

Memorandum



To: ACL Board

Date: June 9, 2020

From: Megan Shamp

Memo #: 2020-26

Topic: June committee/commission changes

Recommendation: To appoint Tom Ohms as Chair, Henry Doden as Vice Chair and Penny Diehl as Secretary of the Trails Commission; and to accept the resignation of Kathy Richards from the Campground Commission; and Joe Forman from the Board Policy Ad Hoc, Budget/Audit, CAMP Financing & Marketing, Employee Handbook, and Strategic/Long Range Planning commissions.

*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 9, 2020

From: Trails Commission

Memo #: 2020-34

Topic: Trails Commission charge

Issue: At their May 23, 2020 meeting, the Trails Commission made a motion to amend their charge.

The Trails Commission shall be responsible to recommend improvements to noise, speed/safety, deterioration of trails, hours of use, driving across private property and potential liability to ACLPOA. Submit an improvement plan of action to the Board for approval. Prepare an annual improvement plan for the ACL trail system. The plan shall prioritize needs based on safety, erosion control, reduced maintenance, and cost. ~~Said plan is to be submitted to the General Manager no later than June 15.~~

The Commission will prepare a summary of activities and projects the committee has been involved in over the past year for presentation at the Annual Meeting.

Recommendation: To approve the amendment to the Trails Commission charge as included in the June 21, 2020 Board packet.

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



Memorandum

To: Board of Directors

Date: June 9, 2020

From: Rules & Regulations Commission

Memo: 2020-31

Topic: Rules & Regulations: Swimming Pool

Issue: The Swimming Pool section of the Rules & Regulations has not been updated since the new facility was built. A recommendation from staff and the Rules & Regulations Commission was reviewed by the Board at their February meeting.

Following that Board meeting, staff and Rules & Regulations reviewed the memo submitted by the Board. Regarding 7. c. "No rafts of large inflatables when bather load is high." is recommended to be left as-is by the group. There are too many variables at play to determine a number or more specific definition. This will be left up to the discretion of the Aquatics Manager and pool staff. The group also looked at a clarification of the term horseplay used in 7. e. – we were unable to find a clear and concise replacement and feel that horseplay is accurate here.

At the March 21 Board meeting, the Board asked for clarifications to 3. and 4. regarding smoking and marijuana use. Gary Hannon also asked that Gatorade should be made more general, could say sports drink. The Rules & Regulations Commission reviewed the section again at their June 5 meeting, taking into account these comments from the Board. Smoking/Cannabis use will be addressed separately under Miscellaneous Regulations.

Add:

V. General Violation Fines

Swimming Pool

- Anyone violating any of the Swimming Pool Rules and Regulations will be subject to a minimum fine of \$100

Recommendation: To approve the Rules & Regulations: Swimming Pool and addition to section V. General Violation Fines as presented in the June 2020 Board Packet.

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

XII Swimming Pool

Preamble: The Aquatics Manager, lifeguards, and other ACL staff have full authority over the pool area and may suspend privileges for failure to comply with their direction and all pool rules. Individuals who are not toilet trained or are incontinent are required to wear approved swimming diapers while in the pool. Offensive behavior towards other patrons or staff will not be tolerated. Anyone violating any of the Swimming Pool Rules and Regulations will be subject to a minimum \$100 fine. All patrons must comply with the rules and regulations of the State of Illinois Department of Public Health.

Commented [MS1]: Will need to add to Fines section.

A. General

1. Observe all rules posted at the swimming pool.

1. A current Amenity Tag must be presented for every person, regardless of age, entering the pool facility. Entry is only allowed through the bathhouse. The side gates are for exit only. Patrons with strollers or accessibility needs must check in at the bathhouse, and staff will facilitate alternate entry. If a patron leaves the pool facility, they will be required to present an Amenity Tag again upon re-entry.

2. No food or beverage, except for water or sports drink Gatorade, is allowed in the locker rooms or pool deck. Food and beverage may be consumed on the observation deck or picnic area. No glass containers allowed.

3. No alcoholic beverages allowed. Any patron who staff deems to be intoxicated will not be allowed entry to the pool.

4. No smoking or vaping allowed in and around the entire fenced-in area surrounding within fifty (50) feet of the pool. Any patron who staff deems to be intoxicated will not be allowed entry to the pool. "Smoking" is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette or pipe of any kind. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars. Please refer to Section XXX for ACL cannabis rules.

5. Hours of operation: The pool will be open during posted hours, but may close at the discretion of the Aquatics Manager, lifeguards, or other ACL staff for reasons including, but not limited due to,

a. inclement weather

1. In the event of thunder or lightning, all patrons must evacuate the swimming pool and pool deck for 30 minutes after the last thunderclap is heard or lightning strike is observed.

b. cool temperatures

c. lack of patrons

d. fecal emergencies

1. If a fecal emergency occurs, a minimum 30-minute evacuation from the swimming pool is required. Individuals who are not toilet trained or who are incontinent are required to wear approved swimming diapers while in the pool. Anyone exhibiting symptoms of diarrhea in a 24-hour period should not enter the pool. If a fecal emergency results from diarrhea, the pool will be closed for an extended period of time until water sample tests for E. coli are sent off and returned clear.

e. presence of bodily fluids

1. Any patrons with open wounds will not be permitted entry to the pool.

f. mechanical, chemical, or septic problems.

Anyone entering the pool after hours without permission of ACL is trespassing and will be subject to criminal charges.

The pool will be closed twice daily for 15 minutes at a time for a safety break. All patrons will be required to exit the swimming pool during these breaks.

6. Persons under the age of 13 must have an adult present at all times.

~~7. No smoking in and around the entire fenced-in area surrounding the swimming pool.~~

~~7. All patrons will observe the posted pool rules, including, but not limited to:~~

~~a. No running.~~

~~b. No hanging on the ropes.~~

~~c. No rafts or large inflatables when bather load is high.~~

~~d. No kick boards or other rafts are allowed on the slide.~~

~~e. No horseplay.~~

~~f. No swimming in the diving board landing area when the diving board is in use.~~

~~g. Any swimmer needing a personal floatation device in the deep end must wear a life jacket. Water wings are toys and are not an acceptable personal flotation device.~~

~~h. Diving is only allowed in the deep end off of the diving board or from the edge of the pool.~~

~~i. Only one patron allowed on the diving board at a time.~~

~~j. Patrons must dive straight ahead from the end of the diving board, not off the side.~~

B. Private Parties

~~1. The pool may be used rented for private parties after scheduled pool hours. Private pool parties must be booked in advance and will be subject to lifeguard availability. ACL lifeguards are required at all private pool parties.~~

~~2. ACL lifeguards are required (one per twenty people). A charge will be assessed for their services as per the fee schedule. Fee schedule available at Association office.~~

~~2. Reservations for private parties Pool Party reservations are made through the Communications Director Aquatics Manager with approval of the General Manager. Only ACL property owners or their authorized guests may rent the pool. Payment must be made at the time of the reservation.~~

~~3. All regular Swimming Pool rules must be obeyed during a pool party.~~

~~4. Cancellation policy: In the event of forecast thunder and lightning, the Aquatics Manager will give the option to cancel or reschedule the pool party, or to attempt to continue. If more than one half of the rental has been completed before the pool must be evacuated due to weather, no refunds or pro-ration will be allowed.~~

~~4. Fees are to be paid in advance of event.~~



Memorandum

To: Board of Directors

Date: June 9, 2020

From: Joe Wiener, Building Inspector

Memo: 2020-27

Topic: Lot Combination 04-136 and 04-137

Issue & Analysis: Joseph & Jasmina Mateja have requested a Lot Combination of lots 136 and 137 in the Winchester (4) subdivision. This request was reviewed and approved by the Architectural and Environmental Control Committee at their June 6, 2020 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Joseph & Jasmina Mateja for lots 136 and 137 in the Winchester (4) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

*Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.
High Performing Operations and Management - IYAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.*

Memorandum



To: Board of Directors

Date: June 9, 2020

From: Joe Wiener, Building Inspector

Memo: 2020-28

Topic: Lot Combination 12-134 and 12-135

Issue & Analysis: Bill and Jody Ware have requested a Lot Combination of lots 134 and 135 in the President (12) subdivision. This request was reviewed and approved by the Architectural and Environmental Control Committee at their June 6, 2020 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Bill & Jody Ware for lots 134 and 135 in the President (12) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

*Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.
High Performing Operations and Management - IYAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.*



Memorandum

To: Board of Directors

Date: June 9, 2020

From: Joe Wiener, Building Inspector

Memo: 2020-29

Topic: Lot Combination 08-154 and 08-155

Issue & Analysis: Greg & Connie Burbach have requested a Lot Combination of lots 154 and 155 in the Independence (8) subdivision. This request was reviewed and approved by the Architectural and Environmental Control Committee at their June 6, 2020 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Greg & Connie Burbach for lots 154 and 155 in the Independence (8) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

*Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.
High Performing Operations and Management - IYAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.*



Memorandum

To: Board of Directors

Date: June 9, 2020

From: Joe Wiener, Building Inspector

Memo: 2020-30

Topic: Lot Combination 12-068 and 12-069

Issue & Analysis: Bryan & Samantha Hancock have requested a Lot Combination of lots 68 and 69 in the President (12) subdivision. This request was reviewed and approved by the Architectural and Environmental Control Committee at their June 6, 2020 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Bryan & Samantha Hancock for lots 68 and 69 in the President (12) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.
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www.AppleCanyonLake.org/Foundation

14A157 CANYON CLUB DR., APPLE RIVER, IL 61001 PH 815.492.2238 FAX 815.492.2160

Memo

Date: June 9, 2020

To: ACLPOA Board of Directors

From: ACLPOF Board of Trustees

Subject: Final UTV loan payment

In December 2019, Apple Canyon Lake Property Owners' Foundation received a loan of \$11,000 from Apple Canyon Lake Property Owners' Association for the purchase of a UTV to be raffled off in 2020. The agreement stated ACLPOF would make quarterly payments to ACLPOA, with full payment to be made by year-end.

The Association collected UTV raffle ticket sales on behalf of the Foundation during the normal dues collection process. The monies collected by the Association are held in an account payable to the Foundation. In lieu of physical money being transferred to the Association, the Association retained the monies collected in the Association's payable account #2335-001 "Due to ACLPO Foundation" in the amount of \$4900.00 for the first loan payment.

At the June 20, 2020 ACLPOA Board of Director's meeting, the ACL Property Owners Foundation would like the ACLPOA BOD to accept the a payment of \$6100.00, the remaining balance of the loan to be paid in full.

To provide for the preservation, conservation, and beautification of the properties owned by the Apple Canyon Lake Property Owners Association.



Memorandum

To: Board of Directors

Date: June 9, 2020

From: Shaun Nordlie

Memo: 2020-37

Topic: Kayak Rack Placement and Fee

Issue: Owners have been requesting a place to hold their kayaks around the lake. Rather than haul their kayak to the location where they launch, they have asked if the Association could construct and rent locker space to owners for their kayaks. This spring, the Maintenance Department built the first kayak locker. We would like to place the rack in the President's Cove area. Owners will rent a locker from the Association for \$25 per year. Owners will provide their own lock for their locker. They will sign a rental agreement with the Association that can be renewed annually. If the first locker fills up, Maintenance can construct another locker this fall and find another placement location. Going forward the fee for kayak locker rental will be included in the annual Operating Fee Schedule that is approved by the Board of Directors.

Recommendation: To approve the placement of a kayak locker rack in the President's Cove area and approve an annual fee of \$25 to rent a kayak locker.

Plan on a Page: Amenities and Services: Conduct a cost-analysis of new amenities in conjunction with CAMP Masterplan





 = location option

2020
Kayak/Canoe Storage Application

ONLY LOWER BOAT PARKING IS AVAILABLE

A storage application sheet must be filled out and the fee paid prior to parking in the storage area.

Please fill out the application and return it to LAKE CARROLL ASSOCIATION, 3-200 Association Dr, Lake Carroll IL 61046, with the appropriate fee on or before **March 30, 2019**

- | |
|---|
| <input type="checkbox"/> Summer Season (April 1 – October 31) \$40 |
| <input type="checkbox"/> I will not be using my kayak parking site this summer. |

Only property owners who are current with their dues and assessments are eligible for a storage space. Section and Lot numbers must be displayed on your canoe/kayak along with your 2020 Association decal.

SEC/LOT: <i>section</i> / <i>ilot</i>

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAY PHONE #: _____

KAYAK/CANOE MAKE/MODEL: _____

Office Use Only:

Date Received: _____

Amount: _____

Storage #: <<cdesc q>>



Memorandum

To: Board of Directors

Date: June 9, 2020

From: Deer Management/Rules & Regulations Commissions

Memo: 2020-32

Topic: Deer Management Program Rules & Regulations – 1st Reading

Issue: The Deer Management Commission submitted a rule change request to the Rules & Regulations Commission regarding the number of deer that can be harvested through the Deer Management Program. They wrote the rule as such for the following reasons:

1. They believe that the deer population is being reduced and now want to level off the population.
2. They are observing that there are more bucks than does and so do not want to overharvest the breeding does.

Their recommended language is duplicated in red below. The Rules & Regulations Commission reviewed this at their June 5, 2020 meeting and made an additional change (noted in blue) to the language submitted by Deer Management.

~~18. Every hunter must harvest two antlerless deer prior to harvesting an antlered deer from their designated hunting zone. Hunters must harvest two more antlerless deer prior to harvesting a second antlered deer.~~

18. A hunter can only harvest a total of three deer and only harvest one antlered deer per year. The antlered deer will not be counted in the harvest log, for zone selection, until an antlerless deer is harvested.

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

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: June 9, 2020

From: Rules & Regulations Commission

Memo: 2020-32

Topic: Smoking/Cannabis – 1st Reading

Issue: While revising the Swimming Pool section of the Rules & Regulations, the question of smoking and marijuana/cannabis use was raised. While smoking is mentioned in various sections (Clubhouse, Swimming Pool) it is not addressed overall. The Rules & Regulations Commission submitted the following language at their June 5, 2020 meeting.

I CLUBHOUSE

A. General

~~3. No smoking is permitted in any ACL buildings, unless otherwise posted by the Association~~

New –

IV MISCELLANEOUS REGULATIONS

20. Smoking and Cannabis Use: Smoking and vaping is prohibited inside all ACL facilities and is only allowed in designated areas not less than 15 feet from the entrance of all facilities. "Smoking" is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette or pipe of any kind. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars Smoking or consumption of cannabis, marijuana or illegal controlled substances is not permitted in any common area throughout the property

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

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: June 9, 2020

From: Golf/Rules & Regulations Commissions

Memo: 2020-36

Topic: Golf Course Rules & Regulations – 1st Reading

Issue: The Golf Commission and Rules & Regulations Commission have reviewed amendments to the Golf Course section of Rules & Regulations proposed by ACL staff. The existing Rules & Regulations are outdated and are no longer in alignment current practices. A new section outlining Rules & Regulations surrounding Golf Fees/Passes has also been written.

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

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

XI GOLF COURSE

Preamble: Golfers must abide by all USGA Rules, all rules and regulations stated on the score card and as posted in the Pro Shop. Non-compliance with these rules will result in a fine.

A. ~~A.~~ General Rules

Golf Carts

1. All private golf carts must be registered annually prior to operation and have ID Numbers as issued by the Association and registration sticker/decals displayed as per ACLPOA specifications. Owners must have proof of insurance on file at the ACL Association office. Refer to Section XII-D. Golf Cart operators will also be required to complete a Trail Indemnity prior to issuance of the golf cart sticker.
Amended: October 19, 2013
2. As of 11/15/97, the Board of Directors has banned three (3) wheel golf carts. Any existing registered three-wheel cart is "grandfathered" to the present owner only.
- 2-3. Private golf carts must have approved tires for golf course use. Tires that are manufactured for off the road (OTR) or All Terrain are prohibited.
- 3-4. All carts must be kept 30 feet from tees and greens-except when on cart path unless approved by the pro shop and signified with a handicap flag for their cart.
5. No more than two (2) sets of golf clubs in a cart on the course.
6. The rental fee of a golf cart is per person
7. Misuse or abuse of rented golf carts or golf course will result in forfeiture of golfing privileges for two (2) weeks with a fine plus damage.
8. Operation of a rented golf cart is limited to individuals:
 - a. Possessing a valid driver's license or permit of state of origin
 - b. Attainment of 16 years of age (or age as mandated by the Association insurance carrier)

Tee Times

9. Reservations may be made by members in good standing no earlier than two (2) weeks in advance in person or by phone. No shows will be addressed by the Pro Shop staff.
10. Only soft golf spikes are allowed on the golf course.
11. All golfers are required to wear appropriate attire while on the golf course. Inappropriate attire includes tube tops, tank tops, cut-offs, halter-tops, swimwear and short-shorts. Shoes and shirts must be worn at all times.
12. All golfers must sign in; all members must be in good standing, must show current ACL membership card; and unless approved otherwise by the Pro Shop, must start on hole #1. No golfers may use another golfer's membership card for identification.
13. The Pro Shop reserves the right to group players and require no less than a four (4)-some to play when the golf course is crowded.
14. Groups of more than four (4) golfers will not be allowed unless approved by the Pro Shop.
15. No cash refunds will be granted by the Pro Shop for inclement weather - only rain checks will be issued.

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Commented [MS1]: This and ACL Association Office approved as part of housekeeping.

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Commented [KJ2]: I did not see a Section X-D. Should this be referring to a different section? Or maybe Section X-D has been removed by a prior revision to the rules so this reference should be removed?

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Commented [MS4]: There used to be a property owner card, I think that is what this refers to, not a golf pass.

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~~16. Allow faster groups to play through - keep pace with the group ahead. Pace of play to be managed by golf staff or designated ranger and take appropriate course of action if necessary.~~
~~17. Please rake all traps, replace all divots, and repair all ball marks - USGA rules apply.~~

~~4.~~

~~5. Pace of play to be managed by rangers on duty.~~
~~6. All players must register with the Pro Shop prior to playing.~~

~~7-18.~~ Every player must have his or her own set of clubs.

~~19.~~ Course is limited to approved use only.

~~20. Golfers playing 18 holes must check into Pro Shop after completing first 9 holes to schedule for scheduling a second start time.~~

~~8.~~

~~9-21.~~ No children under the age of ten (10) are allowed on the golf course, unless issued a special pass and they are playing golf under the supervision of an adult.

~~10. Misuse or abuse of rented golf carts or golf course will result in forfeiture of golfing privileges for two (2) weeks with a fine plus damages.~~

~~22.~~ Non-golfers are allowed on the course only after checking into the pro shop and when it does not interfere with golfers with a valid pass (obtained from the Pro Shop).

Fees / Passes

~~23.~~ Property Owner green fees are for Owners as defined in the Amended and Restated Declaration of Covenants Article 1. Any person not considered an "Owner" by this definition will pay the non-Property Owner fee.

~~24.~~ All season pass golfers must show their current Season Pass Card

~~25.~~ No golfer may use another golfers Season Pass card

~~26.~~ Corporate Golf Membership is allotted 72 holes of golf with cart per day. Either 1- foursome of 18 holes golf per day or 2- foursomes of 9 holes golf per day

~~27.~~ Corporate members are required to make a tee time before coming to the golf course. If corporate members are NOT joining the group playing, a corporate member must call prior to groups arrival and make tee time for party playing.

~~28.~~ Corporate member guests will NOT be allowed to use any corporate privileges during special events, tournaments, etc.

~~29.~~ Corporate members listed on the membership form are the only persons that can use corporate privileges during leagues.

~~30.~~ Unused play does not carry over into additional daily rounds

~~11.~~

~~12.1.~~ Golfers playing 18 holes must check into Pro Shop after completing first 9 holes for scheduling a second start time.

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Commented [MS6]: Are we going to have a ranger? Or should this be Golf staff or designated rangers?

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B. Alcoholic Beverages on Golf Course

- 31. Alcoholic and non-alcoholic beverages will be allowed on the Golf Course.
 - a. This usage is a privilege and any golfer appearing intoxicated may be requested to leave the course by the Golf Manager or the General Manager to be enforced by a Security Officer when needed.
 - b. All alcoholic and non-alcoholic beverages consumed on the course must be purchased through the Pro Shop-Clubhouse.
- 32. No private coolers are not will be allowed on the golf course unless they are affixed onto a private golf cart; The Pro Shop Clubhouse will furnish coolers and ice when beverages are purchased. There will be no exceptions to this rule.
- 33. Abusive language will not be tolerated on the course

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~~1. Alcoholic beverages consumed on the Golf Course must be purchased from the Apple Canyon Lake Pro Shop or Beverage Cart. Only ACL coolers are allowed on course.~~

~~Penalty: Violations may result in loss of golfing privileges for up to 30 days. Decision to be made by Golf Course manager upon consultation with the General Manager. Records are to be maintained of such penalties by the Golf Course Manager.~~

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Memorandum

To: Board of Directors

Date: June 9, 2020

From: Shaun Nordlie

Memo: 2020-38

Topic: 2020 Fireworks Show

Issue: Due to the COVID-19 pandemic, many activities and events have been canceled throughout the summer of 2020. Fireworks shows around our area and the state have been canceled due to COVID-19 concerns. ACL is scheduled to hold their annual fireworks show on June 27th this year. Nearby towns such as Stockton, Elizabeth, Galena, Lake Carroll and Hanover have already canceled their fireworks shows for 2020. Staff has been in touch with the fireworks company that we have a contract with for this year's show; they have told us they are ready to provide a show or, if ACL chooses, they can cancel the show for 2020. Staff also spoke to county officials to gauge their concern if ACL were to hold their fireworks; they were unanimous in stating that they prefer that the Association cancel. Their concerns were due to social distancing, traffic control and controlling a large number of outsiders coming into ACL for what would be one of only two firework shows (Shullsburg, WI) in our area. We explained that the fireworks are shot off the dam and that there are numerous areas throughout the Association that would provide a good view of the show. We could limit the amount of people in areas where congregating is possible such as Nixon Beach or the Pool area, but they still felt that it was better to cancel fireworks this year. The county is not saying that ACL cannot have the fireworks show, just that they do not recommend having the show this year.

Recommendation: TBD

*Plan on a Page: High performing Operations and Management;
Communicate with transparency to property owners*

13.11

Open

discussion

about

COVID-19

14.1

CAMP

Update