



Memorandum

To: ACL Board

Date: December 5, 2019

From: Megan Shamp

Memo #: 2019-68

Topic: December committee/commission changes

Recommendation: To appoint John Diehl as Board Liaison to the Recreation Commission; and to accept the resignation of Jody Ware from the Employee Handbook Ad Hoc Commission and the resignation of Mike Harris as Board Liaison to the Recreation Commission.

*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: December 5, 2019

From: Megan Shamp

Memo #: 2019-71

Topic: Rules & Regulations: Motorized Vehicles-Recreational

Issue & Analysis: Rules & Regulations section XI Motorized Vehicles-Recreational has been reviewed by the Trails Commission, Rules & Regulations Commission, and ACL staff. A final version incorporating the housekeeping changes and the Trails Commission amended recommendation (with two minor changes made by Rules & Regs) was approved at the November 1 Rules & Regulations Commission meeting. This was presented to the Board in November as a first reading. Following the Board meeting, one correction was made to correct window shield to windshield.

Recommendation: To approve the Rules & Regulations section Motorized Vehicles-Recreational as included in the December Board packet.

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: December 5, 2019

From: Megan Shamp

Memo #: 2019-70

Topic: Rules & Regulations: Trash Disposal & Recycling

Issue & Analysis: There is not currently a section in the Rules & Regulations governing Trash Disposal & Recycling. Staff has created a new section for the Rules & Regulations to address this. D. 1. Improper Disposal of Trash is the only language currently in place. The rules in this section have been practice for many years and published on various ACL documents included in the January statement packet, Operating Fee Schedule, etc. but this information should be included in the Governing Documents. The Rules & Regulations Commission has reviewed the proposed section and approved it at their November 1 meeting.

The proposed section was reviewed by the Board at the November meeting. In response to questions and comments made at that meeting, the \$750 Seasonal Campsite fee includes the trash fee. Seasonal Campers do not pay a separate trash assessment. Additional language has been added to the Preamble stating: "Separate areas are provided for trash and recyclables. Recycling information is included in the Solid Waste/Recycling Center brochure." Staff does not recommend including detailed recyclables information in the Rules & Regulations, as this information could change at any time at the direction of company picking up trash & recyclables.

Recommendation: To approve the Rules & Regulations section Trash Disposal & Recycling as included in the December Board packet.

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: December 6, 2019

From: Jody Ware

Memo: 2019-75

Topic: General Manager's Compensation Package

Issue & Analysis: The Executive Committee is responsible for providing the General Manager with instructions, directions, goals and objectives regarding his/her duties within the scope of duties and authority delegated to the General Manager by the Board. The Executive Committee is to annually evaluate the General Manager's performance with input from all Board members, and recommend for the Board's approval of the annual evaluation and compensation package for the following year consistent with any employment agreement between the Association and the General Manager.

The Executive Committee met with Shaun Nordlie in June and December to review his short- and long-term goals. It was determined that Mr. Nordlie met his goals and will receive a commensurate bonus.

An evaluation has also been conducted on Mr. Nordlie's overall performance in his role as General Manager. The performance evaluation is based on Mr. Nordlie's job description. The performance evaluation is the basis for which the 2020 salary compensation is determined. The Board of Directors have discussed and agreed on an appropriate increase for Mr. Nordlie's 2020 salary.

Recommendation: To approve Mr. Nordlie's compensation package, as agreed upon by the Board of Directors.



Memorandum

To: Board of Directors

Date: December 6, 2019

From: Jody Ware

Memo: 2019-74

Topic: General Manager's Performance Goals 2020

Issue & Analysis: It is the responsibility of the Executive Committee to provide the General Manager with instructions, directions, goals and objectives regarding his or her duties within the scope of duties and authority delegated to the General Manager by the Board. The Executive Committee is also charged to annually evaluate the General Manager's performance with input from all Board members, and recommend for the Board's approval the annual evaluation and a compensation package for the following year consistent with any employment agreement between the Association and the General Manager.

The Executive Committee met with Shaun Nordlie, GM, in December 2019 to set his short- and long-term goals for 2020. The Executive Committee will review the Goals with the General Manager periodically throughout the year. An evaluation will be conducted on Mr. Nordlie's overall performance in his role as General Manager and will serve as the basis for which the 2021 salary compensation is determined.

Recommendation: To approve the 2020 Job Performance Goals for Shaun Nordlie recommended by the Executive Committee for the General Manager.

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Memorandum

To: ACL Board

Date: December 6, 2019

From: Shaun Nordlie

Memo #: 2019-76

Topic: Farm Lease Renewal

Issue & Analysis: When the Association purchased the land located on Lake Road #3 and Apple Canyon Road there was a lease in place with Clint and Cory Haas. The land has 120 acres of tillable farmland. The original lease expires February 28, 2020.

Recommendation: To approve the three-year farmland lease (February 29, 2020 to February 28, 2023) with Clint and Cory Haas as presented in Executive Session.

Plan on a Page: Amenities and Services



Memorandum

To: ACL Board

Date: December 6, 2019

From: Shaun Nordlie

Memo #: 2019-50

Topic: CAMP Construction Manager Contract

Issue & Analysis: The BOD approved CAMP Architecture and Design commission to move forward with the request for qualification process for a Construction Manager to work for ACL during the design development of the whole CAMP project and for the construction phase of the Office/Administration building.

The CAMP Architecture and Design commission sent out a Request For Qualifications for a Construction Manager to four firms in August. One firm declined to submit, one firm did not meet the deadline for submittal and two firms submitted RFQ's. The commission interviewed Cord Construction and Conlon Construction on September 5, 2019. After the interviews, the commission is unanimously recommending that Cord Construction be retained as Construction Manager as Constructor where the basis of payment is the cost of the work plus a fee without a guaranteed maximum price

The work will include estimating the cost of construction and offering value engineering during Design Development and Construction Documentation for Phase 1 and 2 for the office building, event center and parking lot and Construction Contract Administration services for the construction of the office building and the parking lot Construction Phase 1. Cord will hold the sub-trade contracts for the work other than for the septic project. Cord acting as constructor not at risk will give ACLPOA more control over the spending and value engineering decision making process. We found that during the interview process that this relationship with the Construction Manager would be more beneficial to ACL than a CM at risk.

Recommendation: To approve the contract the CAMP Architecture and Design commission negotiated with Cord Construction Company, 1322 East State Street, Rockford, Illinois so as to commission Cord as Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee without a Guaranteed Maximum Price for the Apple Canyon Lake New Office Building and Community Building project at a lump sum price of \$262,344. This sum consists of Project management, Supervision, General Conditions and a Fee based on the current project value. The terms in the standard form of agreement AIA Document A134-2009 are to be based on the ACLPOA RFQ, the Cord RFQ response dated August 21, 2019 and their September 5, 2019 presentation to the CAMP Architecture and Design Commission to work for ACLPOA on the design development phase of the whole CAMP project and for the construction phase one of the Office/Administration building and parking lot. The contract has been reviewed by Keay and Costello.

*Plan on a Page: Improvement of Infrastructure—
Long Range Goals and Measures – Develop and implement the Clubhouse Area Master Plan
OYAP – Design and construct the Clubhouse Area Master Plan*



Memorandum

To: ACL Board

Date: December 5, 2019

From: Megan Shamp

Memo #: 2019-69

Topic: foreclosure of liens

Issue: The following 33 lots are recommended for foreclosure of lien per Board policy. We hope to avoid foreclosure on lots 07-016 and 07-045 due to pending arrangements with this owner, however, should the owner not follow through with their obligations, we will already have the Board's approval to foreclose on the lien.

1. 01-032 Schweitzer
2. 04-022 Beau/Beau
3. 04-030 Tracey
4. 04-035 Rodgers
5. 04-078 Lundgren/Semrau
6. 04-144 Liddle
7. 04-151 Sehring
8. 05-013 Kline/Snapp
9. 05-025 Chieftain Development Corp
10. 05-035 Schiller
11. 05-120 Bourquin
12. 07-016 Carter
13. 07-045 Carter
14. 07-184 Alongi
15. 07-186 Gallina
16. 07-191 Chieftain Development Corp
17. 08-236 Kordik
18. 09-019 Marsden
19. 09-023 Johnson
20. 10-096 Holman
21. 10-150 Chieftain Development Corp
22. 11-095 Thompson
23. 11-129 Wuebben
24. 11-188 Peterson
25. 11-217 Marcure
26. 11-281 Harwick

27. 12-121 Walters
28. 12-128 Kos
29. 12-192 Lieggi
30. 12-216 Hayman
31. 13-046 Chiaro
32. 13-114 Chieftain Development Corp
33. 13-170 Paxton

Recommendation: To approve foreclosure of liens on the following lots: 01-032, 04-022, 04-030, 04-035, 04-078, 04-144, 04-151, 05-013, 05-025, 05-035, 05-120, 07-016, 07-045, 07-184, 07-186, 07-191, 08-236, 09-019, 09-023, 10-096, 10-150, 11-095, 11-129, 11-188, 11-217, 11-281, 12-121, 12-128, 12-192, 12-216, 13-046, 13-114, and 13-170.



Memorandum

To: ACL Board

Date: December 5, 2019

From: Julie Janssen

Memo #: 2019-72

Topic: Pool Heater Replacement

Issue & Analysis: The swimming pool heater has failed; the heat exchanger burned through the firewalls. It is more cost effective to replace the pool heater than to repair the current heater because of the warranty offered on a new heater. When Spear came out to look at the heater, they had concerns about replacing just the heat exchanger because they were not confident the heater had been installed properly in the first place, leading to the early failure of the heat exchanger. Quotes have been requested from Spear, Neumann Pools, and Freeport Sheet Metal. At this time, quotes have been received from Spear and Freeport Sheet Metal. Neumann Pools has not yet responded to the RFQ.

Recommendation: To approve the purchase of a replacement pool heater from _____ to be paid from unused funds in the 2019 R & R Budget.



Memorandum

To: Board of Directors

Date: December 5, 2019

From: Tim Brokl

Memo: 2019-73

Topic: 2020 TT5k beneficiary

Issue & Analysis: The 2020 TT5k is scheduled for July 25, 2020. The TT5k is open to the public. We have noticed that participation is decreasing each year, with 2019 seeing almost a 50% decrease in registrations and sponsorships. We decided to go with something different from the color run for the next event, as the color run has run its course. Most runs of this nature benefit a charity or cause. We in the Recreation Commission have decided to change the name of the event from the Trail Trekker 5K Color Run to the Trail Trekker 5k for a Cause. We would like to donate the proceeds from the 2020 event to the What's Trump Relay for Life Team. The team will help plan and run the event, will fill all volunteer positions, seek out sponsorships, and secure raffle prizes for the event.

Recommendation: To approve the Trail Trekker 5k (TT5k) benefitting the What's Trump Relay for Life team in 2020. All proceeds will be donated to that organization after the event.