessment will then be adopted by the Board at the October 19, 2019 meeting.

Recommendation: To authorize staff to publish the 2020 Annual Assessment of \$1,073 in the September issue of *The Apple Core*.

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



Memorandum

To: Board of Directors

Date: August 6, 2019

From: Shaun Nordlie

Memo: 2019-40

Topic: publication of the 2020 Operating Budget

Issue: The Budget Commission has recommended the 2020 Operating 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 2020 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 19, 2019 meeting.

Recommendation: To authorize staff to publish the 2020 Operating Budget, with a total revenue of \$4,442,701 and total operating expenses of \$3,273,177, with a transfer to the R&R fund of \$559,000 and a transfer to the Capital fund of \$608,000, in the September issue of *The Apple Core*.

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



Memorandum

To: Board of Directors

Date: August 6, 2019

From: Shaun Nordlie

Memo: 2019-41

Topic: publication of the 2020 R & R Budget

Issue: The Budget Commission has recommended the 2020 R & R 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 2020 R & R Budget will be published in the September issue of *The Apple Core*. The R & R Budget will then be adopted by the Board at the October 19, 2019 meeting.

Recommendation: To authorize staff to publish the 2020 R & R Budget, in the amount of \$559,000 in expenditures in the September issue of *The Apple Core*.

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



Memorandum

To: Board of Directors

Date: August 6, 2019

From: Shaun Nordlie

Memo: 2019-42

Topic: Publication of the 2020 Operating and Building Fee Schedules

Issue: The Budget Commission did not make any changes to the 2020 Operating Fee Schedule and 2020 Building Fee Schedule other than the annual assessment increase. After the Budget Commission meeting, staff found that the cost to ACL for disposal of electronic items is \$25. The \$25 charge does not provide for future increases in disposal cost, staff time, gas, etc. Staff would like the Board to consider an increase to \$30 per electronic item permit. Per CICAA, the budget must be advertised for a minimum of 30 days prior to the Board adopting the budget. The 2020 Operating and Building Fee Schedules will be published in the September issue of *The Apple Core*. The fee schedules will then be adopted by the Board at the October 19, 2019 meeting.

Recommendation: To authorize staff to publish the 2020 Operating Fee Schedule and the 2020 Building Fee Schedule in the September issue of *The Apple Core*.

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



Memorandum

To: Board of Directors

Date: August 9, 2019

From: Shaun Nordlie

Memo: 2019-43

Topic: Design Development & Construction Documents –Owner/Architect Contract

Issue & Analysis: Issue & Analysis: The next phase for CAMP Architecture and Development is the preparation of the Design Development and Construction Documents. Farnsworth Group has submitted a proposal for this work. The scope of services will be –

- Provide Architecture, Structural Engineering, Site, Civil Engineering, Mechanical, Electrical and Plumbing Engineering, Basic Interior Design Services, Firehouse parking lot design
- Coordinate with a cost consultant
- Issue Design Development drawings for review and final budget development
- Provide Construction Documents for bidding and construction contract award

We have received and reviewed the Owner/Architect contract for the Design Development and Construction phase services that we requested as per Memo # 2019-34. We recommend that it be signed.

Recommendation: To accept the contract for Design Development and Construction Documents Phase with the Farnsworth Group of Peoria, IL for a total lump sum of \$226,000 plus expenses, which is capped at \$6,000 for travel, meals and printing to come out of the Capital fund.

Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.
Amenities and Services – To study, develop, implement and maintain existing and new amenities.
Growth and Value Enhancement of the Association – To promote membership and property of the Association.