



# Memorandum

---

**To:** ACL Board

**Date:** April 4, 2022

**From:** Megan Shamp

**Memo #:** 2022-36

**Topic:** April committee/commission changes (revised)

---

**Recommendation:** To appoint Barb Hendren as Recording Secretary of the AECC, Gary Hannon, Suzanne LoSasso, Scott LoSasso, and Phil McDermott to the Multi-Sport Complex Ad Hoc Commission, Mark Kosco to the Rules & Regulations and Legal Commissions, Susan Zobjeck to the Strategic/Long Range Planning Commission, and Micki Becker to the Recreation Commission; and to accept the resignation of Kim Rees from the Lake Monitoring Commission.

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



# Memorandum

---

**To:** Board of Directors

**Date:** March 9, 2022

**From:** Shaun Nordlie

**Memo:** 2022-32

**Topic:** Designated Fund Transfer

---

**Issue:** At the time of submitting house plans for approval to the AECC, a payment to the Association of \$1,500 is required to be included with the submission. Of this \$1,500 payment, \$1,000 is an environmental impact fee which is nonrefundable. The remaining \$500 is a debris bond which is returned after all the debris from the project has been cleaned up. Through the years, several debris bonds have not been claimed. The Association's Financial Manager has a reconciliation of the Architectural Liability Account in our general ledger, but it only shows detail since 2019 and has an unreconciled beginning balance of \$9,400. The \$9,400 is slightly less than the \$11,645 balance shown in the Architectural Designated Fund within the Audited Financial Statements Footnotes, due to the refunding of bonds from the Operating Fund Bank Account which were not posted to the Designated Fund Detailed Worksheet. The reconciled General Ledger Liability Account is considered a more reliable control balance and is thus the amount that is being requested to be transferred. The transfer will clean-up both the unreconciled beginning balance in the General Ledger Liability Account and the Designated Fund for Architectural. Going forward, refundable debris bonds will be posted to member accounts on the new ACL software (Northstar). This will assist in keeping these amounts identified to the appropriate property owner in the future.

In addition, the funds collected to date in the Memorial Pavilion Fund are considered to be deficient when compared to the anticipated construction costs to complete the Pavilion. This transfer will help to offset some of that deficit.

**Recommendation:** To close the Architectural Designated Fund by approving the transfer of \$9,400 from the Architectural Designated Fund to the Memorial Pavilion Designated Fund.

*Plan on a Page: Improvement of Infrastructure: Create a long-range capital development plan to include but not limited to flood mitigation, clubhouse area and offices, watershed management, dry dam improvements, dredging programs, and campground expansion.*



# Memorandum

---

**To:** Board of Directors

**Date:** April 8, 2022

**From:** Joe Wiener, Building Inspector

**Memo:** 2022-4

**Topic:** Request to Restrict Lot – Breckheimer/Kuchem

---

**Issue:** The office has received a Request to Restrict Lot from Troy & Leah Breckheimer and Richard Kuchem, co-owners of lot 10-101. The lot was inspected by the Building Department and found to be unimproved.

There are currently 107 approved Restricted Lots which result in an annual revenue loss of \$47,080 based on an \$1,100 assessment.

**Recommendation:** TBD

***Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Assure the knowledge and understanding of roles, responsibilities, and governing documents by Board of Directors.***



# Memorandum

---

**To:** Board of Directors

**Date:** April 8, 2022

**From:** Tim Brokl

**Memo:** 2022-41

**Topic:** Concessionaire Agreement with Celtic Kitchen

---

**Issue & Analysis:** Legal counsel has developed a Concessionaire Agreement that the Association will use going forward with food trucks that sell their products on ACL property. The agreement details the products that can be sold by the concessionaire, signage, hours of operation, financial arrangements, location, insurance (as detailed by the Association insurance agent), and terms of the agreement among other items. The Agreement with Celtic Kitchen Food Truck states that food and non-alcoholic beverages can be served. The hours of operation shall be 7 am to 12 pm on weekends they are invited out, unless otherwise specified by the Communications & Recreation Manager for a specific recreation event. The cost will be \$25 per weekend with the location for sales being in the Firehouse Fitness parking lot, unless otherwise specified by the Communications & Recreation Manager for a Recreation event.

**Recommendation:** To approve the proposed Concessionaire Agreement with Celtic Kitchen Food Truck.



# Memorandum

---

**To:** Board of Directors

**Date:** April 8, 2022

**From:** Shaun Nordlie

**Memo:** 2022-42

**Topic:** Zebra Mussels Ad Hoc Commission (revised)

---

**Issue & Analysis:** With the increase in zebra mussels in the lake in 2021, the Board of Directors wants to form an ad hoc commission to determine the best management practices to manage the zebra mussels. The commission will have the following charge:

*To work with consultants and state agencies to determine the best management practices for Apple Canyon Lake to manage zebra mussels in the lake. The commission will also write articles and provide information to educate owners about zebra mussels, work with the Natural Resources Manager to monitor for zebra mussels in strategic locations throughout the lake and work with our Lake Consultant for selection of coves to be treated with chemical to control zebra mussels.*

Steve Nelson, Al Zobjeck, Laura Pratt, William Becker, Mark Kosco, and George Drogosz have volunteered to serve on the commission. Mike Harris will serve as Board Liaison.

**Recommendation:** To create the Zebra Mussel Ad Hoc Commission with the charge as stated above, and to approve its membership.



# Memorandum

---

**To:** Board of Directors

**Date:** April 8, 2022

**From:** Shaun Nordlie

**Memo:** 2022-47

**Topic:** Bocce Ball Court Project

---

**Issue:** At their February meeting, the ACLPO Foundation awarded a grant to the Bocce Ball Group to add trees to the common property around the bocce ball courts between the campground and the maintenance shop. The ACLPO Foundation has granted the Bocce Ball Group \$3,200 for trees to provide shade around the bocce ball courts. The Bocce Ball Group is now asking for approval from the Board to start their project in this location.

**Recommendation:** To approve the Bocce Group request to plant trees around the bocce courts between the campground and maintenance shop.

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

## **SECTION ONE: PROPOSAL SUMMARY**

Application Date: January 29, 2022

Organization name: Apple Canyon Lake Bocce Ball Group

Federal tax-exempt number: None

Dollar amount of this funding request: \$4700.00

Total current organizational budget: \$800

Total project budget: \$7600

Organization's fiscal year: May 1 to April 30

Period this funding request will cover: May 1, 2022 to September 15, 2022

Purpose of this funding request:

The goals for this funding request are:

1. To beautify the environment of one of the common areas of ACL.
2. To provide relief from summer heat for participants in regularly scheduled bocce ball activities, as well as for other property owners participating in recreational and/or social activities.
3. To promote the use of the common area for recreational and/or social activities.

The geographic area is commonly known as the bocce courts, located between the campground and the maintenance buildings. The area has a volley ball court. At one time, this area had large trees providing shade. Unfortunately, several of these trees have died and have been cut down. There is no shade on the north, west or east edges of the area.

The request will serve any owners who use the common area. Our request is also for immediate benefit to the Bocce Ball Group. Each summer, about 70 persons participate in league play, with about 24 to 40 playing on a given evening.

## **SECTION TWO: ORGANIZATION DESCRIPTION, HISTORY AND BACKGROUND:**

The Bocce Ball Group has a long history at ACL. The group has played every summer for over twenty-five years. The mission is simply to provide an opportunity for fun and fellowship while participating in a recreational activity.

Leadership for the group is provided by unpaid volunteers. In recent times, leadership has included former ACL Board members Kevin Kavanaugh and John Diehl, as well as Volunteer Service Award winners Erin Winter and Kim Rees. League play, statistics, awards, an annual tournament, and an annual banquet are currently coordinated by John Diehl, Penny Diehl, and Kim Rees.

The group only spends funds for an end of season awards night and banquet. The cost of the banquet and awards is covered by collecting from each attendee. A few years ago, ACLPOA did assist financially to purchase new sets of balls.

The Bocce Ball Group plays each Wednesday from mid-May through mid-September. On each night about 24 to 40 players will participate using 3, 4, or 5 courts. About 70 persons will play each summer. Many are regular players, but all are welcome. Some players play only a few weeks. Some bring guests with them. Some guests come from surrounding communities such as Apple River or Warren. One family of eight comes to play once each year during their visit. An annual tournament is held the final week of each season. The finale is the annual Awards Night and Banquet, a catered meal and a fun celebration with awards and prizes.

The group is always looking for ways to attract more participants. Besides word of mouth, we post information in the Apple Core and Apple Seed. Last year we began a Facebook page. There are recent discussions of additional play, with a second time in the morning being considered.

Our group would not be possible without the contributions of our volunteers. Players rotate to officiate and record scores. A group stripes the courts each week. Records are entered into a detailed spreadsheet. The Facebook page has administrators.

Our group usually meets for food and drink at the ACL Proshop after play, providing revenue and support to them. We can also count on these players for other volunteer work. You'll see many of the for the Ice Cream Social, Winter Wonderland, and many other activities



### SECTION THREE: PROJECT DESCRIPTION

The project consists of two components, trees and tables with benches and umbrellas. The trees will replace the dead trees that have been cut down and also be placed in other locations, especially the west side. The two trees remaining on the south side are not expected to last much longer. The intent is to plant trees that will grow rapidly, provide a lot of shade and enhance the beauty of the area.

The project is described in two phases. Phase 1 is to be completed for summer of 2022. Phase 2 could be completed in 2022 or 2023, based on additional funding from ACLPOA, a fundraiser, or an additional grant in the future. Phase 1 would place trees at the north and west sides and phase 2 would place trees on the south and west sides. Tables with umbrellas can provide shade, especially while the trees are growing to adequate height for shade. The tables can be moved to different locations as needed. The tables will provide seating, a place for snacks and drinks, and the umbrellas will provide shade. There are currently three tables at the location, but tables are needed at both ends of the courts. Also, the current tables do not have umbrellas.

The diagram on page 5 shows suggested locations.

The cost estimates for each phase are described in this table:

	Phase 1	Phase 2	Totals
Trees	8 @ \$400 = \$3200	6@\$400 = \$2400	\$5600
Tables and umbrellas	3 @\$500 = \$1500	1@\$500 = \$500	\$2000
Totals	\$4700	\$2900	\$7600

This grant application request funding for Phase 1 at an estimated cost of \$4700.

We believe this request clearly meets two of the ACL Foundation's criteria:

- Be environmental and enhance the beauty or improvement of Apple Canyon Lake Property Owners' Association
- Located in an area for public enjoyment

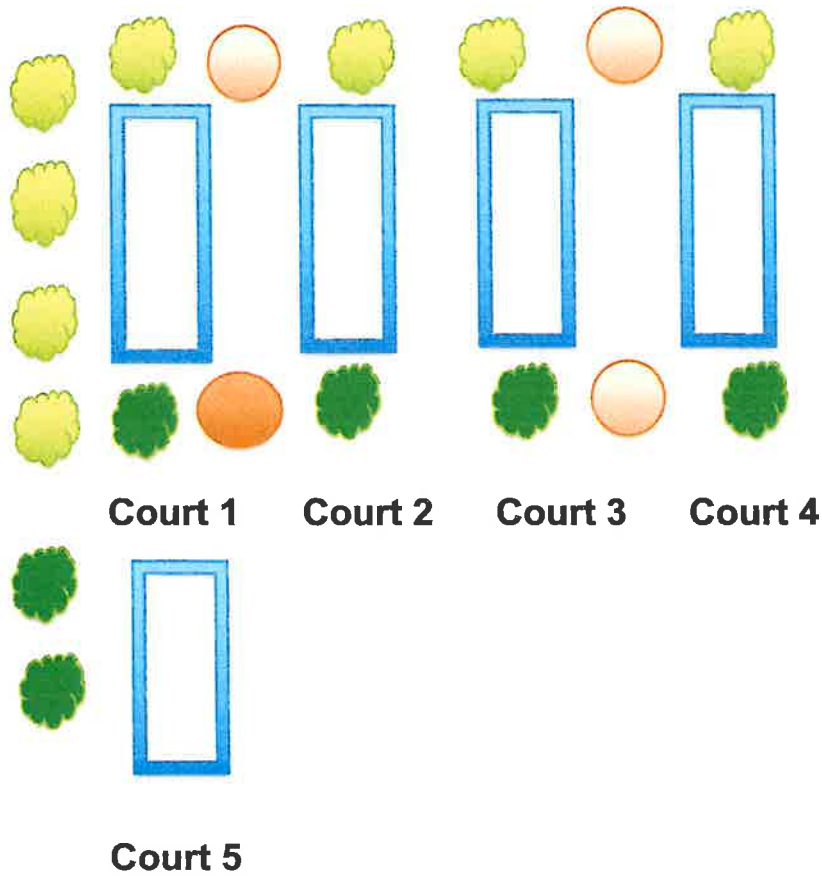
## **SECTION FOUR: PROJECT TIMELINE/BUDGET TIMELINE**

- Early March 2022: Hold leadership meeting to plan implementation of project. Identify roles and helpful contacts.
- March 2022: Use consultants to develop plan to select trees, plan for purchase and planting
- March 2022: Discuss options to purchase prebuilt tables or to pay time/materials for a custom build. Possibly consult with General Manager, Recreation Department, Recreation Commission, Maintenance, Woodworking friends.
- Late March 2022: Hold leadership meeting to implement project.
- Spring 2022: Purchase trees and plant as soon as weather permits
- April 2022: Purchase tables and umbrellas.
- April 2022 or 2023: Implement Phase 2

## **SECTION FIVE: BUDGET/FINANCIALS**

The group only spends funds for an end of season awards night and banquet. The cost of the banquet and awards is covered by collecting from each attendee. A few years ago, ACLPOA did assist financially to purchase new sets of balls.

**SECTION SIX: ATTACHMENTS: Diagram**





# Memorandum

---

**To:** ACL Board

**Date:** April 8, 2022

**From:** Safety and Emergency Planning Commission

**Memo #:** 2022-45

**Topic:** Approval of Dam Emergency Action Plan (revised)

---

**Analysis:** The Dam Emergency Action Plan was developed in 2006 with the purpose to protect the lives and property of the citizens of Jo Daviess County and any other persons or properties that lie within the potential flooding range of the Apple Canyon Lake dam in the event the Apple Canyon Lake dam fails, or excessive flooding caused by a large flow release from the Apple Canyon Lake dam. The Safety and Emergency Planning Commission along with Safety and Security Manager, Julie Janssen, have reviewed the plan for 2022 and made appropriate changes to contact names and information.

**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***

# APPLE CANYON LAKE

# DAM

# EMERGENCY ACTION PLAN



Apple Canyon Lake Property Owners Association

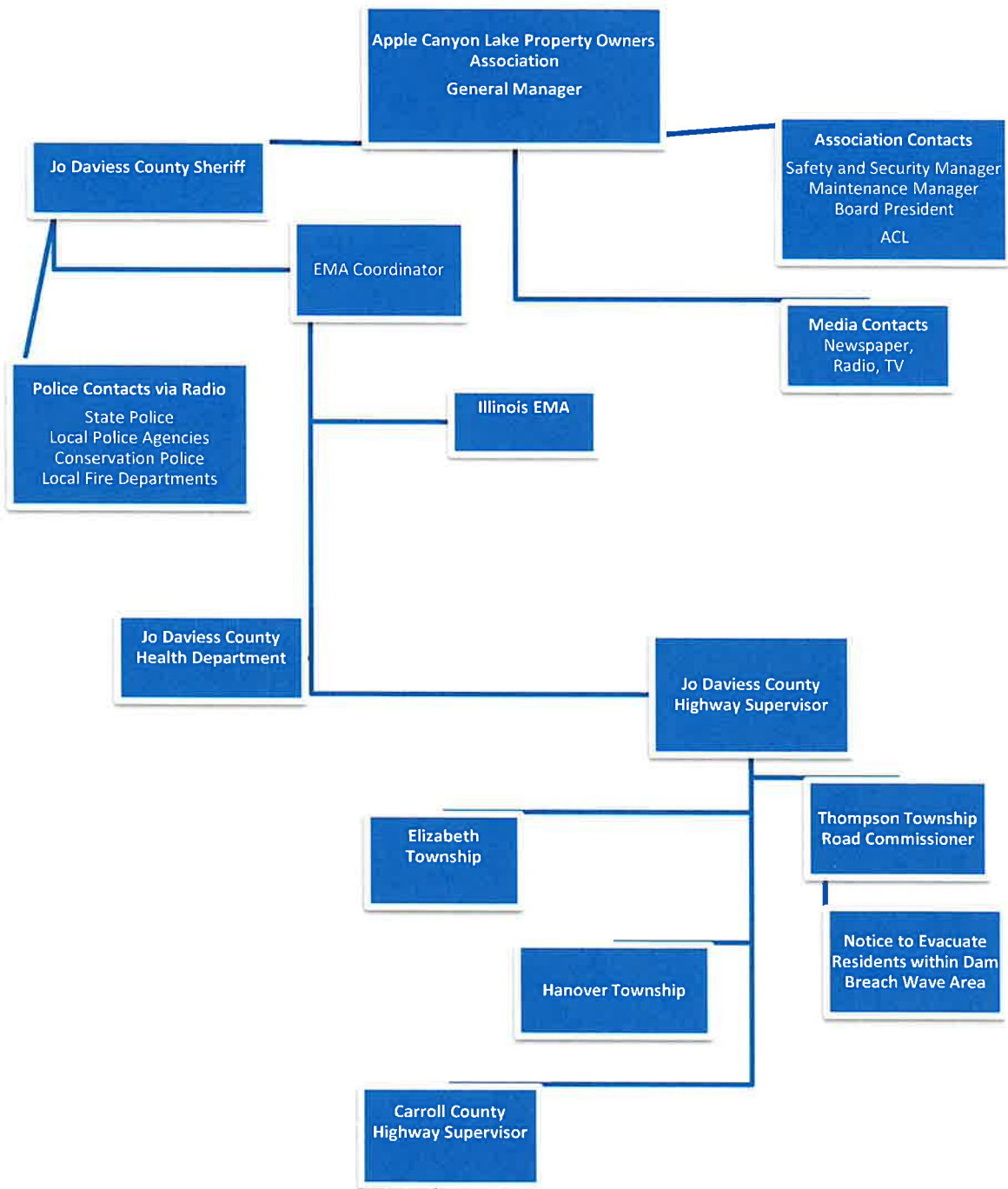
Jo Daviess County, Illinois

Prepared: June 25, 2006  
Revised: February 1, 2019

# Table of Contents

I	Flowchart of ACL Dam Emergency Action Plan	3
II	Statement of Purpose	4
III	Historical Background	4
IV	Emergency Detection, Evaluation, and Classification	
	A. Surveillance Program	5
	B. Notice to Evacuate Procedures	7
	C. Telephone Notification Sample Message	8
V	General Responsibilities	
	A. Emergency Personnel Responsibility List	9
	B. Dwellings to be Evacuated	10
	C. Maintaining and Updating the Plan	11
VI	Inundation Maps	
	A. Breach Analysis Assumptions/Conditions	12
	B. Map of Lake and Potential Flood Range	13-18
	C. Apple Canyon Lake Property Map	19
VII	Appendices	
	A. ACL Emergency Flowchart Contacts	20
	B. Non-ACL Emergency Personnel Contacts	21
	C. ACL Heavy Equipment & Local Contractors w/ Heavy Equipment	22
	D. Lake Incident Log	23
	E. Internal Staff Actions	24
	F. Dam inspection checklist	26

# I Flowchart of Dam Emergency Action Plan



**See Appendix A for ACL Dam EAP Flowchart Contact numbers.  
See Appendix B for Non-ACL Emergency Personnel Contact numbers.**

## II Statement of Purpose

The purpose of this Dam Emergency Action Plan (DEAP) is to protect the lives and property of the citizens of Jo Daviess County and any other persons or properties that lie within the potential flooding range of Apple Canyon Lake Dam in the event the Apple Canyon Lake Dam fails, or excessive flooding caused by a large flow release from the Apple Canyon Lake Dam.

## III Historical Background

Apple Canyon Lake Dam is located on Hell's Branch Creek, approximately five miles upstream from the Apple River and approximately 15 miles north (upstream) from Hanover. The earth and rock-fill dam were constructed and began filling during 1969.

Apple Canyon Lake Dam is approximately 1,200 feet long, running east-west, and is approximately 80 feet high with a top width of 10 feet. It was constructed with a clay core keyed into native limestone bedrock and has earth and rock upstream and downstream faces with 1.75:1 side slope. On the west end of the dam, a one 100-foot-long concrete spillway crest wall is formed into bedrock with a top elevation of 800.0. Above Mean Sea Level (MSL) during normal flow conditions, water leaves the lake via a twelve-foot-long weir formed in the spillway wall at elevation 799.5.

During construction, bedrock grouting was performed beneath the clay core to prevent seepage under the dam. After construction, additional bedrock grouting was performed at the west abutment, between the rock fill and the spillway, to stop seepage that occurred during filling.

The Apple Canyon Lake Dam is classified as high hazard because of the probability of loss of life, substantial economic loss, and inundation of roads in the event of a failure. This determination is based on the November 1983, "Hydrologic, Hydraulic, and Dam Breach Analysis of Apple Canyon Lake Dam", prepared by the Illinois Department of Transportation, Division of Water Resources (DWR).

The State of Illinois Rules for Construction and Maintenance of Dams requires that owners of dams have permits to operate and maintain them. One of the requirements of this permit is that dams with a potential to cause significant flooding in the event of failure (known as high-hazard dams) have an Emergency Action Plan (EAP) specifying emergency notification procedures to follow in case of an actual or possible dam failure. The Illinois Department of Transportation, DWR prepared a Breach Analysis for the Apple Canyon Lake Dam in 1983 (see Section VI Inundation Maps, A. Breach Analysis Assumptions/Conditions).



## IV Emergency Detection, Evaluation, and Classification

### A. Surveillance Program

Inspections of the dam and appurtenances shall be made on a routine basis at least once per quarter by the ACL Maintenance Staff and a log shall be kept on the ACL staff server and signed by the person doing the inspection. The dam and appurtenances will be inspected annually by a contracted outside vendor who will provide a detailed report to the General Manager, Safety and Security Manager, and Maintenance Manager to keep on file. Items that will be monitored will include the following:

1. Pool level as indicated by the crest level of the spillway (800.0).
2. Unaccounted-for seepage.
3. Unusual changes in the earthen embankment.
4. Spillway blockages.
5. Unusual changes in the spillway concrete.
6. Animal holes or woody growth in or on the earthen embankment.

ACL Safety and Security Department officers will evaluate lake level daily and report conditions on the Apple Canyon Lake Incident Log. The following lake conditions have been established as they relate to dam surveillance. **If at any time, a dam breach is imminent, Condition 1 will go into effect immediately.**

#### Condition 5

Under normal conditions (measured at **801.0 MSL and below**) the dam and appurtenances will be inspected at least once per quarter and after a major water event by the ACL Maintenance Department staff. A Dam Inspection Checklist will be maintained by the Maintenance Manager or designee and shared with the General Manager and Safety and Security Manager. In anticipation of an unusual storm or flood event, before reaching Condition 4, Maintenance Department staff will mobilize power and emergency equipment to the Marina Maintenance building or other area designated by the Safety & Security Manager.

#### Condition 4

During and immediately after an unusual storm or flood event if the level of the reservoir is **equal to or greater than 801.0 MSL** visual inspection of the dam and appurtenances will be inspected not less than once per day by the Maintenance Department staff and logged as directed by the Safety and Security Manager.

#### Condition 3

When the level of the reservoir reaches **803.0 MSL or 802.0 and rising 1 foot per hour** as reported by the on-duty Safety and Security officer, the Security officer will immediately contact the Maintenance Manager and alert the Jo Daviess County Sheriff's Department. The Jo Daviess County Sheriff's Department will contact the Jo Daviess Emergency Management Agency (EMA) Coordinator. The dam and appurtenances shall be inspected by the Security officer no less than once per hour. The General Manager and Communications and Recreation Manager shall be notified by the Safety and Security Manager. Communications and Recreation Manager or designee shall issue a Code Red notification to Association members.

## **Condition 2**

When the reservoir level reaches **805.0 MSL**, the Jo Daviess County Sheriff's Office and Jo Daviess EMA Coordinator will be updated by the Safety and Security staff. If deemed necessary by the Jo Daviess EMA Coordinator, the Notice to Evacuate Procedures outlined in this DEAP will be implemented. All dwellings and/or residents within the dam breach wave inundation area shall be given notice to evacuate. The dam and appurtenances shall be inspected on a continual basis by Safety and Security and Maintenance Department staff. The Communications and Recreation Manager or designee will update and send the Code Red message to Association members.

## **Condition 1**

When the reservoir level reaches **807.0 MSL** (top of dam embankment is **808.0 MSL**) the dam and appurtenances shall be monitored continually by the ACL Maintenance Manager until the reservoir level has fallen to **802.0 MSL**. The Communications and Recreation manager or designee will issue a Code Red statement for residents not to return to the flood wave area until the reservoir pool level reaches **803.0** and only after an inspection by the Consulting Engineer that the dam and appurtenances have sustained no damage.

## **B. Notice to Evacuate Procedures**

The first step shall be initiated by the ACL General Manager or designee. After observing or receiving from a reliable source information that a dam breach is imminent or rising reservoir levels have reached **805.0 MSL** the ACL General Manager or designee will update the Jo Daviess County Sheriff's Department.

The Sheriff's Department shall contact the Emergency Management Agency (EMA) Coordinator who shall make the final decision whether to implement the Jo Daviess Emergency Action Plan (EAP) after considering recommendations of the owner, technical experts, and/or resource agencies. If the Jo Daviess EAP is implemented, the EMA Coordinator shall also become the Incident Commander. The Local Fire Department shall notify residents of the notice to evacuate (Code Red). The EMA Coordinator shall script a message and contact the National Weather Service's Quad Cities Forecast Office to assist in the notification of Hanover residents. The Incident Commander will contact the Illinois Emergency Management Agency (IEMA).

ACL Office personnel will be contacted to answer and direct incoming calls and help set up the emergency operating center in the Association Office. The ACL General Manager shall act as media spokesperson and Public Information Officer (PIO). The General Manager may assign duties to another member of the ACL staff or designee. The General Manager will contact media offices as part of the notification process. Agencies assigned the task of contacting residents and giving notice to evacuate shall keep a list of those notified. The Jo Daviess EMA Coordinator will decide the locations of shelters.

The General Manager will contact the Maintenance Manager if assistance is needed in the containment of the dam, roadblocks, or evacuation. The Safety and Security Manager will contact other Safety & Security Department officers to assist with roadblocks by the dam and all Apple Canyon Lake entrances. The Safety & Security Department officers will also help direct emergency personnel. No on-lookers will be allowed into the Apple Canyon Lake property due to congestion and safety. Members of the media will be encouraged to speak with the General Manager (PIO). The primary means of communications will be by phone, cell phone, radio, social media, and Code Red.

## **C. Telephone Notification Sample Message**

### **Actual Imminent Danger Notification:**

This is (name) from the (Emergency Response Agency). The Apple Canyon Lake Dam is in danger of failure. In the event of a failure, it may be dangerous to remain in this area. We recommend you leave the area now as flood water is expected to reach this area in \_\_\_\_ minutes. Temporary shelter is available at \_\_\_\_\_.

### **Drill Message:**

This is (name) from the (Emergency Response Agency). We are conducting a test of the Apple Canyon Lake Dam Emergency Action Plan. In the event of an actual dam failure, you would be advised to proceed to your predetermined safe area. Again, this is only a drill, and no action are needed at this time.

All emergency personnel will maintain a log of persons contacted during the drill and the time of contact for the duration of the drill event.

## **V. General Responsibilities**

### **A. Emergency Personnel Responsibility List**

#### **1. Jo Daviess County Sheriff's Department**

Will notify the Illinois State Police, Local Police, and Local Fire & Emergency Agencies that an evacuation has been ordered by the Jo Daviess EMA Coordinator. The Sheriff's office will also notify the surrounding hospitals.

#### **2. Jo Daviess Emergency Management Agency (EMA) Coordinator**

Will implement the Dam Emergency Action Plan Evacuation Notification Procedures and will notify the Illinois Emergency Management Agency (IEMA), Jo Daviess Highway Commissioner, and Jo Daviess County Health Department.

#### **3. State Police**

Will assist in roadblocks and evacuation.

#### **4. Fire/Ambulance Agencies**

The agency of each fire district will notify all homeowners in their district of the evacuation by going door to door, if possible, and Code Red.

#### **5. Local Agencies**

##### **Jo Carroll Energy Cooperative**

Will be notified of the situation by Jo Daviess EMA and will disconnect power to affected areas.

##### **Frontier Telephone**

Will be notified of the situation by Jo Daviess EMA

##### **Apple Canyon Utilities**

Will be notified of the situation by Jo Daviess EMA

##### **Mulgrew Gas at Marina**

Will be notified of the situation by Jo Daviess EMA

##### **Stephenson Service Co F/S Propane at Cove**

Will be notified of the situation by Jo Daviess EMA

##### **Township/County Highway Departments/Road Commissioners**

All available road and transportation departments will assist with necessary roadblocks.

#### **6. Local Hospitals**

Will provide medical assistance if required.

#### **7. Red Cross**

Will assist with evacuation shelters, food, water, and supplies for victims and responders.

#### **8. ACLPOA Staff**

Will notify ACL homeowners, assist in containment of dam, assist in roadblocks, manage calls and monitor radios and provide security at the dam site. The General Manager or designee shall be the Public Information Officer and official spokesperson to the media.

**B. Dwellings to be Evacuated**

Name	Address	City	State	ZIP	Phone Number
Bill Wiley or Current Resident	3022 South Apple River Road	Elizabeth	IL	61028	(815) 858-2317 / Returned mail
Bethann Mulholland or Current Resident	3022 South Apple River Road	Elizabeth	IL	61028	(815) 858-2317 / Returned mail
Virginia D. Hill or Current resident	2817 South Apple River Road	Elizabeth	IL	61028	Returned mail
Wayne Beyer	2585 South Apple River Road	Elizabeth	IL	61028	(815) 858-3763
Kenneth & Susan Haas	1961 South Apple River Road	Elizabeth	IL	61028	(815) 858-4445
Vacant Land	1601 South Apple River Road	Elizabeth	IL	61028	
Bill Wiley or Current Resident	3020 South Apple River Road	Elizabeth	IL	61028	(815) 858-2317 / Returned mail
Tracy DeWees or Current Resident	3020 South Apple River Road	Elizabeth	IL	61028	(815) 213-0020
Nicholas & Michelle Haas	2137 South Becker Road	Elizabeth	IL	61028	(815) 858-4444
Current Resident	3579 South Ebys Mill Road	Elizabeth	IL	61028	
Jason & Valerie Gerlich	3487 South Ebys Mill Road	Elizabeth	IL	61028	(563) 580-1536 or (563) 207-0737
Current Resident	3503 South Ebys Mill Road	Elizabeth	IL	61028	
Irene Havens	4810 South Elizabeth-Hanover Road	Elizabeth	IL	61028	(815) 281-1202 or (815) 281 1016
Current Resident	5254 South Elizabeth-Hanover Road	Elizabeth	IL	61028	Returned mail
Current Resident	5465 South Elizabeth-Hanover Road	Elizabeth	IL	61028	
Teri & Ray Mensendike	4796 South Elizabeth-Hanover Road	Elizabeth	IL	61028	(815) 281-1250 or (815) 281-1252
Current Resident	6148 South Elizabeth-Hanover Road	Elizabeth	IL	61028	Returned mail
Current Resident	6150 South Elizabeth-Hanover Road	Elizabeth	IL	61028	
John Ebert	3193 South Elizabeth-Scales Mound Road	Elizabeth	IL	61028	(815) 858-2389 or (815) 618-2980
Kyle & Sharon Pearce	3358 South Elizabeth-Scales Mound Road	Elizabeth	IL	61028	(815) 858-3306 or (815) 858-4307
Laverle W. & Lydia Ebert	3303 South Georgetown Road	Elizabeth	IL	61028	(815) 858-2389 or (815) 618-2980
Dwight Voght	1566 South Goose Hollow Road	Elizabeth	IL	61028	(815) 858-3886
Current Resident	3145 South Georgetown Road	Elizabeth	IL	61028	
Current Resident	1865 South Goose Hollow Road	Elizabeth	IL	61028	Returned mail
Randy Haas	2070 South Goose Hollow Road	Elizabeth	IL	61028	(815) 541-3834
Current Resident	2094 South Goose Hollow Road	Elizabeth	IL	61028	Returned mail
Current Resident	1114 North Grebner Road	Elizabeth	IL	61028	Returned mail
Larry & Barbara Stoewer	1493 North Grebner Road	Elizabeth	IL	61028	(815) 275-1158 or (815) 275-4194
Frank & Maura Zurek	1715 N. Grebner Road	Elizabeth	IL	61028	(312) 543-8678
James P. Burelbach	870 South Grebner Road	Elizabeth	IL	61028	(630) 392-4713
Lloyd & Lisa Haas	697 South Grebner Road	Elizabeth	IL	61028	(815) 238-6538 or (815) 238-3529
Current Resident	63 South Grebner Road	Elizabeth	IL	61028	Returned mail
Adam Kelly	2796 West Hanover Road	Hanover	IL	61041	(773) 354-8364
Current Resident	4161 Illinois Route 84 South	Hanover	IL	61041	Returned mail
Larry & Carol Elliott	4193 Illinois Route 84 South	Hanover	IL	61041	(815) 858-2255 or (815) 238-6615
Tim Bohnsack	5209 Illinois Route 84 South	Hanover	IL	61041	(815) 291-9594
Current Resident	6401 Illinois Route 84 South	Hanover	IL	61041	Returned mail
Current Resident	6897 Illinois Route 84 South	Hanover	IL	61041	
Lauren Bohnsack	7107 Illinois Route 84 South	Hanover	IL	61041	(815) 858-4493
Todd Flack	415 Jackson Street	Hanover	IL	61041	(815) 275-2052
Vacant Land	2247 West Lone Road	Elizabeth	IL	61028	Returned mail
Vacant Land	2239 West Lone Road	Elizabeth	IL	61028	Returned mail
Patricia K. Geiger	707 Monroe Street	Hanover	IL	61041	(815) 591-2293 or (815) 275-1280
Jeff Brueggen	705 Monroe Street	Hanover	IL	61041	815-541-2286
Current Resident	701 Monroe Street	Hanover	IL	61041	Returned mail
Current Resident	803 Monroe Street	Hanover	IL	61041	Returned mail
Current Resident	465 South Salem Road	Elizabeth	IL	61028	Returned mail
Current Resident	648 North Salem Road	Elizabeth	IL	61028	Returned mail
David & Kathleen Dittmar	2760 East Schapville Road	Elizabeth	IL	61028	(815) 845-2501 or (815) 291-4901
Jonathan O'Sullivan	3106 East Schapville Road	Elizabeth	IL	61028	(815) 858-4428 / Returned mail
Current Resident	3121 East Schapville Road	Elizabeth	IL	61028	Returned mail
Karen Hagen	2555 East Schapville Road	Elizabeth	IL	61028	(815) 858-4104
Current Resident	7558 South Steele Road	Hanover	IL	61041	Returned mail
Montgomery Trucking	1504 US Route 20 West	Elizabeth	IL	61028	(815) 777-0672 or (815) 541-3203 or (815) 541-3148 / Returned mail
F/S	1487 Highway 20 West	Elizabeth	IL	61028	(815) 541-7264 or (815) 858-9300
Current Resident	1485 US Route 20 West	Elizabeth	IL	61028	Returned mail
Paul & Ruth Ann Knauer	1484 US Route 20 West	Elizabeth	IL	61028	(815) 858-2095 or (815) 238-5825 or (815) 238-0656
Kevin & Patricia Krug	822 US Route 20 West	Elizabeth	IL	61028	(815) 275-5406 or (815) 238-1616
Current Resident	1506 US Route 20 West	Elizabeth	IL	61028	Returned mail
Vacant Land	1604 East Hoffman Road	Elizabeth	IL	61028	
Robert & Richard Eustice	1307-13 West Long Hollow Rd	Elizabeth	IL	61028	(815) 232-3366
Leased to Conmat	1307-13 West Long Hollow Rd	Elizabeth	IL	61028	(815) 858-2691
Leased to Conmat	1313-13 West Long Hollow Rd	Elizabeth	IL	61028	(815) 858-2691 / Returned mail
John & Mary Katos	1451 West Long Hollow Rd	Elizabeth	IL	61028	(847) 452-9715 or (847) 902-2707
Current Resident	600 North Washington Street	Hanover	IL	61041	
Village of Hanover	207 Jefferson Street	Hanover	IL	61041	(815) 591-3800 or (815) 275-8855 or (815) 238-5313 or (815) 281-1585
Village of Elizabeth Sewer Treatment Plant	120 West Main	Elizabeth	IL	61028	(815) 291-6199 or (815) 858-2085

### **C. Maintaining and Updating the Plan**

It will be the responsibility of the Safety & Security Manager to share and update the plan as needed, but not less than every two years.



## VI. Inundation Maps

### A. Breach Analysis Assumptions/Conditions

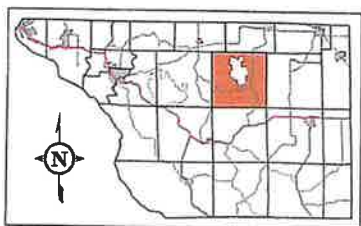
In 1983, the Illinois DWR, a division of the IDNR, determined the Probable Maximum Flood (PMF) for the dam to be 65,248 cubic feet per second (cfs). A 1983 Breach Analysis Report, prepared by the Illinois DWR, estimated downstream water surface elevations that could result if the dam failed during a 50 percent PMF event. This analysis assumed the breach would occur over a 20-minute period.

Based on the 1983 Breach Analysis Report, the 50 percent PMF flood would overtop the dam by 1.8 feet. A 20-minute failure during this flood could cause a significant additional rise in water surface elevations for more than 15 miles below the dam. The incremental rises in water surface elevation due to failure at selected locations below the dam are listed in the following table.

Location	Distance Downstream From Dam (miles)	Approximate Water Depth Before Failure (feet)	Rise in Water Surface Elevation Due to Failure (feet)
Schapville Road	1.7	15	19.6
Junction with Apple River	5.0	24	14.7
U.S. Highway 20	9.7	42	8.2
Hanover	14.4	40*	5.2

*\* The Illinois DWR Breach Analysis Report shows portions of Hanover would begin to flood prior to the 50 percent PMF failure of Apple Canyon Lake Dam.*

## B. Map of Lake and Potential Flood Range

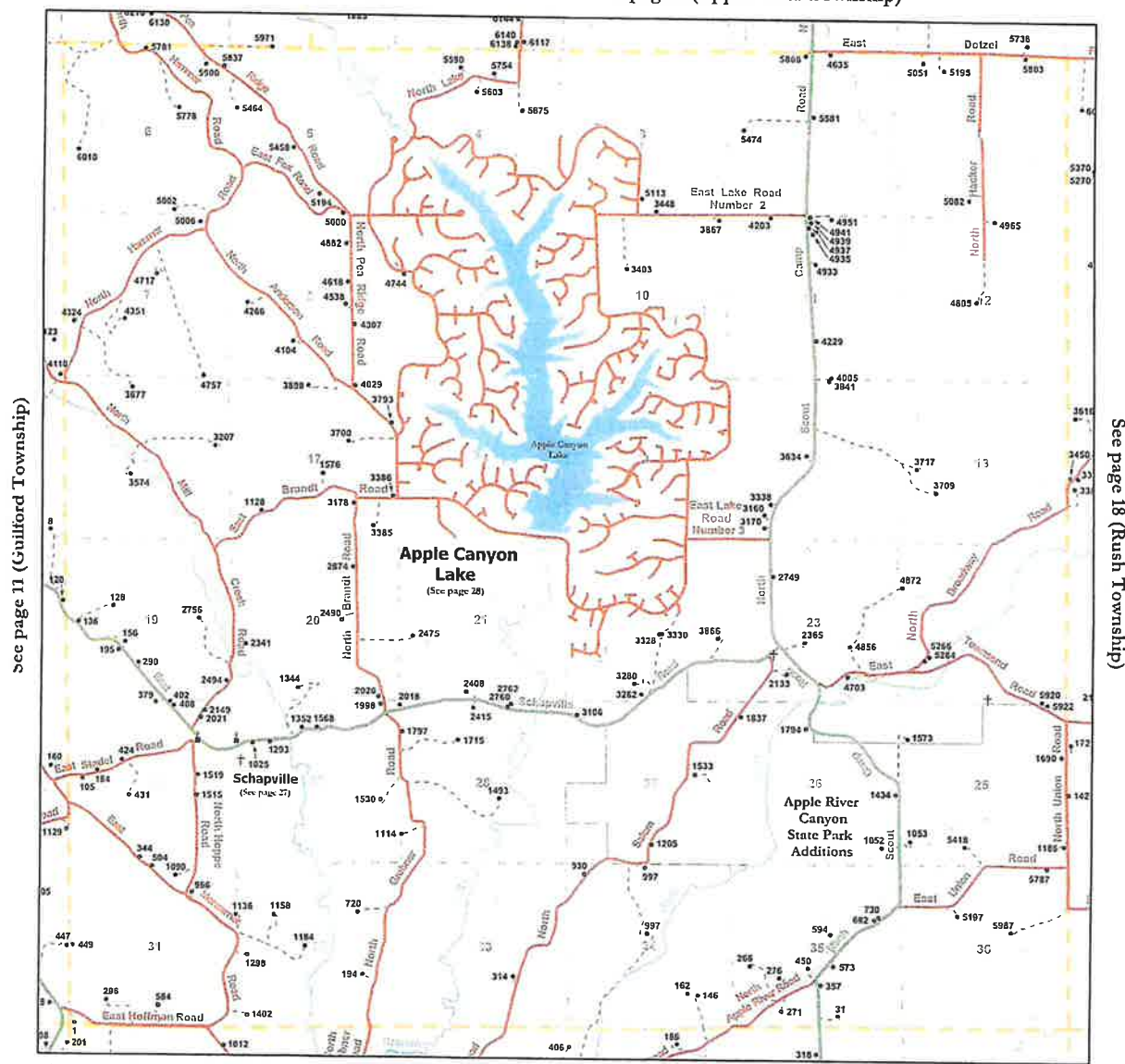


# Thompson Township

**T28N R3E**

See page 19 (Scales Mound Township)

See page 4 (Apple River Township)



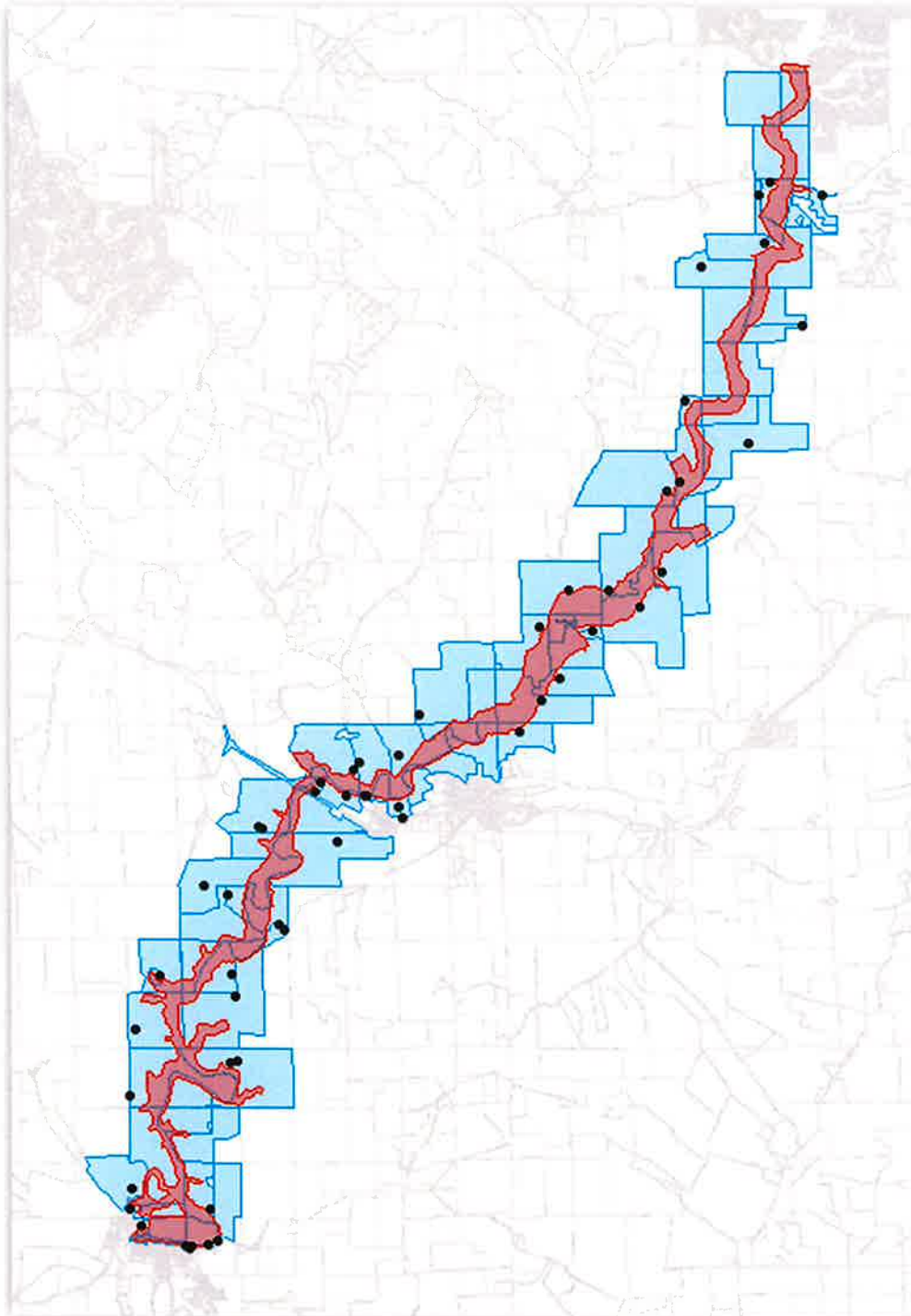
See page 11 (Guilford Township)

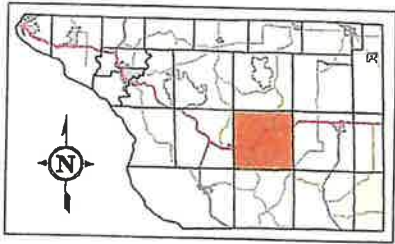
See page 18 (Rush Township)

Scale - 1 inch equals 4,400' (.83 miles)

See page 26 (Woodbine Township)

## Flood Plain Boundaries



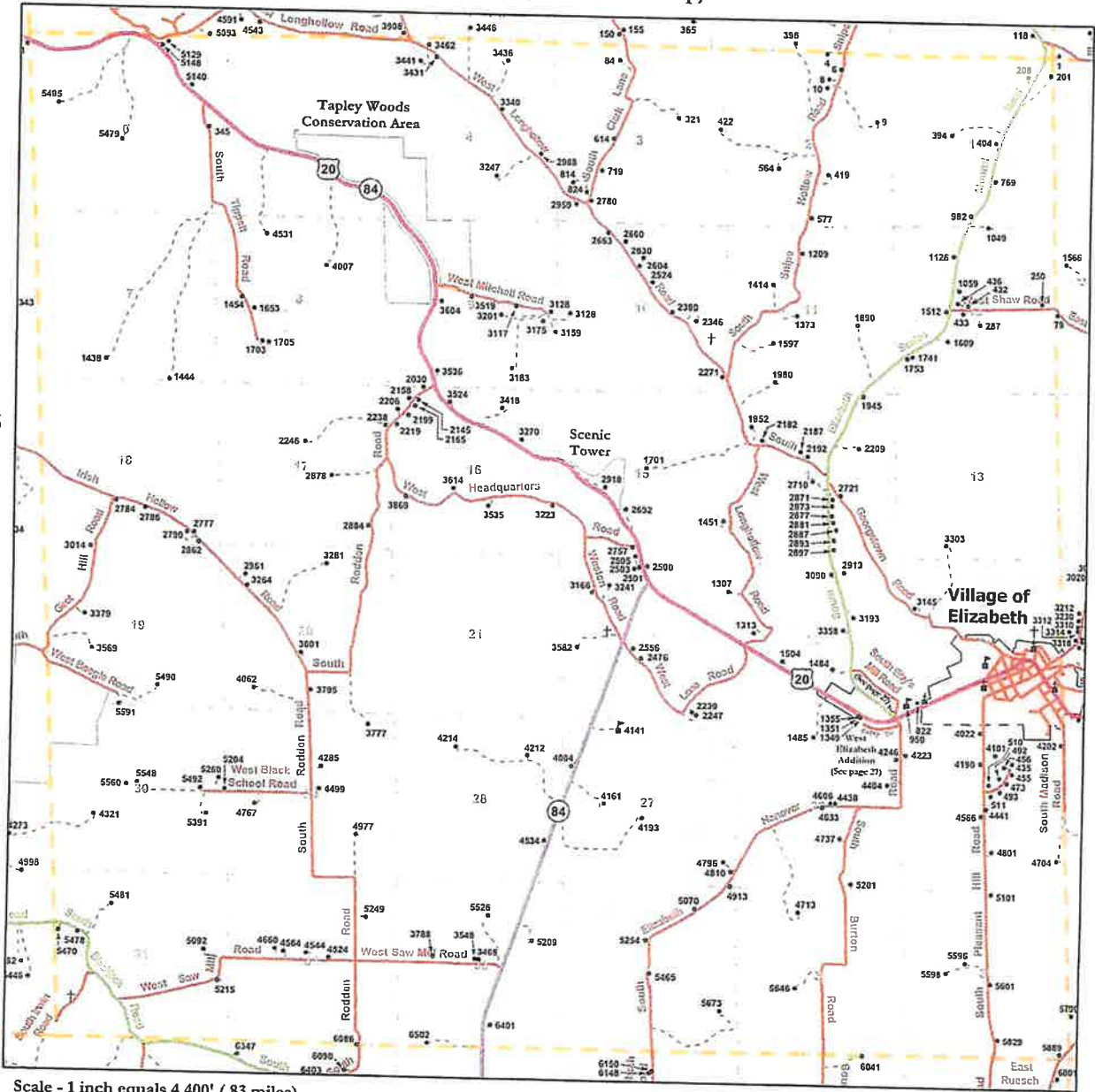


# Elizabeth Township

**T27N R2E**

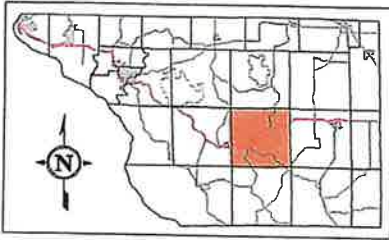
See page 11 (Guilford Township)

See page 17 (Rice Township)



Scale - 1 inch equals 4,400' (.83 miles)

See page 12 (Hanover Township)

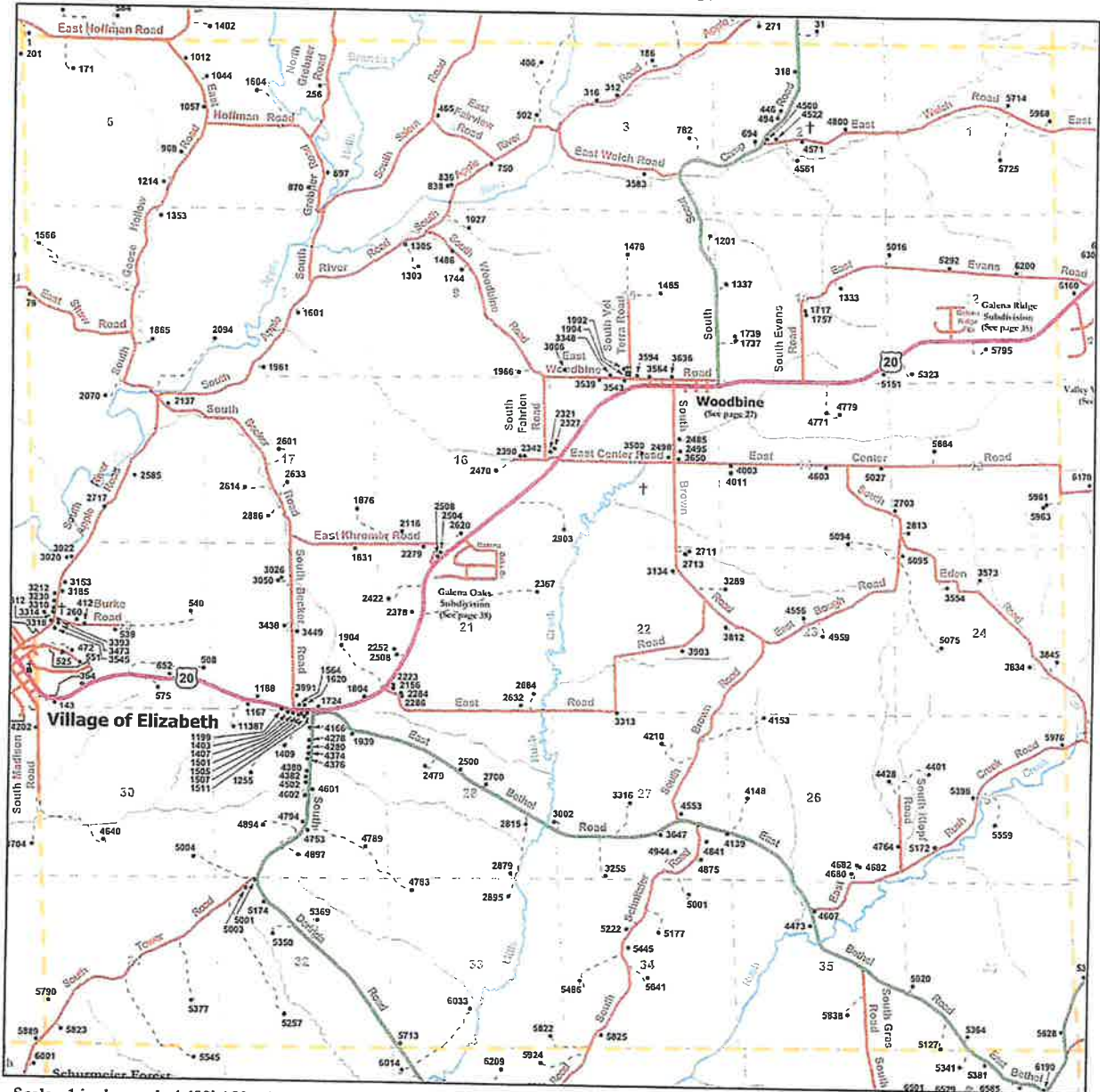


# Woodbine Township

**T27N R3E**

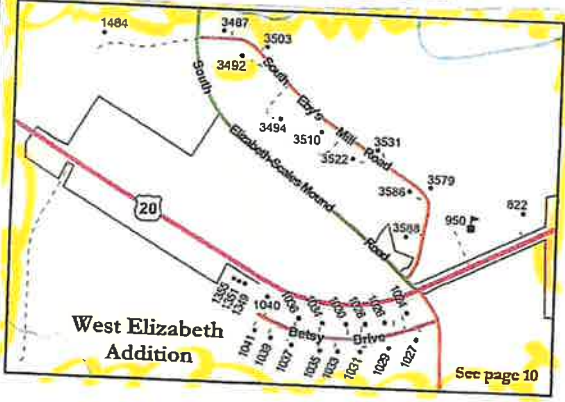
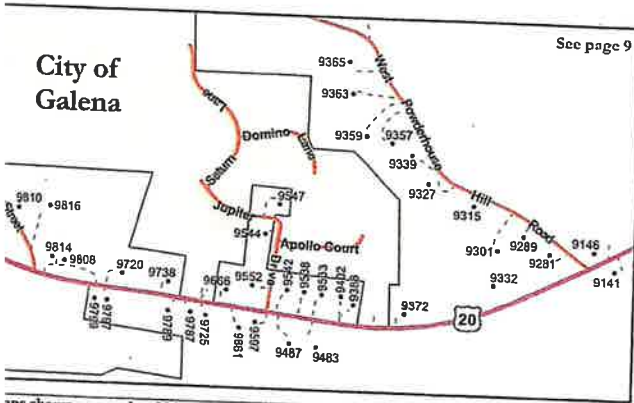
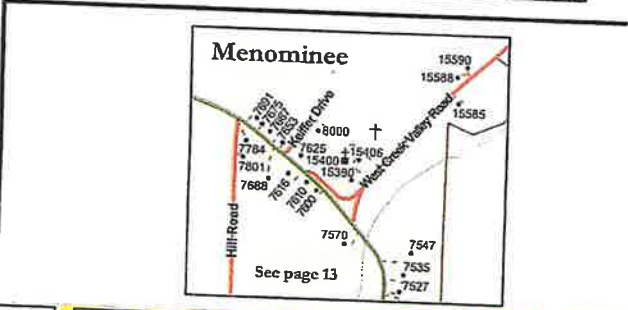
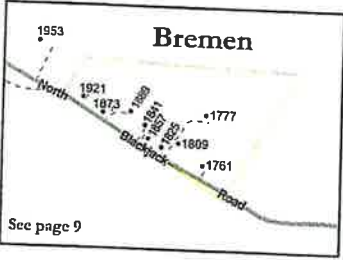
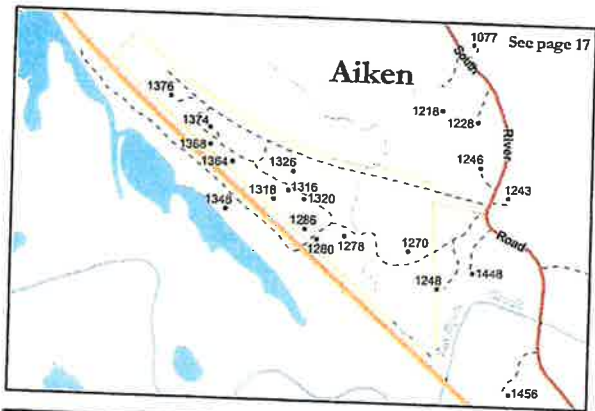
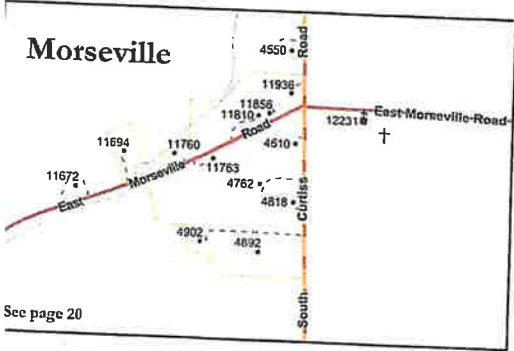
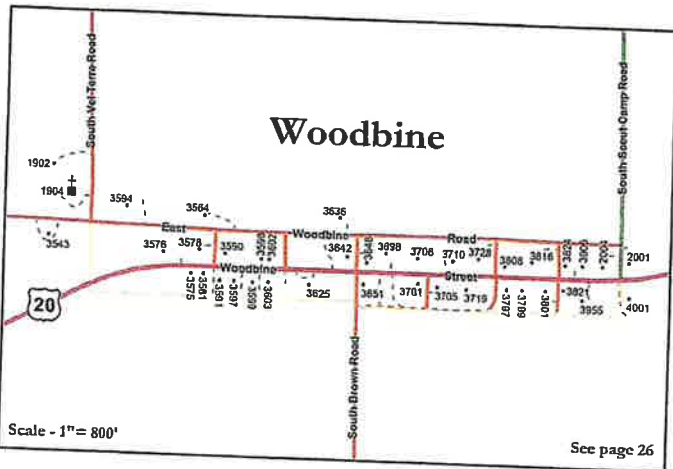
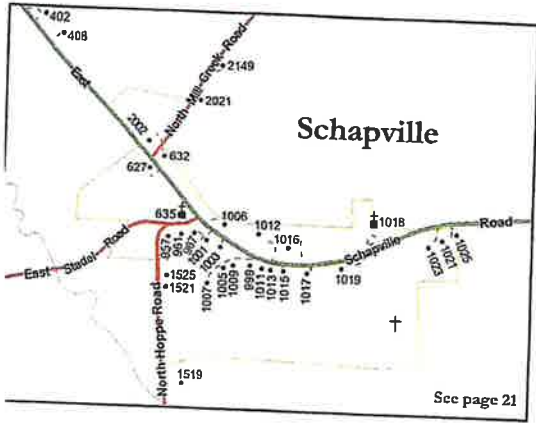
See page 21 (Thompson Township)

See page 10 (Elizabeth Township)



See page 20 (Stockton Township)

See page 7 (Derinda Township)



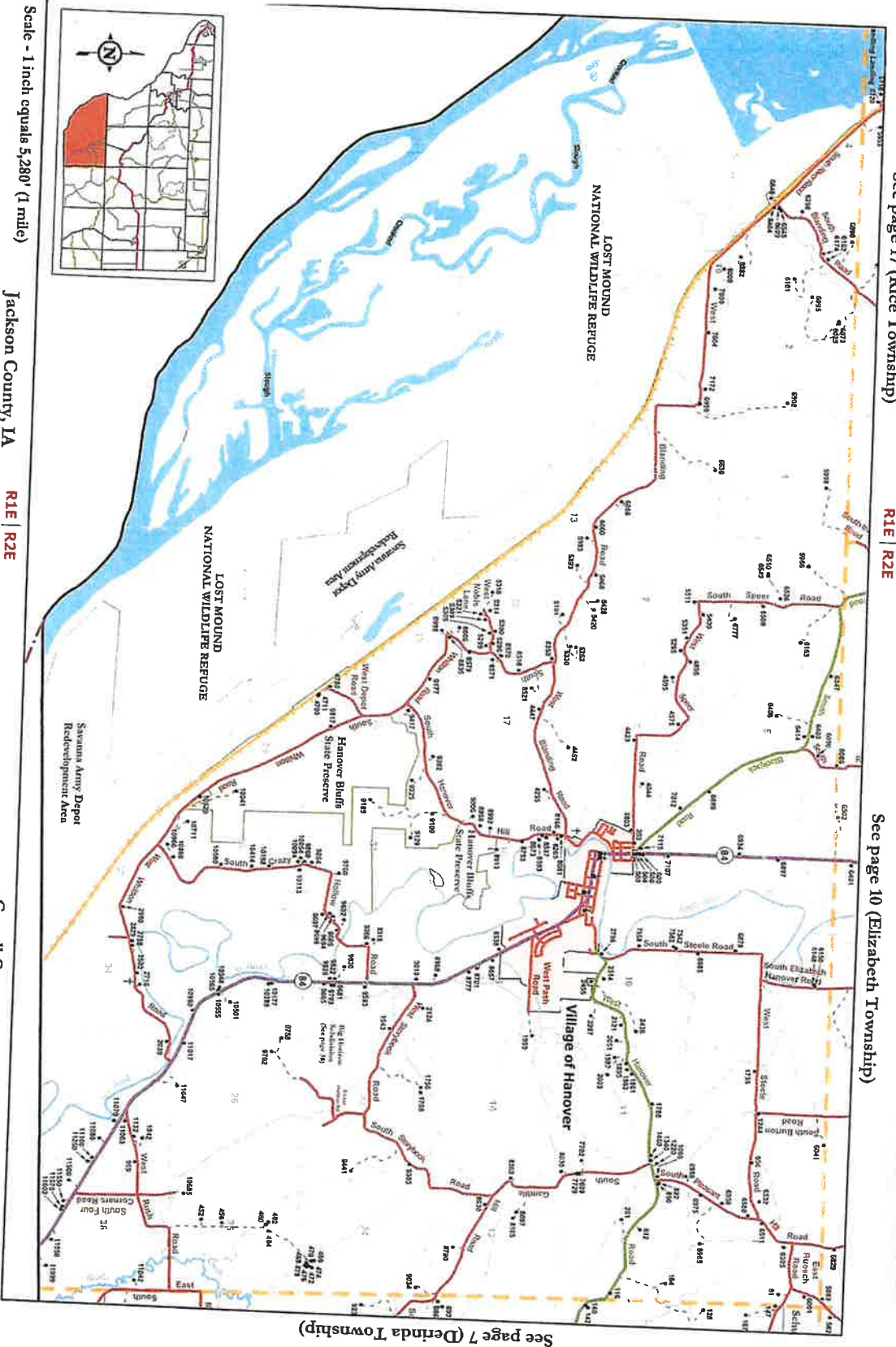
lots shown at a scale of 1 inch equals 1,000 feet unless noted otherwise

# Hanover Township

See page 17 (Rice Township)

See page 10 (Elizabeth Township)

## T26N R1E & R2E



See page 7 (Densda Township)

Scale - 1 inch equals 5,280' (1 mile)

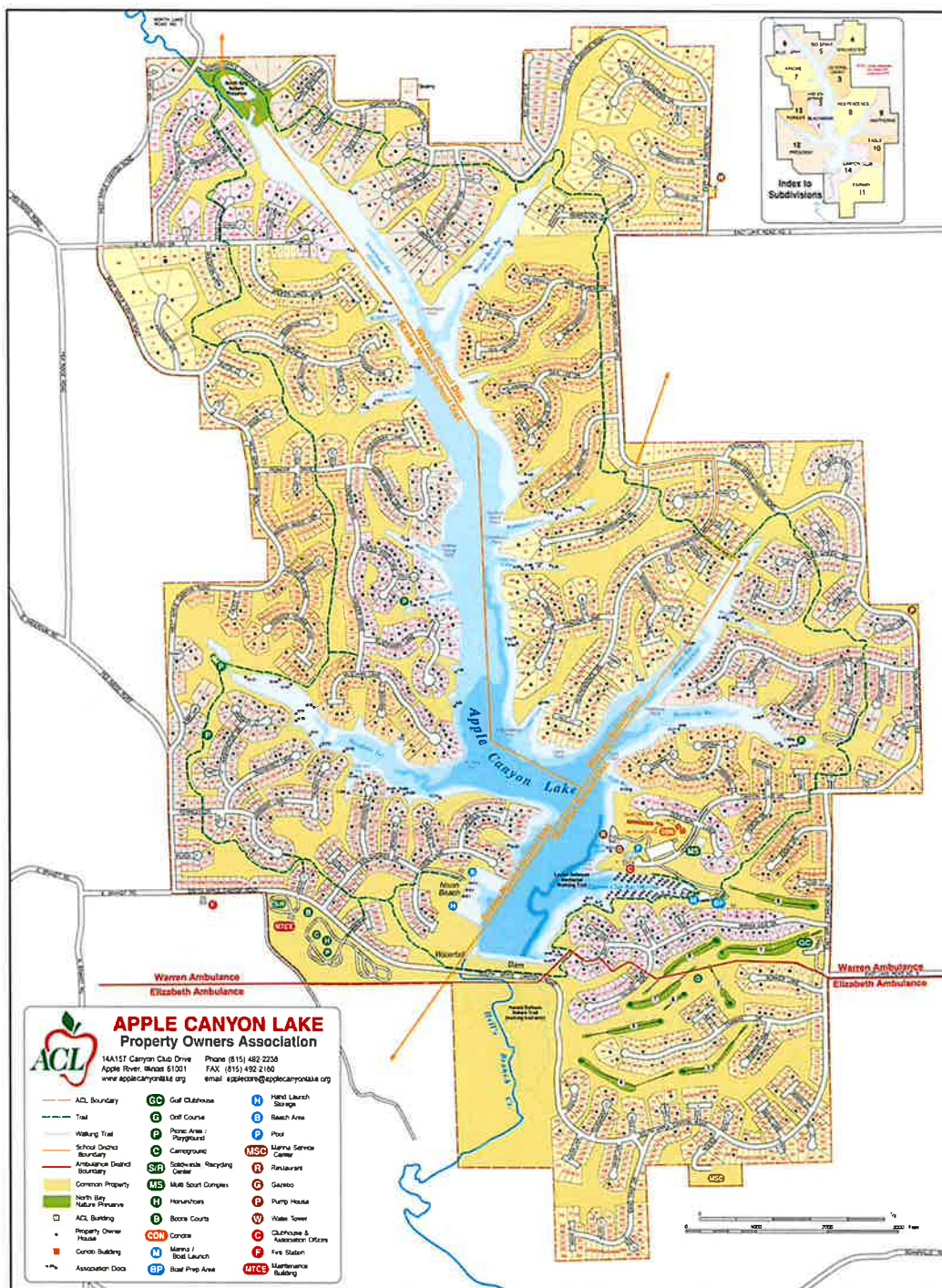
Jackson County, IA R1E | R2E

Carroll County



# C. Apple Canyon Lake Property Map

See fold out map at back of binder.





## **VII. APPENDICES**

### **A. ACL DAM EAP FLOWCHART CONTACTS**

General Manager:	Shaun Nordlie Office: 815-492-2292 Cell: 815-858-4393
Safety and Security Manager:	Julie Janssen Office: 815-492-0090 Cell: 815-266-1835
Safety & Security Officers:	Cell: 815-297-3006
Maintenance Manager:	Ed Ziarko Office: 815-492-2167 Cell: 815-858-4119
Communications & Recreation Manager:	Tim Brokl Office: 815-492-2238 Cell: 815-858-5242
ACL Board President:	Barb Hendren Cell: 815-299-7403

## **B. NON-ACL EMERGENCY CONTACT LIST**

Jo Daviess County Sheriff's Department Fire/Ambulance	911 or (815) 777-2141 911 or (815) 777-2141
Jo Daviess Emergency Management Agency (EMA) Coordinator Mike Simmons	911 or (815) 777-2141 (815) 281-2600
Illinois Emergency Management Agency (IEMA) Jo Daviess County Highway Jo Daviess County Health Department IDNR Dam Safety Section Manager Paul Mauer	(800) 782-7860 (815) 858-2437 or (815) 275-3359 (815) 777-0263 (217) 782-4427
Illinois State Police District 16	(815) 963-7687 (815) 239-1151
IDNR Conservation Police Capt. Laura Petrakis Sgt. Steven Beltran Officer Audrey Hoftender	(309) 230-7033 (815) 218-4165 (815) 275-1858
<b>Hospitals</b>	
Freeport Memorial, Freeport, IL Mercy Medical Center, Dubuque, IA Finley Hospital, Dubuque, IA Midwest Medical, Galena, IL Lafayette Memorial Hospital, Darlington, WI Monroe Hospital, Monroe, WI	(815) 599-6100 (563) 589-9666 or (563) 589-8034 (563) 589-2460 (815) 777-1340 (608) 776-4466 (608) 324-1160
<b>Local Agencies</b>	
Jo Carroll Energy Frontier Telephone Apple Canyon Utilities (Prairie Path water) Mulgrew Propane & fuel at Marina Stephenson Service Co F/S propane at Cove	(815) 858-2207 (877) 462-8188 (800) 832-2359 or (815) 858-4256 (cell) (563) 599-8227 (800) 782-4740 or (815) 858-9300
<b>Township/County Highway Departments/Road Commissioners</b>	
Thompson (Dean Williams) Hanover Police Chief (Tim Wand) Hanover Highway Dept Elizabeth (Fred Cass) Carroll County Sheriff Carroll County Highway Supervisor	(815) 291-8394 (815) 275-8855 (815) 591-3800 or (815) 281-1587 (815) 858-4666 (815) 244-0255 (815) 541-2000
Red Cross	(815) 233-0011

## **C. ACL Heavy Equipment & Local Contractors with Heavy Equipment**

### **ACL Heavy Equipment**

<b>QUANTITY</b>	<b>DESCRIPTION</b>
1	Backhoe
2	Skid loaders
3	1-ton 4x4 Dump-truck
3	John Deere Utility Tractors
1	Rear Mounted Blade
1	2" Trash Pump
1	Portable Generator
1	Torch Set
1	16' Jon Boat
6	24' Pontoon Boats (+Rentals)
5	4x4 Pick-up Trucks
1	Front-Mounted Skid Steer/Grader
5	ACL Trucks/Van
5	UTV/Golf Cart

### **Local Contractors with Heavy Equipment**

Civil Constructors, Inc.	(815) 235-2200
Gary Saam Construction	(815) 845-2234
Redfern Earth Moving	(815) 858- 3438
Windy Hill Construction	(815) 777-4740
Flack Land Improvement	(815) 591-3819
R.J. Spillane Construction	(815) 594-2423
American Excavating	(815) 777-1553
Louie's Trenching/Excavating	(815) 777-0865
Mike & Nick Sproule Construction	(815) 777-2499

**D. Lake Incident Log**

## Apple Canyon Lake Incident Log

Incident start date:

Lake Level start:

Lake Level High:

Incident end date:

Lake Level End:

Date	Time	Lake Level	Location	Action/ Incident Progression	Action taken by

## **E. Internal Staff Actions**

# Apple Canyon Lake Incident Timeline

### **801.0**

- Security staff will report to the Maintenance Manager when the lake level reaches **801.0** for daily visual inspection of the dam and appurtenances.
- Security staff will monitor the lake level hourly.

### **801.5 Lake to No Wake Status**

- Security staff will communicate to other ACL management staff that the lake status has been changed to No Wake.
- Security staff will place yellow flags on the perimeter signs and on the lake buoys if possible.
- North Bay Crossing gate will be closed by Security or Maintenance staff. Trail closure will be a situational decision.
- All ACL vehicles (squads, golf carts, UTVs, etc.) will be moved from the Security office to old maintenance.
- Security will monitor Koester's Pond.
- Security or Maintenance will monitor washouts at the campground.
- Security will monitor North Bay.

### **802.0 Lake Closed**

- Security staff will communicate to other ACL management staff that the lake status has been changed to Closed.
- Security staff will place red flags on the perimeter signs and on the lake buoys if possible.
- Maintenance will monitor dam and appurtenances on an hourly basis.
- Maintenance will move heavy equipment, cones, barricades, etc. to old fire station for staging.
- Security or Maintenance will move Security boat and rental boats to the Cove.
- Shut off power at Marina gas pumps.
- Shut off power at fish house.
- Shut off power at Nixon Beach Bathhouse.
- Close gate to Nixon Beach.
- Move everything from the floor to high ground in the Marina and Security departments.
- Stage Security officer/staff or barricades at the top of the Marina Road to advise the lake and Marina are closed.

### **803.0**

- Managers called in and Code Red could be issued for high water.
- Shut off Marina power and parking lot lights.
- Advise Cove owners that lake level is rising and shutting off power to restaurant may be required.
- Trails closed.
- Additional staff will be called in if needed.

- Continue to monitor Koester's Pond.
- Security or Maintenance will continue monitor washouts at the campground.
- Security will continue to monitor North Bay.

**805.0            See Condition 2 in section IV Emergency Detection, Evaluation, and Classification**

- Command Center established.
- Communication to all managers that emergency is occurring.
- The Communications and Recreation Manager or designee will update and send the Code Red message to Association members.
- Maintenance staff will monitor dam and appurtenances continually.
- Shut off power at Cove restaurant.
- Contact Township to close Apple Canyon Road on both sides of the dam.
- Updates will be shared on the ACL website, Facebook page, eBlast, and Amenity Hotline.

**807.0            See Condition 1 in section IV Emergency Detection, Evaluation, and Classification**

- Dam Emergency Action Plan implemented.

### Apple Canyon Lake Dam Inspection

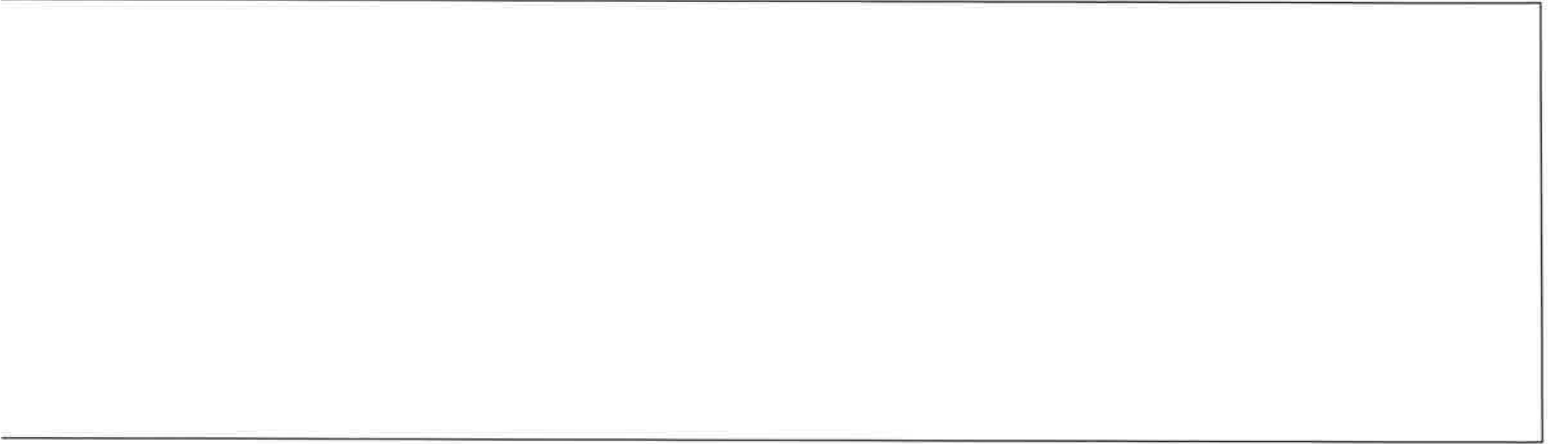
Lake Level:	Maintenance Staff:		
Directions: Mark an "X" in the YES or NO column. If an item does not apply, write "NA". If possible, identify any changes since the last inspection in Section 9 – Other Comments/Observations.			
	<b>DATE:</b>	<b>WEATHER:</b>	<b>TEMPERATURE:</b>
<b>ITEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>1. TOP OF DAM</b>			
a. Any visual settlements?			
b. Misalignment?			
c. Cracking?			
<b>2. UPSTREAM SLOPE</b>			
a. Adequate grass cover?			
b. Any erosion?			
c. Any trees growing on slope?			
d. Adequate riprap protection?			
e. Any stone deterioration?			
f. Visual depressions or bulges?			
g. Visual settlements?			
h. Debris or trash present?			
<b>3. DOWNSTREAM SLOPE</b>			
a. Adequate grass cover?			
b. Any erosion?			
c. Any trees growing on slope?			
d. Visual depressions or bulges?			
e. Visual settlements?			
f. Does the toe drain dry?			
g. Is seepage present?			
h. Soft or spongy zones present?			
<b>4. ABUTMENT CONTACTS</b>			
a. Any erosion?			
b. Visual differential movement?			
c. Any cracks noted?			
d. Is seepage present?			
<b>5. PRINCIPAL SPILLWAY INLET (Weir)</b>			
a. Do concrete surfaces show, if visible:			
(1) Spalling?			
(2) Cracking?			
(3) Erosion?			
(4) Scaling?			
(5) Exposed rebar?			
b. Do the joints show:			

(6) Displacement or offset?			
(7) Loss of joint material?			
(8) Leakage?			

**Apple Canyon Lake Dam Inspection (Cont.)**

ITEM:	YES	NO	N/A
c. Metal appurtenances:			
(1) Rust present?			
(2) Broken components?			
d. Fish gate – clear of all trash?			
<b>6. PRINCIPAL SPILLWAY CONDUIT (Spillway shoot)</b>			
a. Do concrete surfaces show?			
(1) Spalling?			
(2) Cracking?			
(3) Erosion?			
(4) Scaling?			
(5) Exposed rebar?			
b. Do the joints show:			
(1) Displacement or offset?			
(2) Loss of joint material?			
(3) Leakage?			
c. Is the conduit metal?			
(1) Rust present?			
(2) Protective coatings adequate?			
(3) Is the conduit misaligned?			
d. Is there seepage around the conduit?			
<b>7. VALVE/GATE</b>			
a. Are the valve/gate:			
(1) Broken or bent?			
(2) Corroded or rusted?			
(3) Water seepage observed?			
<b>8. AREA DOWNSTREAM/BRIDGE</b>			
a. Riprap displaced?			
b. Bridge abutment erosion?			
<b>9. OTHER COMMENTS/OBSERVATIONS (Include Date):</b>			







# Memorandum

---

**To:** ACL Board

**Date:** April 8, 2022

**From:** Safety and Emergency Planning Commission

**Memo #:** 2022-46

**Topic:** Approval of Emergency Management Plan (revised)

---

**Analysis:** The Emergency Management Plan was developed in 2011 with the purpose to state the goals of the Safety and Security Department (SSD) and to serve as a guide for command and management personnel in directing the SSD activities in an emergency type situation. It must be recognized that it is not possible to have a single plan to cover all emergencies as there are wide variations existing in various types of emergencies that may occur. The Safety and Emergency Planning Commission along with Safety and Security Manager, Julie Janssen, have reviewed the plan for 2022 and made appropriate changes to contact names and information.

**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*

**APPLE CANYON LAKE  
EMERGENCY  
MANAGEMENT PLAN**



**Apple Canyon Lake Property Owners Association  
Jo Daviess County, Illinois**

**Prepared: March 31, 2011  
Revised: January 2019**

# APPLE CANYON LAKE EMERGENCY MANAGEMENT PLAN

For the purpose of assisting in locating specific items in this Plan, the following index is provided:

<b>I.</b>	<b>PURPOSE</b>	<b>3</b>
<b>II.</b>	<b>NEED FOR IMMEDIATE MOBILIZATION</b>	<b>3</b>
<b>III.</b>	<b>THE SAFETY &amp; SECURITY DEPARTMENT MISSION</b>	<b>3</b>
<b>IV.</b>	<b>EMERGENCY DETECTION, EVALUATION &amp; RESPONSIBILITIES</b>	<b>3</b>
	A. Notification Procedure	3
	B. Emergency Scene Officer	3
	C. Department Responsibilities	4
<b>V.</b>	<b>EMERGENCY PLAN</b>	<b>4</b>
	A. At the Emergency Scene	4
	B. On the Perimeter of the Emergency Scene	4
<b>VI.</b>	<b>ALERT PROCEDURES</b>	<b>4</b>
	A. Alert Three (Controlled redistribution of On Duty Personnel)	4
	B. Alert Two (Partial Mobilization of On Coming Shift Personnel)	5
	C. Alert One (Total Mobilization)	5
<b>VII.</b>	<b>TOTAL MOBILIZATION</b>	<b>5</b>
<b>VIII.</b>	<b>NOTIFICATION PROCEDURE FOR OFF DUTY PERSONNEL</b>	<b>5</b>
<b>IX.</b>	<b>ACTIVATION FOR ACL VOLUNTEER CORPS</b>	<b>5</b>
<b>X.</b>	<b>INITIAL CONSIDERATIONS</b>	<b>5</b>
	A. Assigning Priority to Demands	5
	B. Redeploying and Recalling Field Personnel	6
	C. Adding Extra-Organization Personnel/ACL Volunteer Corps	6
	D. Reducing and Delaying Normal Tasks	6
<b>XI.</b>	<b>CHAIN OF COMMAND</b>	<b>6</b>
<b>XII.</b>	<b>HAZARD SPECIFICS</b>	<b>6</b>
	A. Drowning and/or Boating Accident	6
	B. Chemical Leak and/or Spill	7
	C. Dam Break/Flood	7
	D. Tornado	8
	E. Building Evacuation	9
	F. Bomb Threat	9
	G. Active Shooter	12
	H. Airplane Crash	13
	I. Utility/Power Disruption	13
	J. Pandemic	14
<b>XIII.</b>	<b>PROVISIONS FOR UPDATING THE PLAN</b>	<b>19</b>
<b>XIV.</b>	<b>SUMMARY</b>	<b>19</b>
<b>XV.</b>	<b>APPENDIXES</b>	<b>20</b>
	A. Helicopter Landing Zones	20
	B. Equipment List	21
	C. Resource List	22
	D. Volunteer Policies and Procedures Manual	23

# **ACL EMERGENCY PLAN**

## **I. PURPOSE**

The purpose of this Directive is to state the goals of the Safety and Security Department (SSD) and to serve as a guide for command and management personnel in directing the SSD activities in an emergency type situation. It must be recognized that it is not possible to have a single plan to cover all emergencies as there are wide variations existing in various types of emergencies that may occur.

## **II. NEED FOR IMMEDIATE MOBILIZATION**

It is essential that well directed SSD services are provided to accomplish the SSD mission during an emergency situation. Managers must evaluate the gravity of the incident and request needed personnel and equipment, deploy forces, organize the operation of responding units and coordinate SSD activities with those of other departments or agencies involved.

## **III. THE SAFETY & SECURITY DEPARTMENT MISSION**

A. The primary role of SSD in an emergency is to:

1. Determine the nature and scope of the emergency.
2. Notify all agencies or organizations involved.
3. Provide emergency services as first responders.
4. Protect life and property.
5. Control panic at scene.
6. Evacuate population, when it is necessary.
7. Establish traffic controls.
8. Crowd control on the perimeter.
9. Maintain a level of public safety in an area outside the emergency area.

B. The secondary role of SSD in an emergency is to:

1. Maintain a written record and photos of the incident.
2. Recover and safeguard property.
3. Facilitate the flow of accurate information.

## **IV. EMERGENCY DETECTION, EVALUATION & RESPONSIBILITIES**

### **A. Notification Procedures**

The security officer on duty will notify the following to ensure that sufficient personnel and equipment can be assembled:

1. Jo Daviess County Sheriff's Department
2. Manager of Safety and Security, or officer available
3. General Manager

### **B. ACL Emergency Scene Officer**

The officer in charge at the emergency scene will ascertain and relay the following information to be given to the above officials:

1. Nature of emergency (tornado touch-down, explosion, major fire, etc.)
2. Location of emergency and area involved

### 3. Action taken by ACL SSD on the scene

#### **C. ACL SSD Responsibilities**

The Manager of Safety and Security or the officer available will organize the following:

1. Call all off-duty personnel as needed (See Section VIII)
2. Request assistance from other agencies as needed
3. Aid communications personnel
4. Deploy emergency equipment
5. Utilize available resources as it applies to the emergency
6. Determine if additional support teams are necessary
7. Determine alternate traffic routes to avoid emergency area
8. Consider notification of volunteer corps (See Section XV D)

#### **V. EMERGENCY PLAN**

##### **A. At the emergency scene:**

1. The Manager of Safety and Security or the officer available will be responsible for the following:

- a. Determine the nature and scope of the emergency.
- b. Notify all agencies or organizations involved.
- c. Provide emergency services as first responders.
- d. Protect life and property.
- e. Control panic at scene.
- f. Evacuate population, when it is necessary.
- g. Establish traffic controls.
- h. Crowd control on the perimeter.
- i. Maintain a level of public safety in an area outside the emergency area.

2. The Manager of Safety and Security or officer in charge on the scene will be in charge of SSD operations until relieved by proper authority.

The overall Command of the Emergency scene begins with the senior Fire Department Official, who has overall Command of emergency scene. The Fire Department Officer in charge will consult with the Manager of Safety and Security or SSD Officer at the emergency scene.

##### **B. On the perimeter of the emergency scene:**

1. The Manager of Safety and Security, officer, or Fire Department Official in charge will be assigned the responsibility to:

- a. Seal off the area from spectators and unauthorized persons and vehicles.
- b. Permit authorized persons to enter the emergency area.
- c. Establish and implement a traffic control plan.
- d. Make necessary decisions related to the incident as may be required.

#### **VI. ALERT PROCEDURE**

##### **A. ALERT THREE (Controlled Redistribution of On Duty Personnel)**

1. If the situation can be handled by on duty personnel, then an "ALERT THREE" condition exists.

2. In the event of an unusual occurrence or emergency the officer on duty shall notify the Manager of Safety and Security and the General Manager

### **B. ALERT TWO (Partial Mobilization of On Coming Shift Personnel)**

1. If it is determined by the Emergency Command that on duty personnel are not enough to handle the situation and that the next relief shift shall be called in early, then an "ALERT TWO" condition shall exist.
2. Mobilization of the relief shift shall be implemented as prescribed in Section VIII of this Order.
3. Consideration by the Manager of Safety and Security and General Manager to mobilize the ACL Volunteer Corps.

### **C. ALERT ONE (Total Mobilization)**

1. If it is determined that total mobilization of department personnel is in order, then an "ALERT ONE" condition shall exist, and all personnel shall be notified that an "ALERT ONE" condition is in effect.
2. "ALERT ONE" condition shall be designated by the Manager of Safety and Security and the General Manager.
3. Consideration by the Manager of Safety and Security and General Manager to mobilize the ACL Volunteer Corps.

## **VII. TOTAL MOBILIZATION**

When an "ALERT ONE" condition is determined, all holidays, days off, training assignments and vacation leaves are automatically canceled.

## **VIII. NOTIFICATION PROCEDURE FOR OFF-DUTY PERSONNEL**

1. The officer on duty shall assign necessary personnel to initiate call back and reporting instructions to off-duty personnel.
2. The caller shall identify himself/herself and advise the employees of the existing alert condition through electronic group communication and the location of the staging area to report.
3. All employees shall report for duty in uniform unless otherwise directed.
4. All personnel shall remain on duty until officially relieved.

## **IX. ACTIVATION FOR ACL VOLUNTEER CORP**

An ACL Volunteer Corp will exist to be available in the event of an emergency or disaster. This group is involved in the event of an emergency and provide vital support in a variety of areas, as needed. The Manager of Communications organizes and oversees the ACL Volunteer Corp. (See Appendix D.)

## **X. INITIAL CONSIDERATIONS**

The effect of an emergency on the department varies with the type and tasks involved. Contingency factors, such as time of day, location, manpower available, disruption of facilities such as telephone and communications, and other factors must be taken into consideration in making decisions to address the problem at hand.

In general, SSD adapts to the demands created by an emergency in the following manner:

## **A. ASSIGN PRIORITY TO DEMANDS**

The department always exercises a degree of selectivity in responding to the demands made upon it. This concept continues during emergency operations. Initial activities and/or assignments of individuals may later show themselves to have a low priority. Conditions will have to be evaluated by Management personnel and decisions made accordingly. It must be recognized that conditions may exist that exceed the department's ability to process them. Calls for service must be handled based upon priorities assigned by Management personnel.

## **B. REDEPLOY AND RECALL FIELD PERSONNEL**

The initial operational adjustment which must be made by the departments during the emergency period is the redeployment of personnel already in the field.

First reports of emergencies are often vague. A Manager should be dispatched to the emergency scene to assess the situation and make initial judgments as to manpower and equipment needs.

On duty personnel will be assigned to specific details at the emergency as determined by Managers.

If more manpower is needed, off duty personnel are called in.

## **C. ADD EXTRA ORGANIZATIONAL PERSONNEL**

The recall of personnel may not provide the necessary manpower to supplement the personnel on duty. In this case, assistance may be requested from other ACL departments and/or Volunteer Corp.

## **D. REDUCE AND DELAY NORMAL TASKS**

During the high demand period of an emergency, which may last for hours or several days, normal duties may be suspended or severely curtailed.

## **XI. EMERGENCY CHAIN OF COMMAND**

A chain of command has been established as indicated below. Authorization to implement any section of this plan will be determined by:

1. Manager of Safety and Security
2. General Manager
3. Maintenance Manager
4. Manager of Communication
5. Board of Directors President

## **X. SPECIFIC EMERGENCY ACTION PLANS**

### **A. LAKE OR SPILLWAY DROWNING AND/OR BOATING ACCIDENT**

1. Call "911" (or radio) and advise the dispatcher of the specifics and request:
  - A. Fire Department and Dive Team
  - B. Department of Conservation Police (if damage exceeds \$500 or injury/death occurs)
2. Notify pool/beach personnel if their assistance is needed.
3. Isolate the area where the incident took place.
4. Boat patrol will stand by in area where drowning victim was last seen and keep other boaters away from the area.
5. Contact:
  - A. Manager of Safety and Security



- B. General Manager
  - C. Maintenance Manager
  - D. Manager of Communication
  - E. Board of Directors President
6. Recovery Stage (Clean Up)

## **B. CHEMICAL LEAK/SPILL**

### **POOL**

1. Evacuate the pool and building.
2. Call “911” advise the dispatcher of the incident and request the fire department.
3. Contact:
  - a. Manager of Safety and Security
  - b. General Manager
  - c. Maintenance Manager
  - d. Manager of Communication
  - e. Board of Directors President
4. Keep doors to the filter house closed until the Fire Department arrives.
5. After evacuating the filter house and surrounding area, keep everyone upwind from the filter house.
6. Take anyone who has symptoms resulting from the chemical leak to a safe location and seek emergency evaluation/treatment.

**OTHER ACL LOCATIONS** - potential chemical leak/spill could come from chemical delivery truck, lawn care companies, propane gas companies, Maintenance/Marina/Pro Shop gas pumps, etc. that have leaks or are involved in a collision.

1. Call “911” advise the dispatcher of the chemical and type of truck and request the fire department.
2. Evacuate residents within a 500-foot perimeter. Tell homeowners they can stay inside, rather than evacuate, if they stay inside until otherwise advised and to close all windows, vents, and doors.
3. Contact:
  - a. Manager of Safety and Security
  - b. General Manager
  - c. Maintenance Manager
  - d. Manager of Communication
  - e. Board of Directors President
4. Re-Route traffic away from the scene.
5. Assist in arranging the clean-up of the spill.

## **C. DAM BREAK/FLOOD**

1. Call “911” and advise them of the incident including the magnitude of the incident.
2. Implement the *Dam Emergency Action Plan* Operating Procedures immediately.

## **D. TORNADO**

### **SEVERE WEATHER – TORNADO WATCH**

1. All staff shall be alerted of conditions.
2. Staff shall be on the alert for WARNING announcements.
3. Unlock doors to Nixon Beach Bath House (Seasonal: April 1 – December 1).

### **SEVERE WEATHER SHELTERS**

In case of severe weather warning, the following areas have been designated as severe weather shelters:

- Marina – Restrooms
- Association Clubhouse – Restrooms; Storage Room; Kitchen; Library
- Office - Breakroom
- Pro Shop – Storeroom; Men’s Restroom
- Maintenance & Building Department – Lower Level
- Recycling Center – Lower Level of Maintenance Building
- Pool – Shower Rooms and Lower-Level Hallway
- The Cove Restaurant – Restrooms; Management office; Kitchen Service Areas
- Nixon Beach – Restrooms

### **TORNADO WARNING**

1. All staff shall announce the Warning (over PA system – Campground, Pro Shop/Golf Course, Nixon Beach and Pool, when available or sounding alert system) to all present and give directions to shelter areas.
2. Follow Directions of Code Red. **Tornado Siren should have been set off by Jo Daviess County notifying the public.**
3. Advise population of relocation areas:
4. Contact:
  - a. “911”
  - b. All Security, Maintenance, Office, and Pool personnel
  - c. Safety and Security Manager
  - d. General Manager
  - e. Maintenance Manager
  - f. Board of Directors President

### **TORNADO TOUCHDOWN**

1. Set up command post.
2. Assign an ACL employee to the command post to log each department as they arrive and to allow only authorized personnel into the command post.
  - A. Authorized Personnel from ACL:
    - a. Safety & Security Manager
    - b. General Manager
    - c. Department Managers
    - d. Board of Directors President
3. Assess the situation for additional personnel and/or equipment needed.
4. Assess damage and take photos/drone video for insurance carrier
5. Develop a Post-Emergency Action Plan

## **E. BUILDING EVACUATION**

If it is necessary to evacuate the property or a portion thereof:

1. Stop all work activities immediately.
2. If evacuation is due to a bomb threat, specifically, do not use any electronic equipment such as portable radios, cell phones, or public address system during the evacuation (See Bomb Threats).
3. For other evacuations, if available, use word of mouth, blowhorn, or telephone system(s) in the building(s) to make the announcement: "May I have your attention, please. An emergency in the building makes it necessary to evacuate the building immediately. Please move to the nearest emergency exit now and meet at the designated area: XXX.
4. Security staff will direct people to the nearest safe exit.
5. Assign one Security or regular staff member to every evacuation exit.
6. To the extent possible, assist any special needs staff or guests that require assistance.
7. Instruct evacuating individuals to stay low if smoke is present.
8. Do not stop to get personal items. Take coats, keys, laptops, cell phones and purses if getting such items does not delay evacuation.
9. Check any side rooms, restrooms, or break rooms in the path to the nearest and safest exit. Close all doors along the way.
10. If there are hazardous vapors, close air ducts, or mists, turn off all sources of ignition. Do not turn off lights or other switches on the way out due to the potential of sparking.
11. If it does not threaten anyone's safety, lock all cashboxes and secure cash-equivalent items.
12. Verify employees and guests are out of the building based on work schedules and property occupancy.
13. Separate people into small groups if a major event is occurring.
14. Assign one Security staff to meet with law enforcement or firefighters. That person will direct them to the cause of the evacuation (i.e., fire), describe details about the emergency incident, how many people are unaccounted for and may still be in the building, and provide information about any injuries.
15. Do not assume that it is safe to return to the building until the Incident Commander announces and authorizes that it is safe to return.
16. When the "All Clear" is given by the Emergency Responders:
  - a. Make the announcement: "May I have your attention. We have been issued an "All Clear" to return to the building. Thank you for your cooperation."
  - b. Return to the building.
  - c. Conduct a post-emergency review of the response effort to enhance procedures.

## **F. BOMB THREAT**

All team members receiving a bomb threat should remain calm, listen closely to the caller, and complete as much of the Bomb Threat Checklist as possible (See Bomb Threat Checklist). Please ensure that all phones have a copy of the Bomb Threat Checklist readily available.

Upon being notified of a bomb threat, immediately call 911 and follow their instructions. Should the need to evacuate your building present itself utilize the Building Evacuation Plan.

1. Evacuate the area immediately. This may include not only the immediate area around the package, but the area(s) or other buildings around the area.
  - a. Threat Area: Pool (Also evacuate Clubhouse, The Cove, and Marina)
  - b. Threat Area: Maintenance (Also evacuate Campground)
  - c. Threat Area: Clubhouse (Also evacuate Pool, The Cove, and Marina)
  - d. Threat Area: The Cove (Also evacuate Pool, Clubhouse, and Marina)
  - e. Threat Area: Pro Shop (Also evacuate golf course; Maintenance Garage in Marina; Marina)

- f. Threat Area: Marina (Also evacuate Clubhouse, Pool, Maintenance Garage and Golf Course & Proshop)
- g. Security should notify boaters on lake to remain stabilized in a certain area until an all clear is given.

2. If you find a suspicious package, do not touch the package, as movement may cause it to detonate.

When evacuating the building due to a bomb threat, please:

- If activity or event is occurring, separate people into small groups and not one big cluster. The person who made the bomb threat may target people at a designated area.
- Do NOT use electronic equipment. These can make a bomb to go off. Examples are:
  - Cell Phones
  - Walkie-Talkies and Two-Way Radios
  - Beeper/Pager Systems
  - Wireless Network Devices (i.e., routers; laptops)

After ensuring the safety and security of all guests and employees, document events as they occur or as soon as possible after the fact:

- What happened during the situation?
- When did it take place (time)?
- Who was involved, including any witnesses?

## BOMB THREAT CHECKLIST

Keep the caller on the phone if possible – do not hang up on the caller. Obtain important facts such as the incoming number if captured on caller ID.

Date of Call? \_\_\_\_\_  
Time of Call? \_\_\_\_\_  
Length of Call? \_\_\_\_\_  
Sex of Caller? \_\_\_\_\_  
Race of Caller? \_\_\_\_\_  
Age of Caller? \_\_\_\_\_  
Number call was received at \_\_\_\_\_

### Ask Pointed Questions:

When will the bomb explode?  
Where is the bomb located? (Exact as possible)  
What does the bomb look like?  
What kind of Bomb is it?  
What will cause the bomb to explode (i.e., remote control, fuse, kicking it, etc.)?  
Why are you doing this?  
What did you say your name was?  
Did you place the bomb? If not the caller, then who?  
What is your address?  
Where are you calling from?  
If possible, provide the exact wording of the threat:

\_\_\_\_\_  
\_\_\_\_\_

### CALLER'S VOICE

CALM	ANGRY	EXCITED	SLOW	RAPID	GUTTURAL	
SOFT	LOUD	LAUGHTER	CRYING	NORMAL	DISGUISED	
DISTINCT	SLURRED	NASAL	STUTTER	LISP	ACCENT	
YOUNG	MIDDLE-AGE	OLD	FAMILIAR	RASPY	DEEP	WHISPER

### BACKGROUND NOISES

INDOORS	OUTDOORS	STREET NOISES	GLASSWARE/BAR/PUB
VOICES	PA SYSTEM	MUSIC	HOUSE NOISES
OFFICE	FACTORY	ANIMALS	CAR/TRUCK MOTOR
CLEAR	STATIC	LOCAL	LONG DISTANCE
PHONE BOOTH	OTHER _____		

Notify your Supervisor/Security      Time of Notification: \_\_\_\_\_  
Name of Employee Taking Call/Completing Form: \_\_\_\_\_

## **G. ACTIVE SHOOTER**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### **Responding to an Active Shooter Incident**

#### 1. Assess the Situation

- A. Determine where you are in relation to the perpetrator.
- B. Determine if there is a viable escape route to exit the situation.
- C. Call 911 and initiate Code Red to warn area residents/property owners.
- D. When First Responders arrive, follow their directions.

#### 2. Weigh Your Options:

A. **RUN** – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind.
2. Leave your belongings behind.
3. Encourage others to evacuate.
4. Exit with arms in the air, keeping your hands visible.
5. Educate others entering the building to remain outside and out of sight.

B. **HIDE** – If evacuation is not possible, find a place to hide.

1. Look for cover.
2. Hide behind large items (i.e., cabinets, desks).
3. Lock doors, if possible.
4. Silence mobile devices.

C. **FIGHT** – As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the shooter by:

1. Acting as aggressively as possible against him/her.
2. Throwing items and improvising weapons.
3. Yelling.
4. Committing to your actions.

### **Reacting when law enforcement arrives:**

1. Remain calm and follow officers' instructions.
2. Put down any items in your hands (i.e., bags, jackets).
3. Immediately raise your hands and spread your fingers.
4. Always keep your hands visible.
5. Avoid making quick movements towards officers.

### **Managing the Consequences of an Active Shooter Incident**

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

1. Accounting of all individuals at a designated assembly point to determine who, if anyone is missing and potentially injured.
2. Assessing the psychological state of individuals at the scene and refer them to health care specialists accordingly.

## **H. AIRPLANE CRASH**

1. Call 911 and evacuate building or area as soon as possible.
2. Maintain the scene area.
3. Assist Emergency Management as Necessary.

## **I. UTILITY/POWER DISRUPTION**

In the event of any interruption to utility service (propane, electric, water, etc.) Security personnel should contact the appropriate utility company.

If an outage is anticipated to cause serious interruption to the operation or services provided to an ACL facility, contact Maintenance Manager and Security personnel.

For any issues involving any Association utilities, the Security staff should assure the safety and security of all employees, document events as they occur or as soon as possible after the fact by completing an incident report. The following questions should be answered:

1. What happened during the situation?
2. When did it take place (time)?
3. Who was involved?

### **For any water emergencies:**

1. Attempt to determine the cause and extent of any water loss or shortage.
2. Consult with maintenance staff and/or water provider. Follow any recommendations and/or requests that they provide.

### **Broken Water Pipe**

1. If possible, shut off the valve controlling the source.
2. Contact Maintenance Staff and/or water provider – depending on the incident.
3. Elevate furniture and equipment off the floor to prevent water damage.
4. Make sure that there are no potential electrical hazards. If necessary, shut off electricity to the unit or facility and/or contact the electric company for assistance (see Utility/Power Directory).
5. Determine if the building should be evacuated. Evacuate if needed.

### **Loss of Power**

1. Determine whether the power outage is wide-spread or limited to your location.
2. If the surrounding area is affected, contact your local electric company to report the outage and ask about the cause of the outage and estimated time of power restoration.
3. If just your building is affected, conduct a site inspection to determine any obvious reasons for the power outage.
4. Contact Maintenance Staff to check the electrical circuit breakers to be sure all are on and working properly.
5. If needed, contact your local electric company to report the outage and request repair services.
6. If Association property needs a generator, contact the Maintenance Staff. The Maintenance Staff should confirm the generator started properly and note fuel level. Depending on length of outage, fuel resupply may be needed. If utilizing a portable generator, make sure that it is placed in a well-ventilated area and operated in accordance with instructions provided by the manufacturer.

7. If outage is expected to be extended or there is significant impact to operations, make a Code Red Notice to Property Owners.
8. Close the swimming pool (unless the pool pump is on the generator) based on length of outage.
9. Turn off any computers and equipment that could be damaged when power is restored.
10. Use flashlights or light sticks in any areas not covered by emergency lighting or where batteries to emergency lights become drained.
11. Depending on the length of outage, consider identifying restroom facilities in an area not dependent on a water pump to supply toilets and faucets.
12. When power is restored, wait a few minutes before turning on equipment to help eliminate further problems caused by a sharp increase in demand.
12. The General Manager will determine if continued operations are NOT feasible.

## **J. Pandemic**

In the case of a pandemic event, the Association will follow the pandemic guidelines as issued by the County, State and Federal agencies.



**UTILITY CONTROL LOCATIONS**

List the service or utility shut off locations to the buildings to use during an emergency. If the shut off location is in another part of the building that you do not have access to, then identify how you will gain immediate access (i.e. call Maintenance).

**Marina**

Service/Utility	Location Description
Electrical – Circuit Breakers	Leach room In Marina Behind Cash registers on wall
Electrical – Main Switch	Down the trail off to the left up on hill
Gas – Main Valve	Down in pit in front of Marina
HVAC Control	Leach room In Marina
Propane Tank – Valve	Down the trail off to the left up on hill
Water – Main Valve	Leach room

**Security**

Service/Utility	Location Description
Electrical – Circuit Breakers	Leach room In Marina
Electrical – Main Switch	Down the trail off to the left up on hill
Gas – Main Valve	Down in pit in front of Marina
HVAC Control	Leach room In Marina
Propane Tank – Valve	Down the trail off to the left up on hill
Water – Main Valve	Leach room

**Fish House**

Service/Utility	Location Description
Electrical – Circuit Breakers	Panel inside fish house
Electrical – Main Switch	Marina Panel
Gas – Main Valve	None
HVAC Control	None
Propane Tank – Valve	None
Water – Main Valve	Underneath cleaning station

**Old Maintenance**

Service/Utility	Location Description
Electrical – Circuit Breakers	Wood shop on wall
Electrical – Main Switch	On pole by propane tank
Gas – Main Valve	On tank
HVAC Control	Below heaters gas valves
Propane Tank – Valve	South side of building
Water – Main Valve	Inside building in woodshop below water heater.

**Golf Maintenance**

Service/Utility	Location Description
Electrical – Circuit Breakers	Panel in lift room back right-hand side
Electrical – Main Switch	Inside the lift room
Gas – Main Valve	No gas
HVAC Control	none
Propane Tank – Valve	None
Water – Main Valve	Chemical room

**Cove**

Service/Utility	Location Description
Electrical – Circuit Breakers	Behind the Bar, Kitchen, and 4 in closet behind waitress stations
Electrical – Main Switch	
Gas – Main Valve	
HVAC Control	Sub panel off the kitchen box
Propane Tank – Valve	Behind the dumpster
Water – Main Valve	Behind the waitress station

**Pro Shop**

Service/Utility	Location Description
Electrical – Circuit Breakers	Backroom side door
Electrical – Main Switch	Outside close to Marina view
Gas – Main Valve	None
HVAC Control	Attic
Propane Tank – Valve	Outside patio
Water – Main Valve	Side room by refrigerator

**Nixon Beach**

Service/Utility	Location Description
Electrical – Circuit Breakers	Guard shack, closet in men's bathroom
Electrical – Main Switch	Closet men's bathroom or behind building at meter
Gas – Main Valve	No Gas
HVAC Control	Closet in men's bathroom
Propane Tank – Valve	No Gas
Water – Main Valve	Closet in men's bathroom

**Campground**

Service/Utility	Location Description
Electrical – Circuit Breakers	Outside Utility Closet
Electrical – Main Switch	Outside Utility Closet
Gas – Main Valve	None
HVAC Control	Outside Utility Closet
Propane Tank – Valve	Behind Bathhouse yellow stake
Water – Main Valve	Outside Utility Closet

**Clubhouse**

Service/Utility	Location Description
Electrical – Circuit Breakers	Break room behind curtain, cleaning closet, PA sub panel
Electrical – Main Switch	Break room
Gas – Main Valve	None
HVAC Control	Break room closet
Propane Tank – Valve	Left side of the building
Water – Main Valve	Break room closet underneath water heater
Main for Annex, Clubhouse and Pool	Corner of parking lot tool needed by maintenance

**Annex**

Service/Utility	Location Description
Electrical – Circuit Breakers	Storage room
Electrical – Main Switch	Storage room
Gas – Main Valve	None
HVAC Control	Storage room
Propane Tank – Valve	Same as clubhouse
Water – Main Valve	Utility closet downstairs

**Pool**

Service/Utility	Location Description
Electrical – Circuit Breakers	In pump room
Electrical – Main Switch	In Pump room or Annex storage building
Gas – Main Valve	none
HVAC Control	In the Pump room
Propane Tank – Valve	Behind pump house in the ground
Water – Main Valve	Utility closet downstairs

**Old Firehouse**

Service/Utility	Location Description

Electrical – Circuit Breakers	Main garage
Electrical – Main Switch	Main garage
Gas – Main Valve	None
HVAC Control	Fitness room closet
Propane Tank – Valve	Behind building
Water – Main Valve	Main bay all the way back

### **Maintenance**

Service/Utility	Location Description
Electrical – Circuit Breakers	Lower-level west wall
Electrical – Main Switch	Poll in the back
Gas – Main Valve	On tank
HVAC Control	Attic
Propane Tank – Valve	East side of building
Water – Main Valve	Utility closet downstairs

### **K&S**

Service/Utility	Location Description
Electrical – Circuit Breakers	Northeast corner of shop
Electrical – Main Switch	Northeast corner of shop
Gas – Main Valve	Parking lot
HVAC Control	Lunchroom, main bay and office
Propane Tank – Valve	Parking lot
Water – Main Valve	Bathroom by main office under sink

### **Dump**

Service/Utility	Location Description
Electrical – Circuit Breakers	Utility Pole backside of building
Electrical – Main Switch	Utility Pole backside of building
Gas – Main Valve	None
HVAC Control	None
Propane Tank – Valve	None
Water – Main Valve	Maintenance building

### **XIII. PROVISIONS FOR UPDATING THE PLAN**

The Safety and Security Manager has the primary responsibility to maintain the ACLPOA Emergency Plan. This includes collecting new information and making changes in: Chain of Command, communication equipment, phone numbers, personnel, resources, and emergency operation procedures. Each department head will assist the Security Manager in maintaining this plan by forwarding changes as they occur.

A standard method for reviewing and updating this plan will be performed under the following conditions:

1. Review and revise annually.
2. Revise as changes occur in personnel, equipment, resources, reporting methods, and operating procedures.
3. Revise as new emergency management services are established.
4. Revise as new information and techniques are discovered that improve the efficiency and overall effectiveness of the emergency management system.
5. Review and revise after an actual emergency or emergency has occurred and each responding agency critiques the emergency response.

### **XIV. SUMMARY**

In any emergency requiring extensive mobilization of personnel to meet the demands of the situation, a series of adaptations in the organizational procedures occur. Major adaptations include recall and redeployment of field personnel, extending of shift schedules and curtailment of non-emergency services. Because of the many variables involved, a high degree of flexibility must be maintained. Efforts will be directed to handle the emergency incident as effectively as possible, utilizing the options available to Management personnel.

## **XV. APPENDICIES**

### **A. APPLE CANYON LAKE HELICOPTER LANDING ZONES**

#### **Site 1 – ACL Parking Lot**                      **14A159 Canyon Club Drive**

Coordinates: Latitude – North 42 Degrees, 25 Minutes, 14.0 Seconds  
Longitude – West 90 Degrees, 09 Minutes, 23.4 Seconds

#### **Site 2 – Harding Ct. Cul-De-Sac**                      **12A198 Harding Ct**

Coordinates: Latitude – North 42 Degrees, 25 Minutes, 10.5 Seconds  
Longitude – West 90 Degrees, 10 Minutes, 31.3 Seconds

#### **Site 3 – Greenway**                                      **13A101 West Apple Canyon Rd**

Coordinates: Latitude – North 42 Degrees, 25 Minutes, 55. 5 Seconds  
Longitude – West 90 Degrees, 10 Minutes, 33.4 Seconds

#### **Site 4 – Cul-de-sac**                                      **5A106 Buckhorn Ct**

Coordinates: Latitude – North 42 Degrees, 26 Minutes, 48.9 Seconds  
Longitude – West 90 Degrees, 09 Minutes, 57.7 Seconds

#### **Site 5 – Greenway**                                      **8A86 Independence Dr**

Coordinates: Latitude – North 42 Degrees, 26 Minutes, 5.4 Seconds  
Longitude – West 90 Degrees, 09 Minutes, 19.7 Seconds

This page was faxed to the following Helicopter services:

- |   |  |  |
|---|--|--|
| 1. REACT<br>Rockford, IL<br>800-637-3228<br>Fax 815-971-4120    | 2. LIFELINE<br>Rockford, IL<br>888-350-5433<br>Fax 815-395-5547        | 3. MED FLIGHT<br>Madison, WI<br>800-472-0111<br>Fax 608-262-7928 |
| 4. MED FORCE<br>Quad Cities<br>866-633-6723<br>Fax 563-326-4988 | 5. TRINITY AIR EVAC<br>Quad Cities<br>800-247-3822<br>Fax 877-222-5010 | 6. AIR CARE 3<br>Dubuque, IA<br>800-272-6440<br>Fax 563-589-9884 |

## **B. ACL EQUIPMENT LIST**

QUANTITY	DESCRIPTION
1	Backhoe
2	Skid loaders
3	1-ton 4x4 Dump-truck
3	John Deere Utility Tractors
1	Rear Mounted Blade
1	2" Trash Pump
1	Portable Generator
1	Torch Set
1	16' Jon Boat
6	24' Pontoon Boats (+Rentals)
5	4x4 Pick-up Trucks
1	Front-Mounted Skid Steer/Grader
5	ACL Trucks/Van
5	UTV/Golf Cart

### **Local Contractors with Heavy Equipment:**

Civil Constructors, Inc.	815-235-2200 or 815-858-2657
Gary Saam Construction	815-845-2234
Redfern Earth Moving	815-858-3438
Windy Hill Construction	815-777-4740

## C. RESOURCE LIST

ACL:	General Manager	815-492-2238 (Office)
	Shaun Nordlie	815-858-4393 (Cell)
	Safety and Security Manager	815-492-0090 (Pool Office)
	Julie Janssen	815-266-1835 (Cell)
	On Duty Officer	815-492-2436
Maintenance Manager	Ed Ziarko	815-492-2167 (Office) 815-858-4119 (Cell)
	Building Inspector	815-492-0900 (Office)
Joe Wiener	815-297-2257 (Cell)	
Communications Manager	Tim Brokl	815 492-2769 (Office) 815-858-5242 (Cell)
	Jo Daviess Sheriff's Dept:	Emergency 911
Emergency Management	Dispatch	815-777-2141
IDNR Dam Management	Mike Simmons	815-281-2600
	Paul Mauer	217-782-4427 (Office)
Illinois Dept. of Conservation:	Police	815 239-1152
	Capt. Laura Petrakis	309-230-7033
	Sgt. Tony Petrakis	309-230-7031
Local Agencies:	Jo Carroll Energy	815-858-2207 800-858-5522
	Verizon Telephone	800-483-1000
	ACL Water Utilities (Prairie Path)	800 831-2359 (Office) 815 858-4256 (Cell)
	Tim Brant	815-541-0149 (Cell)
	Thompson Township	815-291-8394
	Garbage (Montgomery Trucking)	800-775-0672
	Mulgrew Oil (Gas pumps)	815-988-7560
	FS (ACL LP, COVE)	815-235-7400



**Apple Canyon Lake  
Property Owners'  
Volunteer  
Policies and Procedures  
Manual**

**January 2019**

# Table of Contents

<b>Volunteer Corps Mission Statement</b>	<b>22</b>
<b>Section 1 – General Volunteer Policy</b>	<b>22</b>
1.a Utilization of Volunteers	22
1.b Definition of “Volunteer”	22
1.c Purpose of Volunteer Policies	22
1.d Scope of Volunteer Policies	22
1.e Role of the Volunteer Coordinator	23
1.f Employees as Volunteers	23
1.g Scope of Volunteer Involvement	23
1.h Safety and Welfare of Volunteers	24
1.i Safety and Welfare of Participants	24
1.j Evaluation of Volunteer Program	24
<b>Section 2 – Rights and Responsibilities</b>	<b>24</b>
2.a Relationship Between Volunteer and ACLPOA	24
2.b Maintenance of Records	24
2.c Timesheets	25
2.d. Work Site	25
2.e Dress Code	25
2.f Right to Reject Services/Termination	25
2.g Resignation	25
<b>Section 3 – Recruitment and Training of Volunteers</b>	<b>26</b>
3.a ACLPOA Requests for Volunteers	26
3.b Orientation	26
<b>Section 4 – Supervision and Evaluation of Volunteers</b>	<b>26</b>
4.a Supervision of Volunteers	26
4.b The Volunteer as Volunteer Supervisor	26
4.c Volunteer/Staff Relationships	26
4.d Lines of Communication	26
4.e Standards of Performance	27
4.f Request for Volunteer Feedback	27
<b>Section 5 – Volunteer Support and Recognition</b>	<b>27</b>
5.a Access to ACLPOA Property and Materials	27
5.b Insurance	27
5.c Informal Recognition	27
<b>Section 6 – Appendices</b>	<b>28</b>
6.a Volunteer Job Description	29
6.b Timesheets and Sign-In Forms	30
6.c Volunteer Enrollment Paperwork	31
6.d Incident Action Plan Template	32

# Apple Canyon Lake Property Owners' Volunteer Policies and Procedures Manual

## Volunteer Corps Mission Statement

The mission of the Apple Canyon Lake Property Owners' Association (ACLPOA) Volunteer Corp is to actively promote a mutually rewarding relationship between volunteers who offer their talents, skills and time and staff who will support them in their efforts to cooperatively foster stewardship of Apple Canyon Lake Property Owners' Association (ACLPOA).

## Section 1 – General Volunteer Policy

### **1.a Utilization of Volunteers**

Apple Canyon Lake Property Owners' Association (ACLPOA) is best served by the active participation of its citizens in all aspects of community life. Through involvement in environmental and special event activities, as well as recreation, our members of all ages learn more about ACLPOA while forming strong bonds with one another. To this end, ACLPOA accepts and encourages the involvement of volunteers within all appropriate programs and activities. All staff members, as well as others in leadership roles, are encouraged to assist in the creation of meaningful and productive roles for volunteers.

### **1.b Definition of “Volunteer”**

A “volunteer” is anyone, who without compensation, performs a task at the direction of and on behalf of Apple Canyon Lake Property Owners' Association. A “volunteer” must be officially registered and/or enrolled by ACLPOA prior to performance of the task. Volunteers shall not be considered an “employee” of ACLPOA.

### **1.c Purpose of Volunteer Policies**

The purpose of these policies is to provide overall guidance, structure, and direction to staff and volunteers throughout the volunteer process. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Apple Canyon Lake Property Owners' Association reserves the right to change any of these policies at any time and to expect adherence to the changed policy.

### **1.d Scope of Volunteer Policies**

Unless specifically stated, these policies apply to all non-elected and non-appointed volunteers in all programs and projects undertaken on behalf of Apple Canyon Lake Property Owners' Association.

### **1.e Role of the Volunteer Coordinator**

The overall Apple Canyon Lake Property Owners' Association Volunteer Corps will be initiated and formed by the Communication Manager. The productive utilization of volunteers requires a planned and organized effort. The Communications, in collaboration with the Association managers, is responsible for supervising the volunteer programs, thus, performs as the Volunteer Coordinator for ACLPOA. This position is to provide a central contact, offering coordinated and effective management under the ACLPOA guidelines for the benefit of staff and volunteers in their efforts to provide productive services.

### **1.f Employees as Volunteers**

Apple Canyon Lake Property Owners' Association accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is:

- a. Provided totally without any coercive nature.
- b. Involves work which is outside the scope of normal staff duties; and,
- c. Is provided outside of usual working hours.

### **1.g Scope of Volunteer Involvement**

Volunteers may be utilized in many programs and activities at Apple Canyon Lake Property Owners' Association and serve at appropriate levels of skills as determined by the Volunteer Coordinator. Volunteers should not, however, be utilized to displace any paid employees from their positions.

A scope of volunteer service description will be provided to every individual outlining the general policies and procedures for volunteering. As appropriate some volunteer positions will have an additional form attached outlining specific duties for that job. Each general description will include:

- a. The general responsibilities of volunteers.
- b. Timesheet and recording reporting.
- c. Reporting and supervision responsibilities.
- d. Training and orientation prior to performing work; and,
- e. Personal protective equipment to be provided.

### **1.h Safety and Welfare of Volunteers**

Of paramount importance is the safety and welfare of volunteers. Accepted common sense standards of behavior will be outlined prior to the performance of volunteer tasks/assignments. Supervisors are to be trained in basic First Aid and preferably CPR. A first

aid kit is to be on hand at all events. In the event of an injury, appropriate first aid is to be given, and the Security Department contacted to immediately complete an accident report. Access to telephone and/or radio communication should be available at all events.

All minors are to be directly supervised by an adult. No power tools are to be used by minor volunteers under the age of eighteen.

### **1.i Safety and Welfare of Participants**

Of paramount importance is the safety and welfare of participants attending ACL events. Each event should have an Incident Action Plan in place a month prior and created by collaboration of Safety and Security, Recreation and Maintenance departments with the members of the commission planning the event. An Incident Action Plan template is included in the Appendix of the ACL Property Owners' Volunteer Policies and Procedures Manual.

### **1.j Evaluation of Volunteer Program**

The Volunteer Coordinator and Association managers shall conduct an annual review of the Volunteer Corps policy and procedures. The general information gathered will consist of the number of volunteers used, number of volunteer hours served, projects, events and programs where volunteers were used. This report will be distributed at the annual Safety and Emergency planning meeting.

## **Section 2 – Rights and Responsibilities**

### **2.a Relationship Between Volunteer and Apple Canyon Lake Property Owners' Association**

Volunteers are viewed as a valuable resource to ACLPOA, its staff, and its residents.

Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as respected co-workers, the right to effective supervision, the right to appropriate involvement and participation, and the right to recognition for work done.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures ACLPOA.

### **2.b Maintenance of Records**

A system of records will be maintained on each volunteer with the Communications Department including dates and hours of service, positions held, and awards received.

Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to the Volunteer Coordinator in a timely and accurate manner.

## **2.c Timesheets**

Individual volunteers are responsible for the accurate completion and timely submission of timesheets. Volunteers working for ACLPOA must also sign in when beginning service and sign out when service is completed for that day on the appropriate forms.

*(See Attachment II – Timesheets and Sign-In Forms)*

## **2.d Work Site**

The supervisor prior to the enrollment of any volunteer shall establish an appropriate worksite. The worksite shall contain necessary facilities, equipment, and space to enable the volunteer to effectively and comfortably perform his or her duties. Volunteer work sites are subject to the same safety requirements as are all ACLPOA work sites.

## **2.e Dress Code**

As representatives of Apple Canyon Lake Property Owners' Association, volunteers, like staff, are responsible for presenting a good image to members and the Association. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers will be issued the appropriate gear needed.

## **2.f Right to Reject Services/Termination**

Apple Canyon Lake Property Owners' Association reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its purpose and policy. No employment of any other contractual right is created by these policies. Participation in any volunteer position at ACLPOA shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or based on any other characteristic protected by law. Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, misuse of ACLPOA equipment or materials, mistreatment of clients or co-workers, failure to abide by ACLPOA policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

## **2.g Resignation**

Volunteers may resign from volunteer service by communicating with the Communications department at any time. It is requested that volunteers who intend to resign provide advance notice of departure.

### **Section 3 – Recruitment and Training of Volunteers**

#### **3.a Apple Canyon Lake Property Owners’ Association Requests for Volunteers**

The ACLPOA Apple Corps form is included in the annual assessment mailing. Individuals interested in serving on the Apple Corps should submit the form to the Communications Manager.

#### **3.b Orientation**

All volunteers will receive a general orientation on the nature and operation of the volunteer program and a specific orientation on the purposes and requirements of the volunteer work that they are accepting in that effort.

### **Section 4 – Supervision and Evaluation of Volunteers**

#### **4.a Supervision of Volunteers**

Each volunteer with Apple Canyon Lake Property Owners’ Association must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a staff person, a trained adult volunteer, or other designated person. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer: and shall be available to the volunteer for consultation and assistance. An adult must supervise minors under the age of eighteen.

#### **4.b The Volunteer as Volunteer Supervisor**

After consulting with the Volunteer Coordinator or department manager, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the Volunteer Coordinator or department manager.

#### **4.c Volunteer/Staff Relationships**

Volunteers and staff are partners in implementing the mission and programs of the Department, with each having a complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

#### **4.d Lines of Communication**

Volunteers are entitled to all information pertinent to the performance of their work assignments except that information which Apple Canyon Lake Property Owners’ Association

deems to be confidential. Lines of communication operate in both directions and exist both formally and informally. Volunteers should be consulted regarding decisions that would substantially affect the performance of their duties.

Volunteers and their supervisors are responsible for regular communication with the Volunteer Coordinator. The Volunteer Coordinator shall be informed of any substantial change in the work or status of a volunteer and shall be consulted in advance of any corrective action.

#### **4.e Standards of Performance**

Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished and appropriate timelines for accomplishment of the work.

#### **4.f Request for Volunteer Feedback**

The Department may, from time to time, seek feedback from its volunteers to improve its volunteer program.

### **Section 5 – Volunteer Support and Recognition**

#### **5.a Access to Apple Canyon Lake Property Owners’ Association Property and Materials**

As appropriate, volunteers shall have access to ACLPOA property and materials necessary to fulfill their duties and shall receive training in the operation of any equipment.

#### **5.b Insurance**

Liability and accident insurance are provided for all volunteers over the age of 14 engaged in volunteer work with Apple Canyon Lake Property Owners’ Association. Coverage is through, Gallagher & Williams and Manny Arthur J. Gallagher & CO paid by the Association.

When appropriate, a copy of a volunteer’s personal insurance information will be made, as personal insurance is always the primary coverage, with Gallagher & Williams and Manny Arthur J. Gallagher & Co as a secondary insurance.

#### **5.c Informal Recognition**

Thank you letters or emails, and/or verbal thanks are to be given to all volunteers as appropriate. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis through the year. These methods of information recognition should range from a simple “Thank You” to a concerted effort to include volunteers as full participants in program decision-making and implementation.



## **Section 6 - Appendices**

### **6.a Volunteer Job Description**

### **6.b Timesheets and Sign-In Forms**

Volunteer Sign-in Form – Volunteers need to sign in on this form when beginning work

### **6.c Volunteer Enrollment Paperwork**

Volunteer Liability Release Form for Adults – This form is to be completed by all volunteers, adults and minor children, working projects for the Association including special events.

## Volunteer Job Description

### APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION

---

Apple Canyon Lake Property Owners Association  
January 2020

# Volunteer

---

**FLSA STATUS:** Nonexempt

**REPORTS TO:** Volunteer Coordinator or Member of Management Staff

---

**POSITION SUMMARY:** Helps the Association in a time of need. Most likely, but not limited to natural disasters, when Association labor is not sufficient to handle the increased workload. The role of the volunteer will be within their own capabilities hopefully at a capacity within their own experience or expertise

#### **PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Work with the Volunteer Coordinator or Management staff to carry out the required tasks.
- Work with other volunteers to carry out the required tasks for the day, working as a team to be as efficient as possible as well as obtaining the goal for day.
- Communicate with the Volunteer Coordinator or Management staff to make sure that tasks are carried out properly and the correct resources are provided to accomplish the tasks.
- Use organization skills in order to complete different tasks in a timely effort
- Communicate to the Volunteer coordinator your experience or expertise so that you can be assigned a task that benefits the Association, but also uses the volunteer to the best of the ability
- Use the resources provided to carry out the required task
- Flexibility to work indoors or outside, sometimes during extreme weather conditions
- Able to work within their own personal schedule to help the Association

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Not required, but communicate to the VC so that the Association can benefit from your expertise

**Certificates or Licenses:** Not required, but communicate to the VC so that the Association can benefit from your expertise

#### **Skills and Abilities:**

- To be able to work with a team with the resources provided to accomplish required tasks

#### **Competencies:**

- Strategic Thinking
- Mission Focused

- Organizing and Planning
- Problem Solving/Decision Making
- Communicativeness
- Interpersonal Skills

**Physical Demands:** Work will be performed sitting, standing, and walking. A lifting and carrying requirement will be forty (40) pounds.

**GENERAL NOTICE:**

This position description describes the general nature and level of work performed by the Volunteer assigned to this position and should not be interpreted as all inclusive. It does not state or imply that these are the only duties and responsibilities assigned to the position. The volunteer may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the Association and volunteer and is subject to change by the employer as the needs of the Association and requirements of the position change.

## Timesheets and Sign-In Forms

### Volunteer Sign in

	Name	Mailing Address	Phone Number	Start Time	End Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					

# Volunteer Enrollment Paperwork

## APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION VOLUNTEER LIABILITY RELEASE FORM

I, \_\_\_\_\_, have volunteered to assist Apple Canyon Lake Property Owners Association (ACLPOA) with a variety of projects and in a variety of capacities specifically located at the \_\_\_\_\_.

I have volunteered my time and services because of my support for ACLPOA and my desire to participate actively in the furtherance of its work and wellbeing. I understand that my activities as a volunteer entail a risk of physical injury or death and that I may be exposed to hazards arising from vehicular travel over both improved and primitive roads/trails, use of personal tools or equipment and strenuous manual labor. I expressly assume all risks associated with such hazards, as well as all other risks associated with or arising from my volunteer activities. Because the assertion of claims against ACLPOA for personal injury occurring during my volunteer service would be antithetical to my support of ACLPOA and its goals, I grant this release.

On behalf of myself, my estate and the personal representative thereof, my heirs and assigns, I hereby forever release, hold harmless, and defend ACLPOA, their officers, directors, employees and agents, from any and all costs, claims, losses, liabilities or damages arising from or in any way related to, my service as a volunteer in the above-described project above the limited coverage currently stated in ACLPOA's liability insurance.

I understand that ACLPOA has limited coverage for volunteers and I assert that I have medical coverage in case of an injury not supported by ACLPOA's coverage. I intend this release to be effective, regardless of whether the claim of liability is asserted in negligence, strict liability in tort, or other theory of recovery. For myself, my estate and the personal representative thereof, my heirs and assigns, I covenant and agree to make no claim, or to institute any suit, action or proceeding against either ACLPOA or its officers, directors, employees or agents, relating to any accident, incident or occurrence arising out of, or in connection with, my volunteer activities.

I have executed this release on \_\_\_\_\_, 20\_\_\_\_.  I am over 18 years of age.  
 I am under 18 years of age.

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Signature (if under 18 years of age): \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Apple Canyon Lake Property Owners Association

\_\_\_\_\_  
Date



# Memorandum

---

**To:** ACL Board

**Date:** April 8, 2022

**From:** AECC

**Memo #:** 2022-48

**Topic:** Energy Policy Update (revised)

---

**Issue & Analysis:** On July 26, 2021, Governor Pritzker signed House Bill 0644 as Public Act 102-0161. There are significant changes to this Act that may affect how owners within the association communities' approach solar energy. Legal counsel updated the current ACL Energy Code with the required updates. At AECC meeting on November 6, 2021, the committee also discussed removing the option for a variance for ground solar arrays. Language was removed from the Energy Code allowing a variance for homeowners who wanted to add solar ground arrays to their property. The changes proposed by legal counsel are highlighted in yellow, the changes to the ground array variance are highlighted in blue.

The Energy Policy updates were presented to the Board of Directors for first reading at their November 20 meeting. At the December 2021 Board meeting, the motion to approve the Energy Policy was tabled, and the Energy Policy was sent to the Legal Commission to review in accordance with the new policy approval process approved earlier in that meeting.

The Legal Commission reviewed the document at their March 31 meeting and send recommendations for revisions to AECC for further review. At their April 2 meeting, AECC approved the revisions submitted by the Legal Commission, with the added deletions of language permitting ground arrays and language on who is responsible for costs.

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

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

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: ~~March~~ <sup>APRIL 2</sup> 5, 2022

Agenda Item: 51

I Move:

Regarding ~~AECC Membership~~ **ACLPOA ENERGY POLICY**

~~To suggest to the ACLPOA Board of Directors that beginning June 4, 2022, the AECC be comprised of four ACL Board members and three ACL property owners.~~

**TO APPROVE THE REVISIONS SUBMITTED BY LEGAL COMMISSION WITH THE ADDED DELETIONS OF LANGUAGE PERMITTING GROUND ARRAYS.**

Action Taken

MOTION MADE BY: <u>NM</u> <i>Nick Muhl</i>	VOTE RECORDED:
MOTION SECONDED BY: <u>TD</u> <i>Tom D...</i>	YEA: <u>6</u>
CHAIR: <u>Lu</u> <i>Lu Ete</i>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>

# Apple Canyon Lake Property Owners' Association

## Energy Policy

Board approved 03 21 20

This Energy Policy Statement, consisting of five (5) pages, is adopted to permit the Association to come into compliance with Section 20 of the Homeowners' Energy Policy Statement Act (765 ILCS 165/1 et. seq.) The text of this policy statement, which is set forth below, shall become effective upon recordation in the Office of the Recorder of Deeds, Jo Daviess County, Illinois.

### PREAMBLE

WHEREAS, the Declaration was recorded on September 21, 2017 as document number 395980 with the Recorder of Deeds, Jo Daviess County, Illinois;

WHEREAS, the Board of Directors for Apple Canyon Lake Property Owners' Association, in compliance with Section 20 of the Homeowners' Energy Policy Statement Act (765 ILCS 165/1 et. seq.) hereby adopts the Association's Energy Policy Statement and includes the same within the terms, covenants and provisions of its Declaration;

WHEREAS, the policy statement has been approved by two-thirds of the members of the Board of Directors at a meeting called for that purpose.

NOW THEREFORE, the Energy Policy Statement for Apple Canyon Lake Property Owners' Association is hereby adopted in accordance with the text that follows:

### Energy Policy Statement

PURPOSE OF STATEMENT: In compliance with Section 5 of the Homeowner's Energy Policy Statement Act (765 ILCS 165/1 et. seq.) the Board of Directors has adopted this Energy Policy Statement for the purpose of protecting the public health, safety, and welfare of the Members of the Association, while encouraging the development and use of solar energy systems in order to conserve and protect the value of land, buildings, and resources.

(a) Definitions: The terms used herein shall have the meanings and definitions

**Deleted:** FIRST AMENDMENT TO THE AMENDED DECLARATION TO CONFORM TO THE COMMON INTEREST COMMUNITY ASSOCIATION ACT¶

**Deleted:** instrument

**Formatted:** Body Text, Left, Level 1, Indent: First line:

**Deleted:** recorded for the purpose of amending the Amended Declaration to conform to the Common Interest Community Association Act (hereinafter referred to as "Declaration"), which was recorded on September 21, 2017 as document number 395980 with the Recorder of Deeds, Jo Daviess County, Illinois.¶

¶ This Amendment is

**Formatted:** Font: 11 pt

**Formatted:** Font: 11 pt

**Deleted:** Amendment

**Deleted:** e

**Deleted:** p

**Deleted:** s

**Deleted:** Amendment

**Deleted:** Declaration

**Deleted:** amended

**Deleted:** **AMENDMENT**¶

¶ 1. **ARTICLE III, "GENERAL RESTRICTIONS,"** shall, following adoption of this Amendment, include a new Section 15, "Energy Policy Statement" as follows:¶

**Deleted:** 15.



prescribed to them in Section 10 of the Homeowner's Energy Policy Statement Act.

(b) Application for the installation of solar collectors, solar storage mechanisms and solar energy systems must be made to the Architectural and Environmental Control Committee as described herein and Article VII of the Declaration.

(c) The Architectural and Environmental Control Committee shall have the sole discretion in approving an Owner's specific modules or product used for its solar collectors, solar storage mechanisms and/or solar energy systems, which shall be submitted with the Owner's application.

(d) Owners shall not permit solar collectors, solar storage mechanisms or solar energy systems to fall into disrepair or to become safety hazards.

(e) Owners shall be responsible, at his or her own costs, for all maintenance and repair of solar collectors, solar storage mechanisms and solar energy systems. In the event the installation or use of any solar collectors, solar storage mechanisms or solar energy systems causes any damage or destruction to any Common Properties, Dwelling, Lot, Structure, or the Properties, the Owner installing the solar collectors, solar storage mechanisms or solar energy systems shall be liable and responsible for and shall pay for any and all costs, expenses, fees and damages and repair any and all damage or destruction created thereby, including, but not limited to, reasonable attorneys' fees and court costs incurred by the Association.

(f) Owners shall be responsible for repainting or replacement of solar collectors, solar storage mechanisms and solar energy systems.

(g) If the Association and/or Architectural and Environmental Control Committee determines, in its sole discretion, that the removal of any solar collectors, solar storage mechanisms or solar energy systems is necessary to allow the Association to fulfill its maintenance, repair and replacement obligations described in this Declaration, the Association shall provide reasonable notice to the Owner, as applicable. It is the obligation of the Owner to complete removal within the time provided by the Association. In the event the Owner fails to complete removal within the time provided, the Association may hire a licensed solar installer to remove any solar collectors, solar storage mechanisms and solar energy systems and assess all costs incurred back to the Owner's assessment/common expense account. The Association will not be responsible for the safekeeping of any portion of a solar energy system it removes nor will the Association be responsible or liable for any damage caused to a solar energy system or any of its component parts. Upon removal, no solar energy system or any of its component parts may be re-installed without the prior written approval of the Architectural and Environmental Control Committee.

(h) Solar collectors, solar storage mechanisms and solar energy systems shall meet applicable standards and requirements imposed by state and local permitting authorities and shall be certified by the Solar Rating Certification Corporation (SRCC) or other nationally recognized certification agency. No homemade or non-commercially produced collectors, mechanisms or systems may be installed.

(i) Solar collectors shall only be installed on the roofs of Dwellings and should be, upon installation, completely contained within the vertical plane of the exterior wall line of the Dwelling ~~unless approved as a variance in writing by the AECC. With respect to attached Townhouses and/or Condominiums, under no circumstances shall any solar collectors, solar storage mechanisms or solar energy systems extend beyond the bounds of a Dwelling's roof nor beyond the vertical extension of the Dwelling's Party Wall or Unit boundaries.~~

Formatted: Strikethrough, Highlight

Formatted: Highlight

~~(j) Solar collectors, solar storage mechanisms and solar energy systems, should be installed on existing plane of roof material, should match the slope of the existing plane of the roof and be flush-mounted with the existing plane of the roof unless approved as a variance in writing by the AECC.~~

Deleted: systems, should

Formatted: Strikethrough, Highlight

(k) Solar collectors, solar storage mechanisms and solar energy systems installed on roofs must be firmly affixed to roof surface.

(l) All plumbing lines should be concealed on the exterior of the Dwelling and the method of installation shown and detailed in the Owner's application described in Paragraph (b) herein. Lines should be painted colors consistent with the Dwelling and other materials adjacent to the system.

(m) A sample or illustrated brochure of the proposed solar collectors, solar storage mechanisms and solar energy systems should be submitted to the Architectural and Environmental Control Committee as part of an Owner's application under Paragraph (b) herein and should clearly depict the system and define the materials used. Construction drawings for the specific installation should be provided. Drawings should clearly show all elevations, roof planes, proposed assembly and attachment to the roof structure, proposed installation location on the Dwelling and the location of any storage ~~mechanisms tanks.~~

Formatted: Highlight

Formatted: Strikethrough, Highlight

Formatted: Highlight

Formatted: Highlight

(n) All applications concerning solar collectors, solar storage mechanisms and solar energy systems made pursuant to Paragraph (b) herein should include calculations indicating the number and area of panels required.

~~(o) Owners submitting applications shall provide an attestation that notice of the proposed installation of solar collectors, solar storage mechanisms and solar energy systems was given to all neighboring Lots and Dwellings sharing Party Walls and bounds with the~~

applicant Owner.

(o) Any material used in the solar collectors, solar storage mechanisms and solar energy systems, if flammable, should be self-extinguishing.

Formatted: Indent: Left: 1.25", No bullets or numbering

~~(p) Ground-mounted, free-standing solar collectors, solar storage mechanisms and solar energy systems are prohibited anywhere on the Property unless approved as a variance in writing by the AECC.~~

Formatted: Strikethrough, Highlight

(q) When applicable, the Architecture and Environmental Control Committee may determine the specific configuration of the elements of a solar energy system on a given roof face; provided, that, the elements of the solar energy system shall not be prohibited from being installed on any roof face and the Architecture and Environmental Control Committee's determination may not reduce the production of the solar energy system by more than ten percent (10%). For purposes of this paragraph, "production" means the estimated annual electrical production of the solar energy system. The Architecture and Environmental Control Committee encourages Owners to install solar collector systems on the rear facing roof of the Dwelling, for aesthetic purposes, determine the specific location where a solar energy system may be installed on the roof within an orientation to the south or within 45 degrees east or west of due south provided that the determination does not impair the effective operation of the solar energy system.

(r) A solar energy system shall only be installed by a professional contractor, licensed or accredited by the North American Board of Certified Energy Practitioners (NABCEP), Interstate Renewable Energy Council (IREC) or other similar nationally recognized accrediting/licensing authority.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(s) Installation of a solar energy system shall not cause or result in an unreasonable disturbance to or otherwise interfere with the use and enjoyment of neighboring Lots and Dwellings (i.e. the installation of a solar energy system shall not result in unreasonable glare reflecting therefrom nor shall it unreasonably limit or disrupt surrounding Lots' or Dwellings' sight lines).

Commented [..2]: This is redundant to new section X. Recommend Deleting X and amending with suggested language.

Deleted: This professional contractor shall assist AECC in the review and processing of the application from an Owner pursuant to this Section and/or the review of the system installed following the approval by the Architecture and Environmental Control Committee of an application submitted by the Owner pursuant to this Section.¶

(t) The Association does hereby permit the installation, placement or construction of rainwater collection systems, subject to any Rules and Regulations adopted by the Board of Directors for the Association. Rainwater collection systems, when possible, shall be concealed from public view and shall not create an unreasonable disturbance or nuisance to neighboring Lots and Dwellings.

(u) The Association does hereby prohibit the installation, placement or construction of wind energy collection systems anywhere on the Property.

(v) The Association does hereby permit the installation, placement or construction of composting systems, subject to any Rules and Regulations adopted by the Board of Directors for the Association. Composting systems, when possible, shall be concealed from public view and shall not create an unreasonable disturbance or nuisance to neighboring Lots and Dwellings.

(w) The Board and/or Architecture and Environmental Control Committee may consult with a third-party engineer, architect and/or other professional to assist in the review and processing of an application from an Owner pursuant to this Section and/or the review of any system installed following the approval by the Architecture and Environmental Control Committee of an application submitted by an Owner pursuant to this Section.

Formatted: Left, Indent: Left: 0.5", Right: 0", Space After: 10 pt, Line spacing: Multiple 1.15 li, No bullets or numbering, Tab stops: Not at 1"

(x) The provisions of this Section shall not apply to, and shall not grant any rights to Owners of, any Townhouses, Condominiums or buildings with a shared roof. As used in this paragraph, "shared roof" means any roof that (i) serves more than one (1) Dwelling, including, but not limited to, a contiguous roof serving adjacent Dwellings, or (ii) is part of the common area, limited common area or common elements of a condominium.

(y) The provisions of this Section may be revised from time to time by a vote of two-thirds (2/3) of the members of the Board of Directors.

Deleted: <#>The Board and/or Architecture and Environmental Control Committee may consult with a third-party engineer, architect and/or other professional to assist in the review and processing of an application from an Owner pursuant to this Section and/or the review of any system installed following the approval by the Architecture and Environmental Control Committee of an application submitted by an Owner pursuant to this Section. Any and all costs and fees charged to the Association by any such third-party or otherwise incurred by the Association with respect to such processing and review shall be charged back to the Owner, and if not paid promptly by such Owner shall become a lien on such Owner's Dwelling and Lot in the same manner as unpaid assessments and the Association shall have all of the same rights and remedies available to it for collection of same as are provided in this Declaration, the By-Laws, at law or in equity for the collection of unpaid assessments.¶

2. The terms used herein, if not otherwise defined, shall have the same meaning described to them in the Declaration and Bylaws.
3. The language of this statement shall govern any conflicts between this document and the Declaration and its amendments.
4. Except as to the extent expressly set forth herein above, and as revised, the Declaration, Bylaws and Rules and Regulations shall continue in full force and effect without change.

Formatted: Not Expanded by / Condensed by

Formatted: Indent: Left: 1.25", No bullets or numbering

Deleted: Amendment

Deleted: amended

Deleted: **AMENDMENT**

**END OF TEXT OF POLICY STATEMENT**



# Memorandum

---

**To:** ACL Board

**Date:** April 8, 2022

**From:** Rules & Regulations Commission

**Memo #:** 2022-44

**Topic:** Rules & Regulations: Motorized Vehicles-Recreational – 1<sup>st</sup> Reading

---

**Analysis:** Following the approval of penalties for any snowmobile that falls through the ice, the Trails and Rules & Regulations commissions have also reviewed the same for all other recreational motorized vehicles. At their April 1, 2022 meeting, the Rules & Regulations Commission motioned to “recommend to add to section XII Motorized Vehicles-Recreational, F. Operation Limitations, 14. Any recreational motorized vehicle that breaks through the ice will be subject to fines as outlined under Section XIII Snowmobiles, C. Operations, #7.

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

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Committee/Commission \_\_\_\_\_

Date \_\_\_\_\_

I move:

Recommends to Add to Section XII Motorized Vehicles  
~~Motorized~~ <sup>Recreational</sup> F. Operation Limitations 14. Any Recreational  
Motorized Vehicle that breaks through the ice will  
be subject to fines as outlined under Section  
XIII Snowmobiles C. Operations #7.

Action Taken approved

GEO  
MOTION MADE BY: Ray Rupp  
FRED  
MOTION SECONDED BY: Fred Rupp  
CHAIR: Dickie Sershan

VOTE RECORDED:

YEA: 5

NAY: 0

ABSTAIN: \_\_\_\_\_

Date Received \_\_\_\_\_

Given to \_\_\_\_\_

Date Completed \_\_\_\_\_



# Memorandum

---

**To:** ACL Board

**Date:** April 8, 2022

**From:** Rules & Regulations Commission

**Memo #:** 2022-43

**Topic:** Rules & Regulations: Housekeeping – 1<sup>st</sup> Reading

---

**Analysis:** The Rules & Regulations Commission met to review housekeeping recommendations from ACL staff and ACL legal counsel. At their March 3, 2022 meeting, they reviewed the recommendations from staff and motioned that the commission “recommends to the ACL Board to approve the document changes made in the Staff copy of the Rules & Regulations as presented.” At their April 1 meeting, they reviewed the Rules & Regulations recommendations and questions from legal counsel (with language to these questions as prepared by staff) and motioned that the commission “recommends to the ACL Board to approve the latest Rules & Regulations document as presented in the attached.”

Both the staff recommendations and legal counsel recommendations are included in the same document for Board review. Recommendations written by legal counsel are in blue, and recommendations written by staff are in red.

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

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Rules & Regs Committee/Commission

Date 3-4-22

I move:

Rules & Regs recommends to the ACL Board to approve the document changes made in the staff copy of the Rules & Regulations as presented.

Action Taken motion passed

MOTION MADE BY: <u>DAVE Dave Homb</u> MOTION SECONDED BY: <u>BARB Barbara Henden</u> CHAIR: <u>Tickie Sershon</u>	VOTE RECORDED: YEA: <u>4</u> NAY: <u>-</u> ABSTAIN: <u>-</u>
---	---

Date Received \_\_\_\_\_ Given to \_\_\_\_\_ Date Completed \_\_\_\_\_



Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Rules & Regs Committee/Commission

Date 4-1-22

I move:

The Rules & Regs Commission recommends to the A.C.L. Board to approve the latest Rules & Regulations document as presented in the attached:

Action Taken approved

<p><u>MEM</u> MOTION MADE BY: <u>Heidi Dyer</u></p> <p><u>BARB</u> MOTION SECONDED BY: <u>Barbara Hendon</u></p> <p>CHAIR: <u>Dickie Seshon</u></p>	<p>VOTE RECORDED:</p> <p>YEA: <u>5</u></p> <p>NAY: <u>0</u></p> <p>ABSTAIN: <u>    </u></p>
---	---

Date Received \_\_\_\_\_ Given to \_\_\_\_\_ Date Completed \_\_\_\_\_

**Apple Canyon Lake  
Property Owners' Association**



**Board Approved  
Rules & Regulations**

JANUARY 2022

**14A157 Canyon Club Drive • Apple River, IL 61001  
(815) 492-2238: ACL Office**

This document, along with any additions or amendments throughout the year, is also available on the website:  
<https://www.applecanyonlake.org/group/pages/rules-regulations>



## **Table of Contents**

### **Rules & Regulations**

Preamble .....	Page   5
I. Clubhouse .....	Page   7
II. Amenity Tags for Property Owners & Guests .....	Page   7
III. Guests .....	Page   8
IV. Miscellaneous Regulations .....	Page   9
V. General Violation Fines .....	Page   10
VI. Boating .....	Page   12
VII. Lake .....	Page   16
VIII. Fishing Rules .....	Page   17
IX. Ice Fishing .....	Page   18
X. Campground .....	Page   18
XI. Golf Course .....	Page   22
XII. Motorized Vehicles – Recreational .....	Page   24
XIII. Snowmobiles .....	Page   27
XIV. Swimming Pool .....	Page   29
XV. Multi-Sport Complex .....	Page   30
XVI. Appeal Process .....	Page   31
XVII. Personal & Commercial Signs .....	Page   31
XVIII. Conservation Management .....	Page   32
XIX. Archery .....	Page   32
XX. Hunting .....	Page   34
XXI. Burning .....	Page   36
XXII. Trash Disposal & Recycling .....	Page   36



#### **PREAMBLE:**

The rules and regulations contained herein have been adopted by the Apple Canyon Lake Property Owners Association (ACLPOA) Board of Directors pursuant to Article V, Section I, and Article VIII, Section 1 (n), (o) and (p) of the Amended and Restated Bylaws. Those sections provide in part that the Board of Directors have authority to adopt and publish rules and regulations governing the use of the Properties, the Common Properties, Facilities and the personal conduct of the members and their guests thereon; to suspend the enjoyment rights of any member for any period not to exceed ninety (90) days for any infraction of its published regulations and/or the power to establish fines for non-compliance therewith.

The rules and regulations have been written to provide for the safety and well-being of all ACLPOA members. Consideration has been given to the public safety, the ecology of the property and recreational enjoyment.

The rules and regulations have been formulated with an aim toward establishing orderly and reasonable procedures for governing activities and for maintaining the integrity of the ACL property, while restricting individual freedom as little as possible.

The job of the Association's Safety and Security personnel is to enforce the rules and regulations. Enforcement personnel (lifeguards, water patrol, security, etc.) will carry identification as evidence of the authority that has been delegated to them.

Violation of any rule or regulation set forth by the Board of Directors of ACLPOA is subject to fine. A detailed fine schedule is available in Section V General Violation Fines.

#### **A. General**

1. Members are expected to respect the requests of enforcement personnel and to follow their direction (e.g., identify self, stop upon request, and not interfere with duties).
2. In the spirit of friendly cooperation, we ask that Property Owners politely remind other Property Owners or guests of the regulations should a violation occur. If the violation persists, Property Owners are asked to report it to the Security Office or the General Manager.
3. Non-property owner employees of the ACLPOA may register approved recreational vehicles. Such employees must provide the same identification and insurance requirements as Property Owners. Termination of employment terminates their rights and access to Apple Canyon Lake amenities and vehicles must be removed within seven days of the employment termination.

*Amended: March 17, 2018*



## I. CLUBHOUSE

**Preamble:** The clubhouse is maintained for use of all members and is available on a limited basis for private parties. Contact the Communications & Recreation Manager for information.

### A. General

1. Members wishing to schedule the use of space and/or serve food at the Clubhouse are to verify the date and time with the Communications & Recreation Manager.
2. Maximum capacity for the clubhouse is 250 persons.

### B. Attire

1. The wearing of proper attire (shirts and shoes) is required in social areas.

### C. Private Parties

**NOTE:** A detailed Rental Rules and Agreement must be signed by Property Owners when renting the clubhouse prior to any rental being permitted.

1. All reservations are to be made through the Communications & Recreation Manager and approved by the General Manager.
2. Reservations are to be made at least one month in advance of event. Association events take precedence.
3. A damage deposit is required upon reservation confirmation. See fee schedule. Refunds of the damage deposit are dependent upon the extent of damage, if any, to the facility occurring during the event.
4. There is a six (6) hour time limit on private parties.

### D. Open Clubhouse

1. The Clubhouse serves as a quiet place for members to relax, socialize, watch TV, and use free Wi-Fi provided by the Association.
2. The hours that the Clubhouse is open for owners are posted in the lobby. However, Association events and meetings take precedence.
  - Regularly scheduled events and meetings can be found on the web calendar on the website – [www.applecanyonlake.org](http://www.applecanyonlake.org).

*Amended: March 17, 2018*

*Amended: July 18, 2020*

*Amended: April 17, 2021*

## II. AMENITY TAGS FOR PROPERTY OWNERS & GUESTS

Each Property Owner paying an Owner Amenity Registration Fee (OARF) will receive ten (10) Amenity Tags and five (5) auto stickers. The number of auto stickers issued to those Owners who pay the Trash Assessment and elect to receive Trash Auto Stickers will be reduced accordingly. These Amenity Tags authorize the use of ACLPOA amenities for Property Owners, their family, guests, or occupants. Persons of all ages must have an Amenity Tag. The Amenity Tag must be worn in a visible location or presented upon request. Additional Annual, Three Day, and One Day Amenity Tags may be purchased from the ACL Office. Owners of multiple lots will pay one OARF but may elect to pay an additional OARF for each multiple lot owned. The tags remain the property of ACLPOA.

Amenity Tags must be presented to enter the Pool, and worn or presented upon request at Nixon Beach, the Sports Complex, Firehouse Fitness, designated walking trails, and while walking the trail system. Tags may be required for private special events throughout the year. Individuals



fishing from the shoreline, or a dock, must wear an Amenity Tag or present it upon request. Amenity Tags must be worn or presented upon request while ice fishing. A vehicle sticker or guest

parking pass will be required for access to Nixon Beach. Amenity Tags do not have to be worn while on an ACLPOA registered recreational vehicle, including ATVs, golf carts, snowmobiles, and boats. Amenity Tags do not need to be worn while in the Campground. A vehicle sticker or guest parking pass will be required for access to the Campground.

Anyone found to be on the Common Properties without an Amenity Tag will be required to leave immediately. They may return with an Amenity Tag.

Dues, Trash, OARF(s), special assessments, interest, lien fees and any other outstanding amounts owed to the ACLPOA must be paid on all properties owned by all owners, designated members or occupants associated with all their properties prior to any owner receiving Amenity Tags, unless the property owner has been approved for the ACLPOA Payment Plan. Without limiting this requirement, but by way of example, if Lot 1 has two owners, persons A and B, and Lot 2 is owned by one owner, person A, then even if the dues on lot 1 have been paid by person A and/or B, neither person A nor person B can receive a boat tag or sticker until the dues for Lot 2 are paid by owner A, regardless of the fact that person B has no ownership interest in Lot 2.

The sale or unauthorized use of Association Amenity Tags is strictly prohibited. Any violation of this will result in a fine for the property owner. All violations will be presented to the Board of Directors. The Board of Directors may at their discretion suspend the membership rights of a property owner for up to ninety (90) days for violation of the Rules and Regulations in addition to the fines.

*Adopted: October 12, 2012*

*Amended: April 21, 2013*

*Amended: October 18, 2014*

*Amended: March 17, 2018*

*Amended: February 20, 2021*

**Commented [KJ1]:** I know that I have previously expressed my concerns with the potential enforceability issues of this provision (as well as the similar provision in the boating rules section), and I believe that Doug Sury in my office has commented in the past on this as well expressing his concerns. Since I am reviewing the rules again, I did want to reiterate the concerns I have and recommend revising the rules so that an owner is not denied an amenity tag based on a delinquency of a lot that the owner has no ownership interest in.

### III. GUESTS

**Preamble:** Property Owners are responsible for the activities of their Guests and any violation of the rules by a Guest will be charged against the Property Owner. In order that Guests may enjoy ACL in comfort and safety, an Amenity Tag Program has been adopted. The Amenity Tag(s) makes management and employees aware when non-members are present. All Property Owners must follow and are responsible for their Guests following the Amenity Tag Program. See Rules and Regulations, Article II above.

#### A. Definitions

1. "Guest" is any invited friend, relative, or occupant of a Property Owner using the ACL facilities with or without the Property Owner being present.
2. Immediate family members are those members and their dependents living in Property Owner's household full time. The Property Owner's children and their spouses not living in the Property Owner's household are not considered immediate family.

#### B. Guest Parking Passes

1. Guest Parking Passes must be visible on vehicle dashboard, with pass number facing upward, while vehicle is parked on any ACL "members only" property.
2. Guest Parking Pass is required for access to Nixon Beach.
3. Guest Parking Pass is required for access to the Campground.
4. Misuse or unauthorized use of Guest Parking Passes is subject to a fine to be paid by the Property Owner

*Amended: April 20, 2013*

*Amended: March 19, 2016*

*Amended: June 19, 2021*

#### IV. MISCELLANEOUS REGULATIONS

1. **Firearms:** Firearms shall not be discharged on the properties of ACL and all common properties, except by authorized Law Enforcement Personnel. Firearms shall not be carried on any part of the ACL common properties.
2. **Fireworks:** Fireworks shall not be discharged on the properties of ACL and all common properties unless approval by the Scales Mound Fire Protection District has been granted. Fireworks shall not be discharged from a watercraft.
3. **Littering:** Littering or defacing of property anywhere on the properties of ACL and all common properties is prohibited.
4. **Horses:** Horses are not permitted on the properties of ACL and all common properties.
5. **Common Property:** There shall be no cutting of trees, brush or shrubs on common property without the prior written permission of the General Manager.
6. **Pets:** Pets are not permitted in any ACL building, pool, or beach.
7. **Pets:** Pets must be leashed when not on owner's property.
8. **Pets:** Pet owner is responsible to clean up animal waste on the properties of ACL and all common properties.
9. **Tents:** Camping tents may be allowed on improved properties by receiving permission solely from the ACL Safety & Security Manager prior to occupancy. This special permission allows occupancy to be limited to 7 days.
10. **Swimming:** Swimming is not allowed at Cove Restaurant area, Marina and Nixon Beach designated boat area.
11. **Renting:** Property Owners wishing to rent their home must register annually with the ACLPOA office and conform with all registration and licensing requirements as required by Jo Daviess County, including the Guest Accommodations Ordinance which pertains to transient rentals.
12. **Vehicle Identification:** A valid property owner vehicle identification device must be permanently affixed to the driver's side lower windshield when parked on any ACL "members only" property, with number facing outward. Vehicle identification devices are available at the ACL Association Office. A valid property owner vehicle identification device is required for access to Nixon Beach and the Campground.
13. **Noxious or Offensive Activity:** No noxious or offensive activity shall be permitted.
14. **Lake:** No material shall be placed in the lake without permission of the Conservation Commission as to the type of material and location.
15. **Disobeying a Control Device (Signs):** Property owners/guests must comply with all signage while on the properties of ACL and all common properties.
16. **Speeding or Reckless Driving:** Property owners/guests are not to speed or drive any vehicle or boat recklessly while on the properties of ACL and all common properties.
17. **Interference with an Enforcement Officer:** Property owners/guests must not interfere with an enforcement officer on the properties of ACL and all common properties.
18. **Failure to Identify Self, Fleeing, Use of Abusive or Threatening Language:** Property owners/guests must identify themselves, must not flee from an enforcement officer or other ACLPOA personnel, or use abusive/threatening language while on the properties of ACL and all common properties.

Commented [KJ2]: This reference to "occupancy" is not clear. Are these tents for sleeping, such as for camping? Or are these event style tents for hosting parties? I recommend adding some clarification here

**19. Household Pets:** No animals shall be kept or maintained on the properties of ACL and all common properties except the usual household pets and these pets must be leashed when off owner's property.

**0. 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.

*Amended: July 18, 2020 Amended: March 20, 2021*

## V. GENERAL VIOLATION FINES

General fines where not specifically listed herein shall be \$50 for the first offense. All fines unless otherwise stated will be doubled for 2<sup>nd</sup> offense and tripled for 3<sup>rd</sup> and subsequent offenses within 3 years of the date of the same offense.

### Amenity Tags and Stickers for Property Owners and Guests

- The sale or unauthorized use of Association Amenity Tags is strictly prohibited
  - For the first violation \$500
  - Each additional violation \$1,000
- Failure to display ID Numbers as issued by the Association and current year ACL sticker on watercraft, camper, golf cart, UTV/ATV, snowmobile \$50
- Violation of vehicle stickers and/or Guest Parking Pass \$250

### Miscellaneous Regulations

- **All General** pet violations \$25
- **Pet violation causing physical harm to a pet or individual** \$250
- Illegal discharge of fireworks \$100
- Littering or defacing of property at ACL \$100
- Noxious or offensive activity \$250
- Interference with an enforcement officer \$250
- Failure to identify self, fleeing, use of abusive or threatening language towards an enforcement officer or other ACLPOA personnel. \$250
- Speeding or reckless driving of a vehicle or boat \$250

### Boating/Lake

- Non-compliance with Scuba diving rules \$50
- Non-compliance with waterskiing and towing regulations and those of Apple Canyon Lake \$100
- Non-compliance with boating regulations \$100
- Any boat that is on the lake and not properly registered with ACL \$250
- **Changing motor size after registration of a 10HP or less watercraft** \$500
- Operating a boat on the lake after it has been closed for safety reasons \$250
- Entry/Trespassing in the Spillway \$250
- Swimming at the beach when it has been closed for safety reasons \$250

### Fishing/Ice Fishing

- Failure to comply with the fishing regulations \$50
- Size and creel limit violations (PER FISH) \$50

### Campground

- Campground opening and closing violations \$50
- Failure to display a valid site tag \$50

- Failure to display ID numbers in the parking lot \$50
  - Failure to vacate a rented campsite \$100
  - Improper discharge of gray/black water from the holding tank of a campsite \$1,000
  - Camping unit not renewed and not removed by the annual opening day \$25/day
  - Air conditioning unit left running in an unoccupied camper for more than 48 hours \$50/day
  - Camper storage fee not paid by official closing day of campground \$50
- If not paid within thirty (30) days an additional fine of \$100 will be assessed monthly until March 1<sup>st</sup>

**Golf Course**

- Noncompliance with general golfcourse rules \$25
- Misuse or abuse of rented golf cart – Fine plus damages \$100

**Motorized Vehicles – Recreational**

- Riding or operating motorized recreational vehicles on closed trails or in an area that is not an ACL authorized area for recreational vehicles:
  - First Offense \$100
  - Second Offense \$300
  - Third or Subsequent Offense \$500
- Any prohibited vehicle that is on the trails or golf course \$250
- Any recreational vehicle that is on the trails or golf course and not properly registered with ACL \$250
- Operating a recreation vehicle in a careless or heedless manner \$250
- Operating a recreation vehicle on a private property \$100
- Unlawful Operation of All Terrain Vehicles and Golf Carts (under age 16 and/or not possessing a valid driver’s license or permit of state of origin) \$250

**Snowmobiles**

- Snowmobile or UTV/ATV breaks the ice and fall beneath the ice \$500

**Archery**

- Failure to follow archery rules \$100

**Burning/Cutting Trees**

- Partial cutting or trimming of or downing of trees on common property without prior written permission of the General Manager \*Up to \$1,000
- Burning or cutting to clear on common property without prior written permission of the General Manager \*Up to \$1,000
- \*per tree, plus \*\*restoration expense
- \*per occurrence, plus restoration expense
- \*\*Restoration to be defined as: Act of restoring, putting back into nearly original form
- **Cutting or trimming of trees within 50 feet of the shoreline without prior AECC approval \$1,000 (See ACL Building and Environmental Code, 123.5 Shoreline Buffer Zone and 107.1, C., 3., c.)**
- Violations of the burning regulations may result in the following fines:
  - Private Property: \$100
  - Greenways: Up to \$1,000
  - Open Field Burning: Up to \$1,000

**Trash**

- The improper disposal of trash. Property owners who drop off trash outside the gates of the solid waste recycling center when the center is closed will be issued a citation and be subject to fines. Property owners who observe the illegal dumping of trash anywhere on the property are encouraged to report such activity directly to the General Manager. This includes dumpsters and trash receptacles at the Marina, Campground and Pro Shop.

First Offense:  
Second Offense:

\$100  
\$200

Third Offense \$300

(And the matter will be turned over to law enforcement authorities:  
The Jo Daviess County State's Attorney and Sheriff)

- Disposing of hazardous materials at the Solid Waste & Recycling Center \$100

Amended: March 17, 2018 Amended: November 17, 2018 Amended: March 20, 2021

## VI. BOATING

**Preamble:** Apple Canyon Lake has adopted the Illinois Boat Regulations and Safety Act. All provisions of said Act are applicable to all boats operated on Apple Canyon Lake. Non-compliance with these regulations or those of Apple Canyon Lake could result in a fine.

### A. Registration

1. All boats, motorized and ~~non-motorized~~ non-powered, operated on ACL must be registered annually with the ACL Association Office. **Non-powered watercraft required to be registered include kayaks, canoes, rowboats, paddleboats, sailboats, and stand up paddleboards (SUPs).** A copy of the current State Watercraft Registration (if applicable) and current insurance is to be submitted and kept on file.
2. Prior to launching a motorized ~~boat~~ watercraft, a current year ACL sticker must be placed on the boat. The ACL sticker shall be placed on the starboard side (driver's side, right) next to the 3-inch contrasting ID numbers. **If the sticker must be re-issued due to improper placement, the owner must pay a replacement fee, at the same rate as the current registration fee on the fee schedule. All registration paperwork must be up to date at the time of re-issue for a sticker to be given.**
3. Boat owners must affix 3-inch contrasting ID numbers as issued by the Association on both the right and left sides of the watercraft near the rear of the boat and on the right side of the boat trailer tongue so that the ID numbers may be seen from the Security building when the boat is launched at the Marina. The ID number must correspond to the lot to which the watercraft is registered.
4. No guest ~~boats~~ watercraft are allowed on ACL property. Persons not listed on the recorded deed may not register any boat or recreational vehicle. Ownership of registration and insurance must be in the name of the Property Owner. Eligible ACL employees may register a boat per existing Rules and Regulations (Preamble; A. General 3.).
5. Governing Documents require that all assessments (membership dues, trash, special assessments, interest, lien fees) be paid on all properties owned by all owners, designated members or occupants associated with all their properties prior to registration and launching. Without limiting this requirement, but by way of example, if Lot 1 has two owners, persons A and B, and Lot 2 is owned by one owner, person A, then even if the dues on lot 1 have been paid by person A and/or B, neither person A nor person B can receive a boat tag or sticker until the dues for Lot 2 are paid by owner A, regardless of the fact that person B has no ownership interest in Lot 2. Association Boat Slip/Boat fee must also be paid on or before March 1.

Amended: October 20, 2018

### B. Insurance

All motorized and ~~non-motorized~~ non-powered watercraft owners must provide ACLPOA with proof of liability Insurance. The minimum required amount of insurance coverage shall be \$500,000 for bodily injury and property damage combined. Acceptable proof of liability insurance documents must meet the following requirements: the policyholder/named insured is the property owner of record; the insured watercraft must be described, and the policy term expiration date and liability coverage



amounts must be listed.

Continuous until canceled policies will not be accepted. Listing the Association as an Additional Insured or Additional Interest is not required, but by doing so, the insurance company should automatically send [copies of renewal documentations to the Association](#).

*Amended: October 19, 2013 Amended: March 17, 2018*

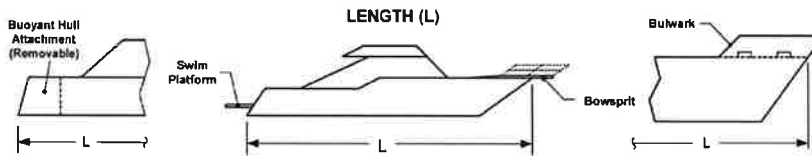
*Amended: October 20, 2018*

### C. Boat Size/Horsepower

1. Effective July 15, 2017, any newly registered motorized boat must be measured by ACL staff prior to registration. Any boat registered prior to July 15, 2017, that was not measured will be exempt. These "grandfathered" boats shall be exempt as long as these boats remain under present ownership.
2. Powered boats, with the exception of pontoon boats, shall be no more than 21 ft. in length from bow to stern in length overall (LOA), as measured by the ACL staff.

#### Length Overall Defined:

**USCG Enclosure (4) to MTN 01-99 CH5, Tonnage Technical Policy, Simplified Measurement 69.203 Definitions, Page 4:** OVERALL LENGTH means the horizontal distance between the outboard side of the foremost part of the bow and the outboard side of the aftermost part of the stern, excluding rudders, outboard motor brackets, and other similar fittings and attachments. Also excluded from length are non-buoyant attachments such as bulwarks, bowsprits, overhanging decks, swim platforms and stern wheel supports. Buoyant hull structures both fixed and removable are included in the overall length.



3. Pontoon boats shall not exceed 25 ft. as measured from the forward most point of the pontoon(s) to the aft most point of the outside pontoon(s).
4. Electric powered boats, sailboats or other than power boats shall not exceed 25 ft. in length as measured bow to stern in Length Overall (LOA), as defined above. Motor not included.
5. Boats exceeding the above size limitations will be exempt if registered for use on ACL prior to November 6, 2000. These "grandfathered" boats shall be exempt as long as these boats remain under present ownership **and are continuously registered.**
6. **If a motorized boat is registered to an Association boat slip, it must be measured no later than Memorial Day. Failure to bring the boat to the Association Office to be measured by the end of business on Memorial Day will result in the \$100 Boat Slip Late Fee being assessed and commencement of the boat slip forfeiture process outlined in the Boat Slip License.**
7. Only one (1) boat over 10 horsepower and one (1) boat 10 horsepower or less shall be registered per lot. **Association staff will photograph the boat with 10 horsepower or less showing that is the only motor in place. Should a motor over 10 horsepower be placed on the boat following registration, a fine will be issued, and the motor must be removed. All violations will be presented to the Board of Directors. The Board of Directors may at their discretion suspend the membership rights of a property owner for up to ninety (90) days for violation of the Rules and Regulations in addition to the fines.**
8. Classifications for motorized boats with detachable motors:
  - a. Boats with electric trolling motors are considered motorized.
  - b. Boats with detachable gas-powered motors are considered motorized.

9. Maximum allowable horsepower must be in accordance with the BIA (Boating Industry Association) plate limitation as shown on each boat.

*Amended: July 15, 2017      Amended: October 19, 2019*

**D. General**

1. Boats must not exceed a speed of 40 mph. However, no person shall operate a boat at a rate of speed too fast for conditions.
2. Boats must remain a safe distance from other boats, shoreline, buoy markers, etc.

3. Boats creating a wake must be at least 100 feet from shore. Boats shall not be operated at a speed in excess of 5 MPH in a no wake zone.
4. All boats shall be operated at a no wake speed after sunset and before sunrise as established by the U.S. Weather Bureau, Dubuque, Iowa.
5. Racing of power boats is not permitted.
6. Jet-skis, Jet-Boats, Wet-Bikes, Parasails, Seaplanes or similar types of vehicles are not allowed on ACL.
7. Boats are not to be tied, moored, or anchored to any buoy or mooring can.
8. All marina parking will be on first come, first serve basis. Boat trailers/cars must park in designated areas.
9. Parking in the ramp area is not allowed.
10. Association rental boats may not be rented to anyone other than Property Owners or Authorized Guests. All rental boats must have current IL registration. Rental of privately-owned boats is prohibited at Apple Canyon Lake.
11. Boats are not permitted to be stored, anchored, or moored on greenways or other Association property, except in a designated area. Short-term mooring of boats is permitted in an identified picnic/playground area when the owner operator is present. Short-term mooring of boats is permitted at the Cove while the owner operator is patronizing the restaurant. Long-term or overnight mooring of boats at these locations, in a bay, or anywhere else other than an assigned Association Boat Slip or private boat slip, is not allowed.
12. A personal flotation device must be properly worn by each person under the age of 13 on board the watercraft (both motorized and non-powered) at all times in which the watercraft is underway. A personal flotation device must be available on the watercraft for each person on board.
13. Operators of any non-motorized non-powered watercraft must also carry a whistle; and a lantern or flashlight shining a white light for use from sunset to sunrise.
14. Boats must travel in a counterclockwise direction. Exceptions include within 100' from shore to achieve enforcement or for an emergency, for kayaks, paddleboats, canoes, stand up paddleboards (SUPs), or row boats, when crossing the lake and for downed skiers or tubers.
15. Violations of IL Boat Regulations and Safety Act are prohibited.

#### **E. Waterskiing and Towing Devices**

**Preamble:** The provisions of the Illinois Boat Registration and Safety Act pertaining to water-skiing are applicable to skiing on ACL. Illinois State Law prohibits pulling a skier without at least one competent person on the boat in addition to the driver. Non-compliance with these regulations and those of Apple Canyon Lake will result in a fine.

1. No more than two (2) persons may be towed behind any one boat.
2. Skiers and other towing devices must stay a safe distance from other boats and at least 100 feet from any docks and shoreline.
3. Skiers and other towing devices must be operated in a safe and careful manner.
4. Dropping of one or more skis is permitted only at the southernmost part of the lake near the dam, south of Nixon Beach and the Marina. Boat operators and skiers must be alert to the possibility of floating skis in this area.
5. The operator of any watercraft that is towing a person or persons shall display on the watercraft

a bright or brilliant orange flag measuring not less than 12 inches per side. The flag shall be displayed at the highest point of the area surrounding the boat's helm as to be visible from all directions, continuously, while the person or persons being towed depart the boat in preparation for towing and until reentry into the boat when the activity has ceased. Display of the flag for purposes other than the activity described in this section is prohibited.

6. Boaters towing skiers, tubers, surfers, etc. must wave a red flag when the person(s) are "down" or in the water.

*Amended: March 19, 2016*

#### **F. Boat Slips**

1. All boat slips must be approved in accordance with the Architectural and Environmental Control Commission Building and Environmental Code. Assignment of boat slips shall be the responsibility of the General Manager.
2. No private boat slips are permitted on greenways. No private boat lifts or boat slips may be stored on greenways.
3. Association boat slip assignments are limited to one boat slip space per lot on an annual basis as per license agreement.
4. All ACLPOA boat slips are assigned to lots and not to the property owner. However, the Property Owner has the right to change the assigned slip to another lot concurrently owned by the same Property Owner. This change must take place prior to the sale of lot.
5. After January 1 the ACL boat slip licensee of record may offer his/her boat slip for sub-license. All sub-license transactions will be executed through the ACL Boat Slip Sub-license Program. The ACL Boat Slip Sub-license Program will be managed by the ACL Association Office. Boat slip sub-licensing not transacted through the ACL Boat Slip Sub-license Program will be considered unauthorized. The ACL boat slip licensor of record will receive a <sup>3</sup>/<sub>4</sub> boat slip rental fee rebate after his/her boat slip has been sub-licensed. The sub-licensor will also pay to the ACLPOA the annual fee in full, based on the current fee schedule. Should a boat slip trade occur on a sub-licensed slip during the calendar year, then the sublicense must travel to the new slip. All boat slip sub-licenses expire on December 31 of each calendar year. Sub-licenses may be terminated at any time by mutual agreement between the licensor of record and the sub-licensee. The ACL Association Office is to be notified when sub-licenses are terminated prior to December 31 of the current calendar year. No fee refunds will be paid by ACLPOA for sub-licenses terminated early.
6. Inflatable rafts, toys, lily pads, or other floating devices will be allowed in a no wake zone only and must be removed by sunset or when not in use. These items may not be tied to or stored on Association docks, **greenway, or other Association property. It is recommended that the lot or ID number be written on these items so they can be identified if lost.**
7. As of March 16, 2013, any property owner licensing an Association boat slip for the first time must register a motorized or ~~non-motorized~~ **non-powered** boat for each boat slip space by March 1 of the following year. Failure to do so will result in the termination of the boat slip license.
8. Boat slip leases granted prior to November 17, 2002, shall be grandfathered as transferable boat slips. If exchanging boat slips for a preferred location, this transferability may be traded to the new boat slip.
9. All new boat slip additions, as well as those released back to the Association, after November 17, 2002, shall be Non-Transferable (N.T.). Such licenses will be subject to annual license renewal and only transferable to ACL property that is owned by the same licensee.
10. To maintain the Association boat slip assignment from year to year:
  - a. Payment of Annual Dues, OARF(s), Trash, and the Seasonal Boat Slip/Boat Fee must be made on or before March 1 on all properties owned by all owners. (As outlined above in

Section A, #5)

- b. A completed and signed Boat Slip License agreement must be returned with payment on

or before March 1.

- c. Failure to complete all requirements of the Boat Slip License by the date specified therein will result in forfeiture of the boat slip to ACL, any previously granted license will be revoked, and the slip will be assigned to another ACL lot owner.

11. Liability

- a. Apple Canyon Lake Property Owners' Association shall not be liable for any damage or missing equipment, or personal property stored at a boat dock or in a watercraft. *Amended: October 20, 2018*

**VII. LAKE**

**A. Nixon Beach and Swimming**

Amenity tags and a vehicle sticker or Guest Parking Pass are required to access Nixon Beach.

Illinois Department of Public Health requires:

1. Individuals who are not toilet trained or otherwise suffer from incontinence are required to wear tightly fitted rubber or plastic pants while in the lake. Anyone exhibiting symptoms of diarrhea in a 24-hour period should not visit the beach. Anyone with open wounds ~~should~~ shall not visit the beach.
2. Pets are not allowed on the sand area of the beach or in the pavilion.
3. Swimming is limited to Nixon Beach, no wake areas and in the main body of the lake within 75' of the shoreline. No one shall swim alone.
4. Posted Rules at the beach will be strictly enforced. Those rules include but are not limited to:
  - a. The beach closes at 10:00 p.m. and reopens at 5:00 a.m. daily. Utilization of the beach other than during these hours requires a permit from the Aquatics Manager. Swimming is prohibited before sunrise or after sunset, or when lightning or thunder is present, including a 30-minute period after the last thunderclap is heard or lightning strike is observed.
  - b. Glass items, breakable containers or hazardous objects are not permitted on the beach. Littering is prohibited.
  - c. No smoking or vaping ~~is~~ allowed within fifty (50) feet of the beach. "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 IV for ACL cannabis rules.
  - d. Swimming is permitted within the designated swimming boundaries only
  - e. No fishing ~~is~~ allowed within the designated swimming boundaries.
  - f. Apple Canyon Lake is not responsible for lost or stolen property
  - g. Persons under the age of 13 must have an adult who is responsible for them present at all times.
  - h. Grills are limited to grassy area behind pavilion.
  - i. Signage shall be posted "No Lifeguard Present, Swim at your Own Risk" as necessary.

Commented [KJ3]: Using the phrase "should not" likely makes this a suggestion rather than an enforceable rule. If the desire instead is to make this a requirement, then "should not" needs to be replaced with "shall not".

5. ~~Persons under the age of 13 must have an adult who is responsible for them present at all~~



times.

6. ~~Grills are limited to grassy area behind pavilion.~~
7. ~~Signage shall be posted "No Lifeguard Present, Swim at your Own Risk" as necessary.~~

## B. Scuba Diving

Non-compliance with the following rules will result in a fine.

1. Notify security prior to scuba diving
2. Divers are responsible for designating "Occupied Diving Area" with approved markers.
3. Scuba diving is permitted in no wake zones.
4. Diving is limited in the main body of the lake within 75' of the shoreline.
5. No scuba diving is permitted in the main body of the lake on weekends or holidays.

*Amended: March 17, 2018*      *Amended: January 16, 2021*

## VIII. FISHING RULES

**Preamble:** All rules of the Illinois Department of Natural Resources apply at ACL and will be enforced by ACL Security and IDNR. Fishing regulations regarding Apple Canyon Lake defined length and creel limits are subject to change. Size and creel limits will be posted each season at the Marina and published in *The Apple Core*. Fishing is for property owners and their guests or occupants with an amenity tag. Failure to comply with the fishing regulations will result in a fine for each violation.

1. Each person fishing is responsible for knowledge of current size and creel limits for each species of fish. Violations will result in a fine PER FISH.
2. Fishing is allowed from Association common property & greenway or Association docks not otherwise prohibited below.
3. Fishing is also allowed along the Harold Bathum Trail.
4. *Persons shall be limited to two pole and line fishing only. This regulation permits the angler to harvest fish with no more than two poles with no more than two hooks or lures per line. The following recreational fishing tactics are expressly prohibited including, but not limited to: Snagging, spearing, use of firearms, hoop nets, bows, traps, snares, seines, bank poles, trot lines, commercial fishing devices, or any other fishing method besides pole and line.*
5. Persons shall have at all times in their possession a valid Illinois Fishing License while engaged in fishing activities.
6. No person shall introduce any fish species into Apple Canyon Lake waters, except by authority of the Illinois Department of Natural Resources.
7. No fishing is allowed in the following areas: These areas are dangerous – no fishing or trespassing/entry allowed.
  - a. On the dam.
  - b. All reaches of the spillway.
  - c. From the buoy marker to the spillway.
  - d. Bottom of the spillway to the bridge.
8. No fishing from shore at North Bay Wilderness Area Nature Walk.

**Commented [KJ4]:** Paragraphs 5, 6 and 7 here are repeats of paragraph 4, subparagraphs (g), (h) and (i) right above them.

9. No fishing in the Marina Bay between the parking lot and the posted signs.
10. No fishing from the Cove docks or the area in front of the Cove parking lot during Cove operating hours.
11. Violations of Illinois Department of Natural Resources rules are prohibited. *Amended: January 16, 2021*

#### **IX. ICE FISHING**

**Preamble:** All rules of the Illinois Department of Natural Resources apply at ACL and will be enforced by ACL Security. Ice fishing is for property owners and their guests or occupants with an amenity tag. Apple Canyon Lake Property Owners Association assumes no responsibility for the safety of individuals on the lake.

##### **A. General**

1. No State licensed vehicles such as trucks or automobiles are permitted on the frozen lake.
2. The Association provides no information regarding the thickness of the ice.
3. Violations of Illinois Department of Natural Resources regulations are prohibited.

##### **B. Shelters**

1. Shelters must clearly display the following information in 3" high letters:
  - a. Owner's name
  - b. ID Numbers as issued by the Association
  - c. Phone number
2. Shelter used after dark must have highly visible reflectors on all sides.
3. All shelters must be removed from the ice daily.

*Amended: September 19, 2020*

#### **X. CAMPGROUND**

**Preamble:** The ACL campground is limited to Property Owners and their authorized guests. An ACL auto sticker or Guest Parking Pass is required for entry to the Campground. RV sites and primitive tent sites are available. RV sites have electric and water hookups. Seasonal Campsites are assigned through the Seasonal Campsite Waiting List for long-term RV camping. A reservation system is used for all short-term, non-seasonal campsites. Reservations are made through the ACL Association Office. No person under the age of 18 is permitted to rent a campsite unless accompanied by an adult.

**Campground Opening Date:** First weekend in April, weather permitting, or as determined by General Manager.

**Campground Closing Date:** The last Sunday in October, weather permitting, or as determined by General Manager.

Failure to comply with these rules will result in a fine.

##### **A. General Rules**

1. All camping units must arrive in the campgrounds before 10:00 p.m. Check in at ACL Association Office. Campers arriving after the ACL Association Office has closed should make arrangements in advance to have the site ticket left in the dropbox for pickup at check in but must check in prior to noon the next day. All non-seasonal camping units must

display a valid site ticket as designated by the ACL Association Office. Failure to display a valid site ticket will result in a fine.

2. Quiet hours are from 10:00 p.m. until 8:00 a.m.
3. The speed limit within the campgrounds is 10 MPH.
4. Boats, golf carts, or ATVs/UTVs in the campground must be registered with the Association and display ID numbers and a current year ACL sticker. All motorized recreational vehicles used in the Campground must follow the Rules & Regulations outlined in Section XI Motorized Vehicles-Recreational. Boats, boat trailers, ATV/ UTV trailers are not permitted to be stored in the campground parking lots for more than two (2) weeks per year or per season. Boat and ATV/UTV trailers stored in the campground parking lot must display ACL ID numbers. Campground parking lot storage is restricted to those currently camping in the Campground. Failure to display ID numbers in the campground parking lot will result a fine.
5. Non-seasonal sites may be reserved on the basis of:
  - a. Reservations must be made by an ACLPOA member or authorized guest. Only one site may be rented at the Property Owner rate per lot. The Property Owner must be staying at the site and make the reservation to receive this rate. All other reservations will be made at Guest rate.
  - b. Reservations may be made no more than 30 days in advance.
  - c. Reservations may not exceed two (2) weeks.
  - d. All applicable fees must be paid at the time a reservation is made. All RV site reservations canceled are non-refundable. Primitive site reservations canceled with at least 7 days' notice will ~~be have fees~~ refunded by ACL gift card. ~~fees for primitive site reservations~~ refunded canceled with fewer than 7 days' notice will not be . The property owner or guest making the reservation must ensure their camper will fit on the site. No campsite changes or modifications are allowed.
  - e. Sites must be vacated by the 11:00 a.m. checkout time on the day of the owner's scheduled departure, or an extra day's fee will be assessed. If an incoming rental is displaced due to late removal, a fine will be assessed in addition to the extra day's fee. The Property Owner will be held financially responsible and charged additional fees for early placement or late removal.
6. Campfires must be contained in the fire rings provided for the campsite. Extinguish campfires properly. No garbage or trash shall be placed in the ring.
7. Campers must maintain campsite free of litter, garbage, and debris at all times. Garbage shall be taken to the Recycling Center during their posted hours. A dumpster is provided for the Campground on holiday weekends. Garbage may not be disposed of at the laundry or bathhouse facilities.
8. Domestic pets are allowed in the Campground but must be traditionally or electronically leashed at all times. Campers must pick up after their pet and properly dispose of waste.

#### B. Guest Rules

1. Property Owners are responsible for the activities of their guests and any violation of rules by the guest will be charged against the Property Owner.
2. Guest camping will be permitted. Property Owners may reserve sites for their guests or provide authorization to the ACL Association Office allowing the guest to make the reservation. No guest reservations will be made without authorization from the Property Owner. Property Owners may give permission for guests making reservations to request Guest Parking Pass(es) be included with the site tag at check in. Site fees will apply to the following:
  - a. Primitive - one site fee for up to two (2) tents.

Commented [KJ5]: It is implied here that cancelling with fewer than 7 days' notice means the fees won't be refunded but this should be specifically stated if that is the case.

- b. Non-seasonal RV site - one site fee for one camper or up to two tents.
- c. Occupied RV site - one (1) tent per site without charge.
- d. Shared RV site - second unit/full rate, subject to the second camper fitting in entirety on the gravel pad. Fees must be paid before the second unit is placed on the site.

**C. Campground Sanitary Rules**

1. Dumping/expelling gray water (sink waste) or black water (toilet waste) on the ground is strictly prohibited. All RVs, whether equipped with holding tanks or not, such as fold down campers, may not uncap the external drain unless it is connected by hose to a sealed container such as a tote-along drain water tank. Open containers such as buckets are not permitted. When dumping holding tanks at the campground dump station located near the bath house, use of a hose is required to discharge gray or black water directly into the campground dump station inlet from a tote or holding tank.
2. Upon confirmed knowledge of deliberate improper discharge of gray/black water from the holding tank of campsite unit the following shall occur; a fine will be issued; - immediate removal of camping unit and personal property from campground will be required; and forfeiture of camping privileges for 90 days. No pro rata refund of fees paid. No warnings. Property owner will be responsible for any cleanup costs.

**D. Seasonal Campsites**

1. The previous year's Seasonal Campsite License may be renewed if both renewal and registration are completed by March 1. Payment of Annual Dues, OARF(s), Trash, and the Seasonal Campsite Fee must be made on or before March 1 on all properties owned. Governing Documents require that all assessments (membership dues, trash, special assessments, interest, lien fees) be paid on all properties owned by all owners, designated members or occupants associated with all their properties prior to registration. Without limiting this requirement, but by way of example, if Lot 1 has two owners, persons A and B, and Lot 2 is owned by one owner, person A, then even if the dues on lot 1 have been paid by person A and/or B, neither person A nor person B can receive a camper tag or sticker until the dues for Lot 2 are paid by owner A, regardless of the fact that person B has no ownership interest in Lot 2. A completed and signed Campsite License agreement must be returned with payment on or before March 1 as part of the renewal and registration process. Failure to complete all requirements of the Campsite License by the date specified therein will result in forfeiture of the campsite to ACL, any previously granted license will be revoked, and the site will be assigned to another ACL lot owner. All camping units registered to a seasonal site must be owned by a property owner and registered annually with the Association by providing a completed Campsite License agreement, proof of liability insurance, State Registration or Title (see a. below), and by paying the required fee. All seasonal camping units must display a current year ACL sticker and ID numbers issued by the Association prior to occupying a campsite. For camping units stored on site over the winter, the current year ACL sticker & ID numbers must be displayed by Memorial Day Weekend. The current year ACL sticker and ID numbers must be visible from the road. All Seasonal Campsite Licenses are transferable only to another ACL property owned concurrently by the same Property Owner. Campsite Licenses may not be transferred to another Property Owner or with the sale of a lot. Upon the sale of the lot, the Campsite License agreement will automatically and immediately terminate.
  - a. All camper owners must provide ACLPOA with proof of liability insurance. The minimum required amount of liability insurance coverage shall be \$500,000 for bodily injury and property damage combined. Acceptable proof of liability

insurance documents must meet the following requirements: the policyholder/named insured is the property owner of record; the insured camper must be described, and the policy term expiration date and liability coverage amounts must be listed. Continuous until canceled policies will not be accepted.

b. A copy of the current State Recreational Vehicle Registration or Title must also be provided to ACLPOA. A current State Recreational Vehicle Registration must be provided if the camper is transported to/from the Campground. A current State Recreational Vehicle Registration or Title will be accepted if Camper Storage fee is paid. The Camper Storage fee must be paid by March 1 if only a Title is provided. If the owner chooses not to store the camper at the Campground over winter, the camper must be removed prior to the Campground closing date and the Camper Storage fee will be refunded after a current State Recreational Vehicle Registration is provided. **If a State Recreational Vehicle Registration is provided, Camper Storage must be paid by the Campground closing date.**

**Commented [KJ6]:** By what date is the Camper Storage fee required to be paid if only a State RV Registration is provided? As I understand this, either a Registration or a Title may be provided by an owner and will be accepted if the Camper Storage fee is paid. But, there is only a specific due date for the Camper Storage fee if title is provided. I recommend clarifying here when the Camper Storage fee must be paid if only a State RV Registration is provided.

2. All camping units that are not renewed or forfeited and that have not been removed from the site by the annual opening date of the campground will be assessed a fine per day in addition to a daily RV site camping fee. The Association will make arrangements to have the camping unit towed at the owner's expense if the unit is not removed by May 1. If a Campsite to Trade assignment (**see Operational Programs & Procedures, Campsite Waiting Lists**) has been accepted, the camper must be moved to the new site prior to the opening date of the Campground. Seasonal Campsite trades between property owners should be completed as expeditiously as possible. The ACL Association Office will be notified when the move has been completed.
3. Seasonal campsite assignments and/or applications are limited to one campsite per lot.
4. When needed as an entrance requirement, steps and/or a platform may be used. Steps must be wood or similar deck material and removable. Platform is limited to 4' by 4'. The height and grade of the site should dictate height and number of steps needed. Properly installed handrails must be provided on stairs higher than three risers.  
**NOTE:** Variances must be addressed to the AECC at a regularly scheduled meeting.
5. No camper will have skirting.
6. Outside storage containers shall be allowed but limited to a maximum width of up to 8 feet, not to exceed the width of the camper. Containers must not exceed 72 cubic feet. Outside storage containers must be constructed of a pre-manufactured material (plastic) such as Rubbermaid. Each campsite shall be allowed the total of one (1) storage container. Storage containers are allowed on campsites and shall be placed adjacent to the camper so as not to obstruct the maintenance of the grounds around the campsite or common areas.
7. Firewood that is stored on site while the campground is open shall be stored so it does not obstruct the maintenance of the grounds around the campsite or common areas. Vehicles, trailers, ATV/UTVs, boats, golf carts, swing sets, portable gazebos, portable screen rooms, hammocks, umbrellas, lawn furniture, sports equipment, clothes lines, flower pots, bird feeders, signs, lighting, or like items shall be removed from the grass and stored or placed on the gravel pad when maintenance of grounds is in progress.
8. No alterations or improvements shall be made to any campsite by a property owner, including, but not limited to, flower beds, planting of trees, planting of shrubs, retaining

**Commented [KJ7]:** What is a Campsite to Trade assignment? I don't see this term defined or elaborated on anywhere within this document.

walls, or placement of gravel, brick, block, boulders, timbers, mulch, etc. Alterations or improvements will only be considered if a life safety issue or accessibility issue exists. A request must be submitted in writing and permit for the improvements must be granted by

AECC before any alterations or improvements may be made. Any prior alterations or improvements must be removed by the Property Owner upon the trade or forfeiture of a Seasonal Campsite, unless otherwise requested by the Association.

9. All air conditioning units and water must be turned off when the camper is unoccupied for more than 48 hours. Failure to comply will result in a fine per day while not in compliance.

#### E. Campground Winter Rules

1. A Camper Storage Fee will be charged to store a camper at the campground over the winter. This fee must be paid prior to the official closing date **if the camper owner provided a State Recreational Vehicle Registration when completing the Campsite License, or by March 1 of the current year if the camper owner provided a camper title. If an owner provided a State Recreational Vehicle Registration to complete the Campsite License and the Camper Storage fee is not paid by the last Sunday in October, a fine will be assessed. If the fee and the fine are not paid within thirty (30) days an additional fine will be assessed monthly until March 1. If the fee and all fines are not paid by March 1, the Seasonal Campsite License will be revoked.**
2. Camping units must be removed by the Campground closing date unless Camper Storage has been paid. All items to be removed from the campground must be removed by the same date. Vehicle access to the Campground will not be permitted after the official closing date.
3. Nothing may be left near, under or around the camper to be stored, except a storage container, firewood, tote along, access stairs, grills (as referenced below) and carpeting. All furniture, flowerpots, screen rooms and like items shall be removed and properly stored off the property and out of view. Anything left on the site after the specified closing date will be disposed of.
4. Grills will be allowed to be stored during the winter months on campsites that have paid for winter storage. Any grills that are left on a campsite must be securely covered and stored near or under the camper. Propane tanks must be removed.
5. If maintenance is required to work on or near a campsite, the property owners may be required to move their camper to another campsite until the work is completed.
6. When the campground is officially closed, all electricity and water will be shut off.
7. After the official closing date, campsites may not be occupied. The campground entrance gate will be locked, and the roads will not be maintained. Anyone wishing to check on their camper prior to the official opening date of the campground will be required to notify the Safety and Security Department of their presence and walk to the camper location.
8. Seasonal camping units only will be stored at the campground. Boats, ATVs/UTVs, boat and ATV/UTV trailers, etc. must be removed from the Campground before the official closing date.

**Commented [KJ8]:** Is the Camper Storage fee referred to in this paragraph the same as the one referred to in Section D(1)(b) of this Article, which requires payment by March if only title is provided? If so, then it is not clear to me why the fee must be paid. The earlier language would appear to provide that the fee is due on or before March 1, but this paragraph provides that payment is due by the last Sunday in October, or else fines will be charged. If the last Sunday in October is the deadline, then Section D(1)(b) should be revised to provide for that deadline, rather than March 1, unless these paragraphs are referring to 2 different fees.

#### F. Liability

1. Apple Canyon Lake Property Owners' Association shall not be liable for any damage caused to personal property due to the failure of the property owner or guest to follow the Campground rules as specified.
2. Apple Canyon Lake Property Owners' Association shall not be liable for any damage or missing equipment stored at the campground or in campers.

*Amended: November 21, 2015 Amended: March 17, 2018*

*Amended: December 15, 2018*

*Amended: March 20, 2021*

*Amended: December 18, 2021*

**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 Motorized Recreational Vehicle Waiver** 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

1. Reservations may be made by members in good standing (i.e. Dues, Trash, OARF(s), special assessments, lien fes and any other outstanding amounts owed to the ACLPOA on all properties owned by all owners, designated members or occupants associated with all their properties all assessments and other amounts due to the Association are current and paid in full) no earlier than two (2) weeks in advance in person or by phone.
2. Only soft golf spikes are allowed on the golf course.
3. 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.
4. All golfers must sign in; all members must be in good standing (**see 1. above**); and unless approved otherwise by the Pro Shop, must start on hole #1.
5. 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.
6. Groups of more than four (4) golfers will not be allowed unless approved by the Pro Shop.
7. No cash refunds will be granted by the Pro Shop for inclement weather - only rain checks will be issued.
8. 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.
9. Please rake all traps, replace all divots, and repair all ball marks - USGA rules apply.

**Commented [KJ9]:** This term "member in good standing" needs to be defined or clarified. I added language to clarify that this means being up to date on all payments due to the Association. If the intent was for this term to mean something else, then this paragraph should be revised to reflect what this term means.

**Commented [KJ10]:** This term "member in good standing" should be defined/clarified in this paragraph as well.

10. Every player must have his or her own set of clubs.
11. Course is limited to approved use only.
12. Golfers playing 18 holes must check into Pro Shop after completing first 9 holes to schedule a second start time.
13. No children under the age of ten (10) are allowed on the golf course, unless they are under the supervision of an adult.
14. Non-golfers are allowed on the course only after checking into the pro shop and when it does not interfere with golfers.

**Fees/Passes**

1. 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.
2. All season pass golfers must show their current Season Pass Card.
3. No golfer may use another golfer's Season Pass card.
4. 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.
5. 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.
6. Corporate member guests will NOT be allowed to use any corporate privileges during special events, tournaments, etc.
7. Corporate members listed on the membership form are the only persons that can use corporate privileges during leagues.
8. Unused play does not carry over into additional daily rounds.

**B. Alcoholic Beverages**

1. 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.
2. 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.
3. Abusive language will not be tolerated on the course.

*Amended: March 17, 2018*

*Amended: July 18, 2020*

**XII. MOTORIZED VEHICLES - RECREATIONAL**

**Preamble:** The trail system was built so ACL Property Owners and their guests can enjoy the natural beauty of the property and nature. Improper use detracting from this objective will not be tolerated.

It is the intent of the Apple Canyon Lake Property Owners Association Board of Directors to supplement the statutes of the State of Illinois in respect to the operation of all motorized recreational vehicles upon Association property. These Rules and Regulations are not intended to

allow what the **Jo Daviess County** or state statutes prohibit.

**A. Definitions:** As used in these Rules and Regulations, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

1. "Operate" means to ride in or on, other than as a passenger, use or control the operation of motorized recreational vehicle whether or not the vehicle is moving or underway.
2. "Operator" means every person who operates or is in actual physical or constructive control of a motorized recreational vehicle.
3. "Motorized Recreational Vehicle Owner" means a person, other than a lien holder, having the property in or title to motorized recreational vehicle, entitled to use or possession thereof.
4. "Person" means an individual, partnership, firm, corporation, and any body or association of individuals, or other entity.
5. "Proof of Insurance" shall be defined as an insurance company or insurance agency form that provides ACLPOA with the policyholder/named insured's name (must be a property owner of record), the amount of liability insurance coverage, a description of the insured vehicle(s), and the policy term expiration date.
6. "Roadway" means that portion of a highway improved, designed, or ordinarily used for vehicular traffic.
7. "All-Terrain Vehicle" (ATV) – Any motorized off-highway device, net weight of 900 pounds or less, traveling on four low pressure tires, designed with a seat designed to be straddled for operator use, and handlebars or steering wheel for steering control. ATVs are permitted on our trail system, subject to compliance with all other regulations contained herein.
8. "Utility Task Vehicle" (UTV)/"Side by Side Vehicle" – Any motorized off-highway device, net weight 900 to 1,999 pounds, not a golf cart or low speed vehicle. Vehicle travels on four or more low pressure tires, with seating for at least two passengers in non-straddle type seats, designed with a steering wheel, brake lights, taillights, and two headlights. Four and six-wheel UTVs/Side by Sides are permitted on our trail system, subject to compliance with all other regulations contained herein.
9. "Golf Cart" – A small vehicle primarily designed or manufactured for transportation of persons for golfing. Golf carts are permitted on our trail system, subject to compliance with all other regulations contained herein.
10. "Motorized Recreational Vehicle" – Refers in these Rules & Regulations to vehicles allowed on the ACL trail system, including ATVs, UTVs/Side by Sides, and golf carts.
11. "Other Authorized Trail Vehicles" – Include snowmobiles (see Section XII Snowmobiles for regulations) and pedal bikes.
12. "Designated Trails" – Trails designated by the Association Board of Directors for recreational use by pedestrians and/or motorized recreational vehicles. When using the trails, all pedestrians and motorized recreational vehicles must remain on the clearly marked designated trails located for such purposes within Apple Canyon Lake. Motorized vehicles are not permitted on any walking trail.

#### **B. Prohibited Vehicles**

1. Amphibious vehicles, go-carts, and 2- and 3-wheel motorized vehicles are not permitted **on the trail system**. Any vehicle using a "skid steer" turning system is not permitted.

2. With the exception of Emergency, Maintenance, and Security vehicles, licensed vehicles such as trucks, automobiles and motorcycles are not permitted on the trails.

### C. Registration

1. All motorized recreational vehicles that are to be on ACL trails must be registered annually and display a current ACL sticker on the center front of vehicle (front roll bar, windshield or front of hood panel so that sticker may be clearly seen from another approaching vehicle or trail walker) and ID numbers as issued by the ACL Association Office. The ID number will be displayed on both the front and rear of the vehicle. The ID numbers may be placed directly on the front center hood or on a front license plate and will also be displayed on a rear license plate. The registered owner will be responsible for the safe operation of the motorized recreational vehicle and be responsible for the activities of their guests. **If the sticker must be re-issued due to improper placement, the owner must pay a replacement fee, at the same rate as the current registration fee on the fee schedule. All registration paperwork must be up to date at the time of re-issue for a sticker to be given.**
2. **No ACL sticker or ID numbers shall be placed on a vehicle until it has been registered with the Association Office.**

### D. Insurance

1. All **motorized** recreational vehicle owners must provide ACLPOA with proof of liability insurance. The minimum required amount of liability insurance coverage shall be \$500,000 for bodily injury and property damage combined. Acceptable proof of liability insurance documents must meet the following requirements: the policyholder/named insured is the property owner of record; the insured vehicle(s) must be described, and the policy term expiration date and liability coverage amounts must be listed. Continuous until canceled policies will not be accepted. Listing the Association as an Additional Insured or Additional Interest is no longer required, but by doing so, the insurance company should automatically send renewal documents.
2. The vehicle operator, operating a motorized recreational vehicle, recognizes and agrees that he/she is using the trails at their own risk, and absolves ACL of any injury sustained while using the trails, regardless of the source or cause of the injury. Each operator must sign a **Motorized Recreational Vehicle Waiver** to this effect each year when their vehicle is registered. If under 18 years of age, their parents/guardian must co-sign. **No golf cart, ATV, UTV, or snowmobile stickers will be issued to any owner or to another designated party without a current, complete waiver on file from the vehicle owner of record.**

### E. Equipment

1. All motorized recreational vehicles are required to have factory equipped or comparable mufflers in fully operable condition.
2. Noise level shall not exceed 90-decibel levels under normal standard testing.
3. Operable headlights and taillights are required if used after sunset.
4. ATV operators and riders are required to wear Department of Transportation approved safety helmets and eye protection.

### F. Operation Limitations

1. All **motorized** recreational ~~motorized~~ vehicles must be in safe operating condition.
2. No person shall operate any vehicle in a careless or heedless manner or at a rate of speed greater than will permit in the exercise of reasonable care to bring the vehicle to a stop

within the assured clear distance ahead.

3. No person shall operate any vehicle in such a manner as to endanger the life, limb, or property of any person. No racing is permitted.
4. No person shall operate any vehicle on private property without the consent of the owner.
5. No person shall operate a vehicle at a rate of speed too fast for conditions or as may be posted.
  - a. A 10 MPH speed limit has been established:

1. From President's Bay creek crossing to Powder Horne Access
2. From the Marina building to Pilot Point Access
6. All vehicles must stop at streets and roads, etc., and yield right of way to pedestrians, vehicles, or pedal bikes.
7. Motorized recreational vehicles are permitted on trails between the hours of 6:00 a.m. and 10:00 p.m. or one hour after the conclusion of an ACL sanctioned event. Use of headlights and taillights is required before sunrise and after sunset.
8. Guest vehicles are not permitted.
9. No riding or operation of vehicles is permitted on closed trails or in nonauthorized ACL areas.
10. The Golf Course is off limits to all [motorized](#) recreational vehicles except golf carts.
11. No person shall operate a motorized recreational vehicle while under the influence of intoxicating beverages or illegal drugs.
12. Passengers are prohibited from riding in open flat bed or on a "pull-a-long" or "tow behind" trailer or cart, etc. attached to an approved vehicle; the number of passengers in a single vehicle may not exceed the manufacturer's recommendation, and/or actual seat count.
13. All motorized recreational vehicles shall be 66" or less in overall width. **After any modifications are made to a vehicle, it must be re-measured at the Association Office prior to use on the properties.**

#### **G. Guest Use**

1. All guests must complete a waiver annually and submit it to the ACL Association Office prior to using a registered vehicle on the trail system.
2. **Rental of privately-owned Motorized Recreational Vehicles is prohibited at Apple Canyon Lake. Property Owners may allow their guests, renters, or occupants to use their registered vehicle, but no fee shall be advertised or collected.**

#### **H. Staging Areas**

1. Illinois State law does not allow unlicensed motor vehicles on roadways. Therefore, the following are recommended as staging areas.
  1. Nixon Beach parking lot.
  2. Greenway area at the end of Powder Horne Lane.
  3. Greenway area at the northeast end of Independence Bay.
  4. Upper Clubhouse parking lot.

#### **I. Lawful Operation**

1. Operation of a motorized recreational vehicle on Association property including the Trail System shall be limited to individuals:
  1. Possessing a valid driver's license or permit of state of origin.
  2. Attainment of 16 years of age (or age as mandated by the Association insurance carrier).

#### **J. Method of Crossing Roadway**

1. Motorized recreational vehicles may make direct crossings over designated roadway crossings providing that the crossing is made as close as possible to a 90-degree angle to the roadway and only after coming to a complete stop and yielding to vehicles and pedestrians on the roadway.

*Amended: November 16, 2013      Amended: January 20, 2018      Amended: March 17, 2018*

### XIII. SNOWMOBILES

**Preamble:** ~~The ACLPOA assumes no liability for individuals operating snowmobiles on the lake when frozen. Extreme Caution should be used!~~

Commented [KJ11]: Article revised to incorporate revisions recently adopted by Board.

Snowmobile operators will also be required to complete a Motorized Recreational Vehicle Waiver prior to issuance of the snowmobile sticker. Operators of snowmobiles are to be familiar with the Illinois Snowmobile Registration and

Safety Act. Snowmobiles shall be operated on ACL properties in accordance with this Act, including the age of the operator. Violations of the Illinois Snowmobile Registration and Safety Act are prohibited and subject to a fine. The Golf Course is off limits to any recreational vehicle except golf carts. The Pro Shop may be accessed using the ACL trails. Snowmobile parking is limited to the designated area. The Pro Shop is accessible to the public via Lake Road #3. Non-property owner snowmobiles are only allowed at the Pro Shop and must be operated in accordance with the Illinois Snowmobile Registration and Safety Act.

#### **A. Registration**

1. All snowmobiles that are to be used on the ACL trails and properties must be registered annually with the Association and display a current year ACL sticker on the center front of the vehicle (windshield or front of hood panel so that sticker may be clearly seen from another approaching vehicle) and ID Numbers as issued by the ACL Association Office. The ID numbers will be displayed on both the front and rear of the snowmobile. The ID numbers may be placed directly on the front center hood or on a front license plate and will also be displayed on a rear license plate. The registered owner will be responsible for the safe operation of the snowmobile and be responsible for the activities of their guests.
2. In addition, all snowmobiles must be registered with the Illinois Department of Conservation, Snowmobile License Section and display the number assigned to that snowmobile or covered by a valid registration or license of another state.

#### **B. Insurance**

1. All snowmobile owners must provide ACLPOA with proof of insurance. The minimum required amount of liability insurance coverage shall be \$500,000 bodily injury and property damage combined. Acceptable proof of liability insurance documents must meet the following requirements: the policyholder/named insured is the property owner of record; the insured snowmobile(s) must be described, and the policy term expiration date and liability coverage amounts must be listed. Continuous until canceled policies will not be accepted. Listing the Association as an Additional Insured or Additional Interest is no longer required, but by doing so, the insurance company should automatically send renewal documents.

~~The Association and organized snowmobile clubs must execute an agreement to conduct themselves in a responsible manner at all times and abide by the laws set forth by the State of Illinois Snowmobile Registration and Safety Act, Article V, Control, Section 5-1. In addition, the clubs must file proof of insurance with the Association showing minimum limits of liability for bodily injury and property damage of \$500,000.~~

*Amended: October 19, 2013*

*Amended: December 15, 2018*

#### **C. Operation**

1. All snowmobiles must be in a safe operating condition.
2. All snowmobiles shall be operated only on designated trails ~~and not on roads and parking lots.~~ When operating along roadways, owners must follow the Illinois Snowmobile Registration and Safety Act. When individuals are operating snowmobiles on the frozen lake, ACLPOA assumes no liability for the safety of any individual and/or any snowmobile.
3. Racing of snowmobiles is not permitted.
4. All snowmobiles shall be operated at a safe speed and in a prudent manner.



5. Riding must be in a single file formation on the right shoulder of the road.
6. All snowmobiles must stop at all streets, drives, and roads and yield right of way to pedestrians or vehicles.
- ~~6-7.~~ Individuals operating snowmobiles on the lake when frozen should use extreme caution and are solely responsible for insuring that the ice depth is sufficient to support the weight of the snowmobile and rider(s). If a snowmobile or UTV/ATV were to break the ice and fall beneath the ice, the owner of the machine will be fined as well as required to remove the machine as swiftly as possible. Within ten (10) days of falling beneath the ice, an owner must have the snowmobile or ATV/UTV removed from the lake or report to the General Manager the timeframe for removal and contact information of the company doing the removal. If the Association determines that an owner is not working diligently to remove the machine from the water within the timeframe permitted by the Association, the Association will remove the machine at the owner's expense. Owners and operators of such machines may also be subject to and incur fines and charges accorded to them by IDNR, EPA and any other entity with jurisdiction over the lake.
- ~~7-8.~~ Pedestrians and cross-country skiers have the right of way on trails.
- ~~9.~~ Snowmobiles are permitted on trails between the hours of 6:00 a.m. and 10:00 p.m.
- ~~8-10.~~ Operation of a snowmobile on Association property including the Trail System shall be 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).

~~9. Violations of the Illinois Snowmobile Registration and Safety Act are prohibited.~~

#### XIV. 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. 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.

##### A. General

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, 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. No glass containers allowed.
4. No smoking or vaping allowed within fifty (50) feet of 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 IV Miscellaneous Regulations 20. 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 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.
- 6. Anyone entering the pool after hours without permission of ACL is trespassing and will be subject to criminal charges.
- 7. 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.
- 8. Persons under the age of 13 must have an adult present at all times.
- 9. 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 there is a large number of people in the pool, as determined by pool staff. ~~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.

**Commented [KJ12]:** What is "bather load" referring to. Is this referring to the number of people in the pool? If so, then I recommend re-writing this paragraph to provide the "No rafts or large inflatables are allowed when there are a large number of people in the pool".

**B. Private Parties**

- 1. The pool may be 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. Pool Party reservations are made through the Aquatics 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 ~~the rental for a full refund~~ 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. ~~If less than one half of the rental has been completed, a pro-rated amount as determined by the Aquatics Manager will be refunded.~~

*Amended: March 17, 2018 Amended: June 20, 2020*

**Commented [KJ13]:** The implication here is that if less than half of the rental period has been completed when the pool must be evacuated then some type of refund or pro-ration will be given. Is that the case? If so, then I recommend specifying here how that would work (i.e. full refund? Partial refund?)

**XV. MULTI-SPORT COMPLEX**

**A. General**

- 1. Observe all rules posted at the Multi-Sport Complex.

*Amended: September 19, 2020*

## XVI. APPEAL PROCESS

**Preamble:** Any Property Owner may appeal a citation issued to them for an infraction of the rules and regulations through the following procedures.

1. Submit a Request for Hearing Form (Exhibit "C") to the General Manager within 10 days of the date the citation was delivered via Priority Mail. GM will set a date to meet with the Appeals Board within sixty (60) days of being notified of the request for hearing. If no request for a hearing is filed within (10) days, a hearing will be considered waived, the allegations in the Notice of Violation shall be deemed admitted by default, and appropriate remedies shall be implemented by the Board.
2. The petitioner or their representative must appear in person before the Appeals Board within sixty (60) days of announcing they want to appeal. The Appeals Board meets on the second Saturday of each month; appeals hearings start at 9:00 am. If the petitioner fails to make an appearance at their scheduled hearing, the petitioner will lose their right to appeal, and the citation will be upheld.
3. All reviews will be done in closed session where both sides of the issue will be given the opportunity to present their views in the presence of each other. Questions by Appeals Board members may be asked at the close of each side's presentation. All deliberations will be done in closed session. *(For a more detailed layout of the appeal process format see: Commission Practices and Procedures, Statements and Charges: Non-Standing and/or Special Commissions: Appeals Board Commission)* The Appeals Board is limited to three options when making any recommendation: (1) they can uphold the citation, (2) suspend the citation, (3) dismiss the citation.
4. Following the Appeals Board recommendation, the Board of Directors will make a determination regarding how the citation will be handled. If the Appeals Board recommends finding in the petitioner's behalf, it will recommend to the Board of Directors that the citation will be voided. If the Appeals Board recommends that the citation be upheld and it is upheld by the Board of Directors, the fine will be payable within forty-five (45) days of the Board of Directors' decision to uphold the citation. If the Appeals Board recommends that the citation be suspended, the Board may decide that the fine be suspended for 12 calendar months provided no identical or similar violation occurs. At the end of twelve (12) months, if no identical or similar violation occurs, the Board may decide that the fine will be dropped.
5. Petitioner or their representative must inform the Appeals Board at the Appeals Board's hearing if an appeal of the citation will be made to the Board of Directors. No further appeal will be available.
6. All appeals to the Board of Directors must be done in person by the petitioner or their representative.
7. The Board of Directors will hear the appeal in executive session and vote on their decision in open session. *(For a more detailed layout of the appeal process with the Board of Directors see: Board Approved Policies: Appeals: Guidelines for Appeals to the Board of Directors)*
8. If a petitioner fails to make an appearance at their scheduled hearing, the petitioner will lose their right to appeal, and the citation will be upheld.

Amended: July 20, 2019

Effective: January 1, 2020

**Commented [KJ14]:** It is my understanding that the Appeals Board is a commission and therefore has no authority to make any decisions on behalf of the Association but rather makes recommendations to the Board. The rules need to be clear on this and that all decisions regarding an alleged violation will be made by the Board of Directors, not the Appeals Board.

## XVII. PERSONAL & COMMERCIAL SIGNS

### A. General

- 1. Signs must be posted within the property lines or on the township road right-of-way. Signage placed on township road right-of-way falls under the rules of the Thompson Township road commissioner.**
- 2. No sign will be placed on or within 25 feet of any permanent Association sign.**

3. Signs must not exceed 24" x 36."
4. Signage must be displayed at a height not to exceed 6 ft.

**B. Commercial Signage**

1. Not more than two (2) signs shall be allowed per lot.
2. Sold signs must be removed within 14 days after placement of same.

**C. Personal Signage**

1. Permanent personal signs are allowed within improved property owner lot lines.
2. Campaign signs or political statement signs may be posted 60 days prior to the election event and must be removed within 48 hours after the election event.
3. Temporary event signs may be posted within 48 hours prior to the event and must be removed within 48 hours after the event.
4. All personal signage must conform to Jo Daviess County regulations.

*Amended: February 17, 2018*

**XVIII. CONSERVATION MANAGEMENT**

**A. General**

1. Effective January 1, 2008, to stop the introduction of invasive species or contamination of the lake, it is recommended boats, trailers and live wells using other waters should be dry for five (5) days before launching onto ACL waters. This will help to prohibit foreign/invasive species from entering our lake. It is a practice of some fishermen to dump bait when done fishing but be aware that bait from outside the lake area can carry invasive species such as Lake Winnebago's fish virus. That virus could devastate our fish population.
2. Effective January 1, 2011, to prevent contamination of the lake, the use of fertilizer containing phosphorus will not be allowed on ACL properties and common properties.

**Exceptions:**

1. Fertilizers containing phosphorus may be used on lawns if a soil test by an accredited lab indicates it is needed.
2. Fertilizers containing phosphorus may be used when establishing a new lawn.
3. These restrictions do not apply to fertilizer used for flower and vegetable gardens.

**XIX.**

**ARCHERY**

**Preamble:** Archery will be permitted on ACL common property, in the area commonly referred to as the "quarry" for the hunters to qualify for the ACL Deer Management Program's qualification period which will be conducted by the Deer Management Commission. The use of archery devices is permitted during hunting season for participants in the Deer Management Program only and at the quarry archery practice range. The use of archery devices is prohibited on the properties of ACL and all other common properties at all other times.

- A. Archery practice at ACLPOA is limited to the rock quarry (located at the north end of the lake), adjacent to N. Apple Canyon Lake Road and regulated through the Deer Management Program.
- B. The range will be configured to include a safe backstop, a firing line, and a safety line.
- C. Rules will be posted publicly in clear view at the entrance to the archery range. These rules will be

**Commented [KJ15]:** My recommendation is to eliminate the reference to "political statement" signs here and to instead permit these year round similar to "personal signs" Over the past couple of years especially we have seen an increase in the number of owners in the association communities our office represents who want to display political statement signs such as "Black Lives Matter" signs For political issue signs that are not tied to a particular election or particular issue on a particular ballot, if an owner challenged this limit on political issue signs I'm not sure what basis there would be to justify limiting the display of these signs to only 60 days before an election while allowing "personal" signs year round. A reasonable argument can be made to limiting political campaign signs (e.g. signs saying vote for X candidate in the upcoming election) to a certain timeframe around the election. Those types of signs have a limited scope and time period to which they apply, but a political issue sign typically does not. I'm also not entirely sure how a distinction would be made as to whether a sign is a "political statement" sign or a "personal" sign. I could see different people having different opinions on this, and I do recommend that the Board put itself into the position of having to determine whether a sign is "political" or "personal" in nature when the result of the Board's determination will decide whether or not an owner can display the sign. Therefore, if the Association is going to allow "personal" signs year round, then political statement signs should be allowed year round as well.

strictly enforced and will include but are not limited to:

1. Archers should notify ACLPOA Security prior to using the range.
2. Archery range is open daylight hours, 7 days a week.
3. Archery range is for ACLPOA members and their guests only. An auto sticker, guest pass, and/or ID will be required.
4. For archer's safety, one should not use the range by themselves.
5. Archers under the age of 18 are required to be accompanied by an adult/guardian.
6. ONLY archers and/or instructors are allowed on the shooting range. All others must stay behind the safety rope at all times.
7. Archers are allowed to aim and shoot towards the back wall of the quarry only.
8. The firing line will remain consistent. Targets may be staggered to achieve a variety of target distances.
9. Retrieval of arrows and/or targets is not allowed while any other archers are firing. All archers will stop firing prior to retrieval.
10. When retrieving equipment from behind a target, archer shall place bow in front of target as to indicate to other archers he/she is still retrieving equipment from range. If possible, one person should remain in sight of firing line to ensure others are aware of persons on the range.
11. Archers are responsible for their own equipment, to include targets and butts.
12. Archers are responsible for disposal of any targets or trash. The disposal of butts is not allowed at the range and must be removed.
13. Firearms are not allowed.
14. Glass items are not allowed on the range and no food or beverage is allowed in front of the safety line.
15. Recurve, composite, long bows, compound bows, and crossbows are permitted.

*Amended: July 15, 2017*

**D. General Archery Safety:**

16. All equipment should be checked for damage and functionality prior to use.
17. Never shoot an arrow directly into the air. Wind currents and arch of flight will cause an unpredictable path of travel.
18. Never point a knocked arrow at anyone for any reason, and never shoot an arrow at anything other than a viable target.
19. Always check the path of the arrow prior to shooting, and insure it is clear of people, animals, and obstructions.
20. When removing arrows from the target, stand to one side and ensure no individual is directly behind you.

E. Failure to follow ACLPOA archery rules and safety will result in a fine.

F. An annual registration fee, to be determined by the Board of Directors, will be required for each individual.

*Amended: July 15, 2017*

## **XX. HUNTING**

**A.** Hunting is prohibited on the properties of ACL and all common properties with the following exceptions:

1. Trapping may be permitted by authorization of the General Manager and the Illinois Department of Natural Resources. No trapping will be allowed on private property without the owner's permission.
2. Deer archery hunting will be permitted during the State of Illinois hunting season. Hunters must qualify to participate in the ACL Deer Management Program by meeting standards approved by the Board of Directors and pay the fee. No hunting will be allowed on private property.

### **DEER MANAGEMENT PROGRAM RULES AND REGULATIONS**

1. Each participant **MUST** attend a mandatory orientation meeting. All application fees must accompany application.
2. Each participant must show proof that they successfully completed a state or federally approved hunter safety education course.
3. Each participant must provide ACLPOA with proof of a minimum \$500,000 liability insurance. The policyholder/named insured must be the property owner of record, and the proof of liability insurance must reflect the amount of insurance coverage, and policy term expiration date. No continuous until canceled policies will be accepted.
4. Each participant must qualify to participate in the ACL Deer Management Program by placing 4 out of 5 arrows in a 6-inch circle with the equipment carried in the field. All participants must bring a minimum of five arrows equipped with regular or practice broadheads for use in qualifying. The distance for this qualification will be twenty (20) yards for compound and crossbows, and fifteen (15) yards for recurve and longbows. Participants will receive two (2) opportunities to qualify. The qualification will be supervised by Commission members. Participants are encouraged to complete a certified Bowhunter Education Course. For more information about courses, contact the National Bowhunter Education Foundation at 309-647-7128.
5. Participants are encouraged to communicate with other participants in adjacent zones before selecting a stand site within their own zone.
6. Commission members will inspect tree stand locations with participant to ensure that they meet all ACL requirements before hunting.
7. Participants may hunt in a zone that is not assigned to them as long as they have been granted permission from the primary hunter assigned to the zone they wish to hunt. They must sign in at Security (SSD) accordingly. Zone guests are not allowed to bring their own stand or move any stands in that zone.
8. No nails, spikes, or piercing of bark is allowed in trees. Permanent stands are not allowed. Stands must be elevated a minimum of six (6) feet from the ground's surface. Stands must be TMA-certified (Tree stand Manufacturers Association).
9. Only branches with a stem diameter of less than 1.5 inches may be removed from the stand tree.
10. Stands must display an original ACL stand tag and be visible from the ground.
11. All stands must be at least seventy-five (75) feet away from the main ATV trail, roadway, parking area, and three hundred (300) feet from an inhabited dwelling. Stands may be closer



than three hundred (300) feet from a dwelling only with the owner's written permission. Stands must be on green space.

12. Each participant is allowed two stands.
13. All participants must use a TMA-certified safety harness while in a tree.
14. Stands must be removed by March 1, weather permitting.
15. Participants must follow reporting instructions as provided at the orientation meeting. Participants are also required to send in a harvest report for each animal taken within a week. In addition, all participants must follow Illinois state check-in regulations.
16. Marking devices are permitted. Marking devices must be removed at the close of the season.
17. All entrails must be removed from ACL property or left in the woods at least one hundred (100) feet from any trail, roadway, residence, or parking area. Field dressing of deer must be conducted more than one hundred (100) feet from any trail, roadway, residence, or parking area.
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.
19. Participants may not drive deer.
20. No still-hunting or ground hunting is allowed.
21. Use of decoys is allowed. Hunters are required to wrap decoys in blaze orange when moving to and from stands.
22. Participants in the Deer Management Program must be property owners 18 years of age or older.
23. All state and federal laws are to be followed.
24. All vehicles must adhere to road and trail rules. Stay on the road or trail.
25. All deer must be covered while transported on ACL property.
26. No hunting will be allowed on the following dates: (First Season Firearms Deer Hunting) (Second Season Firearms Deer Hunting)

#### **DEER MANAGEMENT PROGRAM PARAMETERS/GENERAL INFORMATION**

**ZONES:** Will be determined by the Deer Management Commission. Special accommodations may be granted to persons with disabilities. Commission members will set zones so that they remain at least 300 feet from any occupied dwelling. ACL Deer Management Program Property Owner Permission to Waive 300-Foot Rule form must be completed and returned to the ACL Association Office prior to hunting within 300 feet of an occupied dwelling. Participants may set up anywhere within their assigned zone.

**APPLICATIONS:** Incomplete applications, late applications, and duplicate applications will not be accepted. Documents listed on application must be received by deadlines stated. Late submittal will disqualify participant.

**QUALIFICATIONS:** Each participant must qualify to participate in the Deer Management Program by hitting four out of five arrows in a 6-inch circle with the equipment carried in the field. All participants must bring a minimum of five arrows equipped with regular or practice broadheads for use in qualifying. The distance for this qualification will be twenty (20) yards for compound and

crossbows, and fifteen (15) yards for recurve and longbows. Participants will receive two (2) opportunities to qualify. The qualification will be supervised by commission members.

**HARVESTED ANIMALS:** Participants must record harvested animals on site and must also submit a separate harvest report to the Commission.

**DEER MANAGEMENT PROGRAM PARTICIPANT FEE:** Property Owner: \$125

**SEASON DATES:** Actual calendar dates change each year based on State of Illinois Hunting season.

*Amended: January 19, 2013      Amended: November 16, 2013      Amended: October 18, 2014*

*Amended: July 18, 2020      Amended: February 20, 2021*

## **XXI. BURNING**

~~All open burning must be reported to Security prior to a fire being started. Security will inform all necessary parties of the event.~~ Open burning is limited to landscape waste. Landscape waste is defined as trees, brush, leaves and vegetative waste from normal yard maintenance.

**NOTE:** A no-burn order could be in effect, and a violation of the fire district rules as well as the Association policy would apply.

**1. PRIVATE PROPERTY:** Burning of landscape waste is restricted to the property of the person reporting open burning.

- a. Burning of landscape waste must be monitored on the burn site throughout the entire duration of the burning time.
- b. The burning site must be extinguished completely after the burn. No embers or unburned material that may ignite a new fire will be allowed. The burning area must be secured by either soaking with water and/or covering with soil. It is the responsibility of the property owner doing the open burn to take whatever measures are necessary to ensure that the fire is completely out.
- c. Burning after dark is permitted only in campfires and fire pits.

**2. GREENWAYS:** Only the Association maintenance staff is permitted to do open burning on greenways.

**3. PRESCRIBED BURNS:** A prescribed burn, such as those used to maintain native prairies, must be done only with the approval of the General Manager and under the supervision of ACL staff.

**4. SMOKE NUISANCE CONTROL:** The burning of any material that will produce objectionable odors and/or toxic chemical vapors\* will not be permitted.

\*Chemical vapors is in reference to emissions resulting from the burning of material other than natural vegetative matter.

**5. VIOLATIONS:** See *page 11*.

*Amended: March 17, 2018*

*Amended: November 17, 2018*

## **XXII. TRASH DISPOSAL & RECYCLING**

**Preamble:** Household trash and recyclables must be taken to the Solid Waste/Recycling Center during specified hours of operation; pickup is not available. Separate areas are provided for trash and recyclables. Recycling information is included in the Solid Waste/Recycling Center brochure. Every lot with a home will be required to pay an annual Trash Assessment, due March 1 of every year. Owners of unimproved lots may elect to pay the Trash Assessment to use the Solid Waste/Recycling Center

facility. Violations of the Trash Disposal & Recycling Rules and Regulations of Apple Canyon Lake will result in a fine.

#### **A. Registration**

1. Upon payment of the Trash Assessment, two trash passes will be issued. Owners may choose two Trash Auto Stickers, two Paper Trash Passes, or one of each. The sticker/pass issued by the Association must be presented to the attendant to enter the Solid Waste/Recycling Center. Entry to the facility will be denied without the appropriate pass.
  - a. Trash Auto Sticker – Must be affixed to the driver's side lower windshield of the auto. Recommended if one vehicle will be accessing the facility each and every time. May not be used on an ATV, UTV, or golf cart. **If the Trash Auto Sticker is chosen, the number of regular auto stickers (five) issued will be reduced accordingly.**
  - b. Paper Trash Pass - May be transferred between autos or used by an ATV, UTV, or golf cart. Any ATV, UTV, or golf cart entering the facility must be registered with the Association and display a current year sticker. Paper Trash Pass must be displayed on the dash with the number facing outward.
2. If a pass is lost, a replacement pass may be purchased, the fee for which will be determined annually by the Board of Directors.
3. All Trash Auto Stickers and Paper Trash Passes expire March 1 of each year. If the current year Trash Auto Sticker or Paper Trash Pass has been issued prior to March 1, the previous year's Sticker/Pass is no longer valid, and the current year Sticker/Pass must be used.
4. Photographs of, photocopies of, or other unauthorized use of a Trash Auto Sticker or Paper Trash Pass is strictly prohibited.

#### **B. Large Item & Electronic Item Disposal**

1. Those property owners who have paid the Trash Assessment may purchase Large Item Disposal, Mattress Disposal, and Electronic Item Disposal Permits. A permit is required for each item being disposed of. These permits are available for purchase at the ACL Association Office.
  - a. Large Item Disposal Permit – required to dispose of furniture, box springs, microwaves, appliances, etc.
  - b. Mattress Disposal Permit – required to dispose of mattresses.
  - c. Electronic Item Disposal Permit - required to dispose of televisions, computers, computer monitors, printers, stereos, and all other electronic equipment.
2. The property owner must transport and unload all Large Items, Mattresses, and Electronic Items. The permit must be presented to the Solid Waste/Recycling Center attendant when dropping off the item(s).
3. Large Items, Mattresses, and Electronic Items must be disposed of in the same month the permit is issued. No refunds will be issued for expired or unused permits.

#### **C. Prohibited Items**

1. No hazardous materials may be disposed of at the Solid Waste/Recycling Center. Septic tanks, septic components, tires, batteries, paint, stain, and CFL lightbulbs are examples of materials not allowed. Anyone found disposing of hazardous materials will be fined.
2. Building materials cannot be disposed of at the Solid Waste/Recycling Center. The property owner or their contractor must utilize an on-site dumpster for any construction or renovation projects.
3. Yard and landscape waste cannot be disposed of at the Solid Waste/Recycling Center. These materials may be disposed of in accordance with section XXI Burning.

#### **D. Improper Disposal of Trash**

1. Property owners who drop off household trash or recyclables outside the gates of the Solid

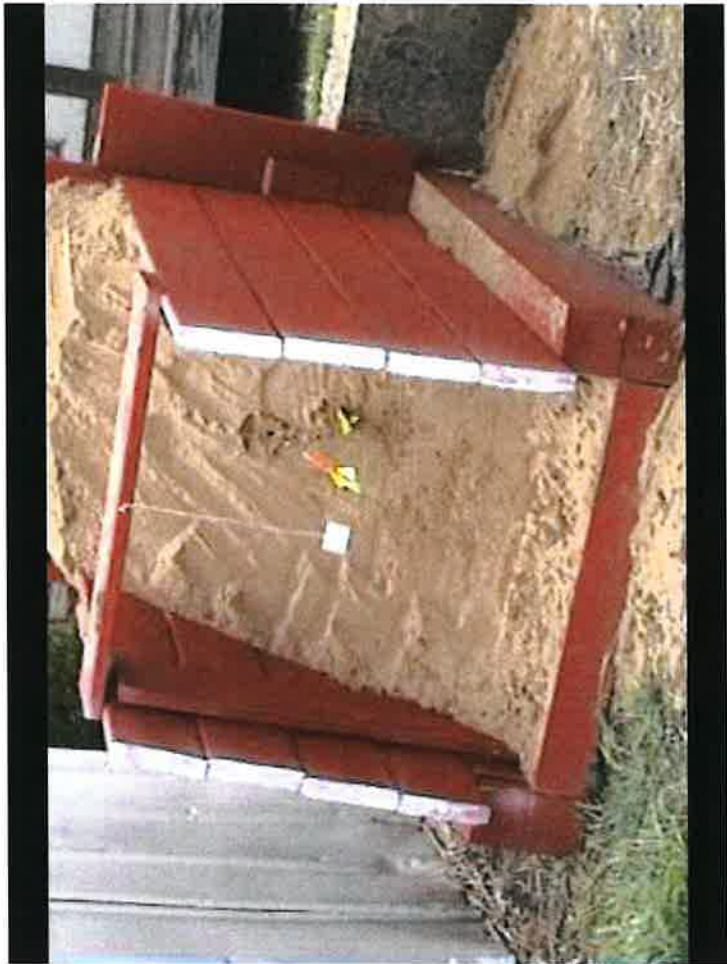
Waste/Recycling Center, place household trash or recyclables in ACL dumpsters or trash cans,

or improperly dispose of trash anywhere on ACL property will be issued a citation and be subject to fines. Property owners who observe the illegal dumping of trash anywhere on the property are encouraged to report such activity directly to the Safety and Security Department or General Manager. This includes dumpsters and trash receptacles at the Marina, Campground, and Pro Shop.

2. No burning of household trash or recyclables is allowed.
3. Littering is prohibited. Trash cans are provided at each amenity and along the trails to dispose of garbage. Disposal of household trash or recyclables in these trash cans is prohibited per D.1. above.
4. Outdoor ashtrays are provided at each amenity for disposal of smoking materials. *Amended: December 19, 2020*

# Capital Projects Update

# Archery Range





Each Target Box is filled with sand. A wire is run one foot below the top and across the front of each target box. Paper targets are hung from the wire with small spring clips in front of the sand. The target boxes will be set are 10, 20, and 30 yards from the firing line. Once in place and filled with sand, they will not be easily moved.

The footprint in the quarry is the same as it has been in the past using approximately 1/2 of the space in the back and to the left in the quarry. ACL has several target benches for use with block/foam targets and several suspended bag target stands that can be used in addition to the new target boxes.

