



Memorandum

To: ACL Board

Date: October 7, 2022

From: Megan Shamp

Memo #: 2022-110

Topic: October committee/commission changes

Recommendation: To appoint Ed Reich, George Drogosz, Carmel Cottrell, and Steve Borst (will also serve as Board Liaison) to the Maintenance Commission; Mark Kosco to the Board Policy Ad Hoc Commission; Josh Winter to the Rules & Regulations and Safety & Emergency Planning Commissions; Dave Lyng, Carmel Cottrell, Micki Becker, and John Diehl to the Cove Operator Search Ad Hoc Commission; Steve Tribbey to the Nominating Committee; Jeff Rice to the Flood Mitigation Ad Hoc Commission; Carmel Cottrell to the Legal Commission; and to appoint Bill Doran as Chair and Sean Cottrell as Vice Chair of the Legal 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: October 3, 2022

From: Joe Wiener

Memo: 2022-90 (3)

Topic: Building Code Amendment: 123.3 Sequential Floating Dock

Issue & Analysis: Sequential floating dock systems are becoming more popular as property owners try to deal with zebra mussel attachments. The Board of Directors granted a variation to the Code 123.3 100" width limit at the June 18, 2022 meeting. The AECC has another building permit application asking for a SFT width of 116". Larger boats need a wider width. A survey of the lake shows that there are already several unpermitted 117" wide SFTs in place. Manufacturer sales catalogs present the 117" width as a standard size. The space between piers in zone docks varies but is generally 22' to 25'.

The Building Code is considered a secondary document. The secondary Governing Documents can be changed at any time and require approval by the ACLPOA Board of Directors. These changes then immediately go into effect. The current language reads:

123.3 SEQUENTIAL FLOATING DOCK

An 8' - 4" x 20' maximum sequential flex technology (SFT) system may be used in place of a conventional boat lift. A 15' x 20' SFT maximum perpendicular to the shoreline may be used in place of a conventional boat lift and a pier.

The AECC recommended the following language: "A 10'-8" x 20' is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared slip space. SFT systems shall not exceed 50% of the shared dock slip. Permitted SFTs on private docks may not exceed 15' x 20' if it is placed perpendicular to the shoreline." At their August 20 meeting, the Board stated they would like to see a percentage not exceed 50% of shared docks. This item was sent back to AECC. At the September 3 AECC meeting, the language was amended to read –

"Ten feet wide by twenty feet long is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared ACL Zone Dock slip space. SFT systems shall not exceed 48% of the shared slip space. Permitted SFT's at private docks may be as large as fifteen feet by twenty feet if it is placed perpendicular to the shoreline. A \$10.00 ACL building permit is required to install a boat lift system."

Joe Wiener has clarified that the same rule also applies to Marina and Nixon docks. Staff has modified the language from AECC to reflect this.

At their September meeting, the Board reviewed the new recommendation, but tabled this item due to inconsistency between the size requested previously and at that meeting. AECC reviewed this language again at their October meeting and recommended "To approve the revision to the Apple Canyon Lake Building and Environmental Code 123.3 to read: "Ten feet wide by twenty feet long is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared ACL Association-Licensed Boat Slip space. SFT systems shall not exceed 48% of the shared slip space. A \$10.00 ACL building permit is required to install a boat lift system."

Recommendation: To approve the Building Code Amendment: 123.3 Sequential Floating Dock, "Ten feet wide by twenty feet long is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared ACL Association-Licensed Boat Slip space. SFT systems shall not exceed 48% of the shared slip space. A \$10.00 ACL building permit is required to install a boat lift system."

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Review and update, if necessary, all Governing Documents on an annual basis

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: October 3, 2022

Agenda Item: 5.1

I Move:

Regarding Agenda Item 5.1

To approve the revision of the Apple Canyon Lake Building and Environmental Code 123.3 to read:

Ten feet wide by twenty feet long is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared ACL Zone Dock slip space. SFT systems shall not exceed 48% of the shared slip space. ~~Permitted SFT's at private docks may be as large as not exceed fifteen feet by twenty feet if it is placed perpendicular to the shoreline.~~ A \$10.00 ACL building permit is required to install a boat lift system.

Action Taken

MOTION MADE BY: <u>Noley Mulder</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Henry Dodson</u>	YEA: <u>6</u>
CHAIR: <u>[Signature]</u>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: September 3, 2022

Agenda Item: 5.1

I Move:

Regarding Agenda Item 5.1

To approve the revision of the Apple Canyon Lake Building and Environmental Code 123.3 to read:

Ten feet wide by twenty feet long is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared ACL Zone Dock slip space. SFT systems shall not exceed **48%** of the shared slip space. Permitted SFT's at private docks may be as large as **not exceed** fifteen feet by twenty feet if it is placed perpendicular to the shoreline. **A \$10.00 ACL building permit is required to install a boat lift system.**

Action Taken

Bill

Mike

MOTION MADE BY: <u>Bill</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Mike</u>	YEA: <u>7</u>
CHAIR: <u>[Signature]</u>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: July 9, 2022

Agenda Item: 7.1

I Move:

Regarding Apple Canyon Lake Building and Environmental Code 123.3

To approve the revision of Apple Canyon Lake Building and Environmental Code 123.3 to read:

A 10' - 8" x 20' is the maximum size of a sequential flex technology (SFT) system that may be used in place of a conventional boat lift. The SFT shall not prevent reasonable access into a shared Zone Dock slip space. A 15' x 20' SFT maximum may be used in place of a conventional boat lift and a pier if it is installed perpendicular to the shoreline.

SFT systems shall not exceed 50% of the dock slip.

Permitted ~~not~~ may not

SFT's on private docks 15' x 20' if it is placed perpendicular to the shore line.

Action Taken

MOTION MADE BY: Bill W
MOTION SECONDED BY: Mike H
CHAIR: [Signature]

VOTE RECORDED:
YEA: 5
NAY: -
ABSTAIN: -



Memorandum

To: AECC Committee

Date: 07/09/22

From: Joe Wiener

Memo ACL Building and Environmental Code

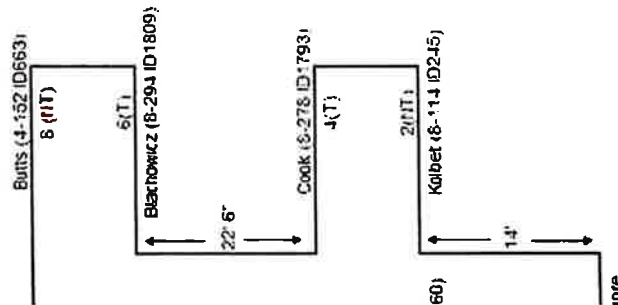
Topic 123.3

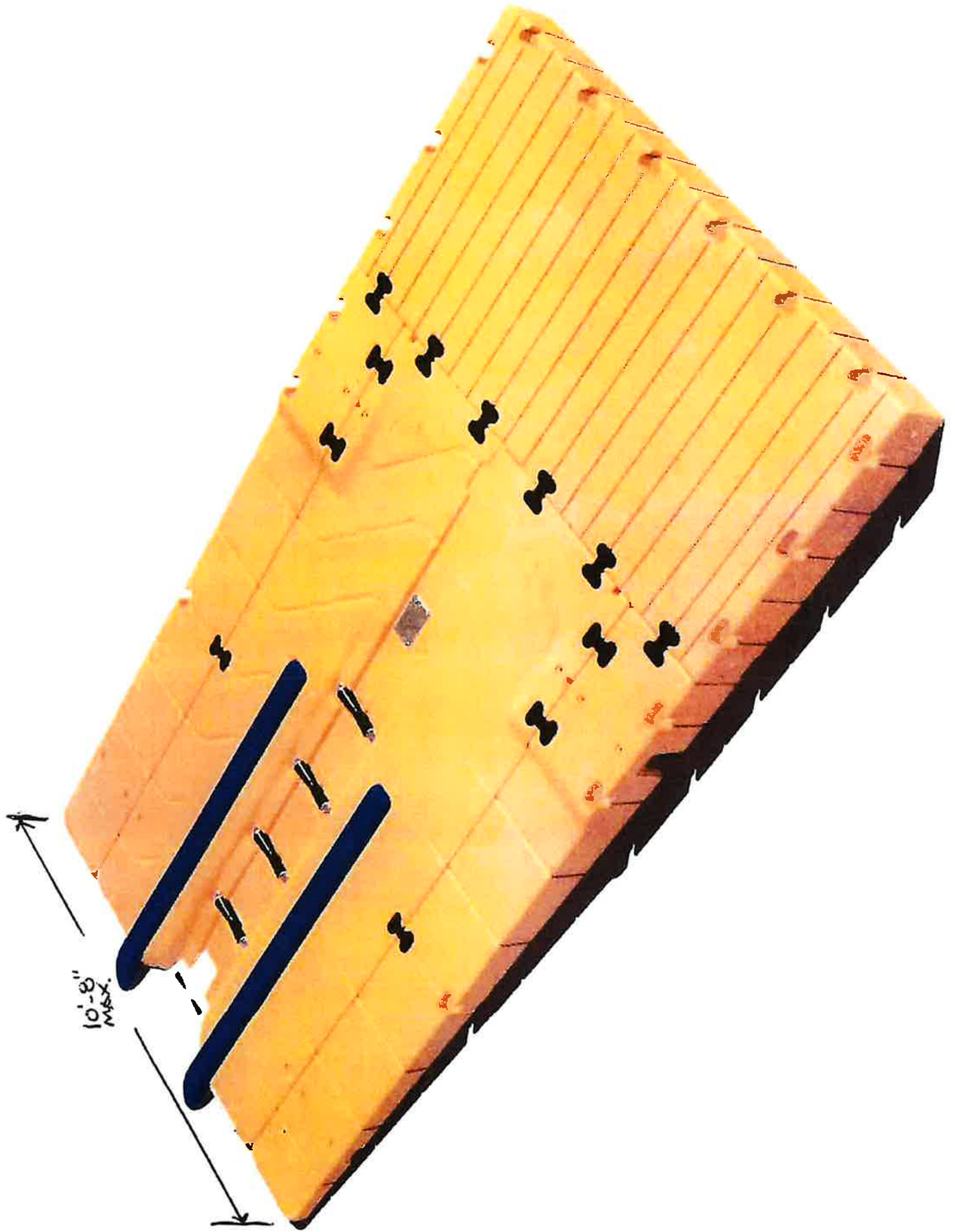
123.3 SEQUENTIAL FLOATING DOCK

An 8' - 4" x 20' maximum sequential flex technology (SFT) system may be used in place of a conventional boat lift. A 15' x 20' SFT maximum perpendicular to the shoreline may be used in place of a conventional boat lift and a pier.

Issue:

Sequential floating dock systems are becoming more popular as property owners try to deal with zebra mussel attachments. The Board of Directors granted a variation to the Code 123.3 100" width limit at the June 18, 2022 meeting. The AECC has another Building Permit Application asking for a SFT width of 116". Larger boats need a wider width. A survey of the lake shows that there are already several unpermitted 117" wide SFTs in place. Manufacturer sales catalogs present the 117" width as a standard size. The space between piers in zone docks varies but is generally 22' to 25'. The Building Code is considered a secondary document. The Secondary Governing Documents can be changed at any time and require approval by the ACLPOA Board of Directors. These changes then immediately go into effect.





**APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE
BUILDING PERMIT APPLICATION**

PERMIT NO. 22-021 7.1
ISSUE DATE 7-9-22

OWNER'S NAME ACLPOA PHONE NO () SUBDIVISION ACL BUDG
ADDRESS _____ LOT NO 1/2 ENVIR.
BUILDER'S NAME AECC PHONE NO () PO NO CODE
ADDRESS _____

GENERAL CARPENTRY CONTRACTOR (Name, Address, Phone)
CONCRETE CONTRACTOR (Name, Address, Phone)
ELECTRICAL CONTRACTOR (Name, Address, Phone)
HEATING CONTRACTOR (Name, Address, Phone)
MASONRY CONTRACTOR (Name, Address, Phone)
LANDSCAPING CONTRACTOR (Name, Address, Phone)
PLUMBING CONTRACTOR (Name, Address, Phone)
SEPTIC SYSTEM CONTRACTOR (Name, Address, Phone)
OTHER (Name, Address, Phone)
RESIDENCE _____ ADDITION _____ REMODELING _____ DECK _____ LANDSCAPING _____ OTHER <input checked="" type="checkbox"/> GARAGE _____ DRIVEWAY _____ PIER/DOCK _____ SHED _____ WATER FRONT _____ GENERAL _____

DESCRIPTION Change ACL Building and Environmental code 123.3 to permit the width of the SFT to be 118" wide.

REQUIRED INFORMATION: FOR ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE ONLY

PLANS (3 SETS)	SEPTIC DESIGN w/ County Approval	WATER TAP FEE
PERMIT FEES	BOND FEES	TITLE RECORD
COUNTY BUILDING PERMIT	ENTRANCE PERMIT (Township)	OTHER

APPROVED BY JW Date 7/1/22

Notes

<p>Total Permits Paid \$ <u>N/A</u></p>	Owner/Builder Signature <u>JW</u> (Date) <u>7/1/22</u>
	AECC Signature <u>[Signature]</u>
	AECC Signature <u>[Signature]</u>
	AECC Signature <u>[Signature]</u>

*Make all checks payable to Apple Canyon Lake Property Owners Association * See Back Pg for Breakout

THE ISSUANCE OF A BUILDING PERMIT DOES NOT RELIEVE THE OWNER AND/OR CONTRACTOR AND SUBCONTRACTOR OF RESPONSIBILITY TO COMPLY WITH THE ACL BUILDING CODE AND ALL APPLICABLE STATE AND COUNTY REGULATIONS
NOTE - AN ON SITE DUMPSTER IS REQUIRED FOR ALL NEW HOUSES AND MAJOR ADDITIONS/REMODELING



Memorandum

To: ACL Board

Date: September 30, 2022

From: Megan Shamp

Memo #: 2022-109 (2)

Topic: Indoor & Outdoor Storage Licenses

Analysis: The Association has a written agreement with Property Owners for Association-licensed boat slips, campsites, and kayak lockers, but no written agreement is currently in place for Outdoor Storage at the golf course or for Indoor Storage next to the Multi-Sport Complex.

The Association’s legal counsel has prepared an Outdoor Storage License and an Indoor Storage License that will be completed annually. These documents are directly modeled after the Boat Slip License and Campsite License.

Both documents were presented to the Board for 1st reading at their September 17 meeting. Steve Borst pointed out a typo on the License. This has been corrected.

Recommendation: To approve the Indoor Storage License and Outdoor Storage License as included in the October Board packet.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Review and update, if necessary, all Governing Documents on an annual basis

APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION

2023 ANNUAL INDOOR STORAGE LICENSE

Licensor: Apple Canyon Lake Property Owners Association (“ACL”)

Licensee: Name: _____ Lot #: _____

Address: _____

Daytime Phone: _____ Email: _____

This agreement effective as of January 1, 2023 through December 31, 2023, between Apple Canyon Lake Property Owners Association (hereinafter referred to as “ACL”) and _____ (hereinafter referred to as “ATV/UTV/Golf Cart Owner” or “Licensee”). This Indoor Storage License supersedes all prior agreements between ACL and Licensee. ACL grants to Licensee and Licensee accepts from ACL, a revocable Indoor Storage License for the Indoor Storage space known as Association Indoor Storage # _____ subject to the following terms and conditions.

1. **DEFINITIONS:**

A. **Non-Transferable Site (NT).** All Indoor Storage spaces are subject to all Governing Documents of ACL including Rules and Regulations and Operational Programs and Procedures, violation of which may lead to revocation of this License and forfeiture of any rights granted hereunder. All Indoor Storage spaces are transferable only to another ACL property concurrently owned by the same Property Owner. Indoor Storage Licenses may not be transferred to another property owner or with the sale of a lot. Upon the sale of the lot, the Indoor Storage License agreement will automatically and immediately terminate.

2. **ANNUAL LICENSE FEES:**

ATV/UTV/Golf Cart Owners shall pay ACL for the use of the Indoor Storage space the sum of \$125 for the season which shall commence on January 1, 2023 and end on December 31, 2023. This License Fee of \$125 shall be payable on or before the first day of March of each year. The License fee is non-refundable.

3. **REVOCAION OF INDOOR STORAGE LICENSE, LOSS OF PRIVILEGES AND CONSEQUENCES FOR NON-PAYMENT/NON-COMPLIANCE:**

Indoor Storage Licenses are subject to revocation for violations of Governing Documents of ACL including Rules and Regulations and Operational Programs and Procedures, for failure to pay dues and fees owed to ACL, failure to pay annual Indoor Storage space license fee and failure to submit a fully completed annual Indoor Storage License Agreement by the due date each and every year. All Indoor Storage license fees and completed Licenses are due each and every year on **March 1**. Indoor Storage License holders who pay their license fee and submit their annual Indoor Storage License Agreement between **March 2 and March 15** shall be assessed a \$100 late fee. Indoor Storage License holders who have not paid and/or submitted their completed License by **March 1** shall be mailed a Priority Mail letter containing a warning that use of their Indoor Storage space shall be forfeited and any previously granted license will be revoked if the annual fee plus late fees and/or completed License are not received

by March 15. **ALL INDOOR STORAGE LICENSE HOLDERS NOT PAYING THEIR ANNUAL FEE AND ANY APPLICABLE LATE FEES AND/OR NOT RETURNING THEIR COMPLETED ANNUAL INDOOR STORAGE LICENSE ON, OR BEFORE, MARCH 15 SHALL FORFEIT THEIR INDOOR STORAGE SPACE(S) TO ACL, ANY PREVIOUSLY GRANTED LICENSE WILL BE REVOKED, AND THE INDOOR STORAGE SPACE(S) SHALL BE ASSIGNED TO ANOTHER ACL LOT OWNER.**

4. **LIMITATION OF ACL LIABILITY:**

Licensee acknowledges that he or she has inspected the Indoor Storage space and is satisfied that the Indoor Storage space is adequate for safe parking of his or her ATV/UTV/Golf Cart. This agreement is not a bailment of the ATV/UTV/Golf Cart Owner's ATV/UTV/Golf Cart but a license to occupy an Indoor Storage space and ACL's liability is limited to supervision and maintenance of the Indoor Storage spaces. ACL assumes no additional responsibility.

5. **DAMAGE TO ACL PROPERTY:**

If any damage to ACL property is caused by the act or neglect of the ATV/UTV/Golf Cart Owner, his or her agents, guests or employees, or anyone operating the ATV/UTV/Golf Cart described herein, ACL may, at its option, repair such damage and ATV/UTV/Golf Cart Owner shall thereupon reimburse ACL for the total cost of such damage.

6. **TRANSFER, ASSIGNMENT AND SUBLETTING:**

Indoor Storage License rights hereunder may not be transferred or assigned except as provided for herein.

7. **RULES AND REGULATIONS:**

Lot Owner/Indoor Storage Licensee acknowledges that he/she has received and read the ACL's Governing Documents including ACL Rules and Regulations and Operational Programs and Procedures. These Documents, Rules and Regulations, and Operational Programs and Procedures may be changed or amended from time-to-time. Lot Owner/Indoor Storage Licensee agrees to abide by said Documents, Rules and Regulations, and Operational Programs and Procedures and understands that violations of same could lead to forfeiture of the Indoor Storage space and revocation of any license previously granted.

Lot Owner/Indoor Storage Licensee agrees that any dues and fees owing ACL (including but not limited to annual dues, OARF(s), trash fees, outstanding fines or special assessments) must be paid on all lots owned by all owners, designated members or occupants associated with all their properties as a condition to ACL accepting Lot Owner's Indoor Storage License and the failure to pay such amounts may lead to forfeiture of the Indoor Storage space and revocation of any previously granted license.

Lot Owner must register an ATV/UTV/Golf Cart to the licensed Indoor Storage space each year.

Lot Owner must provide the ACL office with proof of liability insurance with a minimum of \$500,000 in liability coverage per occurrence. Acceptable proof of liability insurance documents must meet the following the 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 cancelled policies will not be accepted. **ALL INDOOR STORAGE LICENSE HOLDERS FAILING TO SUPPLY PROOF OF ATV/UTV/GOLF CART INSURANCE, AS DEFINED IN THE ACL RULES & REGULATIONS, ON, OR BEFORE, MARCH 1 SHALL NOT BE IN COMPLIANCE WITH THE ANNUAL INDOOR STORAGE LICENSE AND THE LICENSE SHALL BE DEEMED INCOMPLETE AND SHALL BE SUBJECT TO REVOCATION.**

8. **TERMINATION:**

On the sale of an ACL lot with accompanying Non-Transferable Indoor Storage space rights, this agreement shall automatically and immediately terminate. The Indoor Storage License shall forthwith be reassigned to another ACL lot owner at ACL's sole discretion and in accordance with applicable rules and regulations. (In accordance with ACLPOA's Operational Programs and Procedures, Long-Term Indoor Storage Transfers, a Non-Transferable Site can be transferred to another lot concurrently owned by the same owner.)

9. **REMOVAL OF ATV/UTV/GOLF CART ON TERMINATION:**

On termination of this agreement, ATV/UTV/Golf Cart Owner shall immediately remove the ATV/UTV/Golf Cart from the Indoor Storage space and shall remove all other of his/her personal property. Should ACL deem it necessary to move the ATV/UTV/Golf Cart and personal property, it will be at ATV/UTV/Golf Cart Owner's expense. If ATV/UTV/Golf Cart Owner fails to remove the ATV/UTV/Golf Cart within three (3) days after termination of this agreement and/or revocation of the license, ATV/UTV/Golf Cart Owner agrees that ACL may cause (but is not required) the ATV/UTV/Golf Cart to be removed, together with any personal property located on or about the ATV/UTV/Golf Cart to a storage location of ACL's choice, and ATV/UTV/Golf Cart Owner shall pay or reimburse to ACL all costs incurred or charged by ACL and any third party by reason of such removal. ATV/UTV/Golf Cart Owner agrees that ACL, its officers, directors, agents and employees shall have no liability to ATV/UTV/Golf Cart Owner or to any other person for any loss or damage resulting from any such removal of ATV/UTV/Golf Cart or failure to remove such ATV/UTV/Golf Cart, whether occurring by negligence or otherwise, and ATV/UTV/Golf Cart Owner waives any rights against all such persons and entities by reason of such removal.

LICENSOR:

**LICENSEE(S)/ATV/UTV/GOLF CART
OWNER(S):**

**APPLE CANYON LAKE PROPERTY
OWNERS ASSOCIATION**

By: _____
General Manager

By: _____

By: _____

APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION

2023 ANNUAL OUTDOOR STORAGE LICENSE

Licensor: Apple Canyon Lake Property Owners Association (“ACL”)

Licensee: Name: _____ Lot #: _____

Address: _____

Daytime Phone: _____ Email: _____

This agreement effective as of January 1, 2023 through December 31, 2023, between Apple Canyon Lake Property Owners Association (hereinafter referred to as “ACL”) and _____ (hereinafter referred to as “Golf Cart Owner” or “Licensee”). This Outdoor Storage License supersedes all prior agreements between ACL and Licensee. ACL grants to Licensee and Licensee accepts from ACL, a revocable Outdoor Storage License for the Outdoor Storage space known as Association Outdoor Storage # _____ subject to the following terms and conditions.

1. **DEFINITIONS:**

A. **Non-Transferable Site (NT).** All Outdoor Storage spaces are subject to all Governing Documents of ACL including Rules and Regulations and Operational Programs and Procedures, violation of which may lead to revocation of this License and forfeiture of any rights granted hereunder. All Seasonal Outdoor Storage spaces are transferable only to another ACL property concurrently owned by the same Property Owner. Outdoor Storage Licenses may not be transferred to another property owner or with the sale of a lot. Upon the sale of the lot, the Outdoor Storage License agreement will automatically and immediately terminate.

2. **ANNUAL LICENSE FEES:**

Golf Cart Owners shall pay ACL for the use of the Outdoor Storage space the sum of \$25 for the season which shall commence on January 1, 2023 and end on December 31, 2023. This License Fee of \$25 shall be payable on or before the first day of March of each year. The License fee is non-refundable.

3. **REVOCAION OF OUTDOOR STORAGE LICENSE, LOSS OF PRIVILEGES AND CONSEQUENCES FOR NON-PAYMENT/NON-COMPLIANCE:**

Outdoor Storage Licenses are subject to revocation for violations of Governing Documents of ACL including Rules and Regulations and Operational Programs and Procedures, for failure to pay dues and fees owed to ACL, failure to pay annual Outdoor Storage license fee and failure to submit a fully completed annual Outdoor Storage License Agreement by the due date each and every year. All Outdoor Storage license fees and completed Licenses are due each and every year on **March 1**. Outdoor Storage License holders who pay their license fee and submit their annual Outdoor Storage License Agreement between **March 2 and March 15** shall be assessed a \$100 late fee. Outdoor Storage License holders who have not paid and/or submitted their completed License by **March 1** shall be mailed a Priority Mail letter containing a warning that use of their Outdoor Storage space shall be forfeited and any previously granted license will be revoked if the annual fee plus late fees and/or completed License are not received by March 15. **ALL OUTDOOR STORAGE LICENSE HOLDERS NOT PAYING THEIR**

ANNUAL FEE AND ANY APPLICABLE LATE FEES AND/OR NOT RETURNING THEIR COMPLETED ANNUAL OUTDOOR STORAGE LICENSE ON, OR BEFORE, MARCH 15 SHALL FORFEIT THEIR OUTDOOR STORAGE SPACE(S) TO ACL, ANY PREVIOUSLY GRANTED LICENSE WILL BE REVOKED, AND THE OUTDOOR STORAGE SPACE(S) SHALL BE ASSIGNED TO ANOTHER ACL LOT OWNER.

4. **LIMITATION OF ACL LIABILITY:**

Licensee acknowledges that he or she has inspected the Outdoor Storage space and is satisfied that the Outdoor Storage space is adequate for safe parking of his or her Golf Cart. This agreement is not a bailment of the Golf Cart Owner's golf cart but a license to occupy an Outdoor Storage space and ACL's liability is limited to supervision and maintenance of the Outdoor Storage spaces. ACL assumes no additional responsibility.

5. **DAMAGE TO ACL PROPERTY:**

If any damage to ACL property is caused by the act or neglect of the Golf Cart Owner, his or her agents, guests or employees, or anyone operating the Golf Cart described herein, ACL may, at its option, repair such damage and Golf Cart Owner shall thereupon reimburse ACL for the total cost of such damage.

6. **TRANSFER, ASSIGNMENT AND SUBLETTING:**

Outdoor Storage License rights hereunder may not be transferred or assigned except as provided for herein.

7. **RULES AND REGULATIONS:**

Lot Owner/Outdoor Storage Licensee acknowledges that he/she has received and read the ACL's Governing Documents including ACL Rules and Regulations and Operational Programs and Procedures. These Documents, Rules and Regulations, and Operational Programs and Procedures may be changed or amended from time-to-time. Lot Owner/Outdoor Storage Licensee agrees to abide by said Documents, Rules and Regulations, and Operational Programs and Procedures and understands that violations of same could lead to forfeiture of the Outdoor Storage space and revocation of any license previously granted.

Lot Owner/Outdoor Storage Licensee agrees that any dues and fees owing ACL (including but not limited to annual dues, OARF(s), trash fees, outstanding fines or special assessments) must be paid on all lots owned by all owners, designated members or occupants associated with all their properties as a condition to ACL accepting Lot Owner's Outdoor Storage License and the failure to pay such amounts may lead to forfeiture of the Outdoor Storage space and revocation of any previously granted license. Lot Owner must register a Golf Cart to the licensed Outdoor Storage space each year.

Lot Owner must provide the ACL office with proof of liability insurance with a minimum of \$500,000 in liability coverage per occurrence. Acceptable proof of liability insurance documents must meet the following the 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 cancelled policies will not be accepted. **ALL OUTDOOR STORAGE LICENSE HOLDERS FAILING TO SUPPLY PROOF OF GOLF CART INSURANCE, AS DEFINED IN THE ACL RULES & REGULATIONS, ON, OR BEFORE, MARCH 1 SHALL NOT BE IN COMPLIANCE WITH THE ANNUAL OUTDOOR STORAGE LICENSE AND THE LICENSE SHALL BE DEEMED INCOMPLETE AND SHALL BE SUBJECT TO REVOCATION.**

8. **TERMINATION:**

On the sale of an ACL lot with accompanying Non-Transferable Outdoor Storage space rights, this agreement shall automatically and immediately terminate. The Outdoor Storage License shall forthwith

be reassigned to another ACL lot owner at ACL's sole discretion and in accordance with applicable rules and regulations. (In accordance with ACLPOA's Operational Programs and Procedures, Long-Term Outdoor Storage Transfers, a Non-Transferable Outdoor Storage space can be transferred to another lot concurrently owned by the same owner.)

9. **REMOVAL OF GOLF CART ON TERMINATION:**

On termination of this agreement, Golf Cart Owner shall immediately remove the Golf Cart from the Outdoor Storage space and shall remove all other of his/her personal property. Should ACL deem it necessary to move the Golf Cart and personal property, it will be at Golf Cart Owner's expense. If Golf Cart Owner fails to remove the Golf Cart within three (3) days after termination of this agreement and/or revocation of the license, Golf Cart Owner agrees that ACL may cause (but is not required) the Golf Cart to be removed, together with any personal property located on or about the Golf Cart to a storage location of ACL's choice, and Golf Cart Owner shall pay or reimburse to ACL all costs incurred or charged by ACL and any third party by reason of such removal. Golf Cart Owner agrees that ACL, its officers, directors, agents and employees shall have no liability to Golf Cart Owner or to any other person for any loss or damage resulting from any such removal of Golf Cart or failure to remove such Golf Cart, whether occurring by negligence or otherwise, and Golf Cart Owner waives any rights against all such persons and entities by reason of such removal.

LICENSOR:

LICENSEE(S)/GOLF CART OWNER(S):

APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION

By: _____
General Manager

By: _____

By: _____



Memorandum

To: ACL Board

Date: September 30, 2022

From: Megan Shamp

Memo #: 2022-105 (2)

Topic: Board Policy: Postmarks

Analysis: The current Board Policy document states that Interest will be assessed if payment is not “paid or postmarked before April 1” and liens will be filed if annual or special assessments are not “paid or postmarked on or before May 1.” This postmark language has been extended to payment of the Annual Assessment (Dues) and fees on March 1, and receipt of required paperwork for licensed boat slips and campsites. Envelopes postmarked March 1 or earlier have not been considered delinquent, and all late fees have been removed from these accounts upon receipt of a payment postmarked on or before March 1.

Every year, we have many owners who do not mail their payment and/or paperwork until the March 1 due date. Some of these payments are coming from across the country and can take two weeks to arrive. If these owners are licensed an Association Boat Slip or Campsite, we must send a Priority Mail letter on March 2 advising them they are not in compliance and the slip/site is in danger of forfeiture. This is not a good use of staff time or Association resources – it is \$8.95 to mail each letter, and they must be sent to every owner on a lot.

Now that owners can pay their dues & fees online and submit all forms & paperwork electronically, staff is recommending that the postmark language be removed. All payments and paperwork must be received on the actual due date.

The Board Policy document being revised by the Board Policy Ad Hoc Commission does not include any language on postmarks.

This was presented to the Board at their September 17 meeting. The Board requested review by legal counsel. The proposed policy was provided to Association legal counsel who confirmed that there is no reason this policy cannot be changed, and in fact, none of their other clients offer a postmark exception.

Recommendation: To approve the Board Policy: Postmarks as included in the October Board packet.

paying via credit card for all registration and assessments.

Adopted March 18, 2000
Amended November 15, 2008

Amended July 20, 2002
Amended January 17, 2009

Amended May 17, 2003

[DUES] ASSESSMENTS

1. In January the Association Office mails out the Annual [Dues] Assessments invoices and elective recreational costs incurred in the previous year.
2. [Dues] Assessments, Trash, Seasonal Boat Slips/Boat Registrations, Seasonal Campsites/Camper Registrations, Indoor/Outdoor Golf Cart Storage, and Owner Amenity Registration Fee(s) (OARF) are all due March 1. [Dues] Assessments received past March 1 will be considered delinquent. Recreational fees other than those listed above may be paid any time prior to registration or removed from invoice if not participating in the current year.
3. OARF(s) are due and must be paid in full by all property owners by March 1, and prior to any registration of boats, ATVs, passes, etc. being distributed to owners of the lot. All required fees must be paid on all lots owned to use of any ACLPOA rentals, including but not limited to, campsites, boat slips, and boats.
4. If [Dues] Assessments are not paid in full by March 1, a delinquent [Dues] Assessment fee will be charged. The Board of Directors will determine fee annually.
5. Interest, at a rate to be determined by the Board of Directors, will be charged from the date of delinquency, however, no interest will be charged if dues are paid or postmarked before April 1.
6. Envelopes from mailed payments received after March 1 shall be retained for a minimum of one year.

Adopted (No Date Listed)
Amended January 20, 2001
Amended November 20, 2004
Amended November 15, 2008

Amended February 21, 2009
Amended July 17, 2010
Amended November 19, 2011
Amended January 28, 2012

Amended October 19, 2013
Amended August 16, 2014

[DUES] ASSESSMENTS: DELINQUENT [DUES] ASSESSMENTS FEE

The delinquency [Dues] Assessments fee amount is to be assessed on March 2 annually and this fee is to be established by the Board of Directors.

Adopted March 21, 1987

Amended November 15, 2008

Amended July 17, 2010

[DUES] ASSESSMENTS: COLLECTION & FORECLOSURE OF DELINQUENT ANNUAL [DUES] ASSESSMENT

1. If annual assessment, or any other special assessments, remain delinquent 30 days after the scheduled due date of March 1, the assessment will bear interest from the date of delinquency, at a rate per annum as determined by the Board from time to time. This interest will be charged on the outstanding amount retroactive to the due date. If your account is NOT current as of March 1, Board Election materials will NOT be sent to the Voting Member.
2. If annual assessment or special assessments are not paid or postmarked on or before May 1, delinquent accounts will have a lien filed at the Jo Daviess County Courthouse as provided for in Article VI, Section 9 of the Covenants and Restrictions. ALL LEGAL COSTS AND COLLECTION COSTS WILL BE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER.
3. If annual assessment, or special assessments, are not paid within ninety (90) days of the date on which it is due, written notice shall be sent to every Owner of that Lot or Dwelling at the last address on file at the Association. After June 1, existing delinquent accounts will be turned over to the Association's attorney for collection.
4. If after September 1, the delinquent account balance still exists and no arrangements have been made with



Memorandum

To: ACL Board

Date: September 30, 2022

From: Rules & Regulations

Memo #: 2022-103 (2)

Topic: Rules & Regulations: Pets

Analysis: The Rules & Regulations Commission has met several times to discuss household pets. At their August 5 meeting, they recommended the following amendments to the Rules & Regulations section IV. Miscellaneous Regulations -

- 6. Pets:** All pets must be leashed, restrained, or contained at all times unless (a) ~~when not on the property owner's own property~~ or (b) on the property of another property owner with their permission. Reference 510 ILCS 5 Animal Control Act.
- 7. Pets:** Pet owners must ~~is responsible to clean up their pet's animal waste on the all ACL properties of ACL and all common properties.~~
- 8. Pets:** Pets are not permitted ~~within any ACL building, pool, or beach.~~ b.) Notwithstanding (a), the General Manager, or their designee, may permit a pet into the Association Office or Maintenance Building while the pet's owner conducts business. (b) Safety & Security may temporarily secure a found pet in their office or vehicle until the pet is claimed by the pet's owner, or the animal is transferred to the appropriate authority.

The original language is noted in red, but the items have been re-ordered. New language is in blue. They also recommend that the following fines be amended:

Miscellaneous Regulations

- All General pet violations \$100
- Pet violation causing physical harm to a pet or individual \$500

This section was presented to the Board for 1st reading at the September 17 meeting. No changes were requested.

Recommendation: To approve the Rules & Regulations: Pets changes as included in the October Board packet.



Memorandum

To: ACL Board

Date: October 5, 2022

From: Rules & Regulations

Memo #: 2022-104 (2)

Topic: Rules & Regulations: Motorized Kayaks, Canoes, etc.

Analysis: The Safety & Security Department alerted other staff and the Rules & Regulations Commission that motorized kayaks have been registered as non-powered watercraft. At their August 5 meeting, the Rules & Regulations Commission recommended the following amendments to the Rules & Regulations, Section VI. Boating, A. Registration –

1. All boats, motorized and 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). Any kayak, canoe, rowboat, paddleboat, or sailboat will be deemed a motorized vessel if it is powered by any type of machinery, including an electric trolling motor. 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 watercraft, a current state watercraft registration sticker and 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.

and to the Rules & Regulations, Section VI. Boating, C. Boat Size/Horsepower –

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. Should a kayak, canoe, rowboat, paddleboat, or sailboat be found to have a motor after being registered as a non-powered vessel, a fine will be issued and the non-motorized boat registration will be revoked. The non-powered watercraft may be re-

registered as a boat under 10HP as restricted in this section. 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.

New language is in blue. The commission felt that this fine would also cover violations of this section –

- Changing motor size after registration of a 10HP or less watercraft \$500

but a separate fine could be created.

This section was presented to the Board at their September 17 meeting. It was noted that a separate fine could be created. Rules & Regulations discussed this at their October 5 meeting and felt that the existing fine is adequate at this time.

Recommendation: To approve the Rules & Regulations: Motorized Kayaks, Canoes, etc. as included in the October Board packet.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Review and update, if necessary, all Governing Documents on an annual basis



Memorandum

To: ACL Board

Date: September 30, 2022

From: Megan Shamp

Memo #: 2022-106 (2)

Topic: Operational Programs & Procedures: Boat Slip and Campsite Waiting Lists

Analysis: Staff would like to amend the Operational Programs & Procedures so that lots are removed from the No Boat Slip Waiting List and/or Seasonal Campsite Waiting List if there are unpaid mandatory fees (Annual Assessment (Dues), Special Assessments, Trash, OARF(s), Delinquent Dues Fees, or Interest) as of 3pm the day before the event.

Property Owners are not allowed to participate in the event unless their lots are all paid in full by 3pm on the Friday before the event. Right now, their name is skipped, but they remain in the same place on the waiting list. Staff feels that if an owner is not in good standing, they should be removed from the waiting list. This may also encourage owners to pay delinquent assessments in a timelier fashion, avoiding a lien filing.

This language was presented to the Board for 1st reading at their September 17 meeting. Steve Borst asked that the definition of "All accounts must be current" be elaborated. The language from the Rules & Regulations has been duplicated in both documents (shown in blue).

Recommendation: To approve the Operational Programs & Procedures: Boat Slip and Campsite Waiting Lists as included in the October Board packet.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Review and update, if necessary, all Governing Documents on an annual basis

APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION

OPERATIONAL PROGRAMS & PROCEDURES

BOAT SLIP ASSIGNMENTS

PROCEDURE FOR ASSIGNMENT OF BOAT SLIPS

Boat Slip to Trade Waiting List: For those property owners who have an assigned slip but prefer a new location.

Upon selection of a new assignment at the Slip Swap:

1. Property owner immediately forfeits all rights to their previous slip.
2. The forfeited slip immediately goes back into the boat slip pool for new assignment.
3. Property Owner's name is immediately removed from the Slip-to-Trade wait list.

No Boat Slip Waiting List: For property owners who are waiting for their first boat slip assignment. All slips will be assigned at the annual Slip Assignment Day.

Sub-License Slip Waiting List: For property owners licensing a boat slip for the current season only.

PROCEDURES FOR BOAT SLIP TO TRADE WAITING LIST ASSIGNMENTS

A Slip Swap will be held between March 2 and April 15. The Slip Swap is held to allow trading of Seasonal Boat Slip locations by those on the Boat Slip to Trade Waiting List. This is the only day that trades will be available, with the exception of property owners trading between lots they own, or property owners trading amongst themselves. The property owner or their designated representative (see below) must be present to trade slips. The Boat Slip to Trade Waiting List will close at the end of business on the Friday preceding the annual Slip Swap. At the Slip Swap, the first slip license holder on the list will be offered first choice of the available slips; the second slip license holder on the list will have a choice of the remaining slips; etc.; proceeding down the list. After the first round of assignments has been completed, the same process will be repeated with the newly available slips until all desired trades have taken place. Anyone wishing to trade a slip that has opened up in the third round of assignments may request a trade at the end of the event. If more than one person is interested in the same slip, the order of the Waiting List will be followed. A copy of the current Boat Slip to Trade List and available slips will be posted in the ACL lobby and on the ACL website one week prior to the Slip Swap. Property Owners are reminded that additional slips will open up through the course of the event. All slip changes made at the Slip Swap are final and cannot be rescinded.

In order to be eligible to swap a slip:

- All accounts must be current.
- The annual Boat Slip License Agreement must be completed to reserve the current slip for the season.
- The property owner must be on the Boat Slip to Trade Waiting List.

If a property owner is unable to attend, but would like to participate at the Slip Swap, they can submit a Representative Request Form. The form enables the property owner to pre-register an individual to select a slip on their behalf. These forms will be available in the ACL Office and on the ACL website. This form must be returned by the end of business on the Friday preceding the event. The proxy must also present a copy of the Representative Request Form at the Slip Swap in order to participate.

Upon accepting a trade, the property owner is removed from the Boat Slip to Trade Waiting List. A license holder may re-add his/her name to the Boat Slip to Trade List for future slip opportunities by completing a

new form and submitting it to the ACL Office. If a trade is not accepted, the property owner maintains their position on the Boat Slip to Trade Waiting List.

PROCEDURES FOR NO BOAT SLIP WAITING LIST ASSIGNMENTS

A Slip Assignment Day will be held between March 2 and April 15, following the Slip Swap. The Slip Assignment Day is held to assign Seasonal Boat Slips to those on the No Boat Slip Waiting List and sub-license boat slips to those on the Sublicense Waiting List. This is the only day that seasonal assignments will be available. Any sub-license slips remaining after the event will be assigned on a first come, first served basis. The property owner or their designated representative (see below) must be present to receive an assignment at the Slip Assignment Day. The No Boat Slip Waiting List will close at the end of business on the Friday preceding the annual Slip Assignment Day. At the Slip Assignment Day, the first property owner on the list will be offered first choice of the available slips; the second property owner on the list will have a choice of the remaining slips; etc.; proceeding down the list. A copy of the current No Boat Slip Waiting List and available slips will be posted in the ACL lobby and on the ACL website one week prior to the Slip Assignment Day. All slip assignments made at the Slip Assignment Day are final and cannot be rescinded.

In order to be eligible to receive a slip assignment:

- All accounts must be current (**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**). **If all accounts are not current by the close of business on the Friday preceding the annual Slip Assignment Day, the lot will be removed from the No Boat Slip Waiting List.**
- The property owner must be on the No Boat Slip Waiting List.

If a property owner is unable to attend, but would still like the opportunity to receive a slip assignment, they may submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the property owner to pre-register an individual to select a slip on their behalf. The form needs to be received in the Association Office by the end of business on the Friday preceding the Slip Assignment Day. The proxy must also present a copy of the Representative Request Form at the Slip Swap in order to participate.

To complete assignment, property owner(s) must:

- a. Complete and return the ACL Boat Slip License Agreement form prior to or at the time of payment.
- b. Make boat slip/boat fee payment in full.

A boat must be registered to a newly assigned slip by March 1 of the following year.

- a. Proof of insurance and watercraft card as defined in the Rules & Regs, are needed to complete registration.

Upon accepting a slip assignment, the property owner is removed from the No Boat Slip Waiting List. A license holder may add his/her name to the Boat Slip to Trade List for future slip opportunities by completing a Boat Slip to Trade Waiting List Application and submitting it to the ACL Office. If an assignment is not accepted, the property owner maintains their position on the No Boat Slip Waiting List.

Amended: May 17, 2014
October 15, 2016

ACLPOA SUB-LICENSE BOAT SLIP PROGRAM ASSIGNMENTS

ACLPOA Sub-License Boat Slip Program assignments are open to all property owners who are not currently assigned a boat slip. Property owners on the No Boat Slip Waiting List who have notified the office of their intent to Sub- License will be the first to receive an assignment. Slips will be assigned in order of the No Boat Slip Waiting List. Property owners not on a waiting list who wish to Sub-License a slip for any current year may do so by notifying the office in writing of this request. Any remaining Sub-

License slips will then be offered to these property owners. If a property owner had been assigned a Sub-Licensed slip in past year(s), they may request the same slip if it is available.

Assignment of Sub-License slips will not be completed until all available ACL boat slips assignments are completed. A Slip Assignment Day will be held between March 2 and April 15, following the Slip Swap. The Slip Assignment Day is held to assign Seasonal Boat Slips to those on the No Boat Slip Waiting List and sub-license boat slips to those on the Sublicense Waiting List. This is the only day that seasonal assignments will be available. Any sub-license slips remaining after the event will be assigned on a first come, first served basis. The property owner or their designated representative (see below) must be present to receive an assignment at the Slip Assignment Day. The No Boat Slip Waiting List will close at the end of business on the Friday preceding the annual Slip Assignment Day. After all licensed slips have been assigned at the Slip Assignment Day, property owners who had been a sublicensed slip in past year(s) will be given the opportunity to retain the same slip, if it is available. Next, the first property owner on the list will be offered first choice of the available sub-license slips; the second property owner on the list will have a choice of the remaining sub-license slips; etc.; proceeding down the list. A copy of the current No Boat Slip Waiting List and available sub-license slips will be posted in the ACL lobby and on the ACL website one week prior to the Slip Assignment Day. All ACLPOA Sub-License Boat Slip Program assignments made at the Slip Assignment Day are final and cannot be rescinded. If a property owner is unable to attend, but would still like the opportunity to receive an assignment, they may submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the property owner to pre-register an individual to select a sublicensed slip on their behalf. The form needs to be received in the Association Office by the end of business on the Friday preceding the Slip Assignment Day. The proxy must also present a copy of the Representative Request Form at the Slip Assignment Day in order to participate.

The person sub-licensing the boat slip (licensee) must make payment, complete and sign the Sub-License agreement, and return the agreement to the office to complete the sub-license boat slip assignment. Any slips remaining after the Slip Assignment Day will be available on a first come first served basis.

Amended: October 20, 2012
October 18, 2014
October 15, 2016

APPLE CANYON LAKE PROPERTY OWNERS ASSOCIATION

OPERATIONAL PROGRAMS & PROCEDURES

CAMPSITE WAITING LISTS

The Association Office maintains and manages two Campsite Waiting Lists. They include:

1. Campsite to Trade Waiting List: Available campsites are assigned to property owners on this list prior to any assignments to the Campsite Waiting List.

2. Seasonal Campsite Waiting List

Both waiting lists are perpetual and are in order of first come/first served basis. Application forms are available at the Association Office or online.

Procedures for Campsite to Trade Waiting List Assignments

Seasonal campsites will be assigned after all registrations are paid on March 1. A Campsite Assignment Day will be held between March 2 and the opening of the Campground. The Campsite Assignment Day is held to allow trading of Seasonal Campsite locations by those on the Campsite to Trade Waiting List and to assign Seasonal Campsites to those on the Seasonal Campsite Waiting List. This is the only day that assignments will be available. This is the only day that trades will be available, with the exception of property owners trading between lots they own, or property owners trading amongst themselves. The property owner or their designated representative (see below) must be present to trade sites or receive a campsite assignment. The Campsite to Trade Waiting List will close at the end of business on the Friday preceding the annual Campsite Assignment Day. Assignments on the Campsite to Trade Waiting List will be completed first. The first property owner on the Campsite to Trade Waiting List will be offered first choice of available sites; the second property owner on the list will have a choice of the remaining sites, etc. proceeding down the list. After the first round of assignments has been completed, the same process will be repeated with the newly available campsites until all desired trades have taken place. A copy of the current Campsite to Trade Waiting List and all available sites will be posted in the ACL lobby and on the ACL website one week prior to the Campsite Assignment Day. All campsite trades made at the Campsite Assignment Day are final and cannot be rescinded.

In order to receive a Campsite to Trade Assignment:

- All accounts must be current.
- The camper registered to the current Seasonal Campsite must be up to date.
- The property owner must be on the Campsite to Trade Waiting List.

If a property owner is unable to attend, but would still like the opportunity to trade Seasonal Campsites, they must submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the property owner to pre-register an individual to select a campsite on their behalf. The form must be received in the Association Office by the end of business on the Friday preceding the Campsite Assignment Day. The proxy must also present a copy of the Representative Request Form at the Campsite Assignment Day in order to participate.

Upon accepting a campsite trade, the property owner is removed from the Campsite to Trade Waiting List. A property owner may re-add his/her name to the bottom of the Campsite to Trade Waiting List for future trade opportunities by completing a new waiting list application and submitting it to the ACL Office. If a trade is not accepted, the property owner maintains their position on the Campsite to Trade Waiting List.

Procedures for Seasonal Campsite Waiting List Assignments

Seasonal campsites will be assigned after all registrations are paid on March 1. A Campsite Assignment Day will be held between March 2 and the opening of the Campground. The Campsite Assignment Day is held to allow trading of Seasonal Campsite locations by those on the Campsite to Trade Waiting List and to assign Seasonal Campsites to those on the Seasonal Campsite Waiting List. This is the only day that assignments will be available. This is the only day that trades will be available, with the exception of property owners trading between lots they own, or property owners trading amongst themselves. The property owner or their designated representative (see below) must be present to trade sites or receive a campsite assignment. Both the Campsite to Trade Waiting List and Seasonal Campsite Waiting List will close at the end of business on the Friday preceding the annual Campsite Assignment Day. At the Campsite Assignment Day, the first property owner on the list will be offered first choice of available campsites; the second property owner on the list will have a choice of the remaining campsites, etc. proceeding down the list until all Seasonal Campsites are assigned. A copy of the current Seasonal Campsite Waiting List and all available campsites will be posted in the ACL lobby and on the ACL website one week prior to the Campsite Assignment Day. All campsite assignments made at the Campsite Assignment Day are final and cannot be rescinded.

In order to receive a Seasonal Campsite Assignment:

- All accounts must be current (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). If all accounts are not current by the close of business on the Friday preceding the annual Campsite Assignment Day, the lot will be removed from the Seasonal Campsite Waiting List.
- The property owner must be on the Seasonal Campsite Waiting List.

If a property owner is unable to attend, but would still like the opportunity to receive a Seasonal Campsite assignment, they must submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the property owner to pre-register an individual to select a campsite on their behalf. The form must be received in the Association Office by the end of business on the Friday preceding the Campsite Assignment Day. The proxy must also present a copy of the Representative Request Form at the Campsite Assignment Day in order to participate.

To complete an assignment, property owner(s) must:

a. Make Seasonal Campsite fee payment in full.

A camper must be registered to a newly assigned Seasonal Campsite by March 1 of the following year. Proof of insurance and state registration as defined in the Rules & Regs, are needed to complete registration.

Upon accepting a campsite assignment, the property owner is removed from the Seasonal Campsite Waiting List. A license holder may add his/her name to the Campsite to Trade Waiting List for future campsite opportunities by completing a Campsite to Trade Waiting List Application and submitting it to the ACL Office. If an assignment is not accepted, the property owner maintains their position on the Seasonal Campsite Waiting List.

Amended: October 15, 2016



Memorandum

To: ACL Board

Date: September 30, 2022

From: Megan Shamp

Memo #: 2022-107 (2)

Topic: Operational Programs & Procedures: Kayak Locker Waiting Lists

Analysis: A process is needed for waiting lists for kayak lockers and future assignment of kayak lockers. The process & waiting lists are based upon the current procedures for boat slips and campsites.

The same language from Operational Procedures: Boat Slip and Campsite Waiting Lists elaborating "All accounts must be current" was added to the Kayak Locker Waiting Lists language.

Recommendation: To approve the Operational Programs & Procedures: Kayak Locker Waiting Lists as included in the October Board packet.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – Review and update, if necessary, all Governing Documents on an annual basis

KAYAK LOCKER WAITING LIST

KAYAK LOCKER WAITING LISTS The Association Office maintains and manages two kayak locker wait lists. They include: 1. Kayak Locker to Trade Waiting List: Available kayak lockers are assigned to Property Owners on this list prior to any assignments to wait list #2. 2. No Kayak Locker Waiting List. Both waiting lists are perpetual and are in order of first come/first serve basis.

PROCEDURE TO GET ON A WAITING LIST Kayak Locker to Trade Waiting List Applications and No Kayak Locker Waiting List Applications are available at the office or online.

PROCEDURE FOR ASSIGNMENT OF KAYAK LOCKERS Kayak Locker to Trade Waiting List: For those Property Owners who have an assigned kayak locker but prefer a new location. Upon selection of a new assignment at the Kayak Locker Swap & Assignment Day: 1. Property Owner immediately forfeits all rights to their previous kayak locker. 2. The forfeited kayak locker immediately goes back into the kayak locker pool for new assignment. 3. Property Owner's name is immediately removed from the Kayak Locker to Trade wait list. No Kayak Locker Waiting List: For Property Owners who are waiting for their first kayak locker assignment. All kayak lockers will be assigned at the annual Kayak Locker Swap & Assignment Day.

PROCEDURES FOR KAYAK LOCKER TO TRADE WAITING LIST ASSIGNMENTS The Kayak Locker to Trade Waiting List will close at the end of business on the Friday preceding the annual Kayak Locker Swap & Assignment Day. At the Kayak Locker Swap & Assignment Day, the first kayak locker license holder on the list will be offered first choice of the available kayak lockers; the second kayak locker license holder on the list will have a choice of the remaining kayak lockers; etc.; proceeding down the list. After the first round of assignments has been completed, the same process will be repeated with the newly available kayak lockers until all desired trades have taken place. A copy of the current Kayak Locker to Trade List and available kayak lockers will be posted in the ACL lobby and on the ACL website one week prior to the Kayak Locker Swap & Assignment Day. Property Owners are reminded that additional kayak lockers will open up through the course of the event. All kayak locker changes made at the Kayak Locker Swap & Assignment Day are final and cannot be rescinded. In order to be eligible to swap a kayak locker:

- The Kayak Locker License Agreement-Renewal must be completed to reserve the current kayak locker for the season.
- The Property Owner must be on the Kayak Locker to Trade Waiting List.

If a Property Owner is unable to attend but would like to participate at the Kayak Locker Swap & Assignment Day, they can submit a Representative Request Form. The form enables the Property Owner to pre-register an individual to select a kayak locker on their behalf. These forms will be available in the ACL Office and on the ACL website. This form must be returned by the end of business on the Friday preceding the event. The proxy must also present a copy of the Representative Request Form at the Kayak Locker Swap & Assignment Day in order to

participate. Upon accepting a trade, the Property Owner is removed from the Kayak Locker to Trade Waiting List. A license holder may re-add his/her name to the Kayak Locker to Trade List for future kayak locker opportunities by completing a new form and submitting it to the ACL Office. If a trade is not accepted, the Property Owner maintains their position on the Kayak Locker to Trade Waiting List.

PROCEDURES FOR NO KAYAK LOCKERWAITING LIST ASSIGNMENTS The No Kayak Locker Waiting List will close at the end of business on the Friday preceding the annual Kayak Locker Swap & Assignment Day. At the Kayak Locker Swap & Assignment Day, the first Property Owner on the list will be offered first choice of the available kayak lockers; the second Property Owner on the list will have a choice of the remaining kayak lockers; etc.; proceeding down the list. A copy of the current No Kayak Locker Waiting List and available kayak lockers will be posted in the ACL lobby and on the ACL website one week prior to the Kayak Locker Swap & Assignment Day. All kayak locker assignments made at the Kayak Locker Swap & Assignment Day are final and cannot be recinded. In order to be eligible to receive a kayak locker assignment:

- All accounts must be current ([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](#)). **If all accounts are not current by the close of business on the Friday preceding the annual Kayak Locker Swap & Assignment Day, the lot will be removed from the Kayak Locker Waiting List.**
- The Property Owner must be on the No Kayak Locker Waiting List.

If a Property Owner is unable to attend but would still like the opportunity to receive a kayak locker assignment, they may submit a Representative Request Form. These forms will be available in the ACL Office and on the ACL website. The form enables the Property Owner to pre-register an individual to select a kayak locker on their behalf. The form must be returned by the end of business on the Friday preceding the Kayak Locker Swap & Assignment Day. The proxy must also present a copy of the Representative Request Form at the Kayak Locker Swap & Assignment Day in order to participate. To complete assignment, Property Owner(s) must:

- a. Complete and return the ACL Kayak Locker License Agreement form prior to or at the time of payment.
- b. Make kayak locker/kayak fee payment in full. A kayak must be registered to a newly assigned kayak locker by March 1 of the following year.
 - a. Proof of insurance and watercraft card (if applicable) as defined in the Rules & Regs, are needed to complete registration.

Upon accepting a kayak locker assignment, the Property Owner is removed from the No Kayak Locker Waiting List. A license holder may add his/her name to the Kayak Locker to Trade List for future kayak locker opportunities by completing a Kayak Locker to Trade Waiting List Application and submitting it to the ACL Office. If an assignment is not accepted, the Property Owner maintains their position on the No Kayak Locker Waiting List.

LONG-TERM KAYAK LOCKER TRANSFERS TRADING KAYAK LOCKERS BETWEEN PROPERTY OWNERS If two Property Owners have assigned ACL kayak lockers and wish to trade between each other, they may do so by filling out a form at the Association Office.

TRANSFER FROM LOT TO LOT, SAME OWNER A Property Owner may transfer their assigned kayak locker from one lot they currently own to another lot they currently own, at any time. A Kayak Locker Transfer Form from the Association Office must be completed and filed with the Association Office prior to the trade.

TRANSFER WITH SALE OF LOT All kayak lockers are transferable only to another ACL property concurrently owned by the same Property Owner. Kayak Lockers may not be transferred to another property owner or with the sale of a lot. Upon the sale of the lot, the Kayak Locker License Agreement will automatically and immediately terminate.

NOTE: KAYAK LOCKERS ARE ASSIGNED TO LOTS, NOT INDIVIDUAL PROPERTY OWNERS.

TERMS OF LONG-TERM KAYAK LOCKER ASSIGNMENT

TERMS OF LONG-TERM KAYAK LOCKER ASSIGNMENT Annual Dues and all assessments must be paid in full, and on time, every year on all properties owned. Property Owners who already have an assigned kayak locker **MUST** pay the kayak locker fee AND kayak registration fee by March 1 of each year. Failure to do so will result in forfeiting your rights to your current assigned kayak locker per ACL Kayak Locker License Agreement and Kayak Locker Agreement-Renewal. A Kayak Locker License Agreement (for new assignments) or a Kayak Locker Agreement-Renewal (for renewing assignments) must be completed and signed by Property Owners prior to or at the time of payment. This agreement remains in effect as long as the Property Owner owns the lot of the kayak locker is assigned to. The license is subject to change. Property Owners newly assigned an ACLPOA kayak locker will have until March 1 of the following year to register a kayak for the licensed kayak locker. The kayak locker and kayak fees are both due on March 1 of every year.



Memorandum

To: Board of Directors

Date: October 3, 2022

From: Joe Wiener, Building Inspector

Memo: 2022-119

Topic: Lot Combination 02-048 and 02-049

Issue & Analysis: Kathleen Bathum has requested a Lot Combination of lots 48 and 49 in the Hidden Springs (2) subdivision. This request was reviewed and approved by the Architectural and Environmental Control Committee at their October 1, 2022 meeting.

Recommendation: To approve the Lot Combination Agreement requested by Kathleen Bathum of lots 48 and 49 in the Hidden Springs (2) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

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

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: October 1, 2022

Agenda Item: 5.2

I Move:

Regarding 2A048 and 2A049 Pioneer Dr.

To permit the combination of ACL Lot 2A048 Pioneer Dr. and 2A049 Pioneer Dr. as per the submitted ACL Lot Combination Agreement.

Action Taken

MOTION MADE BY: <u>Harris Mike</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Balenger Bob</u>	YEA: <u>6</u>
CHAIR: <u>[Signature]</u>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>



Memorandum

To: ACL Board

Date: October 7, 2022

From: Ashlee Miller

Memo #: 2022-125

Topic: Ratify Electronic Vote

Analysis: Due to scheduling conflicts, the November Board meeting must be rescheduled. Because the 2023 Budgets will be approved at the November meeting, the Board conducted an electronic vote to reschedule the meeting to Saturday, November 12 to allow for proper notice to the membership.

The electronic votes will be attached to the motion card ratifying the electronic vote.

Recommendation: To ratify the electronic vote rescheduling the November Board meeting to Saturday, November 12.



Memorandum

To: ACL Board

Date: October 4, 2022

From: GM Search Ad Hoc Commission

Memo #: 2022-120

Topic: dissolution of the General Manager Search Ad Hoc Commission

Analysis: With the new GM scheduled to start October 17, the General Manager Search Ad Hoc Commission has completed its task.

Recommendation: To dissolve the General Manager Search Ad Hoc Commission.



Memorandum

To: ACL Board

Date: October 7, 2022

From: Campground Commission

Memo #: 2022-115

Topic: Campground Commission Designated Fund request – trees

Issue & Analysis: The Campground Commission is requesting that the Board approve use of their Designated Fund to purchase trees to be planted to replace the ones taken out a few years ago, at a cost not to exceed \$1,500. The ash trees that were removed provided shade to the campsites, but the trees were diseased. The former ash trees were located between the basketball court and bocce courts.

The Campground Commission would like to plant trees this fall, as fall planting requires significantly less watering the following summer than trees planted in the spring. The Commission will work with Natural Resources Manager Tyler Hesselbacher on tree selection and with Maintenance Manager Ed Ziarko on placement and planting. Maintenance has been using a 3rd party to plant new trees, and new trees planted by this company do have a one-year warranty. The preliminary 9/30/2022 balance in their Designated Fund is \$16,023.

Recommendation: To approve the Campground Commission's request for up to \$1,500 from their Designated Fund to be spent to purchase trees.

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Campground Committee/Commission

Date Sept 9, 2022

I move:

To spend up to \$1,500 from our Designated Fund for
Tree replacement of trees removed several years ago.
Also to request additional money from the ACL Foundation
to assist in the tree replacement.

Action Taken

MOTION MADE BY: <u>Chris Szczypta</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Mary Blakem Mary Blakem</u>	YEA: <u>4</u>
CHAIR: <u>Ron Cooper</u>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>

Date Received 10/3/22 Given to Board Date Completed 10/15/22



Memorandum

To: ACL Board

Date: September 30, 2022

From: Recreation Commission

Memo #: 2022-114

Topic: Recreation Commission Designated Fund request – mobile event stage

Issue & Analysis: The Recreation Commission is requesting that the Board approve use of their Designated Fund to purchase a 16' x 24' Poly Finished Executive Portable Event Stage Kit, 32" high including 12 pcs of 4' x 8' stage panels, three sets of steps with guardrails, three sides of guardrails, three sides of skirting, and with a rolling transportation trolley, to be used for ACL events, specifically concerts as a place for bands/musicians to perform on, at a cost not to exceed \$13,500. The preliminary 9/30/2022 balance in their Designated Fund is \$29,918.

Recommendation: To approve the Recreation Commission's request for up to \$13,500 from their Designated Fund to be spent on the purchase of the Portable Event Stage Kit.

Apple Canyon Lake Property Owners Association
Committee Motion Card

RECREATION Committee

Date Sep 15, 2022

I Move: to purchase a 16x24 ft. Poly Finished Executive Portable Event Stage Kit, 32 in. high including 12 pcs of 4x8 ft Stage panels, 3 sets of steps with guardrails, 3 sides of guardrails, 3 sides of skirting, and with a rolling transportation trolley, at a price not to exceed \$13,500.00.
(<https://www.thestagedepot.com/product/p/esk16x24p.htm>)

Action Taken

MOTION MADE BY: Micki Becker

MOTION SECONDED BY: LeAnne Kileen

PRESIDENT: Emil Misichko *Emisichko*

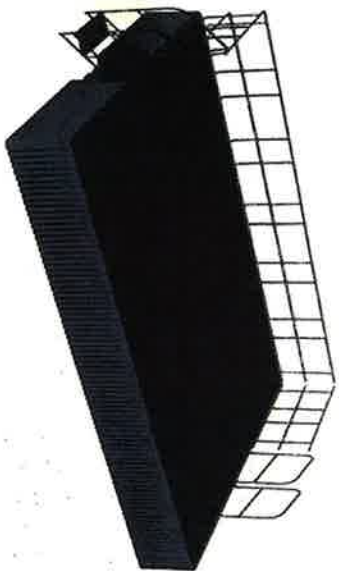
VOTE RECORDED: *2*

YEA: 4

NAY: 0

ABSTAIN: 0

16' X 24' POLY FINISHED EXECUTIVE PORTABLE STAGE KIT



THIS ITEM INCLUDES FREE SHIPPING!

Choose from Options Below Or [Get my Custom Size Fast Quote Now!](#)

Product Code: ESK16X24P

Available in 1 surface finish



Poly

4' x 8' PANELS ARE AVAILABLE IN THE FOLLOWING FIXED HEIGHT OPTIONS:

- Single Height 8"
- Single Height 16"
- Single Height 24"
- Single Height 32"

SPECS:

- 10 YEAR WARRANTY!
- GREEN CERTIFIED
- MADE IN THE USA
- Meets or exceeds applicable ANSI/BIFMA standards
- Constructed with 3/4" solid plywood core
- Available with carpet in choice of 4 colors or 1/8" thick tempered hardboard
- 16-gauge, 1 1/16" high formed steel channel frame reinforced with 16-gauge steel angle welded to the inside of the channel
- 14-gauge steel tubing capped at the point of our corner with high impact plastic glides

[ENLARGE PHOTO](#)

Alternate Views



Quantity: 1

Our Price: **\$9,983.99**

Price with Selected Options: **\$13,202.97**

[ADD TO CART](#)

[Get My Free Fast Quote!](#)

16' x 24' Poly Executive Portable Stage Kits are a great value and the perfect durable staging system for business's, hotels, schools and many other applications. Constructed from heavy-duty solid plywood decks, Poly Executive stage kits are available several height options (8", 16", 24" and 32"). Stage kits include everything you need for quick set-up including 12 pcs of 4'x 8' stage panels, 3 sets of steps with guardrails, 3 sides of guardrails for the back of the stage and 3 sides of skirting to give your stage a finished look. Executive stages support 200lbs per square foot. * If you are looking for an executive stage kit in a custom size, please call our friendly staging experts at:877-884-3426 or email us at orders@thestagedepot.com for assistance.

Stage Kit includes:

-12 pcs 4'x8' stage platforms in your choice of height

-2 sets of steps with guard rails

-3 sides of skirting

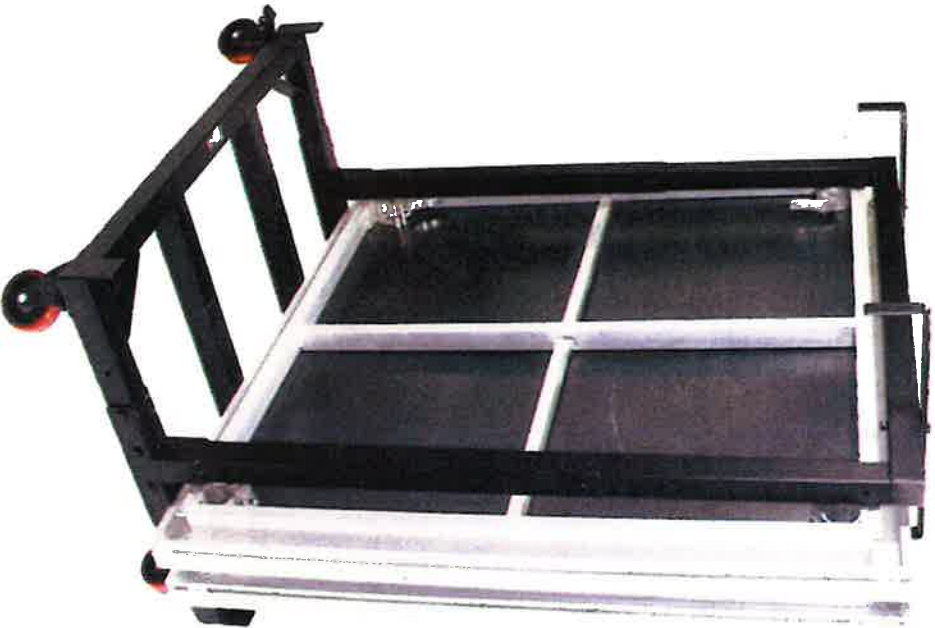
-Guard rails for back + 1 on each side

Modular! Create the size you need! Buy what you need now & add on later!



- 10 Year Warranty!
- Green Certified
- Made in the USA

https://www.thestagedepot.com/product_p/esk16x24p.htm



Pro X X-STGX6 - Rolling Dolly Cart for 4ft Width Stage Decks

\$499.99

SKU#: X-STGX6
UPC#: 19372411079

Qty



PRO X
Live Performance Gear

Due to high demand, and unprecedented supply chain and shipping delays, this product may not be available. Please e-mail or chat with us before placing your order.

Add to Cart

Request A Quote

The Pro X X-STGX6 is designed to fit up to 6 Pro X StageQ and StageQMK2 staging decks in both the 4X4 and 4X8 configurations and the Pro X StageX 4X4 decks.

<https://www.davisupply.com/pro-x-x-stgx6-rolling-dolly-cart-for-4ft-width-stage-decks.html>



IntelliStage - 16" HIGH COMPLETE STAGE SYSTEM (18 PCS. OF 16" MATCHING RISERS)



\$8,549.99

In stock

available for

orders between \$1 - \$2,000

No Credit needed with

[Learn more](#)

Buy Online, Pick up In-

[Store details](#)

Qty

[Add to Cart](#)

16" HIGH COMPLETE STAGE SYSTEM (18 PCS. OF 16" MATCHING RISERS)

<https://djbandsupply.com/istage1224gr16.html>

288 SQUARE FOOT GUARDRAIL STAGE PACKAGE - 16" HIGH

Our Guard Rail Stage Packages expand on our existing basic stage packages by including the added safety and security of guardrails and handrails on steps. Our Guard Rail System Packages come standard with everything you need to put on a rockin' show! Package includes: 18 pcs of 4x4 carpeted platforms, guardrails on 3 sides, 1 set of steps, skirting in front and matching 16" risers. Optional upgrade accessories like storage flight cases and stage skirts are also available. Go on feel free to take the stage!

DIMENSIONS: 144" x 16" x 288"



IntelliStage - 24" HIGH COMPLETE STAGE SYSTEM (18 PCS. OF 24" MATCHING RISERS)

\$8,974.99

 In stock

No Credit needed with [ocimo](#).

[Learn more](#)

 Buy Online, Pick up In-

Store [details](#)

Qty

Add to Cart

ISTAGE1224GR24
(12FT X 24FT X 24)

<https://djbandssupply.com/stage1224gr24.html>

Features

This 2885q Ft. Deluxe Stage Kit includes guard rails on 3 sides of the stage as well as steps with a hand rail. Front stage skirts are also included. This Kit consists of: **18 pcs of 4x4 carpeted platforms, guardrails on 3 sides, 1 set of steps, skirting in front and matching 24" risers** If you need a different height please select a the height you need at the top right of this page.

Specifications

Type: 4x4

Finish: Carpet

Height: 24 Inch (specs):

Guardrails: Sold separately

Skirts: Sold separately

Qty Per Pack: 1

Component List: Platforms (18pcs), Risers (18pcs)

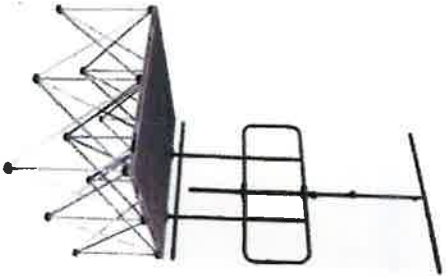
Product Dimensions (exterior): 365.8 x 487.7 x 61 cm / 144 x 192 x 24 in

Product Weight (exterior): 571.4 kgs / 1260 lbs

Shipping Dimensions* (exterior): 124.5 x 124.5 x 157.5 cm / 49 x 49 x 62 in

Shipping Weight* (exterior): 578.2 kgs / 1275 lbs

**Shipping weight and dimensions may include shipping pallet.*



IntelliStage - Backdrop Extension Hardware that Attaches to IS4X4GRPD Guardrails & Allows for Drapes to be Hung from 8' to 12' High to Create a Uniform BackDrop Effect (1 pc per pack)



\$144.99

 In stock

No Credit needed with [ocima](#).

Learn more

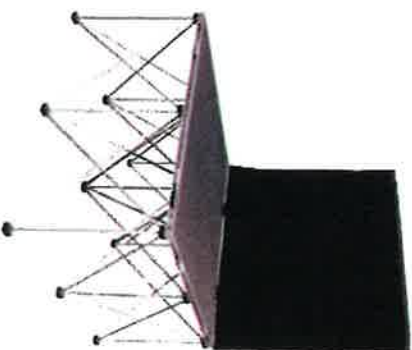
 Buy Online, Pick up In-

Store details

Qty

Add to Cart

Backdrop Extension Hardware that Attaches to IS4X4GRPD Guardrails



IntelliStage - 4' Covers for IS4X4GRPD Guardrails (2 covers per master pack)



\$204.99

 In stock

No Credit needed with [ocima](#).
Learn more

 Buy Online, Pick up In-

Store details

Qty

Add to Cart

ISGR C4
4' Guard Rail Covers for IS4X4GRPD Guardrails

Promotions

On Sale
Quick Ship
Clearance

Room Type

Infant & Toddler Room
Preschool Classroom
Elementary Classroom
Middle/High School
Classroom
Art Room & Drafting
Auditorium & Lecture Hall
Cafeteria & Food Court
Computer Lab & Training
Room
Hallway & Common Area
Library & Media Center
Makerspace & STEM
Room
Music & Choir Room
Nurses Office

Portable Stages & Risers Portable Stage Packages Rectangle Complete Portable Stage System & Accessories Package

Rectangle Complete Portable Stage System Package w/ Accessories (24' L x 12' D x 32" H)

by [IntelliStage](#) | SKU: ISG-STAGE1224GR32 ☆☆☆☆☆ | [Q & A](#) | [Start a Live Chat](#)



\$16,602.99

Select Options:

1) Select Style: 24' L x 12' D ▼

2) Select Height: 32" H ▼

1

Add to Cart

zip code

Calculate Shipping

Description

IntelliStage's Rectangle Complete Portable Stage System and Accessories Package includes everything you need to put on a show. Lightweight aluminum bases are easy for one person to attach to the 4 x 4 stage sections; the assembled unit can support up to 185 pounds per square foot. Carpeted platform muffles unwanted sound and guardrails for one set of steps and three sides of the stage promote safety. Front skirting is included.



Memorandum

To: Board of Directors

Date: September 30, 2022

From: Ashlee Miller

Memo: 2022-113

Topic: Memorial Pavilion Ad Hoc Commission

Issue & Analysis: With the Clubhouse Area Master Plan (CAMP) project not moving forward, progress needs to be made with the Memorial Pavilion that was incorporated into CAMP.

Recommendation: To approve the creation of the Memorial Pavilion Ad Hoc Commission, with the following charge: "The Memorial Pavilion Ad Hoc Commission shall research options for the placement, cost and funding requirements of the ACL Memorial Pavilion, which has been marketed to members in the past years, and recommend a financially responsible action plan to the Board of Directors for a timely completion of this project. At least one member of the Board shall serve as a member of this commission." and ad hoc commission members: Therese Nelson, Mary Hannon, and Carmel Cottrell.

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



Memorandum

To: Board of Directors

Date: September 30, 2022

From: Tim Brokl

Memo: 2022-112

Topic: 2023 Calendar

Issue: The Communications & Recreation Department will produce a 2023 glossy calendar to include the tentative dates of most ACL events and special holiday office hours, as well as regularly scheduled Board and some committee/commission meetings. It is essential that the Board takes note of the proposed ACL calendar of events, meetings and official Association closings. Office hours and Solid/Waste Recycling hours will be printed on each month's page but are not included on each date in the interest of space. Approval is appreciated so that staff may submit the final information to the printer in November. The 2023 calendar and Chronicle (community book) will be mailed to each owner in December. Please know that some dates may change throughout the year as needed, some events may be added, and some may be cancelled.

Recommendation: To review and accept the 2023 calendar of events & special hours for publishing.

Plan on a Page: Growth and Value Enhancement of Association – To promote membership and property of the Association.

2023
Calendar of
Events &
Special Hours
will be sent
next week.



Memorandum

To: ACL Board

Date: October 5, 2022

From: Legal Commission

Memo #: 2022-121

Topic: Committee/Commission Training and Document Update

Analysis: The Legal Commission discussed training for all committee and commission members and the need for the June 2016 Committee Practices and Procedures, Statements and Charges manual to be updated at their June 2 meeting.

At their September 1 meeting, the Legal Commission motioned “to recommend to the Board that it develop and administer annual training for Committee/Commission members (not just available to chairs, all commission members, and available to the ACL membership) and update guiding documentation (i.e., Committee Practices and Procedures, Statements and Charges, etc.).”

Recommendation: To approve the Legal Commissions request to develop and administer annual training for Committee/Commission members and make available to the ACL membership, and to update guiding documentation “Commission/Committee Statements, Charges & Procedures Manual.”

**Apple Canyon Lake Property Owners' Association
Legal Commission Meeting Minutes
September 1, 2022**

UNAPPROVED

1.0 Call to Order – Sean Cottrell called the meeting to order at 5:30pm CST.

Members present: Bill Becker, Sean Cottrell, Bill Doran, Mark Kosco, Kevin Smith. Member absent: None. Guests: Carmel Cottrell, Steve Borst, Ashlee Miller (Interim GM).

***Housekeeping - Discussion was had concerning the ACL requirement for commissions to submit motion cards to record and inform the Board of motions passed at commission meetings.** To resolve the Motion issue for the short term - Sean will update the minutes of the June 2 and June 30 Legal Commission meetings to confirm adoption of the following motions as indicated below:

- 6.2.22 - Motion by Sean Cottrell to recommend to the Board that it develop and administer annual training for Committee/Commission members (not just available to chairs, all commission members, and available to the ACL membership) and update guiding documentation (i.e., Committee Practices and Procedures, Statements and Charges, etc.)
 - Seconded by Kevin Smith
 - Vote Tally (Ayes/Nays) Motion passed unanimously.
- 6.2.22 - Motion by Sean Cottrell to recommend to the Board to consider developing an accreditation process for affiliated organizations and to improve communications for these organizations.
 - Seconded by Steve Borst
 - Vote Tally (Ayes/Nays) Motion passed unanimously.
- 6.20.22 - Motion by Sean Cottrell to recommend to the Board that it develop procedures for limiting Chat feature from Zoom during ACL Committee and BOD Meetings.
 - Seconded by Kevin Smith
 - Vote Tally (Ayes/Nays) Motion Passed unanimously.

2.0 New Business

2.1 Voting in officers (Chair, Vice Chair, Secretary)

2.1.1 Chair - nominations were made for Sean Cottrell. Sean declined nomination. Mark Kosco then nominated Bill Doran, seconded by Bill Becker. Sean moves to vote, seconded Kevin Smith. Votes for/Against, all commission members in favor of Bill Doran.

2.1.2 Vice Chair - nominations were made for Sean Cottrell. Sean was nominated by Kevin Smith, seconded by Bill Doran. Bill Becker was nominated by Mark Kosco, but Mark declined the nomination. Votes for/Against - Kevin motioned to vote, seconded by Bill Becker. Votes for/Against, all commission members in favor of Sean Cottrell.

2.1.3 Secretary - nominations were made for. Kevin Smith, but Kevin declined nomination. Votes for/Against (future conversation to consider a recorder to take minutes). This is tabled until the next meeting, exploring a recorder to capture meeting minutes. Review role of secretary. Discussion using real time software applications to collaborate to capture minutes, so



Memorandum

To: ACL Board

Date: October 5, 2022

From: Legal Commission

Memo #: 2022-122

Topic: Accreditation Process for Affiliated Organizations

Analysis: At their June 2 meeting, the Legal Commission discussed the relationship of ACL-affiliated organizations to the Association.

At their September 1 meeting, the Legal Commission motioned "to recommend to the Board to consider developing an accreditation process for affiliated organizations and to improve communications for these organizations."

Recommendation: To approve Legal Commission's motion to develop an accreditation process for affiliated organizations before recognizing any group or organization as an ACL club, group or organization, and to also establish checks and balances by requiring all affiliated organizations to report established criteria back to the Association, which includes but is not limited to volunteer hours given to ACL, funds of the organization that are used for the benefit of the Association and/or its members, and funds and/or labor hours of the Association given to the affiliated organization, including materials, and to consider the annual reporting above to be a requirement to continue the affiliated status.

**Apple Canyon Lake Property Owners' Association
Legal Commission Meeting Minutes
September 1, 2022**

UNAPPROVED

1.0 Call to Order – Sean Cottrell called the meeting to order at 5:30pm CST.

Members present: Bill Becker, Sean Cottrell, Bill Doran, Mark Kosco, Kevin Smith. Member absent: None. Guests: Carmel Cottrell, Steve Borst, Ashlee Miller (Interim GM).

***Housekeeping - Discussion was had concerning the ACL requirement for commissions to submit motion cards to record and inform the Board of motions passed at commission meetings.** To resolve the Motion issue for the short term - Sean will update the minutes of the June 2 and June 30 Legal Commission meetings to confirm adoption of the following motions as indicated below:

- 6.2.22 - Motion by Sean Cottrell to recommend to the Board that it develop and administer annual training for Committee/Commission members (not just available to chairs, all commission members, and available to the ACL membership) and update guiding documentation (i.e., Committee Practices and Procedures, Statements and Charges, etc.)
 - Seconded by Kevin Smith
 - Vote Tally (Ayes/Nays) Motion passed unanimously.
- 6.2.22 - Motion by Sean Cottrell to recommend to the Board to consider developing an accreditation process for affiliated organizations and to improve communications for these organizations.
 - Seconded by Steve Borst
 - Vote Tally (Ayes/Nays) Motion passed unanimously.
- 6.20.22 - Motion by Sean Cottrell to recommend to the Board that it develop procedures for limiting Chat feature from Zoom during ACL Committee and BOD Meetings.
 - Seconded by Kevin Smith
 - Vote Tally (Ayes/Nays) Motion Passed unanimously.

2.0 New Business

2.1 Voting in officers (Chair, Vice Chair, Secretary)

2.1.1 Chair - nominations were made for Sean Cottrell. Sean declined nomination. Mark Kosco then nominated Bill Doran, seconded by Bill Becker. Sean moves to vote, seconded Kevin Smith. Votes for/Against, all commission members in favor of Bill Doran.

2.1.2 Vice Chair - nominations were made for Sean Cottrell. Sean was nominated by Kevin Smith, seconded by Bill Doran. Bill Becker was nominated by Mark Kosco, but Mark declined the nomination. Votes for/Against - Kevin motioned to vote, seconded by Bill Becker. Votes for/Against, all commission members in favor of Sean Cottrell.

2.1.3 Secretary - nominations were made for. Kevin Smith, but Kevin declined nomination. Votes for/Against (future conversation to consider a recorder to take minutes). This is tabled until the next meeting, exploring a recorder to capture meeting minutes. Review role of secretary. Discussion using real time software applications to collaborate to capture minutes, so



Memorandum

To: ACL Board

Date: October 5, 2022

From: Legal Commission

Memo #: 2022-123

Topic: Zoom Chat Feature

Analysis: A discussion was held at the June 30 Legal Commission meeting regarding the chat feature on Zoom. The commission questioned if chat is used, should someone relay the question for the record or ignore? The commission did not feel that chat should be used.

The Legal Commission motioned "to recommend to the Board that it develop procedures for limiting Chat feature from Zoom during ACL Committee and BOD Meetings."

Recommendation: To approve the Legal Commission's request to develop Zoom policies for committee/commission and Board of Directors meetings.

**Apple Canyon Lake Property Owners' Association
Legal Commission Meeting Minutes
September 1, 2022**

UNAPPROVED

1.0 Call to Order – Sean Cottrell called the meeting to order at 5:30pm CST.

Members present: Bill Becker, Sean Cottrell, Bill Doran, Mark Kosco, Kevin Smith. Member absent: None. Guests: Carmel Cottrell, Steve Borst, Ashlee Miller (Interim GM).

***Housekeeping - Discussion was had concerning the ACL requirement for commissions to submit motion cards to record and inform the Board of motions passed at commission meetings.** To resolve the Motion issue for the short term - Sean will update the minutes of the June 2 and June 30 Legal Commission meetings to confirm adoption of the following motions as indicated below:

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 - Seconded by Kevin Smith
 - Vote Tally (Ayes/Nays) Motion passed unanimously.
- 6.2.22 - Motion by Sean Cottrell to recommend to the Board to consider developing an accreditation process for affiliated organizations and to improve communications for these organizations.
 - Seconded by Steve Borst
 - Vote Tally (Ayes/Nays) Motion passed unanimously.
- 6.20.22 - Motion by Sean Cottrell to recommend to the Board that it develop procedures for limiting Chat feature from Zoom during ACL Committee and BOD Meetings.
 - Seconded by Kevin Smith
 - Vote Tally (Ayes/Nays) Motion Passed unanimously.

2.0 New Business

2.1 Voting in officers (Chair, Vice Chair, Secretary)

2.1.1 Chair - nominations were made for Sean Cottrell. Sean declined nomination. Mark Kosco then nominated Bill Doran, seconded by Bill Becker. Sean moves to vote, seconded Kevin Smith. Votes for/Against, all commission members in favor of Bill Doran.

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2.1.3 Secretary - nominations were made for. Kevin Smith, but Kevin declined nomination. Votes for/Against (future conversation to consider a recorder to take minutes). This is tabled until the next meeting, exploring a recorder to capture meeting minutes. Review role of secretary. Discussion using real time software applications to collaborate to capture minutes, so



Memorandum

To: ACL Board

Date: September 28, 2022

From: Ashlee Miller

Memo #: 2022-111

Topic: Contract dredging Proposal

Analysis: The lake is the number one asset of the Apple Canyon Lake Property Owners Association, and contract dredging is needed to maintain our #1 amenity.

Fehr-Graham has submitted a proposal for engineering and surveying services required for the contract dredging project. Peter Berrini of Berrini & Associates is the expert in the dredging industry and is familiar with ACL. Peter was involved with creating the original dredge ponds and their specifications. Peter is semi-retired but agreed to serve as sub-consultant if we worked with Andy from Fehr-Graham. Fehr-Graham will act as the project manager and Peter will provide them with his expert guidance, assisting with dredging bid specifications and general project assistance. Andy also has dredging experience but will use Peter's expertise, navigating through this project. Fehr Graham has been assisting ACL for other projects, is highly reputable, and has provided a realistic proposal to accomplish the monumental task ACL has before it. Shaun Nordlie will also serve as a consultant on this project.

The tentative path forward is as follows:

1. Approval to complete surveys and inspections this fall
 - Fehr Graham topographic surveys of the three dredge ponds
 - From the survey, Fehr Graham will generate a topographical map that will show each of the ponds ground elevations, outlet control structure locations and elevations, and any visible drain tiles.
 - Fehr Graham will complete a field inspection and evaluation of the three dredge ponds and any permit forms will be completed.
 - Fehr Graham will work with Berrini & Associates to provide guidance for sediment core sampling and analysis requirements.
 - ACL will contract with directly with ILM (who we've used in the past) or another qualified professional to collect and analyze the required sediment cores.
 - Approval for Fehr Graham to complete plans, specs, and permitting in time to complete bidding early next year and start the dredging operation next spring.

- Fehr Graham will be on-site during the dredging, as needed (estimated 15 visits)

The Flood Mitigation work is tentatively laid out for 2024 being the biggest year as far as required funds. Currently we do have money set aside in capital projects to pay for Contract Dredging in 2023. The \$49,500 will be paid from the Capital Fund.

Recommendation: To approve the Lake Dredging Project Survey and Engineering Proposal submitted by Fehr-Graham.



Sent via Electronic Mail

July 26, 2022

Mr. Shaun Nordlie
General Manager
Apple Canyon Lake Property Owners' Association
14A157 Canyon Club Drive
Apple River, Illinois 61001

RE: Apple Canyon Lake Property Owners' Association – Lake Dredging Project Survey and Engineering Proposal

Dear Mr. Nordlie,

Fehr Graham is pleased to present you with the following proposal for engineering and surveying services as they relate to the above-referenced project. The project will consist of dredging sediment from four bays at Apple Canyon Lake, North Bay, Independence Bay, Presidents Bay, and Winchester Bay. It is understood that Apple Canyon Lake will contract directly with ILM or another qualified professional to obtain pre and post dredge sediment survey and verification and supernatant tests (sample collection and lab tests). Based on this information, our scope of services is defined below.

SCOPE OF SERVICES

Topographic Survey

Fehr Graham will complete the necessary topographic survey in the three (3) dewatering ponds to be utilized for this project. The dredge disposal ponds are located at Independence Bay, North Bay, and Presidents Bay. The surveys will be completed after Apple Canyon Lake has completed the removal of the accumulated sediment in each of the ponds. A topographical map will be generated depicting the ground elevations of the pond, outlet control structure locations and elevations, and any visible drain tiles or storm sewer structures.

Dewatering Pond Site Inspection and Verification

As required by the regulatory agency, Fehr Graham will complete a field inspection and evaluation of the three (3) existing dewatering ponds to be used for the project after Apple Canyon Lake has completed removal of the accumulated sediment in each of the ponds. The condition will be documented and any required permit forms completed.

Sediment Core Sampling and Analysis Assistance

Fehr Graham will work with Berrini & Associates, LLC. to provide guidance for sediment core sampling and analysis requirements. It is understood that Apple Canyon Lake will contract directly with ILM or another qualified professional to collect and analyze the required sediment cores.

Engineering Design Plans and Specification Preparation

Fehr Graham will work with Berrini & Associates, LLC. to develop Plans and Bid specifications for the proposed sediment removal project. The documents will be used to obtain the necessary permits and for obtaining contractor bids for the proposed work.

Preparation of the Joint Permit Application

Fehr Graham will work with Berrini & Associates, LLC. to prepare the Joint Permit Application for submittal to the Rock Island Corps of Engineers, Illinois EPA, and Illinois DNR.

Bid Solicitation

Upon approval by Apple Canyon Lake and outside reviewing agencies, the design plans will be accompanied with appropriate bid documents. Fehr Graham will work with Berrini & Associates, LLC. to handle the bid advertisement process, provide a recommended bidder's list, address bidder's questions as needed, facilitate the bid opening process and assist Apple Canyon Lake in reviewing bids and providing an award recommendation.

On-site Observation and Coordination

Fehr Graham will provide on-site observation and coordination services during the dredging activities as needed. It is anticipated that dredging operations will take approximately 15 weeks to complete, and that one site visit will be needed per week for a total of 15 site visits. The scope of work will also include two site visits from Berrini & Associates, LLC., one prior to dredging operations and one during dredging operations.

EXCLUSIONS

This scope of work is to complete the above-described services only. A proposal for the following will be provided if requested, as these items are not included in the Scope of Services proposed herein:

- » Pre and post lake sediment surveys
- » Supernatant tests and sample collection
- » Dewatering pond permits (it is understood these are currently permitted)
- » Storm Water Pollution Prevention Plan
- » Additional construction observation site visits nor site visits conducted beyond the Scope of Services shall be billed on a time/material basis in accordance with the hourly fee schedule.
- » Environmental investigations and studies.
- » Wetland delineation
- » Permit fees.
- » Boundary Survey and/or locating existing right-of-way.

Any of the above services can be performed at an additional cost to the project upon request.

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

FEES

We offer our professional services to complete the Scope of Services as outlined above for the lump sum fee as follows:

▪ Topographic Survey.....	\$12,500
▪ Dewatering Pond Site Inspection and Verification	\$ 2,100
▪ Sediment Core Sampling and Analysis Assistance.....	\$ 1,200
▪ Engineering Design Plans and Specification Preparation.....	\$11,700
▪ Preparation of the Joint Permit Application.....	\$ 3,700
▪ Bid Solicitation.....	\$ 2,800
▪ On-site Observation and Coordination.....	<u>\$15,500</u>
Total.....	\$49,500

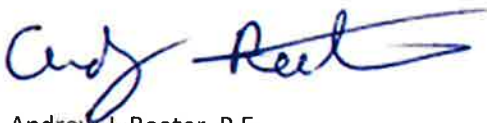
Payment for the services rendered will be requested via a monthly invoice.

***Reimbursables are not to exceed more than 10% markup.*

Should you like for us to proceed with this project, please contact our office and we will forward our Agreement for Professional Services. If you have any questions or need additional information, please feel free to contact our office.

We look forward to working with you on this project.

Respectfully submitted,



Andrew J. Reeter, P.E.
Sr. Project Engineer



Mick W. Gronewold, P.E.
Principal

AJR/MWG:dep

Enclosures

N:\Proposals\2022\Andy Reeter\Apple Canyon Lake\Dredging\S-12 ACL 2022.07.26 Lake Dredging Project Proposal -Agreement.docx



Memorandum

To: ACL Board

Date: September 30, 2022

From: Megan Shamp

Memo #: 2022-116

Topic: ACL Payment Plan – 1st Reading

Analysis: The Payment Plan details for 2023 have been updated to reflect the fees approved for publication at the September 17 Board meeting.

Staff would also like to amend the language to clarify procedures (refund requests, what happens if a lot with a boat slip, campsite, etc. defaults on the Payment Plan) and to formalize the process for owners requesting a change to their Payment Plan after it has been set up by staff. Gender neutral language has also been incorporated into the document.

Staff would like the ability to work with owners who need to reschedule a payment date to ensure funds are available, update their bank information, etc., but feel there should be a small charge to do so to cover the staff time required to process and track these changes internally and with Apple River State Bank. Allowing staff to work with owners reduces delinquencies, liens, and eventual foreclosures.

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

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

ACLPOA Payment Plans

The Apple Canyon Lake Property Owners Association is offering two payment plan options for property owners needing assistance paying their annual assessment (dues) and fees – **three (3) installments or five (5) installments**. There is a \$35 Payment Plan Processing Fee per lot entered on **the either** Payment Plan. All payments will be automatic ACH withdrawals initiated by ACL; other payment types are not offered as part of the Payment Plan.

The terms for the three installment ACLPOA Payment Plan are as follows:

- **Withdrawn on March 1**

\$415	1/3 of the Annual Assessment [Dues]
\$38	1/3 of the Owner Amenity Registration Fee(s), (if two owners \$76, if three owners \$114)
\$35	Payment Plan Processing Fee
\$130	Trash Fee (if applicable)
\$300	Seasonal Boat Slip (if applicable) plus corresponding boat registration fee
\$850	Seasonal Campsite/Camper Registration (if applicable)
\$25	Outdoor Golf Storage (if applicable)
\$125	Indoor Golf Storage (if applicable)
\$25	Kayak Locker (if applicable)

*All other recreational vehicles such as ATVs, golf carts, boats, non-motorized boats, and snowmobiles, Heat Light Program, Camper Storage, etc., must be paid with the payment plan or removed from the account until used. These fees will be included in the March payment unless staff are instructed to remove them from the account at the time of signup.

- **Withdrawn on May 15**

\$415	1/3 of the Annual Dues
\$36	1/3 of the Owner Amenity Registration Fee(s), (if two owners \$72, if three owners \$108)

- **Withdrawn on July 15**

\$415	1/3 of the Annual Dues
\$36	1/3 of the Owner Amenity Registration Fee(s), (if two owners \$72, if three owners \$108)

The terms for the five installment ACLPOA Payment Plan are as follows:

- **Withdrawn on March 1**

\$249	1/5 of the Annual Assessment [Dues]
\$22	1/5 of the Owner Amenity Registration Fee(s), (if two owners \$40, if three owners \$60)
\$35	Payment Plan Processing Fee
\$130	Trash Fee (if applicable)

\$300	Seasonal Boat Slip (if applicable) plus corresponding boat registration fee
\$850	Seasonal Campsite/Camper Registration (if applicable)
\$25	Outdoor Golf Storage (if applicable)
\$125	Indoor Golf Storage (if applicable)
\$25	Kayak Locker (if applicable)

*All other recreational vehicles such as ATVs, golf carts, boats, non-motorized boats, and snowmobiles, Heat Light Program, Camper Storage, etc., must be paid with the payment plan or removed from the account until used. These fees will be included in the March payment unless staff are instructed to remove them from the account at the time of signup.

- **Withdrawn on May 15**

\$249	1/5 of the Annual Dues
\$22	1/5 of the Owner Amenity Registration Fee(s), (if two owners \$44, if three owners \$66)

- **Withdrawn on June 15**

\$249	1/5 of the Annual Dues
\$22	1/5 of the Owner Amenity Registration Fee(s), (if two owners \$44, if three owners \$66)

- **Withdrawn on July 15**

\$249	1/5 of the Annual Dues
\$22	1/5 of the Owner Amenity Registration Fee(s), (if two owners \$44, if three owners \$66)

- **Withdrawn on August 15**

\$249	1/5 of the Annual Dues
\$22	1/5 of the Owner Amenity Registration Fee(s), (if two owners \$44, if three owners \$66)

To sign up for the ACLPOA Payment Plan, property owners must do the following:

PRIOR TO JANUARY 31, 2023, SEND A VOIDED CHECK AND THE PAYMENT PLAN ACH FORM TO THE ACLPOA OFFICE. Any incomplete forms or forms returned without a voided check will not be included in the payment plan for 2023. Payment Plans set up after January 31, 2023 will also be subject to a Late Signup Fee of \$25 per lot. Payment Plan submissions cannot be accepted after February 25, 2023.

DO NOT SEND A CHECK FOR PAYMENT IF USING THE PAYMENT PLAN. Make sure all of the owners on the lot are aware the lot is on the payment plan. Duplicate payments will be applied to the balance due unless everything is paid in full. Overpayments will be **credited to the account for future use or refunded via check upon receipt of a written refund request.**

MAKE SURE THERE IS ENOUGH MONEY TO COVER EACH WITHDRAWAL. All insufficient funds for ACH will be charged a \$35 fee. If there are two NSF, the lot will be removed from the Payment Plan, and payment in full by cashier's check, money order, cash, or valid credit card (4% convenience fee applies) will be required within 10 days, or a lien will be filed. The Delinquent Dues Fees and Interest will be assessed immediately. **If a boat slip, campsite, kayak locker, indoor storage, or outside storage is licensed to the lot, or another lot owned by the same property owner, applicable late fees will be assessed immediately, and the forfeiture process will commence.** If a property owner has had one or more payments returned NSF (non-sufficient funds) or otherwise been removed from the payment plan in past years, the General Manager may, at **his/her their** discretion, prohibit a property owner from participating in the payment plan for up to three (3) years and/or from receiving amenity tags, auto stickers, etc. until the final payment has been completed successfully.

CHANGE REQUESTS After the initial setup, any change requests will incur a \$10 fee per change request. The fee(s) will be collected in the next installment. Change requests include, but are not limited to, the installment type selection, the checking or savings account being used, and the date of withdrawal. Any requests to change a withdrawal date must be submitted at least 7 days in advance of the installment to be considered. Requesting a withdrawal date change is not a guarantee that it will be approved. Property Owners signing up for the Payment Plan agree that funds will be available on the dates outlined in the terms above.

BANK CHANGES Owners must submit a new Payment Plan Authorization Form and voided check if their bank account information has changed. Changing account information after initial setup will incur a \$10 change fee as outlined above. Failure to do so will result in a \$35 returned payment fee and the lot will be removed from the Payment Plan as outlined above in regard to NSF returns.

Please call the Association Office at (815) 492-2238 if you have any questions about the payment plan.



Memorandum

To: ACL Board

Date: October 5, 2022

From: Rules & Regulations Commission

Memo #: 2022-118

Topic: Rules & Regulations: Snowmachines – 1st Reading

Analysis: Earlier this year, staff were presented with a new vehicle type that an owner wanted to register with the Association for use while ice fishing. This vehicle, a Snowdog, did not meet any of the criteria that would disqualify it from being registered, and staff allowed the owner to register it as a snowmobile.

The Rules & Regulations Commission and staff met to discuss the need to add language on these types of machines. The group felt that the easiest solution was to rename "snowmobiles" as "snowmachines" and add a definition of what that is to the section.

At their October 5 meeting, the Rules & Regulations Commission motioned to recommend the ACL Board to approve Sect. XIII Snowmachines, along with changes in Table of Contents, Section V. General Violation Fines, II Amenity Tags for Property Owners & Guests, and XII Motorized Vehicles – Recreational. The amended language is included in the Board packet.

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 – Review and update, if necessary, all Governing Documents on an annual basis

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Rules + Regs Committee/Commission

Date 10-5-22

I move:

Rules + Rules recommends to the ACL Board to approve Sect. XIII Snowmachines. Items A. Definition B. Registration, C. Insurance, D. Operations. along with changes in Table of Contents XIII Snowmachines p 27, Sections: V General Violation fines II Amenity Tags for Property Owners + Guests and XII ~~Recreational~~ Motorized Vehicles. Recreational Vehicles. Item A Definition:

Action Taken approved

MOTION MADE BY: George
MOTION SECONDED BY: Mark
CHAIR: [Signature]

VOTE RECORDED:
YEA: 5
NAY: 0
ABSTAIN:

Date Received 10/5/22 Given to Board Date Completed 10/15/22

XIII. SNOWMOBILESNOWMACHINES

Preamble: Operators of snowmobilesnowmachines are to be familiar with the Illinois Snowmobile Registration and Safety Act. SnowmobileSnowmachines shall be operated on ACL properties in accordance with this Act. 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. Definitions

1. "Snowmachine" – A single track motor vehicle designed for traveling over snow or ice.

B. Registration

1. All snowmobilesnowmachines 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 have ID Numbers as issued by the ACL Association Office. The ID numbers will be displayed on both the front and rear of the snowmobilesnowmachine. 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 snowmobilesnowmachine and be responsible for the activities of their guests.
2. In addition, all snowmobilesnowmachines must be registered with the Illinois Department of Conservation, Snowmobile License Section and display the number assigned to that snowmobilesnowmachine or covered by a valid registration or license of another state.

C. Insurance

1. All snowmobilesnowmachine 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 snowmobilesnowmachine(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.

Amended October 19, 2013 Amended December 15, 2018

D. Operation

1. All snowmobilesnowmachines must be in a safe operating condition.
2. All snowmobilesnowmachines shall be operated on designated trails. When operating along roadways, owners must follow the Illinois Snowmobile Registration and Safety Act. When individuals are operating snowmobilesnowmachines on the frozen lake, ACLPOA assumes no liability for the safety of any individual and/or any snowmobilesnowmachine.
3. Racing of snowmobilesnowmachines is not permitted.
4. All snowmobilesnowmachines 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 snowmobilesnowmachines must stop at all streets, drives, and roads and yield right of way to pedestrians or vehicles.
7. Individuals operating snowmobilesnowmachines on the lake when frozen should use extreme caution and are solely responsible for insuring ensuring that the ice depth is sufficient to support the weight of the snowmobilesnowmachine and rider(s). If a snowmobilesnowmachine 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 snowmobilesnowmachine 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.
8. Pedestrians and cross-country skiers have the right of way on trails.
9. SnowmobileSnowmachines are permitted on trails between the hours of 6:00 a.m. and 10:00 p.m.
10. Operation of a snowmobilesnowmachine 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).

Table of Contents

XIII. Snowmobiles Snowmachines Page | 27

V. General Violation Fines

Amenity Tags and Stickers for Property Owners and Guests

- Failure to display ID Numbers as issued by the Association and current year ACL sticker on watercraft, camper, golf cart, UTV/ATV, snowmobile-snowmachine \$50

SnowmobileSnowmachines

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

II. Amenity Tags for Property Owners & Guests

Amenity Tags do not have to be worn while on an ACLPOA registered recreational vehicle, including ATVs, golf carts, snowmobiles snowmachines, 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.


XII. Motorized Vehicles – Recreational

A. Definitions

11. "Other Authorized Trail Vehicles" – Include snowmobiles snowmachines (see Section XII Snowmobiles Snowmachines for regulations) and pedal bikes.

D. Insurance

No golf cart, ATV, UTV, or snowmobile snowmachine stickers will be issued without a current, complete waiver on file from the vehicle owner of record.

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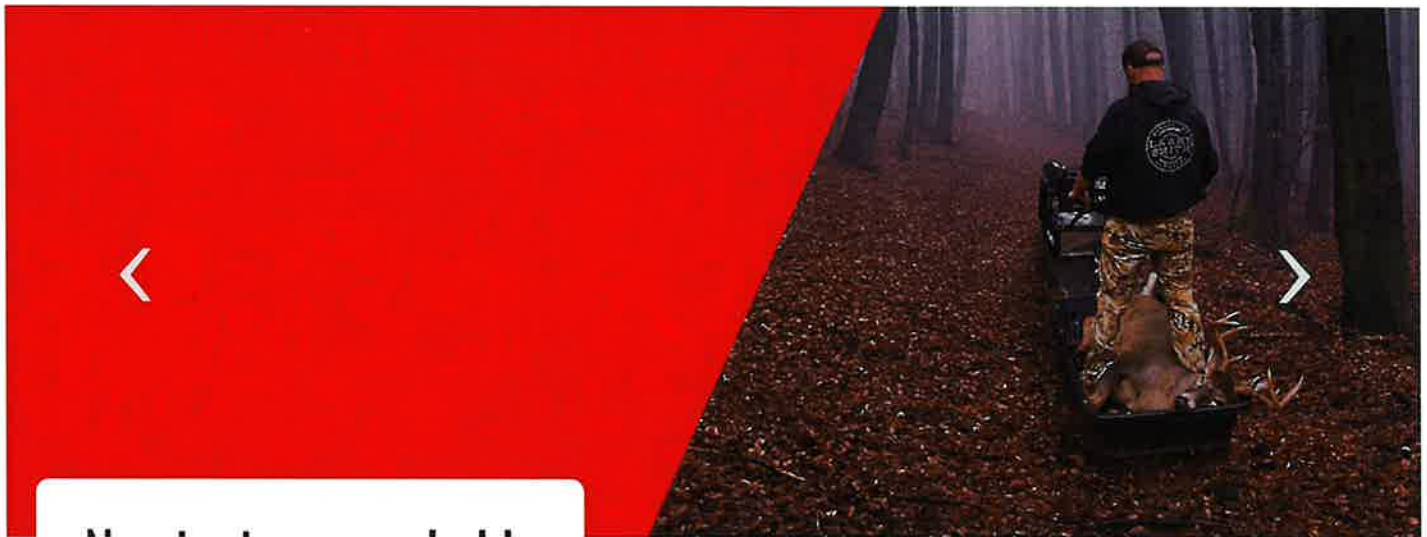


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[Applications](#)



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What is a Snowdog?



Snowdog is an innovative, versatile, and reliable machine designed to travel on the ice, on the snow, in the forests, in the fields, and in hard-to-reach places.

As a more affordable alternative to the snowmobile or all-terrain vehicle (ATV), Snowdog is tailored to hunters, trappers, ice fishermen and other outdoor enthusiasts. With a compact and highly versatile machine, the operator can sit comfortably in a sled with a plenty of space to carry gear and supplies. With a machine like Snowdog, hard work turns into a fun adventure.

- Affordable (up to \$3,999) **Snowdog** models without a reverse.
- **Snowdog Advance** models with a reverse, heated grips and handguards in soft cover or hard plastic hood.
- **Snowdog Pro** models with a long track (Briggs & Stratton engine) or with two tracks (Vanguard engine).

News



Three models of Snowdog attracted great attention on Clam Pro Day



Video: Twin Track & Ice Team



Alaska: "We love outdoor toys"

[More news](#)

Choose your **Snowdog**



Standard B13 ME

\$3,999

[Add to wishlist](#)

[Learn more](#)

Choose your **Snowdog Advance**



Utility B13 MER

\$4,549

[Add to wishlist](#)

[Learn more](#)



Sport B13 MER

\$4,999

[Add to wishlist](#)

[Learn more](#)

Choose your Snowdog Pro



Long Track B13 MER

\$5,499

[Add to wishlist](#)

[Learn more](#)



Twin Track V14 MER

\$6,199

Add to wishlist

Learn more

Snowdog vs Snowmobile / ATV



← **Affordable**
1/3 the price of a snowmobile.



Safe
Max speed is limited to 20 mph (30 km/h).



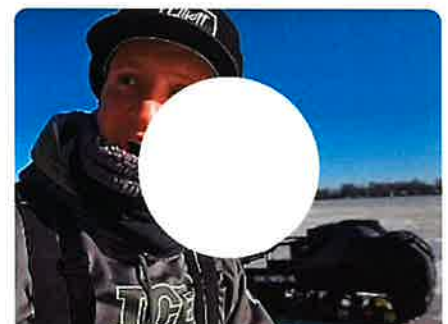
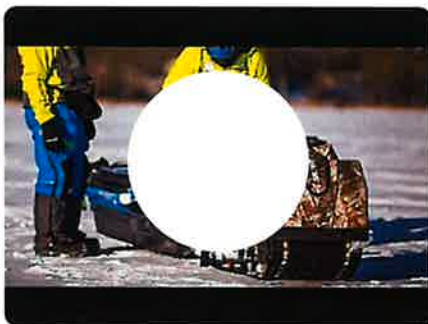
Compact
Fits in the back of an SUV or a pickup truck, takes up minimal garage space.



Light →
Only 286–440 lb. Very low ground pressure.

Video

Subscribe our YouTube **channel**





Memorandum

To: ACL Board

Date: October 5, 2022

From: Rules & Regulations Commission

Memo #: 2022-124

Topic: Rules & Regulations: Paddleboard ID Number and Sticker Placement – 1st Reading

Analysis: Paddleboards will be required to be registered with ACL beginning in 2023. The current placement scheme for the ACL ID numbers and the current year sticker are not compatible with paddleboards. Staff has prepared alternate language for these watercrafts.

At their October 5 meeting, the Rules & Regulations Commission motioned to recommend the ACL Board “to approve section VI Boating as presented on the attached document. The revised language is included in the Board packet. The blue language was approved earlier in this meeting, the red language was created for this item.

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 – Review and update, if necessary, all Governing Documents on an annual basis

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Rules & Regs Committee/Commission

Date 10-5-22

I move:

Rules & Regs recommends to the A.C.L. Board to Approve Section VI. Budgeting as presented on the attached document.

Action Taken approved

MARK MOTION MADE BY: <u>Mark J. Kimo</u> MOTION SECONDED BY: <u>George</u> CHAIR: <u>[Signature]</u>	VOTE RECORDED: YEA: <u>5</u> NAY: <u>0</u> ABSTAIN: <u> </u>
---	--

Date Received 10/5/22 Given to BOD Date Completed 10/15/22

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-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). **Any kayak, canoe, rowboat, paddleboat, or sailboat will be deemed a motorized vessel if it is powered by any type of machinery, including an electric trolling motor.** 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 watercraft, a current **state watercraft registration sticker and 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. **Prior to launching a non-powered watercraft, a current year ACL sticker must be placed on the boat. On kayaks, canoes, rowboats, paddleboats, or sailboats, the ACL sticker shall be placed on the starboard side (driver's side, right) next to the 3-inch contrasting ID numbers. The ACL sticker shall be placed on the rear deck of a stand up paddleboard (SUP). 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.**
4. **Motorized ~~boat~~ watercraft** 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.
5. **Non-powered watercraft owners must affix 3-inch contrasting ID numbers as issued by the Association on both the right and left sides of a kayak, canoe, rowboat, paddleboat, or sailboat near the rear of the watercraft. Stand up paddleboard (SUP) owners must affix one set of 3-inch contrasting ID numbers as issued by the Association to the rear deck of the SUP. The ID number must correspond to the lot to which the non-powered watercraft is registered.**
6. No guest 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.).
7. 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
August 20, 2022

Capital Projects Update