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**To:** ACL Board

**Date:** July 8, 2020

**From:** Megan Shamp

**Memo #:** 2020-39

**Topic:** July committee/commission changes

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**Recommendation:** To appoint Paula Wiener as Chair and Michael Yorke as Co-Chair of the Conservation Commission; Daniel Mamlic and Nick Gouskos to the Deer Management Commission; Barry Kren to the Lake Monitoring Commission; and Jody Ware to the Editorial Review Board; and to accept the resignation of Melissa Parages from the Conservation Commission; and John Diehl from the Board Policy Ad Hoc, Campground, and Golf 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: Board of Directors

Date: July 8, 2020

From: Deer Management/Rules & Regulations Commissions

Memo: 2020-41

Topic: Deer Management Program Rules & Regulations

**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.

These Rules & Regulations were presented to the Board of Directors at their June 20, 2020 meeting. No revisions were requested at that meeting.

**Recommendation:** To approve the Deer Management Program Rules & Regulations amendment as presented in the July board packet.

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# Memorandum

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**To:** Board of Directors

**Date:** July 8, 2020

**From:** Rules & Regulations Commission

**Memo:** 2020-40

**Topic:** Smoking/Cannabis

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**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

These Rules & Regulations were presented to the Board of Directors at their June 20, 2020 meeting. No revisions were requested at that meeting.

**Recommendation:** To approve the Rules & Regulations amendments to Smoking & Cannabis Use as presented in the July board packet.

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# Memorandum

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**To:** Board of Directors

**Date:** July 8, 2020

**From:** Golf/Rules & Regulations Commissions

**Memo:** 2020-42

**Topic:** Golf Course Rules & Regulations - revised

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**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.

These Rules & Regulations were presented to the Board of Directors at their June 20, 2020 meeting. At that meeting, the Board asked that the language referring to owners being in good standing be clarified. The revised language is included in the July 18 Board packet.

**Recommendation:** To approve the Golf Course Rules & Regulations amendments as included in the July Board packet.

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## 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. 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 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.
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.
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.
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~~; and unless approved otherwise by the Pro Shop, must start on hole #1.
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

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.
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 a second start time.
21. No children under the age of ten (10) are allowed on the golf course, unless they are under the supervision of an adult.
22. Non-golfers are allowed on the course only after checking into the pro shop and when it does not interfere with golfers.

#### **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

#### **B. Alcoholic Beverages**

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 beverages consumed on the course must be purchased through the Pro Shop.
32. Private coolers are not allowed on the golf course unless they are affixed onto a private golf cart; The Pro Shop will furnish coolers and ice when beverages are purchased.
33. Abusive language will not be tolerated on the course



# Memorandum

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**To:** ACL Board

**Date:** July 8, 2020

**From:** Megan Shamp

**Memo #:** 2020-43

**Topic:** Board Liaisons to Committees/Commissions

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**Issue & Analysis:** The Amended & Restated Bylaws state: "The Board may appoint a Board member as a full member to any commission, who shall be liaison to the Board."

**Recommendation:** To appoint the following Board Liaisons to commissions:

**AECC** - Bob Ballenger, Mike Harris, Barb Hendren, Tom Ohms, Gordon Williams

**Board Policy Ad Hoc** – Jody Ware

**Budget** – Steve Borst

**Campground** –

**CAMP Architecture & Design Ad Hoc** - Steve Tribbey

**CAMP Financing & Marketing Ad Hoc** - Barb Hendren

**Conservation** –

**Deer Management** – Gordon Williams

**Editorial Review** – Barb Hendren

**Employee Handbook Ad Hoc** –

**Golf** – Jody Ware

**Lake Monitoring** – Steve Tribbey

**Legal** - Jody Ware

**Nominating** - Barb Hendren

**Recreation** –

**Rule & Regulations** - Mike Harris

**Safety & Emergency Planning** –

**Strategic/Long Range Planning** - Jody Ware

**Trails** – Tom Ohms

<p><i>Plan on a Page: High Performing Operations and Management – To operate at full efficiency and effectiveness for the benefit of the Association.</i></p>
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# Memorandum

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**To:** Board of Directors

**Date:** July 8, 2020

**From:** Carrie Miller

**Memo:** 2020-46

**Topic:** Designated Signers for ACLPOA accounts

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**Issue & Analysis:** The designated signers for all ACLPOA accounts at Apple River State Bank, all ACLPOA accounts at Citizens State Bank, and the CDs at Apple River State Bank, must be updated following the 2020 Annual Meeting.

**Recommendation:** To designate Shaun Nordlie, General Manager; Ashlee Miller, Financial Manager; and Carrie Miller, Accounts Payable/Human Resources; and Board of Directors members Barb Hendren, President; Jody Ware, Vice President; Steve Borst, Treasurer; Steve Tribbey, Corporate Secretary; Mike Harris, Bob Ballenger, Henry Doden, Tom Ohms, and Gordon Williams as designated signers for ACLPOA accounts at Apple River State Bank and Citizens State Bank.

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





# Memorandum

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**To:** ACL Board

**Date:** July 8, 2020

**From:** Strategic/Long Range Planning Commission

**Memo #:** 2020-44

**Topic:** Approval of the 2021 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 commission 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 Commission has revised their Plan on a Page for 2021 and is seeking approval in order to be in alignment with the 2021 budget planning process.

Changes proposed in the 2021 Plan on a Page are identified by strikethroughs and red font.

The commission 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 2021 Plan on a Page as presented by the Strategic/Long Range Planning Commission.

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

*Apple Canyon Lake Property Owners' Association Plan-on-a-Page*

**2021-2026**

*The Apple Canyon Lake Property Owners Association Board of Directors shall act in a fiscally responsible manner, as a fiduciary, while exercising all powers and authority vested in the Association, so as to preserve its values and amenities, and promote health, safety and welfare for the common benefit and enjoyment of its membership while maintaining its not for profit status.*

Vision	Long Range Goals and Measures	One Year Action Plans
<p><b>High Performing Operations and Management</b></p> <p><b>To operate at full efficiency and effectiveness for the benefit of the Association</b></p>	<ul style="list-style-type: none"> <li>Utilization of office management software data efficiencies for analysis and decision making</li> <li>Assure the knowledge and understanding of roles, responsibilities, and governing documents by Board of Directors</li> <li>Update s the Safety and Emergency Management Plans</li> <li>Communicate with transparency to property owners</li> </ul>	<ul style="list-style-type: none"> <li>Study and conduct cost analysis on financial operations including contracting and purchasing</li> <li>Monitor and challenge utility pricing</li> <li>Cooperate with other Lake Associations on common interest issues, <b>legislation</b> or events</li> <li>Communicate to membership, using the Apple Core and Board of Directors' meetings, the process of governing document alignment, changes being made and voting</li> <li>Market and communicate <b>digitally</b> Clubhouse Area Master Plan, design, financing <b>and long-range plan</b></li> <li><b>Study options for creating a digital file for all property owners</b></li> </ul>
<p><b>Improvement of Infrastructure</b></p> <p><b>To develop, maintain and improve the existing infrastructure</b></p>	<ul style="list-style-type: none"> <li>Construct the Clubhouse Area Master Plan</li> <li>Develop and implement the watershed plan of action</li> <li>Enhance internet service for the Association</li> <li>Provide consistent lake and environmental management using the expertise of consultants</li> <li>Promote and complete capital project plans</li> </ul>	<ul style="list-style-type: none"> <li>Design and construct the <b>Phase I</b> of Clubhouse Area Master Plan</li> <li>Continue with implementation of the watershed plan of action</li> <li><b>Develop and communicate an engineering concept, plan of action, and implementation timeline for flood mitigation</b></li> <li>Increase capacity of Jo Carroll Energy internet <b>and cellular service</b> to patrons</li> <li>Retain and continue utilizing consultant services for lake and watershed management <b>and communicating their findings</b></li> <li>Improve and maintain existing trail system</li> <li><del>Study, create, and implement action plan for flood control options</del></li> <li>Initiate concept plan for lower 80 acres, development and design</li> <li><b>Continue with dredging program and explore commercial dredging options</b></li> <li><b>Continue dry dam action plan for sub-watersheds surrounding the lake</b></li> </ul>
<p><b>Amenities and Services</b></p> <p><b>To study, develop, implement and maintain existing and new amenities</b></p>	<ul style="list-style-type: none"> <li>Consider additional land acquisition for the expansion of the campground</li> <li>Maintain and improvement of Cove facility and operation</li> <li>Continue to implement the amenities associated with the Masterplan</li> </ul>	<ul style="list-style-type: none"> <li><del>Develop additional seasonal sites at Campground</del></li> <li><del>Maintain ongoing collaboration with operator of Cove restaurant</del></li> <li>Conduct a cost-analysis of new amenities in conjunction with CAMP Masterplan</li> <li><b>Study options for additional campsites and Association docks</b></li> <li><b>Study the development of an ACL Community Garden program</b></li> </ul>
<p><b>Growth and Value Enhancement of Association</b></p> <p><b>To promote membership and property of the Association</b></p>	<ul style="list-style-type: none"> <li>Develop an efficient and effective marketing plan</li> <li>Study opportunities for land acquisition by the Association in the surrounding area</li> <li>Fully operational and sustainable ACL charitable foundation</li> </ul>	<ul style="list-style-type: none"> <li>Develop plan of action for image and branding of Apple Canyon Lake</li> <li>Study and assess the viability of land acquisition <b>or partnership</b> in the surrounding area</li> <li>Support and promote ACL Charitable Foundation <b>and their fundraising activities for ACL enhancements</b></li> </ul>



# Memorandum

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**To:** ACL Board

**Date:** July 8, 2020

**From:** Recreation Commission

**Memo #:** 2020-45

**Topic:** Recreation Commission Designated Funds purchase

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**Issue & Analysis:** The Recreation Commission would like to purchase a popcorn maker and stand for use at Recreation Commission events and for use by the Recreation Department for non-commission events. The current popcorn machine is old, does not work well, has damaged parts (a broken door) and rust. The Recreation Department has used popcorn at several events and for concessions i.e. Haunted Trail and could be used at more events if mobile i.e. concerts, Kids Camp, etc. The current balance in the Recreation Commission's Designated Fund is \$25,002.52.

**Recommendation:** To approve the Recreation Commission's purchase of a popcorn maker and cart for use of the Recreation Department and Recreation Commission at a cost not to exceed \$500.

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



# Memorandum

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**To:** Board of Directors

**Date:** July 8, 2020

**From:** Joe Wiener, Building Inspector

**Memo:** 2020-47

**Topic:** Lot Combination 08-257 and 08-258

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**Issue & Analysis:** John & Donna Haniacek have requested a Lot Combination of lots 257 and 258 in the Independence (8) subdivision. This request will be approved by the Architectural and Environmental Control Committee at their July 11, 2020 meeting.

**Recommendation:** To approve the Lot Combination Agreement requested by John & Donna Haniacek for lots 257 and 258 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:** Shaun Nordlie

**Memo:** 2020-37

**Topic:** Kayak Rack Placement and Fee - revised

**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.

The locker placement will be reviewed by the AECC at their July 11 meeting.

**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

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: July 11, 2020

Agenda Item: 5.9

**I Move:**

Regarding The President's Bay Picnic/Playground area:

To approve the placement of kayak locker racks in the President's Bay Picnic/Playground area as per the attached aerial and picture and approve an annual fee of \$25 to rent a kayak locker.

**Action Taken**

MOTION MADE BY: <u>Bill Warr BW</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Tom Dine TD</u>	YEA: <u>7</u>
CHAIR: <u>[Signature] JF</u>	NAY: <u>        </u>
	ABSTAIN: <u>1</u>



Kayak rack  
license being  
reviewed by ACL  
legal counsel,  
will be sent when  
received.

12.7 Open  
discussion  
about  
COVID-19