



Memorandum

To: ACL Board

Date: November 3, 2022

From: Megan Shamp

Memo #: 2022-126

Topic: November committee/commission changes

Recommendation: To appoint Laura Pratt as Board Liaison to the Memorial Pavilion Ad Hoc Commission; George Drogosz as Vice Chair of the Rules & Regulations Commission; Steve Borst and Kate Beals as Co-Chairs and Kate Beals as Secretary of the Strategic/Long Range Planning Commission; to appoint Mike Yorke as Chair and Bill Bourell as Vice Chair of the Nominating Committee; to appoint Gary Hannon and Tom Ohms as Co-Chairs and Dianne Carr as Secretary of the Cove Operator Search Ad Hoc Commission; and to accept the resignation of Jean Wiedman from the Cove Operator Search Ad Hoc 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: ACL Board

Date: October 25, 2022

From: Megan Shamp

Memo #: 2022-116 (2)

Topic: ACL Payment Plan

Analysis: Staff has updated the ACL Payment Plan for 2023 to reflect the fees approved for publication at the September 17 Board meeting.

Staff also recommended new 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.

These recommendations were presented to the Board at the October 15 meeting, and no changes were made to the recommended ACL Payment Plan.

Recommendation: To approve the ACL Payment Plan as included in the November Board packet.

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- **Withdrawn on March 1**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 25, 2022

From: Rules & Regulations Commission

Memo #: 2022-118 (2)

Topic: Rules & Regulations: Snowmachines

Analysis: The Rules & Regulations Commission and staff have prepared language that will cover Snowdog-type snowmachines. The group felt that the easiest solution was to rename "snowmobiles" as "snowmachines" and add a definition of what that is to the section.

This language was presented to the Board at the October 15 meeting and no changes were made to the recommendation. It was clarified that we do not allow dual track machines, only single track machines can be registered at ACL. This is already stated in the proposed language under A. Definitions.

Recommendation: To approve the Rules & Regulations: Snowmachines changes as included in the November 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

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 snowmachines 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).

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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 XIII 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.



Memorandum

To: ACL Board

Date: October 25, 2022

From: Rules & Regulations Commission

Memo #: 2022-124 (2)

Topic: Rules & Regulations: Paddleboard ID Number and Sticker Placement

Analysis: Paddleboards will be required to be registered with ACL beginning in 2023. This rule change was approved by the Board at the August 20 meeting as part of Housekeeping. This language is shown in red below.

A. Registration

1. All boats, motorized and **non-motorized non-powered**, operated on ACL must be registered annually with the ACL Association Office. **Non-powered watercraft required to be registered include kayaks, canoes, rowboats, paddleboats, sailboats, and stand up paddleboards (SUPs).** A copy of the current State Watercraft Registration (if applicable) and current insurance is to be submitted and kept on file.

The Illinois Department of Natural Resources classes stand up paddleboards (SUPs) as watercraft. Those individuals using SUPs at ACL must follow the Illinois Boat Registration and Safety Act. Our Rules & Regulations needed to be updated to include SUPs in the list of non-powered watercraft so that we can ensure they are properly registered with the Association, and so Security can enforce the requirement that users possess or wear a personal flotation device (depending on their age), carry a whistle, etc.

Further language addressing powered kayaks, canoes, etc. was approved at the October 15 meeting. Security has located powered kayaks, etc. around the property that were improperly registered with the Association as non-motorized boats. This language is shown in blue below. This is a separate issue, but is in the same Rules & Regulations section.

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.

Following the Housekeeping approval at the August meeting, staff recognized the current placement scheme for the ACL ID numbers and the current year sticker used on other watercraft is not compatible with paddleboards. For all other watercraft, the ID numbers and the ACL sticker are placed on the rear sides of the watercraft.

The Rules & Regulations Commission and staff prepared alternate language for the ID number and ACL sticker placement for paddleboards. This language was provided in the October Board packet for item 12.14 with a notation in the memo that the blue language was approved earlier in that meeting. Only the red language regarding sticker and ID number placement was created for item 12.14. The blue language approved at the October meeting is now shown in black. Only the red language is being voted on.

Recommendation: To approve the Rules & Regulation section IV Boating as included in the November 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

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

October 15, 2022



Memorandum

To: Board of Directors

Date: October 25, 2022

From: Ashlee Miller

Memo: 2022-93 (3)

Topic: Adopt the 2023 Annual Assessment

Issue: The Board of Directors approved the publication of the 2023 Annual Assessment of \$1,245 at the September 17, 2022 meeting.

The 2023 Annual Assessment was advertised for a minimum of 30 days prior to the Board adopting the budget (as required per CICAA) and can now be adopted.

Recommendation: To adopt the 2023 Annual Assessment of \$1,245 as published in the October issue of *The Apple Core*.

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



Memorandum

To: Board of Directors

Date: October 25, 2022

From: Ashlee Miller

Memo: 2022-94 (3)

Topic: Adopt the 2023 Operating Budget

Issue: The Board of Directors approved the publication of the 2023 Operating Budget at the September 17, 2022 meeting.

The 2023 Operating Budget was advertised for a minimum of 30 days prior to the Board adopting the budget (as required per CICAA) and can now be adopted.

Recommendation: To adopt the 2023 Operating Budget, with a total revenue of \$5,205,672 and total operating expenses of \$4,052,767, with a transfer to the R&R fund of \$652,000 and a transfer to the Capital fund of \$500,000 as published in the October issue of *The Apple Core*.

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

2023 Operating Budget - approved for publication September 17, 2022

Revenue	2021 Actual	2021 Budget	2022 Budget	2023 Budget	
Admin	\$ 2,475,526.25	\$ 2,437,079.00	\$ 2,678,522.00	\$ 3,137,517.00	
Communications	\$ 137,348.99	\$ 158,455.00	\$ 154,955.00	\$ 147,150.00	
Building	\$ 12,898.22	\$ 9,290.00	\$ 14,490.00	\$ 10,850.00	
Maintenance	\$ 2,419.54	\$ 2,000.00	\$ 2,000.00	\$ -	
Solid Waste	\$ 117,885.00	\$ 124,238.00	\$ 116,004.96	\$ 124,080.00	
Safety & Security	\$ 13,071.87	\$ 9,750.00	\$ 9,750.00	\$ 8,850.00	
Pro Shop	\$ 460,276.35	\$ 349,550.00	\$ 353,300.04	\$ 401,700.00	
Marina	\$ 227,747.56	\$ 266,800.00	\$ 241,420.08	\$ 215,600.00	
Pool	\$ 6,662.00	\$ 10,125.00	\$ 8,525.04	\$ 7,925.00	
Total	\$ 3,453,835.78	\$ 3,367,287.00	\$ 3,578,967.12	\$ 4,053,672.00	\$ 5,205,672.00
Expenses					
Admin	\$ 1,147,002.46	\$ 1,043,874.96	\$ 1,116,197.00	\$ 1,343,304.39	
Communications	\$ 209,436.93	\$ 228,153.67	\$ 249,017.00	\$ 281,286.00	
Building	\$ 33,094.42	\$ 31,243.06	\$ 33,890.00	\$ 36,051.79	
Maintenance	\$ 763,096.55	\$ 802,568.29	\$ 849,094.00	\$ 929,937.74	
Solid Waste	\$ 61,980.47	\$ 55,998.41	\$ 56,650.92	\$ 63,746.89	
Safety & Security	\$ 332,314.54	\$ 289,917.98	\$ 344,547.04	\$ 377,135.67	
Pro Shop	\$ 605,688.20	\$ 522,270.34	\$ 565,200.24	\$ 606,790.88	
Marina	\$ 269,719.87	\$ 266,177.52	\$ 262,454.04	\$ 264,525.44	
Pool	\$ 121,888.16	\$ 127,583.25	\$ 150,084.84	\$ 149,988.67	
Total	\$ 3,544,221.60	\$ 3,367,787.48	\$ 3,627,135.08	\$ 4,052,767.47	
Net Operating Income/Loss	\$ (90,385.82)	\$ (500.48)	\$ (48,167.96)	\$ 904.53	



Memorandum

To: Board of Directors

Date: October 25, 2022

From: Ashlee Miller

Memo: 2022-95 (3)

Topic: Adopt the 2023 R & R Budget

Issue: The Board of Directors approved the publication of the 2023 R & R Budget at the September 17, 2022 meeting.

The R & R Budget was advertised for a minimum of 30 days prior to the Board adopting the budget (as required per CICAA) and can now be adopted.

Recommendation: To adopt the 2023 R & R Budget, in the amount of \$550,000 in expenditures, as published in the October issue of *The Apple Core*.

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



Memorandum

To: Board of Directors

Date: October 25, 2022

From: Ashlee Miller

Memo: 2022-96 (3)

Topic: Adopt the 2023 Operating and Building Fee Schedules

Issue: The Board of Directors approved the publication of the 2023 Operating Fee Schedule and 2023 Building Fee Schedule at the September 17, 2022 meeting.

The Operating Fee Schedule and Building Fee Schedule were advertised for a minimum of 30 days prior to the Board adopting the budget (as required per CICAA) and can now be adopted.

Recommendation: To adopt the 2023 Operating Fee Schedule and the 2023 Building Fee Schedule as published in the October issue of *The Apple Core*.

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

2023 Operating Fee Schedule - approved for publication September 17, 2022

ANNUAL FEE		DAILY RATE	
Annual Assessment (Due March 1)	\$ 1,245.00	Golf	
Annual Trash Fee* (Due March 1)	\$ 130	Property Owner	Mon-Fri Wknd/Hol
<i>*required for all ACL homes, fee includes two passes (paper or decal)</i>		Holes (9)	12
		Holes (18)	15
			15
			20
Seasonal Amenity Licenses (Due March 1)		Non Property Owner	
Marina Boat Slip	\$ 300	Holes (9)	15
Nixon Boat Slip	\$ 300	Holes (18)	20
Zone Boat Slip	\$ 300		19
			26
Seasonal Campsite (\$760)/Trash (\$80)/Camper (\$10)	\$ 850	Cart Rental	
Camper Winter Storage (Onsite)	\$ 150	Holes (9)	10
		Holes (18)	15
Golf Cart/ATV/UTV Storage Inside	\$ 125		12
Golf Cart Storage Outside	\$ 25		20
Kayak Locker Rental	\$ 25	<i>Call ACL Pro Shop for tee times (815) 492-2477</i>	
Registration Fees		Campground	Mon - Thurs Wknd/Hol
Owner Amenity Registration Fee (per owner)	\$ 110	RV Site (power and water)	
Golf Cart Registration	\$ 15	Property Owner	\$ 14
Motorized 1st Boat	\$ 75	Guest	\$ 28
Motorized 2nd Boat	\$ 75	Tent Site (primitive)	
Non-Motorized Boat	\$ 10	Property Owner	\$ 9
Snowmobile	\$ 30	Guest	\$ 19
ATV/UTV	\$ 30		12
			28
Annual Golf Season Passes		Extended Camping Fees Primitive/Full Hook Up per week	
Property Owner (Individual)	\$ 250	PO 60	PO \$ 85
Junior (Age 10-16)	\$ 25	Guest 125	Guest \$ 170
Non Property Owner (Individual)	\$ 350	Washer/Dryer	\$ 1.25 (per load)
Corporate	\$ 2,000	<i>Call ACL Office for reservations (815) 492-2238</i>	
Classes		Marina Boat Slip Rentals	
Swimming Lessons (per person, one session)	\$ 20	Daily	\$25
Private Swimming Lesson (per person, per lesson)	\$ 25	Weekly	\$105
		Monthly	\$200
		<i>Call ACL Office for reservations (815) 492-2238</i>	
Miscellaneous		Boat Rentals	
Auto Decals (5 free per OARF paid)	\$ 10		Mon-Thurs Mon-Thurs
Amenity Tag (10 free per OARF paid)		Pontoon 1/2 Day	Property Owner Guest
One Additional One (1) Day Amenity Tag	\$ 5	Pontoon Per Day	100 \$175
One Additional Three (3) Day Amenity Tag	\$ 10		175 \$250
One Additional Annual Amenity Tag	\$ 20		Wknd/Hol
Replacement Trash Pass	\$ 30		Property Owner & Guest
Directory	\$ 5	Pontoon 1/2 Day	\$230
Electronic Item Disposal	\$ 30	Pontoon Per Day	\$325
Large Item Disposal	\$ 15		
Mattress Disposal	\$ 30	<i>Call ACL Office for reservations (815) 492-2238</i>	
Map	\$ 5	Clubhouse Rental	
Delinquent Dues Fee (Assessed March, April, May)	\$ 125	Business Meetings	
Payment Plan Processing Fee	\$ 35	Mon - Thurs	Number PO Fee
Payment Plan Late Sign Up Fee	\$ 25		1-100 \$ 100
Lot Mowing	\$ 80		101-250 \$ 200
Pool Party		Parties/Open Houses	
Monday - Thursday	\$ 125	Sun-Thurs	1-75 \$ 100
Friday - Sunday	\$ 150		76-150 \$ 200
*Excess of 50 people (add)	\$ 50		151-250 \$ 400
			27395 \$ 125
			76-150 \$ 275
			151-250 \$ 450
Programs		Weddings/Receptions	
Heat Light Program Call SSD Office (815) 492-2436		Fri-Sat	1-250 \$ 450
Sub-License Boat Slip Program Call ACL Office (815) 492-2238		ACL Club Fee: Non-ACL events, etc.	\$ 25
		ACL Employee (restrictions apply)	\$ 25
		<i>Deposit of equal amount required. For guests, add \$100 to above rate.</i>	
		<i>For reservations call (815) 492-2769</i>	

ALL MANDATORY FEES MUST BE PAID ON ALL LOTS OWNED PRIOR TO ANY REGISTRATIONS OR DISTRIBUTION OF PASSES, AMENITY TAGS, OR STICKERS, UNLESS PROPERTY OWNER IS ON THE ACLPOA PAYMENT PLAN.

ACLPOA 2023 Construction Fee Schedule - approved for publication September 17, 2022

New Dwelling: Permit Fee/Inspection (Good for one (1) year)	\$1,000
Environmental Impact Fee (Non-Refundable): New dwelling only	\$1,000
Environmental/Debris Bond (Refundable)	\$500
Additions to Existing Dwelling: Permit fee	\$0.20/square foot
All Accessory Structures	\$0.20/square foot
General Permits: Per item	\$10
Driveways	
Shoreline Construction	
Demolitions	
Landscaping: Any earthwork or lot grading whether performed as a single project or as a series projects on an existing developed lot	
Roofing	
Boat Docks	
Small Misc Permits/Projects	
GIS: Full Site	\$325

Building code regulations may be obtained from the Building & Environmental Code Book
or on the website www.applecanyonlake.org

Assmus
citation info
will be sent
next week.



Memorandum

To: Board of Directors

Date: November 3, 2022

From: Carrie Miller

Memo: 2022-128

Topic: Designated Signers for ACLPOA accounts

Issue & Analysis: The designated signers for all ACLPOA accounts at Apple River State Bank and the CDs at Apple River State Bank, must be updated following the hire of General Manager Jen Callaghan.

Recommendation: To designate Jen Callaghan, General Manager; Ashlee Miller, Financial Manager; and Carrie Miller, Accounts Payable/Human Resources; and Board of Directors members Nolan Mullen, President; Mike Harris, Vice President; Steve Borst, Treasurer; Laura Pratt, Corporate Secretary; John Anderson; Bob Ballenger; Bill Becker; Henry Doden; and Mark Kosco; as designated signers for ACLPOA accounts and CDs at Apple River State Bank.

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



Memorandum

To: ACL Board

Date: November 4, 2022

From: Ashlee Miller

Memo #: 2022-134

Topic: Bathymetric Study Proposal

Analysis: Contract dredging is needed to maintain our #1 asset – our lake.

The Board approved Fehr Graham to complete surveys and inspections this fall. The tentative path forward is as follows:

1. Fehr Graham topographic surveys of the three dredge ponds
 - a. 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.
2. Fehr Graham will complete a field inspection and evaluation of the three dredge ponds and any permit forms will be completed.
3. Fehr Graham will work with Berrini & Associates to provide guidance for sediment core sampling and analysis requirements.
4. ACL will contract directly with ILM (who we've used in the past) or another qualified professional to collect and analyze the required sediment cores.
5. Fehr Graham will complete plans, specs, and permitting in time to complete bidding early next year and start the dredging operation next spring.
6. Fehr Graham will be on-site during the dredging, as needed (estimated 15 visits)

ACL needs to contract a bathymetric study this fall to stay on target for spring 2023 dredging, which is step 4 above. ILM has been used in the past and is familiar with our lake. They also have confirmed the bathymetric survey can be completed yet this year and have worked previously with Fehr Graham and Peter Berrini.

Two other reputable companies were solicited to bid but I did not receive a proposal from either of those companies as of this memo's date. Solitude originally communicated they intended to submit a proposal and one company will not return any communication attempts.

Recommendation: To approve the Sediment Investigation Study (Bathymetric Study) proposal from ILM for \$22,870, with funds being used from the Capital Projects Fund.



Proposal
#P6405
10/14/2022

ILM
110 Le Baron St
Waukegan IL 60085

PH: 847.244.6662
Info@ilmenvironments.com

Bill To
Shaun Nordlie
Apple Canyon Lake
14A157 Canyon Club Drive
Apple River IL 61001
United States

Contract Start Date: October 2022
Contract End Date: December 2022
Submitted To: Apple Canyon Lake : Shaun Nordlie
SITE:Apple Canyon Lake
Project: 2022 Sediment Mapping
Environment Manager: Debra Budyak

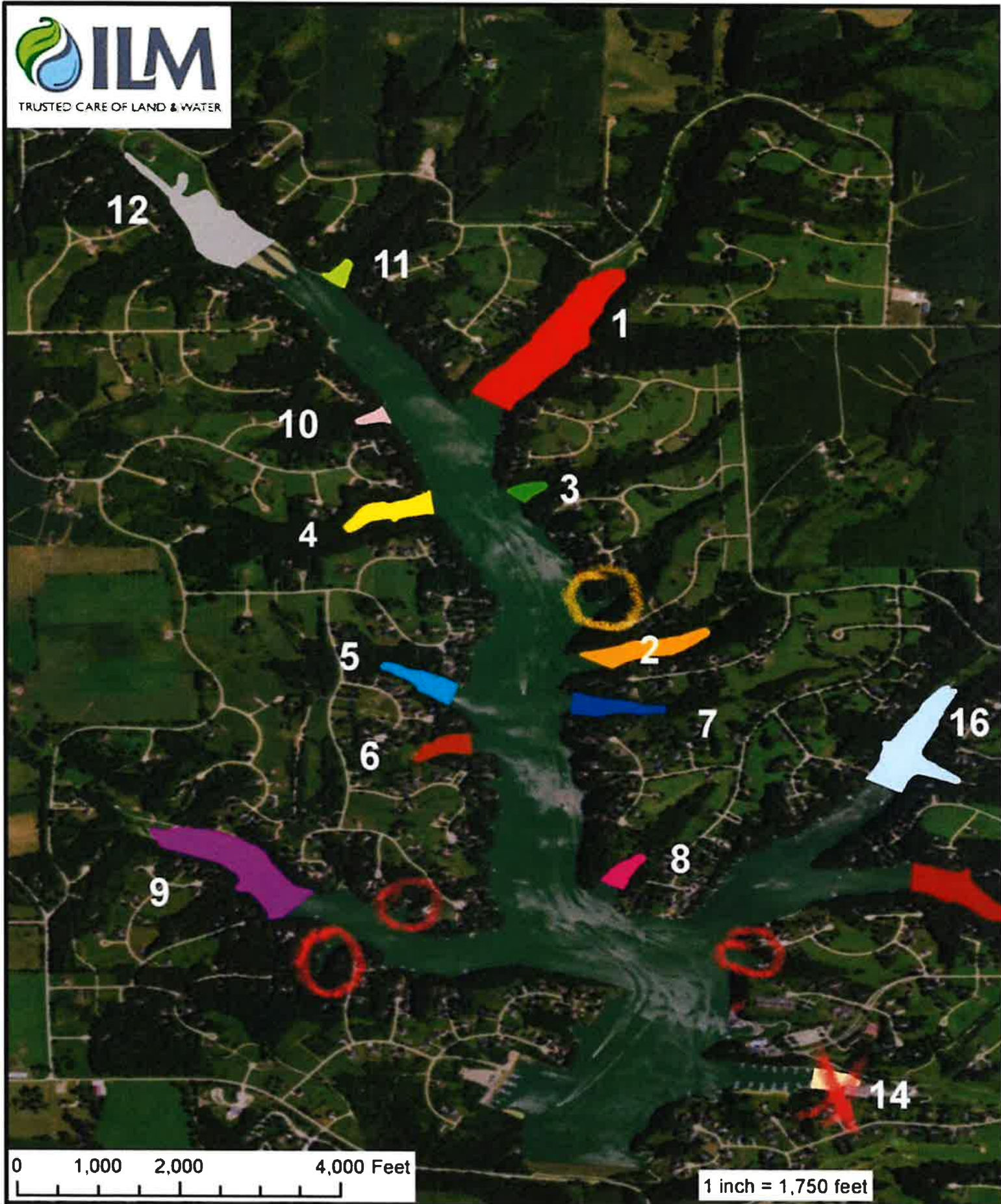
Item	Visits	Price Per Visit	Amount
Sediment Investigation Study	1	\$22,870.00	\$22,870.00
Price includes the following:			
-Probe the selected 18 lake bays/coves for water depth and sediment thickness.			
-Create bathymetric, sediment thickness, and total depth maps.			
-Develop a report that quantifies the sediment volume, determines average sediment thickness, and makes observations and recommendations for possible sediment removal.			
		Subtotal	\$22,870.00
		Discount Item	
		Total	\$22,870.00

By: _____ Date _____

Debra Budyak

Accepted: _____ Date Accepted _____

By signing I agree to ILM's standard terms and conditions





Memorandum

To: Board of Directors

Date: November 4, 2022

From: Ashlee Miller

Memo: 2022-132

Topic: Cove "Refresh" Renovation

Issue & Analysis: The previous tenant of The Cove Restaurant has ended the lease agreement. ACL is in search of the next Cove operator. The restaurant needs a small renovation, more of a refresher, before the next operator steps in. At minimum, professional painting and cleaning needs to be done.

We have received three bids for professional painting, with the least expensive option coming in at nearly \$10,000.

We have requested bids for professional restaurant cleaning but have not yet received responses. Bids are expected early next week.

One small change that would make a big difference aesthetically is to replace the fans. They are outdated and offer a traditional look, while the restaurant could have a more modern feel naturally with the open duck work. The cost to replace all of the fans would be approximately \$3,500.

Recommendation: To approve a Cove "refresh" renovation, including professional painting, professional restaurant cleaning and replacement of fans, of a cost not to exceed \$_____.

Winter Creations

205 North Street
Nora, IL 61059 US
815-745-3329
wintercreations1@gmail.com

Estimate

ADDRESS
Ed Ziarko
14A158 Canyon Club Drive
Apple River, IL 61001

ESTIMATE 1145
DATE 10/20/2022


DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Painting the interior of the Cove Paint 2 coats on all walls and ceilings using Sherwin Williams paint Vestible, Foyer, Hall, Office, Fireplace area, Bar, Kitchen storage, all Seating areas and includes all heating pipes			8,200.00
TOTAL					\$8,200.00

Accepted By

Accepted Date

Done

Photo



Reisbeck Painting
202 QUEEN ST
STOCKTON, IL 61085
Phone: (815) 947-6007

PROPOSAL

DATE: OCTOBER 25, 2012
ORDER #: 102222

Customer Information

Name: _____
Company Name: THE COVE
Street Address: APPLE CANYON LAKE
City, State Zip Code: %ED
PHONE #: 858-4119
FAX #: _____

Project Information

Project Title: INTERIOR PAINTING
Project Location: COVE
Prepared By: BETS


WORK DESCRIPTION	AMOUNT
APPLY ONE COAT TO CEILINGS IN FLAT FINISH	1,500.00
APPLY SECOND COAT TO CEILINGS	1,200.00
APPLY TWO COATS TO BATHROOM WALLS TOTALING 3 BATH ROOMS	600.00
APPLY TWO COATS TO WALLS IN 3 CLOSETS	375.00
APPLY TWO COATS TO VENTS INCLUDING 3 OF THEM	1,200.00
APPLY TWO COATS BLUE IN COLOR WHERE RED IS	3,200.00
APPLY TWO COATS TO LOWER TRIM	2,500.00
MATERIALS ESTIMATED AT 39 GALLONS	2250
DRYWALL REPAIRS	750
TOTAL	\$ 12,775.00

THERE IS A 35% DOWNPAYMENT BEFORE PROJECT BEGINS
PAYMENT TO BE PAID IN FULL WHEN COMPLETED

The total prices, work description and special instructions are hereby accepted. Purchaser agrees to pay to Reisbeck Painting for all costs of collecting the amount you owe under this agreement. These costs will include reasonable attorney fees and costs incurred for purchaser's failure to comply with this agreement.

Accepted By: _____
Date: _____

THANK YOU FOR YOUR BUSINESS!



Kluck Painting Service, Inc.

4 Whistler Ct.
Galena, Illinois 61036
Of: 815.777.3521
Cl: 563.213.0373

Proposal Submitted To:
The Cove Restaurant/Bar
14A 158 Canyon Club Dr.
Apple River, Illinois 61001
Attn: Mr. Ed Ziarko

Project Location: 14A 158 Canyon Club Dr. / Apple River, Illinois

Description: Interior Repaint

Areas included: Entrance / Entry hallway
Host station
Men's / Women's Bathrooms
Office
Jacket closet
Kitchen Bathroom / Kitchen storage room
Waitress station
Main dining area
Fireplace area
Bar area
Metal HVAC vents

This project includes two coats of paint on the areas listed above. Deep red walls will receive a gray stain blocking primer prior to paint. Drywall walls and ceilings in each of these areas are included. Nail holes, nail pops, stress cracks and other imperfections throughout these areas are to be repaired. Our company uses materials provided by Sherwin-Williams. The products quoted for this project are "Duration Matte" for the walls and "CHB Flat" for the ceilings. These are the best products available due to their durability and uniform appearance. Materials are included in the price.

Total Amount: \$22,775.00

Our work is not complete until our customers are fully satisfied. Thank you for your consideration and please call with any questions or concerns you may have.

Submitted By: Todd Kluck Date: 10/27/2022

Accepted By: _____ Date: _____



Memorandum

To: ACL Board

Date: November 4, 2022

From: Ashlee Miller

Memo #: 2022-131

Topic: 134 Acre Farmland Lease Renewal

Issue & Analysis: The Association has leased 120 acres of tillable land southeast of the main entrance to Cory and Clint Haas since 2018. Cory and Clint have leased the farmland for years, prior to ACL taking ownership in 2018. The current lease expires in February 2023.

Recommendation: To approve the three-year farmland lease (March 1, 2023 to February 28, 2026) with Cory and Clint Haas as presented in Executive Session.



Memorandum

To: ACL Board

Date: November 4, 2022

From: Cove Operator Search Ad Hoc Commission

Memo #: 2022-129

Topic: Cove Operator Search Ad Hoc Commission charge

Issue& Analysis: The Cove Operator Search Ad Hoc Commission would like their charge to be revised to read as follows –

Charge: The Cove Operator Search Ad Hoc Commission has been established for the purpose of conducting a search for a new Cove restaurant operator. The primary duties of the ad hoc commission shall include creation and distribution of an RFQ; interviewing potential operators; and recommend a ~~short list of~~ qualified operators to be interviewed approved by the Board of Directors.

Recommendation:

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: ACL Board

Date: October 19, 2022

From: Legal Commission

Memo #: 2022-130

Topic: Legal Commission recommendation – Safety Commission

Issue & Analysis: The Legal Commission motioned at their October 6 meeting “That the Legal Commission shall recommend to the ACL Board of Directors that it reactivate the Safety Committee as identified in ACL Committee Practices and Procedures, Statements and Charges Manual, with a charge to review the role, training and responsibilities of the ACL Safety and Security Department for consistency with the description thereof provided in the ACL governing documents.” Also, to be pointed out for the Board’s consideration; three Association members have volunteered to staff the Safety Committee when re-commissioned: Carmel Cottrell, Sean Cottrell and Kevin Smith.

Recommendation:

**Apple Canyon Lake Property Owners' Association
Legal Commission Meeting Minutes
October 6, 2022**

UNAPPROVED

1.0 Call to Order – Bill Doran called the meeting to order at 5:31pm CST.

Members present: Bill Becker, Sean Cottrell, Bill Doran, Mark Kosco, Kevin Smith (stepped away during the beginning 5 minutes of the meeting.). Member absent: Ashlee Miller (Association Representative). Guests: Carmel Cottrell (new member), Jon Duddles (prospective member).

2.0 Approve the agenda and Minutes of June 30 and September 1 meetings

2.1 Approval of June 30 Minutes. No discussion or comments.

2.1.1 Motion to approve the June 30 Minutes by Kevin Smith, second Bill Becker. Passed unanimously. Bill Doran abstained.

2.2 Approval of September 1 Minutes. No discussion or comments.

2.2.1 Motion to approve the September 1 Minutes by Bill Becker, second Kevin Smith. Passed unanimously.

3.0 New Business

3.1 ACL Safety and Security Department: role, responsibilities, qualifications and consistency with current ACL governing documents

3.1.1 Discussion concerning the role and responsibilities of the ACL Safety and Security Department and its current function as compared to the descriptions and requirements for the Department as provided in ACL governing documents.

Kevin Smith and Mark Kosco led discussion and reported on their research and findings concerning the various ACL governing documents that speak to the Safety Department's role, as compared to the current job descriptions, functions, training and roles of the ACL Safety Department personnel. Discussion continued and centered on recommending that the ACL Board look into this matter in greater detail, either through the Legal Commission or a new or existing commission or ad hoc commission. Members pointed out that the ACL governing documents provide for a "Safety Committee" that is currently inactive.

3.1.2 Motion for Board Recommendation. After further discussion, Sean Cottrell made a motion "That the Legal Commission shall recommend to the ACL Board of Directors that it reactivate the Safety Committee as identified in ACL Committee Practices and Procedures, Statements and Charges Manual, with a charge to review the role, training and responsibilities of the ACL Safety and Security Department for consistency with the description thereof provided in the ACL governing documents." Also, to be pointed out for the Board's consideration; three Association members have volunteered to staff the Safety Committee when re-commissioned: Carmel Cottrell, Sean Cottrell and Kevin Smith. The motion was seconded by Kevin Smith and passed unanimously.



Memorandum

To: ACL Board

Date: October 25, 2022

From: Megan Shamp

Memo #: 2022-127

Topic: Assignment of Transferable Dock Form – 1st Reading

Analysis: The ACL governing documents require that the Assignment of Transferable Dock form be completed prior to the closing of a sale in order for a transferable slip license to be transferred with the sale of a property.

Operational Procedures –

TRANSFER WITH SALE OF LOT

Only Transferable Boat Slips may be transferred to the new property owner(s) with the final sale of lot. If an ACL transferable boat slip is included in the sale of the lot, both the previous owner and the new lot owner must complete and sign an **ASSIGNMENT OF TRANSFERABLE DOCK FORM PRIOR TO THE CLOSING OF THE SALE.**

NOTE: BOAT SLIPS ARE ASSIGNED TO LOTS, NOT INDIVIDUAL PROPERTY OWNERS.

Boat Slip License –

1. **DEFINITIONS:**

- A. **Transferable Slip (T).** Slip leases granted by ACL to lot owners prior to November 17, 2002 are Transferable Slips. (*Rules and Regulations*, January 2020 edition, pg. 14) Lot owners having Transferable Slips may exchange slips to a different location without impacting the transferability of their Slip. Transferable Slips 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. Transferable Slips can be transferred to a new property owner at the time of the sale of a lot. If a Transferable Slip is transferred to a new buyer, both seller and buyer must sign the Assignment of Transferable Dock form prior to the close of the sale. Failure to complete and sign the Assignment of Transferable Dock form at the time of a lot sale results in revocation of this License, the Transferable Slip automatically returns to the ACL Slip Pool and it becomes a Non-Transferable Slip.

The current Assignment of Transferable Dock form does not have a date on it. Staff recommends the seller/buyer signatures be notarized so we can ensure that the form was, in fact, completed prior to the closing of the sale.

The proposed form was reviewed by Association legal counsel Doug Sury. Doug recommended stronger notary language which has been incorporated into the form provided in the November Board packet.

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

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**APPLE CANYON LAKE PROPERTY OWNERS' ASSOCIATION
ASSIGNMENT OF TRANSFERABLE DOCK**

Licensee, the current holder of Boat Dock License for Apple Canyon Lake Property Owners Association Dock Slip # _____ hereby assigns all right, title and interest in said Boat Dock License to

_____.

Transfer of the Bock Dock License shall be deemed contemporaneous with the recording of the deed conveying current Licensee's lot to assignee.

Licensor: APPLE CANYON LAKE PROPERTY OWNERS' ASSOCIATION

Apple Canyon Lake Property Owners Association consents to the assignment of the Boat Dock License for Boat Slip # _____ from

Licensee(s) _____

to Assignee(s) _____.

LICENSEE(S):

ASSIGNEE(S):

State of Illinois
County of _____.

The undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____, personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she signed and delivered said instrument as his/her own free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial seal this ____ day of _____, 202__.

Notary Public

(seal)

Capital Projects Update