



**BOARD OF DIRECTORS MEETING**

**September 16, 2023**

**9:00 A.M. – ACL CLUBHOUSE, 14A457 CANYON CLUB RD, APPLE RIVER, IL 61001**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/87280659074?pwd=VkxkZ0V0YVNmT0NkeG1KV0VPcnZMQT09>**

**Meeting ID: 872 8065 9074**

**Passcode: 909510**

**AGENDA**

- 1.0 CALL TO ORDER – 8:00 A.M.
- 2.0 EXECUTIVE SESSION – 8:00 A.M
- 3.0 RETURN TO OPEN SESSION – 9:00 A.M.
- 4.0 PLEDGE OF ALLEGIANCE
- 5.0 APPROVE/ADOPT MINUTES FROM THE AUGUST 19, 2023 BOARD MEETING
- 6.0 TREASURER’S REPORT
- 7.0 COMMITTEE/COMMISSION REPORTS
- 8.0 GENERAL MANAGER’S REPORT
- 9.0 PRESIDENT’S REPORT
- 10.0 ANY ADDITIONS TO THE AGENDA
- 11.0 CONSENT AGENDA
  - 11.1 COMMITTEE/COMMISSION CHANGES
- 12.0 UNFINISHED BUSINESS
  - 12.1 SAFETY & SECURITY AD HOC COMMISSION
  - 12.2 BOARD POLICY FINANCIAL DOCUMENT – SECOND READING
  - 12.3 MEMORIAL PAVILION CONTRACTOR REMOVAL
  - 12.4 MEMORIAL PAVILION CONTRACTOR REPLACEMENT
- 13.0 NEW BUSINESS
  - 13.1 ICE FISHING SHELTERS
  - 13.2 DEER MANAGEMENT REGULATIONS
  - 13.3 FOOD & BEVERAGE COMMISSION PROPOSAL
  - 13.4 FOOD & BEVERAGE COMMISSION HOURS RECOMMENDATION
  - 13.5 TREE CARE SERVICE
  - 13.6 BACKUP VALVE

14.0 PROPERTY OWNER COMMENTS (3 MINUTES PER MEMBER)

15.0 ADJOURN

PLEASE CALL THE ASSOCIATION OFFICE IF YOU ARE UNABLE TO ATTEND.

Mike Harris, Interim General Manager, ACLPOA

**Apple Canyon Lake Property Owners' Association  
Board of Directors Meeting Minutes  
August 19, 2023**

**UNAPPROVED**

**1.0 Call to Order:** 8:00 am

**2.0 Executive Session** – 8:00 am

**3.0 Regular Meeting Called to Order at 9:01 am.**

**4.0 Pledge of Allegiance** – after the Pledge of Allegiance, a quorum was present with the following Directors in attendance: Nolan Mullen, Bob Ballenger, Bill Becker, Carmel Cottrell, Brian Holt, Mark Kosco, Debra McNamee, Laura Pratt and John Anderson (via Zoom). Interim General Manager Mike Harris was also present.

**5.0 Approve/Adopt Minutes from the July 15, 2023, and July 18, 2023 Board Meeting** - Laura Pratt motioned “to approve/adopt minutes from the July 15, 2023 and July 18, 2023 Board Meeting.”

Seconded by Mark Kosco with John Anderson abstaining. Motion carried.

**6.0 Treasurer's Report** – will be in *The Apple Core*.

**7.0 Committee/Commission Reports**

**AECC** - Joe Wiener reported that there were 94 building permits this year. Last year at this time we had 91. Septic pump & inspection reports are due by property owners by September 1. Reminder letters were sent out on Friday.

**Conservation** – Paula Wiener reported the destratifier is set to go for next year rather than this year due to equipment issues. Fish order was adjusted, cost of fish has gone up, reducing walleye slightly.

Greenway Stewardship Program on hold – program is being revised.

**General Manager Search** – Mike Yorke reported they have been advertising for a new GM, no qualified candidates at this point. In board packet today for executive search.

**Deer Management** – Mark Kosco reported that Archery Day was successful.

**Golf** – Mark Kosco reported that the ACL Big Cup was a great success.

**Memorial Pavilion** – Laura Pratt reported they are on the way to reaching their goal of \$30,000 through selling pavers.

**Board Policy** – Laura Pratt reported they are working on revising the financial documents, streamlining and making them easier to understand – attorney commented that we are a very policy driven association. We did streamline some of the policies.

**Zebra Mussels** – Laura Pratt reported the treatment is completed for the year. After the 2<sup>nd</sup> treatment, the live cages showed 100% kill. Prior to the third treatment, no live zebra mussels could be found to put in the live cages. Asking people to send in pictures of their boat with the zebra mussels – show us how we can compare last year to this year. Hearing positive things so far.

**Flood Mitigation** – Gary Hannon reported there is an agenda item to approve \$89,000 for Phase 2 of the project. Valve – was hoping to get a price to by today. Waiting for IDNR permit, before we can send out for bids – probably would be about two months before we can get the bids out. Communication piece – we need good communication out there. Article coming out in *The Apple Core* and developed a website to communicate with ownership. Google drive for board members and commission members to look at. Will blast out in *The Apple Seed* as well. Draw down will take place in November.

**8.0 General Manager's Report** – Mike Harris reported the dredge is working right now. We have contracted three more bays to get done this year. Three weeks to one month to do those. As soon as they are done, they will keep their equipment here and start on the rip rap.

**9.0 President's Report** – report will be in *The Apple Core*.

**10.0 Property Owner Comments**

Will move to the end of the agenda.

#### **11.0 Any Additions to the Agenda**

#### **12.0 Consent Agenda**

**12.1 Committee/Commission Changes** – Bill Becker motioned to approve the following committee/commission changes: To appoint Anthony Frieri to Golf Commission; Bob Cook, Rich Krasula, Ken Lopez to GM Search Commission; Dianne Carr, John Diehl, Michael Gardner, Lori Hewitt to Cove Food & Beverage Ad Hoc Commission; Norman Vandigo to Maintenance Commission; Barry Kren and Jim Cleary to Flood Mitigation Ad Hoc Commission; Jon Duddles to Legal Commission. Seconded by Carmel Cottrell, motion carried unanimously.

**12.2 Board Liaison Assignments to Committee/Commissions** – Deb McNamee motioned “to approve the following board liaison assignments: Nolan Mullen to the Campground Commission, Debra McNamee to the Conservation Commission, and Legal Commission; Mark Kosco to the Deer Management Commission, Golf Commission, Employee Handbook Commission, Cove Food & Beverage Ad Hoc Commission, and AECC; Carmel Cottrell to the Maintenance Commission, and Strategic/Long-Range Planning Commission; Brian Holt to the Rules & Regulations Commission and Board Policy Ad Hoc Commission; Laura Pratt to the Safety & Emergency Planning Commission, Tellers Commission, Flood Mitigation Ad Hoc Commission, Memorial Pavilion Ad-Hoc Commission, and Zebra Mussel Ad Hoc Commission; John Anderson to the Recreation Commission and Multisport Complex Commission; and Bill Becker to Trails Commission, Nominating Commission, and to AECC.” Seconded by Mark Kosco, motion carried unanimously.

#### **13.0 Unfinished Business**

**13.1 Memorial Pavilion Construction** - Bob Ballenger motioned “to approve building of the Memorial Pavilion west of the Mann Lookout Tower. Construction to be done by: Mike & Nick Sproule Construction, Galena, IL for the concrete pad at \$10,800, Pine Grove Contractors, Cuba City, WI for the structure at \$40,000, and Pierce Electric, Stockton, IL to run electric to the site for \$3,245. Total funds needed: \$54,045. Currently our designated fund is at \$57,742.50.” Seconded by Bill Becker, motion carried unanimously.

#### **14.0 New Business**

**14.1 Designated Signers for ACLPOA Accounts** - Laura Pratt motioned “to designate Ashlee Miller, Financial Manager; and Maddy Bernhardt, Accounts Payable; and Board of Directors members Nolan Mullen, President; William Becker, Vice President; Mark Kosco, Treasurer; Laura Pratt, Corporate Secretary; John Anderson; Bob Ballenger; Carmel Cottrell; Brian Holt; Debra McNamee as designated signers for ACLPOA accounts and CDs at Apple River State Bank.” Seconded by Mark Kosco, motion carried unanimously.

**14.2 GM Executive Recruiter Firm** – Mark Kosco motioned “to approve to engage the services of Management Matters L.C.C. and approve a budget of \$60,000 to fund the General Manager search.” Seconded by Carmel Cottrell, motion carried unanimously.

**14.3 Formation of Safety & Security Ad Hoc Commission** - Deb McNamee motioned “to table agenda item 14.3.” Seconded by Mark Kosco, motion carried unanimously.

**14.4 Flood Mitigation Labyrinth Spillway** – Brian Holt motioned “to approve an additional \$89,000 for Phase 2 of the project as detailed in the CMT report dated August 9, 2023.” Seconded by Bob Ballenger, motion carried unanimously.

**14.5 Cove Food & Beverage Ad Hoc Commission Charge** - Carmel Cottrell motioned “to approve the new charge for the Cove Food & Beverage Ad Hoc Commission: The Ad Hoc Commission has been established for the purpose of supporting the F&B Management team in the following three specific areas: 1) identify and analyze metrics and provide reporting and recommendations based on that analysis for the Cove, Pro Shop and Marina. 2) devise a system to objectively capture and share



customer and employee feedback. 3) act to remove operational issues that impede progress. Seconded by Bill Becker, motion carried unanimously.

Bob Ballenger motioned “to suspend Robert’s Rule of Order.” Seconded by Bill Becker, motion carried unanimously.

**14.6 Board Policy Financial Documents – First Reading** – Discussion: Steve Borst offered the financial document information explanation. Started from scratch – reached out to our attorneys. Some of the things written as policy were actually procedures. A lot of redundancy – so we streamlined this making it easier to read and understand. 2.2 actual change – Board President and Treasurer must receive bank statements. Ashlee does this but we compared our association with other associations. President and Treasurer should keep an eye on this periodically. Best practices other associations are doing. Another change – Capital Fund. When you buy a new asset, it has to go through Capital. In the past it went through R&R. Once through Capital, put on the Reserve Study – we clarified this. We are recommending limiting the Budget Commission. Right now, there are nine, nine non-board members with two board members for a total of 11. Everyone is still invited to come to the meetings. No suggested changes to first reading.

**14.7 Old Firehouse Roofing Repair/Bids** – Discussion: \$40,000 budgeted but need \$8,000 additional funds to replace the three flat roofs. Building needs a lot of work – what do we want to do with this building. Replace existing flat roofs or pursue different bids of rehabbing the whole building. Fix flat roof or pursue a bid to install a pitch roof. Siding, trim, etc., needs repair. Look to the future, can borrow money to do it right. Maintenance Committee will work on this.

**10.0 Property Owner Comments**

Crystal Erdenberger 7A189 –ACL Foundation – mission is focused on education, conservation and preservation of ACL. We are a 501c3, we are in our fifth year. \$13,305 in grants were given out in the past years. Poker Run is coming up on Saturday, September 9.

Henry Doden – 13A129 – we have all sorts of invasives growing along some of the roads and private lots that should be taken care of. Open areas that were being mowed, but now they are getting smaller.

Mark Kosco motioned “to reinstate Roberts Rule of Order.” Seconded by Bob Ballenger. Motion carried.

Bob Ballenger motioned to adjourn at 9:51 AM. Seconded by Brian Holt. Motion Carried.

\_\_\_\_\_  
Recording Secretary, Rhonda Perry

\_\_\_\_\_  
President, Nolan Mullen

\_\_\_\_\_  
Corporate Secretary, Laura Pratt

\_\_\_\_\_  
Date



# Memorandum

To: Board of Directors

Date: August 31, 2023

From: ACLPOA

Memo: 2023-54

Topic: September Consent Agenda – Committee/Commission Changes

**Recommendation:** To appoint Melissa Parages, and Gail Cocagne to the Conservation Commission; Kevin Rogers to the Architectural & Environment Control Committee; Michael Woznicki, and Sue Gardner to the Trails Commission. To allow Jo Anne Blackmore to resign from the Board Nominating Committee.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

Motion: \_\_\_\_\_ Passed \_\_\_\_\_ Failed



# Memorandum

**To:** Board of Directors

**Date:** August 31, 2023

**From:** Legal Commission

**Memo:** 2023-52

**Topic:** Ad Hoc Formation

**Issue:** No such ad hoc currently exists.

**Recommendation:** To approve the formation of a new Ad Hoc Commission:  
*RESOLVED, that, as previously discussed with the ACL Board, the Legal Commission hereby recommends that the Board establish an ad hoc commission (comprised of Board members, ACL owners, the head of ACL Safety, and if possible persons with law enforcement, fire, and/or emergency response backgrounds), with a limited, time-based charge to review the function, training and authority of the ACL Safety and Security Department, compare the findings of this review with the descriptions of ACL Security currently set forth in the ACL governing documents, and, based on this comparison, recommend revisions to the governing document descriptions and/or changes to the ACL Security functions, in an effort to reconcile the governing document descriptions with the actual activities of ACL Security.*

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ Passed \_\_\_\_\_ Failed



# Memorandum

**To:** Board of Directors

**Date:** August 31, 2023

**From:** Board Policy Ad Hoc Commission

**Memo:** 2023-55

**Topic:** Board Policy: Financial Document – 2<sup>nd</sup> Read

**Issue:** The Board Policy Ad Hoc Commission has rewritten the Financial section of our Board Policies in an attempt to streamline our documents, making them easier to read and understand. This document was reviewed by the Association’s legal counsel and the Association’s auditor.

**Recommendation:** To approve the Board Policy Financial Management document as presented in the September board packet.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ Passed \_\_\_\_\_ Failed

## ***Introduction***

***This collection of Board Policies is intended to guide the Board of Directors (herein referred to as the Board), employees, and Owners/Members with best practices for operating Apple Canyon Lake Property Owners' Association (herein referred to as ACLPOA or Association).***

## **1 Procurement & Disbursement Policies**

### **1.1 Disbursements**

A. Dual signatures are required for all check disbursements. Two Board members will sign all checks. However, in the event of an emergency, and a second Board member is unavailable, the General Manager is also authorized to sign checks. Only pre-numbered checks shall be used and always in sequence. Signing of blank checks is strictly prohibited. Checks must be made payable to specific payees based upon appropriate documentation; and never to “cash” or “bearer”. Access to blank checks must be limited to persons authorized to prepare checks. Blank check stock must be locked in a secure place when not in use. Any voided/spoiled checks must be marked “Void” and shredded with the signature portion removed.

B. Automated Clearing House (ACH's) and Electronic Fund Transfers (EFT's) for utilities, payroll, and periodic bills may be authorized, and be fully accounted for and reconciled in the monthly financial reports. For all ACH's and EFT's, the Finance Manager must initiate the payment and send written notification with supporting documents to trigger an action that a payment is ready for approval. Only the General Manager or a board member may approve an ACH or EFT.

C. Credit Card Usage – The following employees may be authorized to use the corporate credit card, with the following restriction: \$2500 limit per manager, per cycle. An electronic notification (alert) with the credit card company will be enabled, notifying the Financial Manager and the General Manager of any transaction over \$500.

- i. Security Manager
- ii. Food & Beverage Manager
- iii. Recreation & Communication Manager
- iv. Office Manager
- v. Maintenance Manager
- vi. General Manager

The Finance Manager will reconcile the credit card statement monthly for further review by General Manager and submittal to the Board in the monthly financial packet.

### **1.2 Purchasing**

It is the policy of the Board of Directors to control and approve any single expenditure in the following manner.

## Board Policy – Financial Management Section

- a. For single expenditures up to \$5,000, it is the responsibility of the General Manager to use good judgment and prudent business procedures in making purchases. Splitting single purchases into separate transactions in order to avoid the spending limits is not acceptable.
- b. For single expenditures over \$5,000, the General Manager must seek at least three competitive quotations when practical. Any non-budgeted expenditures over \$5,000 must be brought to the Board for approval prior to purchase. The Board will evaluate proposals with the following considerations:
  - i. Purchase goods and services at the lowest cost consistent with specified quality and service levels.
  - ii. Promote full competition from vendors through a standardized bidding process. For contracts and services, formal written proposals will be reviewed by the Board after an approved solicitation process is followed.
  - iii. Comply with all local, state, and federal regulations.
  - iv. Maintain continuity of supply to support the various services provided by the Association.
  - v. Maintain standards of quality in materials.
  - vi. Avoid duplication, waste, and obsolescence with respect to materials and equipment.
  - vii. Maintain the minimum investment in materials inventory needed to provide cost effective services.
- c. **Exceptions:**
  - i. Emergency Purchases - The acquisition of goods and services when following the normal acquisition procedures would create an unacceptable delay in resolving an emergency situation. A delay is unacceptable if it would create an environmental hazard, place the Association members at risk, lead to increased damage to facilities or create a significant inconvenience for Association members. Examples include major roof leaks and the unexpected failure of critical equipment of facilities. For purchases that qualify as emergency, the need for multiple proposals is waived, and work may be completed on a time & material basis. Board approval will still be required if over \$5,000.
  - ii. Equipment Repairs – in the event a piece of equipment is inoperable and requires repair in excess of \$5,000, the Board Treasurer and Board President may authorize the expenditure provided it is ratified by the Board at the next meeting.
  - iii. Travel & Training (acceptable provided it is within budget)
  - iv. Payroll (acceptable provided it is within budget)
  - v. Utilities
  - vi. Health Insurance Reimbursements
  - vii. Contract Payments (provided they do not exceed approved limits)
  - viii. Capital Project Payments – When the Board approves a capital project, they will include provisions for change order approval levels appropriate for the project & timeline.
  - ix. Debt service
  - x. Temporary Employment Service Payments
  - xi. Payments required by Local, State & Federal Law
  - xii. Inventory purchases for pro shop, marina, and Cove

## 2 Cash & Banking Management

### 2.1 Investment Policy

Funds provided to the Association are to be used for the maintenance and improvement of the quality of life in the lake development. Therefore, the investment of funds is not a primary function of the Association, and the conservation of fund principal is paramount when considering investment opportunities.

The Association recognizes its responsibility to participate in and support local financial institutions within the northwest Illinois community. Unless the overriding considerations of security of funds and types of investments preclude the use of local institutions the Association will invest with local financial institutions first.

**OBJECTIVES:** The objectives of the Investment Policy are:

1. Provide the available cash necessary to pay bills and expenses on a timely basis.
2. Maximize return on funds not necessary for cash flow needs.
3. Protect the principal invested.

To accomplish these objectives, the following rules must be observed:

- a. Placement of investment funds and their subsequent management should not involve payment of special investment management fees.
- b. Measure cash flow requirements by estimating expenditures and income fluctuations based on historical data and any known variances to determine monthly cash flow needs.
- c. Provide for expenses, in excess of related revenues, through appropriately maturing investments.
- d. Investments will be made by the General Manager through FDIC insured financial institutions in the US or Federal Agency Securities or in an insured savings, with prior approval of the Board. Deposits must not exceed the amount insured by FDIC unless secured by US or Federal Agency Securities.
- e. The General Manager is designated as investment officer and is responsible for the execution of this policy, acting with the guidance of and answerable to the Board.

The Board must receive at least quarterly reports of all investment transactions and a portfolio maturity summary.

### 2.2 Access to Accounts

Board President and Board Treasurer must, at a minimum, receive bank statements directly. Ideally, they will also have read-only access to online accounts, but will not have individual ability to generate transactions. Documents will not be shared outside of the Board.

### 2.3 Transfer Management

Transfers from reserves or capital funds must be made upon approval of expenditures with approval from the General Manager or Board. All transfers from these accounts will accompany

## Board Policy – Financial Management Section

appropriate back up, whether it is the approved budget or respective minutes reflecting Board approval.

### 2.4 Cash Handling

The Board requires that cash be handled in accordance with generally accepted accounting principles (GAAP) and specific recommendations provided by the Association's independent auditors. Receipts and records of all cash transactions must be maintained for accounting and auditing.

It is prohibited to leave cash in an unsecured location overnight. All collected money must be submitted to the Association's office no later than the next business day on which the money was collected, and the money must be secured in a designated location. If there is no access to the Association's office and its designated secure location, then money must be secured overnight in accordance with the procedures established by the Association.

Cash will be accounted for and deposited in a financial institution in a timely manner.

Whenever possible, cash will be counted and cross-checked by two (2) personnel.

### 2.5 Financial Institutions

All funds will be held in FDIC insured financial institutions and balances will stay within the limits for FDIC insurability (currently \$250,000).

Primary bank accounts must be approved by the Board via resolution. CDs, however, may be opened with Board Treasurer and Board President authorization.

The Association may maintain at least one (1) safety deposit box at a bank selected by the General Manager. The Board authorizes the General Manager or Finance Manager to sign the signature card for access to each safety deposit box.

### 2.6 Borrowing

Upon an affirmative vote of five members of the Board, consistent with the voting provisions set forth in the Apple Canyon Lake Bylaws, the General Manager or Finance Manager will prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the Association. Such borrowing must be in accordance with the provisions of the ACLPOA Bylaws and applicable statutes.

## 3 Financial Reporting

### 3.1 Accrual basis

In general, ACL uses an accrual basis of accounting. In this, we allocate expenses in the month they are incurred. For income, we allocate when it is payable and due.

Other minor exceptions include:

- i. Depreciation for new purchases/expenditures made during the year is calculated during the year end process.
- ii. Paid time off is reconciled yearly.



### 3.2 Distribution Schedule & Requirements

In order to exercise proper oversight of Association Operations, the Board will receive the following financial reports monthly prior to the 15<sup>th</sup> of each month:

- i. Month end fund balance sheet
- ii. Statement of Revenue and Expenses with a comparison of to Budget
- iii. Accounts Receivable Summary Report
- iv. Bank Reconciliations and Bank Statements
- v. Credit Card Statements
- vi. Statement of R&R, Capital Fund, and Designated Fund Activity

### 3.3 Annual Audit & Tax Preparation

Prior to year-end, for review and selection by the Board, the Finance Manager will solicit proposals from specialized third-party CPA firms to conduct a complete annual audit, prepare the annual financial reports and file the annual tax return. The Board may enter into a multi-year agreement if they so choose. The Audit is expected to be started within the first quarter of the fiscal year and should be completed no later than June 1 of any given year.

Once finalized, the Audit will be available to all owners for review per Association Bylaws.

## 4 Fund Accounting

### 4.1 Capitalization & Depreciation Policy

Generally, fixed capital assets that cost more than \$5,000 with a useful life of longer than one year are depreciated/amortized utilizing a straight-line method. HOAs generally also do not capitalize fixed assets unless they a) can dispose of the property and retain the proceeds of the disposal or b) has the ability to generate significant cash flows from members or non-members.

For improvements in excess of \$5,000 to existing assets to be considered for capitalization, the improvement must fall into one of the following categories:

- i. It extends the life of the asset.
- ii. It enhances the overall value of the asset.
- iii. It adapts the fixed asset to be used in a new way.

### 4.2 Fund Management

All funds should be segregated and held in separate bank accounts. Interest accruals for each fund must benefit the fund in question and will be allowed to compound. Annual contributions to respective funds should be transferred no later than March 31<sup>st</sup> of each calendar year. For fundraising activities related to Designated Fund activities, transfers should be made within 45 days of the closure of the activity generating the funds.

## Board Policy – Financial Management Section

### 4.3 Operating Fund

Funds that are assessed and ultimately disbursed from the Operating Fund are generally for day-to-day expenses. All Association expenses will generally be paid out of the Operating Fund, including any repairs to fixed assets. As a general rule, if the cost to repair something is twenty percent (20%) or less of an asset's original capitalized value or if the value of the asset is less than \$5,000 it will be expensed through the Operating Fund.

### 4.4 Replacement & Renovation (R&R) Fund Management

#### 4.4.1 Reserve Study & Fund Methodology

Reserve Study is a listing of all assets the Association is currently responsible for and lists the major repairs/renovations periodically required as well as anticipated replacements. All items listed in the Reserve Study include original cost, expected useful lifespan, and anticipated future costs (using inflationary future value). The Reserve Study also includes a calculated funding plan that determines annual assessment requirements required to ensure adequate funding is available for the next 30 years.

Reserve Study is updated annually by the Finance Manager to reflect new purchases and disposals for future replacement. Every 3 years, a complete evaluation (ideally by a Reserve Study Specialist) is done to ensure future costs are in line with realistic expectations.

Borrowing from this fund for anything other than the items listed may be done by resolution of the Board and include opportunity cost of lost investments during the time of the loan. Short funding the fund in any given year will also be done via Board Resolution with a plan to make up the intended shortfall.

#### 4.4.2 Qualifications for Funding from the R&R Reserves

Funds that are assessed and ultimately disbursed from the Replacement and Renovation (R&R) Fund are set aside for a specific purpose which primarily includes the replacement or renovation of all assets identified in the Reserve Study. New equipment with an original cost of five-thousand dollars (\$5,000) or more will be purchased through the Capital fund or Operating fund and will then be added to the Reserve Study for future replacement.

When an item is replaced using R&R funds, it is expected that the asset that was originally replaced be properly disposed of, either through trade-in, auction, or other means.

### 4.5 Capital Fund Management

#### 4.5.1 Qualifications for Funding from Capital Fund

Funds set aside in The Capital Fund will be used to acquire new fixed assets and to fund capital projects. A new fixed asset is defined as an asset that is not currently included in the Association's Reserve Study. Once a new fixed asset is acquired with Capital Fund funds it will be added to the Reserve Study and future replacement and renovations to the asset will be funded through the R&R Fund. A capital project is a long-term project to build, improve, or develop a capital asset. This type of project is typically large scale, involves a significant and consistent flow of investment and upon completion provides significant value to the Community. In order to determine its funding source, the Board will on a case-by-case basis determine whether a project is to be considered a capital project.

## Board Policy – Financial Management Section

Any capital acquisition over \$100,000 will be disclosed to Owners by the Board within thirty (30) days. The disclosure will include the purpose of the acquisition and any special assessments, if needed to complete the transaction. Publication in the Annual Budget will satisfy this requirement, when applicable. CICAA requirements will be followed.

Any land acquisition, under consideration, will be disclosed to Property Owners within fourteen (14) days of onset of discussions. No final decision or commitment will be made (in writing or verbally) for a minimum of 14 days post disclosure to Property Owners.

### 4.5.2 Updating and Funding Plan

The Strategic Long Range Planning Commission, along with the Budget/Audit Commission will advise the Board on how best to incorporate new acquisitions and capital projects into the planning process in order to adequately maintain Capital Fund reserves.

### 4.6 Designated Fund Management

Designated Funds are funds generated through fundraising activities from various commissions for specific projects or assets. Approval of expenditures will still require Board approval but are restricted to those that they were originally intended to fund. Should a project be cancelled, the Board will determine the best use of these funds.

## 5 Accounts Receivable & Collections

### 5.1 Payment Plans

The Board may create a payment plan or options for Owners to pay their annual assessment (dues) and fees. A per lot payment plan processing fee will be charged and added into the payment plan agreement. If an Owner chooses to participate in a Board approved payment plan, all payments will be automated clearing house (ACH) withdrawals initiated by the Association office. Other methods of payment will not be offered as part of the payment plan. The Board approved annual assessment and fees payment plan will be published in The Apple Core.

### 5.2 Bad Debt

Dues are assessed on January 1 and due on March 1 of each year. Bad debts are charged to operations in the year in which the account is determined uncollectible. For accounting purposes, an account is considered uncollectible when the property is in active foreclosure or bankruptcy.

### 5.3 Fees, Interest, Fines, Legal Action

#### 5.3.1 NSF Fees

When the Association receives a returned check that is marked “insufficient funds”, the General Manager or Finance Manager will provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be

## Board Policy – Financial Management Section

collectable, the Board authorizes the General Manager to remove the assessed fee or charge from the Association's Accounts Receivable and to take appropriate action against the person(s).

### 5.3.2 Late Fees & Interest

All assessments and fees are due January 1<sup>st</sup>. All amounts are considered delinquent if not paid by March 1<sup>st</sup>. On March 2<sup>nd</sup>, a late fee determined by the Board's annual fee schedule is applied for any amount owed on either the annual assessments or OARF. Similarly, any fine or fee assessed, that is not paid within 30 days will also be assessed as a late fee adopted by the Board (Non-assessment late fee).

Interest, the rate to be determined by the Board, is accrued and added monthly on all balances owed until paid in full. Interest, however, does not compound.

Any account still delinquent on May 15<sup>th</sup> will be turned over to legal counsel for legal collections including, but not limited to, foreclosure.

### 5.3.3 Fines

The Association has the right to impose fines for violation of any published rule or regulation. However, prior to assessing any fine, the Owner or Member must be given the opportunity to be heard by the Appeals Commission. As such, when a Member has allegedly violated a rule, a notice will be sent with the proposed fine, offering a 14 calendar-day period for the Member to request a hearing (exercising their right to be heard). Failure to request a hearing will result in the automatic application of the fine. Once the Member has been heard, the final determination of the fine will be made via recommendation from the Appeals Commission to the Board.

### 5.3.4 Legal Action – Collections

1. **Turnover of Delinquent Accounts to Association Counsel.** Accounts that are past due as of May 15<sup>th</sup> of each year will be turned over to Association counsel for further collection activity.
2. **Payment Plans Upon Accounts Being Turned Over to Association Counsel.** Upon turnover of an account to Association counsel, no payment plans will be accepted.
3. **Negotiation of Amounts Due.** No late fees, fines, attorneys' fees or other amounts will be negotiated or removed from delinquent accounts without the specific recommendation of Association counsel or as required by court order.
4. **Collection Process to be Followed by Association Counsel.** Upon receiving a delinquent account from the Association/management, Association counsel will conduct a tract search of the Property to verify current ownership. Counsel will also review bankruptcy records to verify that the Owner is not currently under the protection of an automatic stay imposed by a bankruptcy court. Counsel will also review property tax records to verify that the Property is not subject to any pending tax sale proceedings. Upon completing these searches and determining that further collection is appropriate, counsel will proceed with preparation of a lien against the subject delinquent Property, which will be recorded with the Jo Daviess County Recorder. Upon recording of a lien, counsel will prepare and send the Owner a 30-day demand notice, which will include a copy of the recorded lien. Should the delinquent account not be brought current in accordance with the demand, counsel will proceed to filing a lien foreclosure action. Any such action filed will seek judgment for

Board Policy – Financial Management Section

foreclosure for all unpaid common expenses, attorneys' fees and court costs as well as an order to sell the Property via judicial sale.

If suit is filed and the court ultimately awards the Association judgment and an order for sale, counsel is to schedule the judicial sale upon expiration of the redemption date as set forth in the judgment for foreclosure and sale order.

5. **Judicial Sale Bidding Process to be Followed by Association.** On the date of sale, the Association will submit a bid to the Jo Daviess County Sheriff for the value of the Property, as determined by the Association, but in no event shall the Association bid an amount greater than the current delinquency. However, the Association has full discretion to decrease or increase the bid amount if circumstances warrant such a change.

6. **Deed in Lieu Process.** Upon turnover of an account to Association counsel, but prior to expiration of the right of redemption in the lien foreclosure proceeding, Owners will be provided an opportunity to convey ownership of the Property to the Association via deed in lieu of foreclosure. Prior to the conveyance of the Property to the Association through a deed in lieu, the Owner(s) are required to pay the entirety of the outstanding balance on their account and pay all past due and currently due and owing property taxes. Once paid, the Association will accept a deed in lieu of foreclosure. The Association will not accept a deed in lieu involving a Property that is otherwise encumbered with an interest that may be superior to the Association's such as a mortgage or federal or state tax lien.

7. **Mortgage Foreclosure.** Upon becoming aware that a Property is involved in a mortgage foreclosure proceeding, Association counsel shall monitor the proceeding's progress and include updates within its monthly status report, as warranted. If the Property is not current on amounts owed to the Association, other than recording the lien and sending the demand described in Section 4, no further collection activity shall be undertaken without the recommendation of counsel and direction from the Board. Also, upon direction from the Board, counsel may file an answer and appearance on behalf of the Association in the Property's mortgage foreclosure proceeding.

8. **Bankruptcy.** Association counsel is to take all steps necessary in order to protect the Association's lien rights for unpaid assessments and common expenses. Specifically, with respect to Chapter 13 (reorganization) bankruptcy petitions filed by delinquent Owners, Association counsel shall file a proof of claim setting forth the full amount of the pre-petition delinquency. Counsel is instructed to proceed to the extent necessary in order to assure that the Owner's plan for repayment of his/her debts includes the Association in the full amount of its pre-petition claim.

Should an Owner who is involved in a bankruptcy action fail to remain current on post-petition common expense payments, Association counsel shall file a petition for relief from the automatic stay seeking the ability to pursue the post-petition default. Relief stay petitions will be filed once an Owner is delinquent in accordance with Section 1 above. The Board may deviate from this policy upon review and consideration of the recommendations of counsel.

9. **Guidance from Counsel.** Association counsel shall provide guidance to the Board on all delinquent accounts and to that end, should counsel make specific recommendations to the Board that may not be consistent with the policies set forth herein, the Board may deviate from these policies. In providing guidance to the Board on pursuing delinquent accounts, counsel will take into consideration factors such as:

- i. the amount of the delinquency;

## Board Policy – Financial Management Section

- ii. whether there are any pending mortgage foreclosure actions that may impact the Association's rights;
- iii. whether the property taxes for the Property in question have been paid;
- iv. the likelihood of successful collection of the unpaid amounts; and
- v. other factors based upon counsel's knowledge and experience in prosecuting similar collection actions.

## 6 Budget

### 6.1 Budget and Budget Matters - defined

The Association's operation plan is reflected in its budgets. Each year, the Board will cause to have prepared and then review and approve the budget. The budget will be designed to carry out Association operations in a thorough and efficient manner, maintain Association facilities properly, and honor continuing obligations of the Association.

*Budget Matters* is defined as anything associated with annual assessments and fees or special assessments.

### 6.2 Commission Requirements (and Limits)

The Budget/Audit Commission will consist of up to **nine (9) to eleven (11) members, maximum total**, that includes being chaired by the Board Treasurer, an additional Board member, and two or more additional members (no more than 9). Refer to *Committee Practices and Procedures, Statements and Charges* for terms of appointment. It is the duty of this commission to prepare and submit to the Board for approval, an annual budget for the next fiscal year beginning with the first day of January.

#### **Budget Process**

A Budget timeline has been developed to comply with notification deadlines set by the Association governing documents. When followed the timeline will conclude with the Board approving the Budget at its November Board meeting. This provides a one-month cushion for any years the process flows into the month of December.

The Budget timeline is as follows:

- a. In the June Apple Core and each subsequent month thereafter, a listing of all tentative budget and Board meeting dates will be established and published as a safeguard for all potential budget related meetings.
- b. Budget Commission review of budget requests July – August as follows:
  - i. Commission Requests, Reserve Requirements, and Capital Requests – July
  - ii. General Manager current year forecast and upcoming year proposal – August
- c. Budget presented to the Board – August – September
  - i. Once the Commission has made their final recommendation (August), the Board will be provided the final recommendation as well as a list of all items changed/rejected and reasoning.

## Board Policy – Financial Management Section

- ii. The Board will be afforded at least a week to review the budget prior to a workshop meeting scheduled with the Budget Commission representative(s) and General Manager to conduct their final review.
- iii. At the September Board Meeting, the Board must take action (to publish, or not) on the proposed budget.
- d. Approval for notification and publication of the budget to membership 30 - 60 days prior to the Board voting to adopt it requires publication in the October Apple Core. – September Board Meeting or a special Board meeting prior to the October Apple Core deadline.
- e. Formal approval of the budget prior to the next fiscal year – November Board Meeting

The final budget approved by the Board will be made available to the membership in the form and places required by CICA and the Association’s Governing Documents.

## 6.3 Budget Administration

The Board places the responsibility of administering and monitoring the budget, once adopted, with the General Manager. The General Manager is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, and any limitations stated specifically in Board Policies. Listings of expenditures, appropriate financial reports, and budget comparison reports will be submitted monthly to the Board to keep Members informed as to the status of the budget and overall financial condition of the Association.

If during the fiscal year, it appears to the General Manager that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the Operating, Capital, and Renovation and Replacement (R&R) Funds were based, the General Manager will present to the Board recommended amendments to the budget that will prevent expenditures from exceeding revenues. The General Manager must ensure that such recommendations will be in accordance with CICA Section 1-45 (d): “If total common expenses exceed the total amount of the approved and adopted budget, the common interest community association will disclose this variance to all its Members and specifically identify the subsequent assessments needed to offset this variance in future budgets.” Budget amendments must be approved by five (5) affirmative votes of the Board.

## 7 Special Financial Policies

### 7.1 501c4 Status

ACLPOA is tax-exempt as a social welfare organization described in Internal Revenue Code (IRC) section 501(c)(4), an organization must not be organized for profit and must be operated exclusively to promote social welfare. As such, investments and income generally are not taxable.

## Board Policy – Financial Management Section

### 7.2 Restricted Lots

The Covenants provide that an Owner may enter into an agreement with the Association wherein the Owner agrees that said Lot shall remain forever vacant open space.

The Board has discretion to deny a request for a Restricted Lot and as a matter of policy should grant this status only to lots meeting the following established criteria:

- a. Granting the restriction will enhance or preserve the sense of open space
- b. Granting the restriction will preserve and protect scenic views or natural setting thus enhancing the special character of Apple Canyon Lake
- c. Granting the restriction will not have a negative impact to the Association finances
- d. Whether there are any unique physical characteristics of the lot, including slope or soil type that make it impossible for construction.

### 7.3 Donations

#### 7.3.1 Donations from the Association

It is the Policy of the Board to not use Association Revenue to make donations. However, in order to promote good will and standing within the community, the ACLPOA Board will entertain proposals to use facilities for fundraising activities for bona fide non-profit organizations at a reduced or complimentary rate, depending on the use and activity proposed. Beyond use of facilities, it will be the discretion of the General Manager to advertise or promote ACLPOA and its open-to-the-public amenities through advertising sponsorships and/or non-cash donations for fundraising activities (e.g., golf rounds).

#### 7.3.2 Donations to the Association

The Board is appreciative of any donation made to the Association. The Board does reserve the right to specify the manner in which a donation is made, to consider the appropriateness of a donation, and to reject any donation it deems inappropriate. If accepted, the Board will attempt to carry out the wishes of the donor.

#### 7.3.3 Naming/Commemorating Association Property

ACLPOA properties will not be named after individuals or groups, rather, donations or contributions may be recognized via commemorative signage approved by the Board.

### 7.4 Grants

Grants will be individually reviewed by the General Manager, who will then recommend to the Board the measures required of the Association to secure the most from each grant. All grants require Board approval before being accepted by the Association.





# Memorandum

**To:** Board of Directors

**Date:** September 8, 2023

**From:** Memorial Pavilion Ad Hoc Commission

**Memo:** 2023-60

**Topic:** Memorial Pavilion Contractor

**Issue:** The Memorial Pavilion Ad Hoc Commission was able to secure an improved bid from Thistle Group, our first solicited contractor, with a closer match to Pine Grove Contractors (approved at last Board Meeting). No contract had ever been signed with Pine Grove Contractors.

**Recommendation:**

*“to amend the Board’s previous approval at its August 19, 2023 meeting, relating to the construction of the Memorial Pavilion by Mike & Nick Sproule Construction, Pine Grove Contractors, & Pierce Electric by **removing Pine Grove Contractors.**”*

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ CARRIED \_\_\_\_\_ FAILED



# Memorandum

**To:** Board of Directors

**Date:** August 30, 2023

**From:** Memorial Pavilion Ad Hoc Commission

**Memo:** 2023-59

**Topic:** Memorial Pavilion

**Issue:** The Memorial Pavilion Ad Hoc Commission was able to secure an improved bid from Thistle Group, our first solicited contractor, with a closer match to the last contractor. The commission feels Thistle will provide a beautiful structure that will be ready for future upgrades e.g. lighting, fans, stonework, along with better communication to that end. And with those future upgrades, this pavilion will ultimately become the beautiful showstopper that we all envision.

**Recommendation:**

“to approve Thistle Group to build the Memorial Pavilion structure for \$42,900. Currently, our designated fund current balance is \$43,797.60? after deducting funds allocated for concrete and electric.”

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ CARRIED \_\_\_\_\_ FAILED



# Memorandum

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**To:** Board of Directors

**Date:** 8/16/2023

**From:** Dave Homb – Chair of The Rules & Regulations Committee

**Memo:** 2023-50

**Topic:** Ice Fishing Shelters

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**Issue:** Leaving Ice Fishing Shelters on the Lake Overnight

**Recommendation:** Revisions to Section IX:

## *IX. ICE FISHING*

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

### *A. General*

- 1. No State licensed vehicles such as trucks or automobiles are permitted on the frozen lake.*
- 2. The Association provides no information regarding the thickness of the ice.*
- 3. Violations of Illinois Department of Natural Resources regulations are prohibited.*
- 4. All poles and tipups shall be constantly attended and kept under observation by the angler.*

### *B. Shelters*

- 1. Ice fishing shelter structures are limited to portable construction consisting of metal, wood, or composite type framework, covered with canvas, paper, plastic material or similar fabric.*
- 2. The doors of enclosed ice fishing shelters are to be readily opened from the outside while occupied; doors may be locked only while not occupied and not in use.*
- 3. Shelters must clearly display the following information in 3" high letters or larger:*
  - a. Owner's name*
  - b. ID Numbers as issued by the Association*
  - c. Phone number*
- 4. Shelter used after dark must have at least twelve (12) square inches of reflective materials on each side.*
- 5. Ice fishing shelters may be allowed in permitted areas overnight by receiving permission solely from the ACL Safety & Security Manager, and prior to overnight occupancy.*
  - a. Any ice fishing shelters not permitted for overnight occupancy shall be*

removed from the ice by 10pm, daily.

b. Ice fishing shelters shall be permitted overnight only in bays and coves.

c. Ice fishing shelters are permitted overnight for no more than 2 consecutive nights.

d. When left overnight, the shelter must be firmly anchored to the ice using appropriate ice anchors and tie-down straps.

6. After March 1 the shelter must be removed daily when not in use, and not left unattended at any time.

C. Failure to observe the overnight ice shelter rules may result in the following:

1. First offense: Written notification to property owner.

2. Second offense: A citation issued with a fine of \$100

3. Third offense: A citation issued with a fine of \$200 and suspension of overnight ice shelter privileges for remainder of season.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion: \_\_\_\_\_ Passed \_\_\_\_\_ Failed**



# Memorandum

**To:** Board of Directors

**Date:** 8/16/2023

**From:** Dave Homb – Chair of The Rules & Regulations Committee

**Memo:** 2023-51

**Topic:** Deer Management Regulations

**Issue:** Hunter Check In/Out

**Recommendation:** Add rule #27 stating: All hunters must either sign in when hunting at the security office or sign in on the ACL Deer Management app. All hunters must sign out at the ACL security office in person. A hunter can also sign out another hunter if they verify the hunter is out of the hunting zone.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ Passed \_\_\_\_\_ Failed



# Memorandum

**To:** Board of Directors

**Date:** August 31, 2023

**From:** Food & Beverage Commission

**Memo:** 2023-56

**Topic:** Food & Beverage Commission Proposal

**Issue:** Ensuring the success of The Cove Restaurants

**Recommendation:** The Food & Beverage Ad-Hoc Commission recommends that the ACL Board approves the 'F&B Operations Optimization' Proposal (attached & dated 8/31/23) submitted by Mike Ward, that provides contract professional services to complete the execution of setting up The Cove & Pro Shop under the management of the ACLPOA (aka Plan B).

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ Passed \_\_\_\_\_ Failed



**Apple Canyon Lake Property Owners Association  
Food & Beverage Amenities  
The Cove, Pro Shop, and Marina**

**F&B Operations Optimization - Proposal**

Submitted 8/31/23 by Mike Ward / F&B Commission Member & ACL Property Owner

**Background & Need**

- The F&B Commission obtained consensus and approval in January '23 to execute a new 'Vision' (Plan B) for operating The Cove, Pro Shop, and Marina amenities.
- The approved recommendation by the Commission included support for the F&B Management Team during the 'start up' process.
- The previous GM and F&B Manager rejected the support of the Commission, and did not embrace the 'Vision'. Consequently, we have achieved less than 50% of our objectives and the performance (financially & service levels) has not been achieved.
- Our mission is to complete the startup and demonstrate that 'Plan B' is the best approach to optimizing value for property owners and being fiscal responsible.
- The current F&B Management Team is not equipped to operate these amenities in the current state. The F&B Manager admits that he *'has operated existing (franchise) restaurants, but has never set one up and does not have the time to do so'*.
- The 2023 season is winding down and there is a window of opportunity to complete the startup process over the 'off season' and enable the newly formed F&B Team to succeed.
- The Cove, Pro Shop & Marina are unique amenities and requires restaurant startup expertise and understands the needs of ACL.
- Although we have had several set-backs since moving forward in January, we have made significant progress and we now have the opportunity to achieve our objectives: **great experience. great food, great service, and profitable.**
- The objective is to institutionalize the concepts that were outlined in the 'Vision' and approved last Winter.

**Proposed Services**

- 250 hours of **consultation and leadership** this Fall/Winter (Sept '23 thru Mar '24). Months on site: Sept'23, Oct'23, Dec'23, Feb'24 & Mar'24.
- Work with the F&B Management Team to;
  - Set up the operating structure for The Cove & Pro Shop
  - Establish & document operational processes & procedures
  - Implement the required systems, including Toast, to operate efficiently and provide Metrics
  - Train the F&B Management Team to effectively lead & manage The Cove & Pro Shop

- Define specific roles and train the F&B Staff on the processes, systems, & tools, so they can operate efficiently and effectively
- Leverage and support the F&B Ad-Hoc Commission for metrics, customer & employee feedback, and volunteer utilization.

**Deliverables**

- A ‘destination restaurant’ with great customer experience, great service, & great food.
- A P&L that is profitable and ‘start up’ loan balance (\$58,924) is paid off.
- A competent and capable F&B Management Team & Staff
- A defined structure, including: restaurant concept, job roles, complimentary hours of operations, complementary menus, maintenance & upgrade plan, staffing (including volunteers) plan, etc.
- Defined processes for all aspects of the operation; FOH, BOH, Marketing, Payroll, Accounting, Security, etc.
- Implemented systems: accounting, POS, inventory management, scheduling, surveillance, etc.
- Tools: recipe boards, inventory control, waste management, checklists, etc.
- Procedures, including: customer service, maintenance, food prep, food preparation, food discounting, entertainment, sanitation, etc.

**Investment & Risk**

- 1099 Contractor (no benefits)
- Cost: \$20,000 (\$80/hour)
- Invoiced monthly, based on actual hours (not to exceed 250 hours total)
- ACLPOA may terminate the contract at any time: open invoices are due
- Invoices payable (net 15) to:

Mike Ward  
 12A229 Jefferson Ct.  
 Apple River, IL 61001

Agreed:

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date





# Memorandum

To: Board of Directors

Date: August 31, 2023

From: Food & Beverage Commission

Memo: 2023-57

Topic: Food & Beverage Ad Hoc Commission Hours Recommendation

**Issue:** Winter hours of Operation for The Cove Restaurant and the Pro Shop.

**Recommendation:** The Food & Beverage Ad Hoc Commission recommends that the Cove Restaurant stay open all year round and close the Pro Shop from 11-1 to 3-31 and have a blended staff to operate the Cove Restaurant during the time the Pro Shop is closed.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

Motion: \_\_\_\_\_ Passed \_\_\_\_\_ Failed



# Memorandum

**To:** Board of Directors

**Date:** August 31, 2023

**From:** Mike Harris, Interim General Manager

**Memo:** 2023-53

**Topic:** Tree Care Service

**Issue:** We do not currently have an informed tree care provider to assist us with tagging and removing trees around ACLPOA.

**Recommendation:** To approve the proposed contract between ACLPOA and Mullen Tree Care Service.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion:** \_\_\_\_\_ Passed \_\_\_\_\_ Failed

At its September 16, 2023 meeting, the Board of Directors approved a two-year consulting agreement with Mullen's Tree Care. Mullen's Tree Care will be providing certain consulting services with respect to the care, treatment and removal of trees located upon the Association's common property. Mullen's will be paid \$100.00 per consultation for the duration of the two-year agreement.

Mark Mullen, father of current board member Nolan Mullen, is the owner/operator of Mullen's Tree Care. Please consider this communication as the notice required by Section 1-30(b) of the Illinois Common Interest Community Association Act of the Board's decision to approve of the agreement with Mullen's Tree Care. If at least 20% of the total membership signs and files a petition with the Association within 20 days of the board's approval of the agreement, a special membership meeting will be called for the purpose of affording the members the ability to approve or disapprove of the Board's actions. The membership meeting would be called within 30 days of the Association's receipt of the petition. If no such petition is received as described herein, the actions of the board at the September 16, 2023 meeting will be final.



# Memorandum

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**To:** Board of Directors

**Date:** 9/7/2023

**From:** Flood Mitigation ad hoc commission

**Memo:** 2023-58

**Topic:** Purchasing and installation of backup valve for draining the lake

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**Issue:** The BOD previously approved the commission to research the cost of purchasing and installing a backup valve that would attach to the existing valve downstream, that could be used if main valve fails. The ad-hoc commission along with Ed Ziarko solicited Molitor Plumbing, a licensed and qualified local company out of Stockton. The recommended type of valve from Orbinox is called a gate knife valve, 24" model ET Series 20 and was chosen for several reasons including; ability to install within our current confines of space, dependability, and within a reasonable price point. Orbinox is a leading manufacturer of industrial valves with 50 years of experience with an extensive network of distributors worldwide. This is a stainless steel valve easily attached to our current valve. Some reinforcement of the valve and reconfiguring of the outgoing culvert may be needed. It is estimated it will take two days and 30 manhours to install. Installation should be done before the planned November 2023 drawdown. Let it be known, the manual crank will extend approximately 4' above ground level and will need a limestone rock barricade (or similar) to protect it. This can be done in house with limited expense. See the attached proposal from Molitor and the specification sheet from Orbinox.

**Recommendation:**

To approve the proposal from Molitor for \$23,816 which includes valve, labor, and material for installation of the dam back up valve.

**VOTE RECORDED:**

MOTION MADE BY: \_\_\_\_\_

YEA: \_\_\_\_\_

MOTION SECONDED BY: \_\_\_\_\_

NAY: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

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

**Motion: \_\_\_\_\_ Passed \_\_\_\_\_ Failed**



8072 E. Rush Town Rd.  
Stockton, IL 61085  
815-745-2613

[molitorplumbing.com](http://molitorplumbing.com)

Fully Licensed and Insured Since 1991 IL # 058-120460 WI # 971725

September 7, 2023

Proposal submitted to:  
Ed Ziarko  
Apple Canyon Lake Property Owners' Association

**RE: Dam valve**

Scope of Work - Labor and material to install a model ET Series 20 24" gate knife valve on the existing valve for draining the lake.

Valve \$18,916  
Labor \$3,300  
Misc Material \$1,600  
**\$23,816**

All material is guaranteed to be as specified, and the above work to be preformed in accordance with the drawings and specifications submitted for above work and completed in a workmanlike manner. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Liability Insurance and worker's comp ins. on above work to be taken out by MOLITOR PLUMBING, LLC. Balance Due upon presentation of invoice upon completion. Unpaid balance due bears interest at the rate of two percent (2%) per month commencing thirty days after presentation of final invoice date. Molitor Plumbing, LLC shall be entitled to collect its attorney's fees and cost of collection for any unpaid balance due after presentation of final invoice upon completion. Respectfully submitted by MOLITOR PLUMBING, LLC Per TED MOLITOR  
Note --- This proposal may be withdrawn by us if not accepted within 30 days.

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**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment terms as outlined above.

Accepted \_\_\_\_\_ Date \_\_\_\_\_

**MODEL****ET****SERIES 20**

## HEAVY DUTY KNIFE GATE VALVE

The ET(SER.20) model knife gate is an uni-directional lug type valve designed according to MSS-SP-81 and TAPPI TIS 405-8 for industrial service applications. The design of the body and seat assures non-clogging shut off on suspended solids in industries such as:

- Pulp and Paper
- Power plants
- Mining
- Chemical plants
- Wastewater treatment plants
- Food and Beverage
- Etc.

### Sizes:

DN 2"/50mm to DN 36"/900mm (larger diameters on request)

### Working pressure:

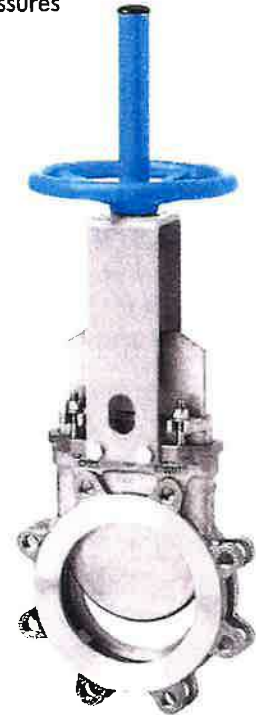
DN 2"/ 50mm to DN 24"/600mm	150 psi / (10 kg/cm <sup>2</sup> )
DN 30"/750mm	100 psi / (7 kg/cm <sup>2</sup> )
DN 36"/900mm	100 psi / (7 kg/cm <sup>2</sup> )

### Standard flange connection:

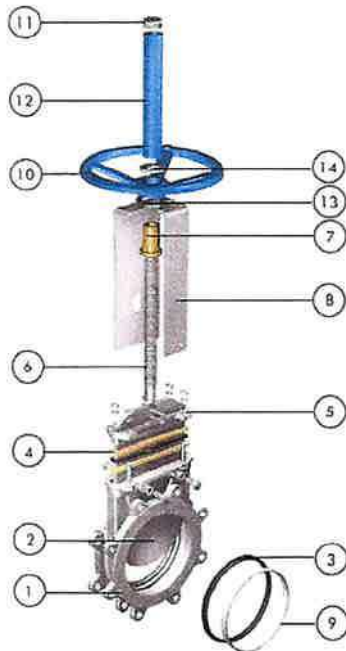
DIN PN 10 and ANSI B16.5 (class 150)  
Other flange connections available on request

### Directives:

For EU Directives and other Certificates, please see the document:  
Directives and Certificates Compliance - Knife Gate Valves -  
Catalogues and Datasheets



All valves are tested prior to shipping in accordance with the standard developed by the Quality Control Department at ORBINOX.



### STANDARD PARTS LIST

Part:	Stainless Steel:
1- Body	CF8M
2- Gate	AISI 316
3- Seat	Metal or EPDM
4- Packing	PTFE Impreg. Synth. Fibre with an EPDM O-Ring
5- Gland Follower	CF8M
6- Stem	Stainless Steel
7- Stem nut	Brass
8- Yoke	AISI 304 / Epoxy-coated Carbon Steel
9- Seat Retainer Ring	AISI 316
10- Handwheel	GJS400 (GGG40)
11- Cap	Plastic
12- Stem Protector	Epoxy-coated Carbon Steel
13- Friction Washer	Brass
14- Nut	Zinc Plated Carbon Steel



Reserves the right to change specifications without notice

ORBINOX CANADA, ORBINOX USA, ORBINOX BRAZIL, ORBINOX CHILE, ORBINOX PERU, ORBINOX SPAIN, ORBINOX UK, ORBINOX FRANCE, ORBINOX GERMANY, ORBINOX INDIA, ORBINOX CHINA, ORBINOX S.E.A.

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OBX 05/21

Rev.13

ET (SER.20)\_1

**MODEL**

**ET**

**SERIES 20**



## DESIGN FEATURES

### **BODY:**

Lug type one piece integrally cast stainless steel body with reinforced ribs in larger diameters for extra body strength. Internal cast gate wedges and guides allows for tighter shutoff. Port design follows the MSS-SP-81 and Tappi TIS 405-8 standards.

The internal design of the valve avoids any build up of solids that would prevent the valve from closing.

### **GATE:**

Standard AISI 316 stainless steel gate.

The gates are polished and lapped to attain a greater seal between the gate and both the packing and the seat. The bottom of the gate edge is also machined to a bevel, so that it cuts through the solids for a tighter seal in the closed position.

### **SEAT: (resilient)**

Unique design that mechanically locks the seal in the internal of the valve body with a stainless steel retainer ring. Standard EPDM also available in different materials such as Viton, PTFE, etc.

### **PACKING:**

Long-life packing with several layers of PTFE impregnated fibre plus an EPDM O-ring, with an easy access packing gland ensuring a tight seal. Long-life braided packing is available in a wide range of materials.

### **STEM:**

The standard stainless steel stem offers a long corrosion resistant life. For rising stem actuators only, a stem protector is provided for additional protection against dust while the valve in the open position.

### **ACTUATORS:**

All actuators supplied by ORBINOX are interchangeable, and supplied with a standard mounting kit for installation purposes on site.

### **YOKE or ACTUATOR SUPPORT:**

Made of stainless steel (EPOXY coated carbon steel available on request). Compact design makes it extremely robust even under the most severe conditions.

### **EPOXY COATING:**

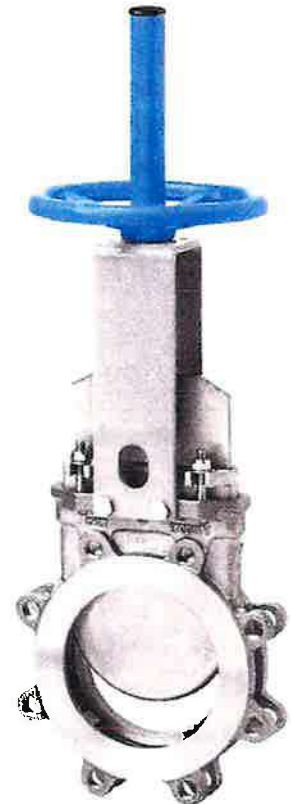
The epoxy coating on all ORBINOX cast iron and carbon steel valve bodies and components is electrostatically applied making the valves to be corrosion resistant with a high quality finished surface. The ORBINOX standard colour is RAL-5015 blue.

### **GATE SAFETY PROTECTION:**

ORBINOX automated valves are provided with gate guards in accordance with EU Safety Standards.

The design feature prevents any objects from being caught accidentally while the gate is moving.

\*ONLY IN EUROPE





## OTHER OPTIONS

### Bonnet (Fig.1):

Assures tight seal to atmosphere.  
Reduces packing maintenance.

### V-port:

60 degree and pentagonal port design. Selection depends on the desired fluid control type.

### Flush ports (Fig.2):

Allow for cleaning of solids trapped within the body cavities that can obstruct the flow or prevent the valve from closing. Depending on the process, purging can be made with air, steam, liquids, etc.

### Other materials of construction:

Special alloys such as AISI 317 (1.4449), 254SMO (1.4544), Hastelloys, ...

### Fabricated valves:

ORBINOX designs, produces and delivers special fabricated valves for special process conditions (big sizes and/or high pressures).

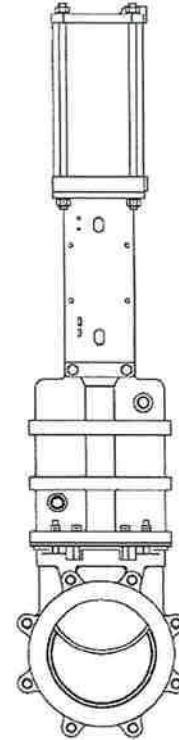


Fig.1

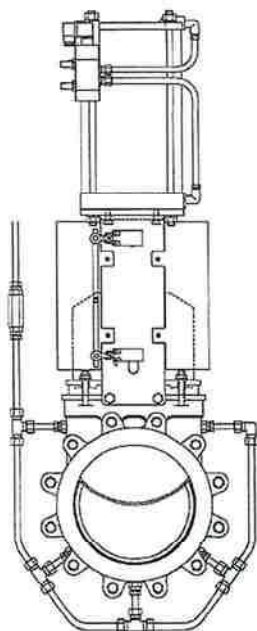


Fig.2

## SURFACE TREATMENTS

Valve components can be protected or coated for a longer life expectancy, depending on the application of the valves and the valve service conditions. At ORBINOX we can offer alternative treatments and coatings for the different valve components to improve their properties against abrasion (Stellite, polyurethane...), against corrosion (Halar, Rilsan, galvanizing...) and against adherence (polishing, PTFE...).

We recommend to contact our technical department.

**MODEL**

**ET**

**SERIES 20**



## ACTUATOR TYPES

### MANUAL:

- Handwheel (rising stem)
- Handwheel (non-rising stem)
- Chainwheel
- Lever
- Bevel Gear
- Other (square nut)

### AUTOMATIC:

- Electric (rising & non-rising stem)
- Pneumatic (single & double-acting)
- Hydraulic

All actuators supplied by ORBINOX are interchangeable.

## FAIL SAFE SYSTEMS

Used on pneumatic actuated valves

### SINGLE ACTING (SPRING RETURN)

- Available from  
DN 2"/50mm to DN 12"/300mm
- Supply pressure:
  - min. 75 psi / (5 kg/cm<sup>2</sup>)
  - max. 150 psi / (10 kg/cm<sup>2</sup>)
- Options:
  - Pneumatic or electric fail open
  - Pneumatic or electric fail close
  - Other options on request



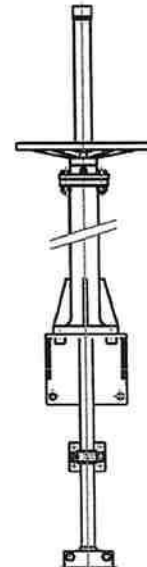
### DOUBLE ACTING WITH AIR TANK

- Available for all valve sizes
- Supply pressure:
  - min. 50 psi / (3.5 kg/cm<sup>2</sup>)
  - max. 150 psi / (10 kg/cm<sup>2</sup>)
- Options:
  - Pneumatic or electric fail open
  - Pneumatic or electric fail close
  - Other options on request



## ACCESSORIES

- Mechanical stops
- Locking device
- Manual override
- Solenoid valves
- Positioners
- Limit switches
- Proximity switches
- Floor stands
- Stem extensions



Wide range of valve extensions available

*For further information about fail safe systems and valve extensions, please see EX(SER.10) catalog.*

We recommend to contact with our technical department.

**MODEL****ET****SERIES 20****TEMPERATURE CHART****SEAT / SEALS**

Material	Max.T.(F°)	(°C)	Applications
Metal/Metal	>482	>250	High temp. Low tightness.
EPDM (E)	248	120	Acids and non mineral oils.
NBR (N)	248	120	Resistance to petroleum products.
FKM-FPM (V)	392	200	Chemical service./High temp.
VMQ (S)	482	250	Food service. / High temp.
PTFE (T)	482	250	Corrosion resistance.

**PACKING**

Material	Max.T. (F°)	(°C)	pH
PTFE impregn. synth. fibre (ST)	482	250	2-13
Braided PTFE (TH)	500	260	0-14
Graphited (GR)	1112	600	0-14
Ceramic fibre (FC)	2192	1200	--

NOTE: all types include an elastomere O-ring (same material as seal), excluding TH, GR and FC.

More details and other materials under request

**SEAT TYPES****METAL / METAL**

For applications with:

- High temperature
- High density media application
- When full tightness is not required

**RESILIENT, TYPE "A"**

- Standard resilient seat.
- Temperature limitations according to seat material selected. Review the above chart or contact our technical department for more information.
- Replaceable seat retainer ring.

**RESILIENT, TYPE "B"**

- Temperature limitations according to the selected seat material. Review the above chart or contact our Technical Department for more information.
- Replaceable and reinforced seat ring available in different materials such as: AISI 316 (1.4401), CA15, Ni Hard, etc.

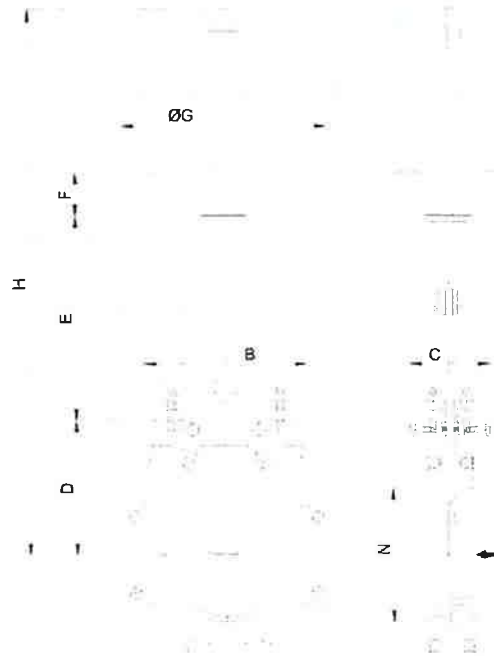
**DEFLECTION CONE "C"**

- Deflects the media away from any valve internal exposed parts (gate, seat,...)
- Material: AISI 316 (1.4401), CA15, Ni-Hard, PU, etc.
- Face-to-face dimension increases:  
DN 2"/50mm to DN 10"/250mm X = 0.35"/9mm  
DN 12"/300mm to DN 24"/600mm X = 0.47"/12mm  
Larger diameters on request

**MODEL****ET****SERIES 20**

## HANDWHEEL (rising stem)

- Standard handwheel actuator.
- Consists of:
  - Handwheel: Epoxy coated Cast Iron
  - Yoke
  - Stem
  - Stem nut
  - Stem protector
- Available from DN 2"/50mm to DN 24"/600mm
- Options (on request):
  - Chainwheel
  - Non-rising stem
  - Locking Device
  - Extensions



DN(°/mm)	N	A	B	C	D	E	F	ØG	H	Weight (lbs/kg)
2"/50	1,96/50	1,89/48	4,88/124	4/100	3,85/98	5,35/139	1,85/47	8,86/225	16,53/420	18/8
3"/80	3,14/80	2/51	5,87/149	4/100	4,68/119	6,38/162	1,85/47	8,86/225	18,50/470	22/10
4"/100	3,81/97	2/51	6,65/169	4/100	5,47/139	7,36/187	1,85/47	8,86/225	20,43/519	28/12,5
5"/125	4,6/117	2,24/57	6,65/169	4/100	5,90/150	8,78/223	1,85/47	8,86/225	24,13/613	35/16
6"/150	5,51/140	2,24/57	7,75/197	4/100	6,50/165	9,33/237	1,85/47	8,86/225	25,27/642	44/20
8"/200	7,24/184	2,75/70	9,72/247	4,80/122	7,99/203	12,16/309	2,64/67	12,20/310	32,28/820	70/32
10"/250	9,05/230	2,75/70	11,73/298	4,80/122	9,17/233	13,58/345	2,64/67	12,20/310	38,81/986	103/47
12"/300	10,82/275	2,99/76	13,74/349	4,80/122	10,74/273	15,35/390	2,72/69	16,14/410	42,16/1071	143/65
14"/350	12/305	2,99/76	15,39/391	7,60/193	12,28/312	17,04/433	2,60/66	16,14/410	49,01/1245	209/95
16"/400	13,84/351,6	3,50/89	17,28/439	7,60/193	13,66/347	18,81/478	2,60/66	16,14/410	52,16/1325	268/122
18"/450	15,35/390	3,50/89	19,01/483	7,75/197	16,33/415	21,73/552	2,64/67	21,65/550	59,49/1510	352/160
20"/500	17,12/435	4,49/114	21,33/542	7,75/197	17,71/450	24,05/611	2,64/67	21,65/550	63,66/1617	444/202
24"/600	20,55/522	4,49/114	25,08/637	7,75/197	19,72/501	27,44/697	2,64/67	21,65/550	74,13/1883	638/290

**MODEL****ET****SERIES 20****GEAR**

- Recommended for valves larger than DN14"/350mm and working pressures greater than 50 psi/(3.5 kg/cm<sup>2</sup>)

- Consists of:

- Stem
- Yoke
- Bevel Gear Actuator with Handwheel  
(Standard Ratio 4:1)

- Available from DN 8"/200mm to DN 36"/900mm

- Options:

- Chainwheel
- Non-rising Stem
- Locking Device
- Extensions



DN("/mm)	N	A	B	C	D	E	F	ØG	H	I
8"/200	7,24/184	2,75/70	9,72/247	4,80/122	7,99/203	12,16/309	22,91/582	12/300	39,05/992	7,87/200
10"/250	9,05/230	2,75/70	11,73/298	4,80/122	9,17/233	13,58/345	25,51/648	12/300	41,73/1060	7,87/200
12"/300	10,82/275	2,99/76	13,74/349	4,80/122	10,74/273	15,35/390	28,85/733	12/300	45/1143	7,87/200
14"/350	12/305	2,99/76	15,39/391	7,75/197	12,28/312	16,93/430	31,10/790	18/450	58,62/1489	10,63/270
16"/400	13,84/351,6	3,50/89	17,28/439	7,75/197	13,66/347	18,70/475	34,25/870	18/450	61,81/1570	10,63/270
18"/450	15,35/390	3,50/89	19,01/483	7,91/201	16,33/415	20,39/518	38,74/984	18/450	63,58/1615	10,63/270
20"/500	17,12/435	4,49/114	21,33/542	7,91/201	17,71/450	21,97/558	42,99/1092	18/450	71,25/1810	11,02/280
24"/600	20,55/522	4,49/114	25,08/637	7,91/201	19,72/501	26,10/663	49,13/1248	26/650	73,98/1879	11,41/290
30"/750	26,37/670	4,60/117	33,15/842	12,60/320	24,57/624	34,29/871	62,87/1597	26/650	104,33/2650	16,26/413
36"/900	31,88/810	4,60/117	38,19/970	12,60/320	30,67/779	41,18/1046	84,05/2135	26/650	123,42/3135	17,40/442



**MODEL**

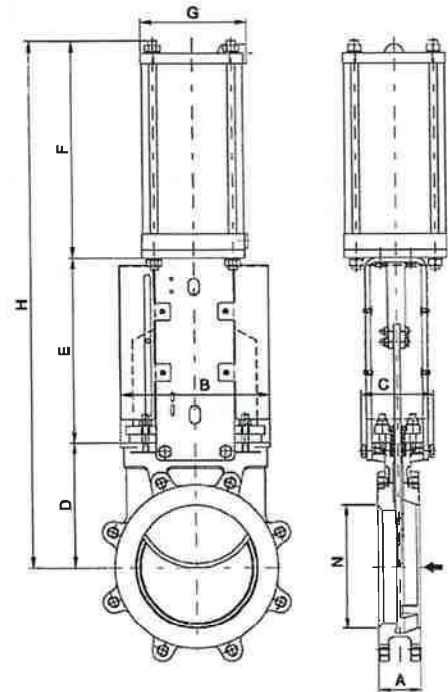
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**SERIES 20**



**PNEUMATIC CYLINDER**

- The standard pneumatic actuator (double acting on-off cylinder) consists of:
  - $\varnothing \leq 12''/300\text{mm}$ : Aluminum barrels
  - $\varnothing \geq 14''/350\text{mm}$ : Composite barrels
  - Aluminum end covers
  - Stainless Steel (AISI 304) piston rod
  - Nitrile coated steel piston
- Available from DN 2''/50mm to DN 36''/900mm
- Supply Pressure: min. 50 psi/(3.5 kg/cm<sup>2</sup>) - max. 145 psi/(10 kg/cm<sup>2</sup>)  
Actuator designed with 85psi/(6 kg/cm<sup>2</sup>) air supply
- For valves installed in a horizontal position, we recommend U-type support plates and/or actuator support.
- Options:
  - Hard anodized barrel and covers
  - Stainless Steel barrel and covers
  - Over / Undersized cylinder
  - Manual override
  - Fail safe systems
  - Travel stops
- Instrumentation (on request):
  - Positioners
  - Flow regulators
  - Solenoid valves
  - Air preparation units



DN (mm)	N	A	B	C	D	E	F	G	H	Weight (lbs./kg.)	Standard Cyl.	Connect.
2"/50	1,96/50	1,89/48	4,88/124	4/100	3,85/98	5,35/139	7,00/178	4,53/115	16,22/412	22/10	C4"-2.44"/(100-62)	1/4" G
3"/80	3,14/80	2/51	5,87/149	4/100	4,68/119	6,38/162	8,30/211	4,53/115	19,37/492	26/12	C4"-3.74"/(100-95)	1/4" G
4"/100	3,81/97	2/51	6,65/169	4/100	5,47/139	7,36/187	9,09/231	4,53/115	21,93/557	33/15	C4"-4.52"/(100-115)	1/4" G
5"/125	4,6/117	2,24/57	6,65/169	4/100	5,90/150	8,78/223	10,66/271	5,51/140	25,35/644	46/21	C5"-5.52"/(125-143)	1/2" G
6"/150	5,51/140	2,24/57	7,75/197	4/100	6,50/165	9,33/237	11,65/296	5,51/140	27,48/698	59/27	C5"-6.61"/(125-168)	1/2" G
8"/200	7,24/184	2,75/70	9,72/247	4,80/122	7,99/203	12,16/309	14,09/358	6,89/175	34,25/870	101/46	C6.30"-8.66"/(160-220)	1/2" G
10"/250	9,05/230	2,75/70	11,73/298	4,80/122	9,17/233	13,58/345	16,85/428	8,66/220	39,60/1006	154/70	C8"-10.62"/(200-270)	3/8" G
12"/300	10,82/275	2,99/76	13,74/349	4,80/122	10,74/273	15,35/390	18,81/478	8,66/220	44,93/1141	195/89	C8"-12.60"/(200-320)	3/8" G
14"/350	12/305	2,99/76	15,39/391	7,60/193	12,28/312	18,07/459	21,61/549	10,90/277	51,96/1320	297/135	C10"-14.76"/(250-375)	3/8" G
16"/400	13,84/351,6	3,50/89	17,28/439	7,60/193	13,66/347	18,81/478	23,58/599	10,90/277	56,06/1424	356/162	C10"-16.78"/(250-425)	3/8" G
18"/450	15,35/390	3,50/89	19,01/483	7,75/197	16,33/415	21,73/552	26,77/680	15,03/382	64,84/1647	466/212	C12"-18.70"/(300-475)	1/2" G
20"/500	17,12/435	4,49/114	21,33/542	7,75/197	17,71/450	24,05/611	28,74/730	15,03/382	70,51/1791	638/290	C12"-20.67"/(300-525)	1/2" G
24"/600	20,55/522	4,49/114	25,08/637	7,75/197	19,72/501	27,44/697	32,68/830	15,03/382	79,84/2028	825/375	C12"-24.60"/(300-625)	1/2" G
30"/750	26,37/670	4,60/117	33,15/842	12,60/320	24,57/624	37,00/940	38,77/985	17,48/444	100,35/2549	1419/645	C14"-30.70"/(350-780)	3/4" G
36"/900	31,88/810	4,60/117	38,19/970	12,60/320	30,51/775	43,30/1100	47,32/1202	20,27/515	121,14/3077	1716/780	C16"-36.61"/(400-930)	3/4" G

Reserves the right to change specifications without notice

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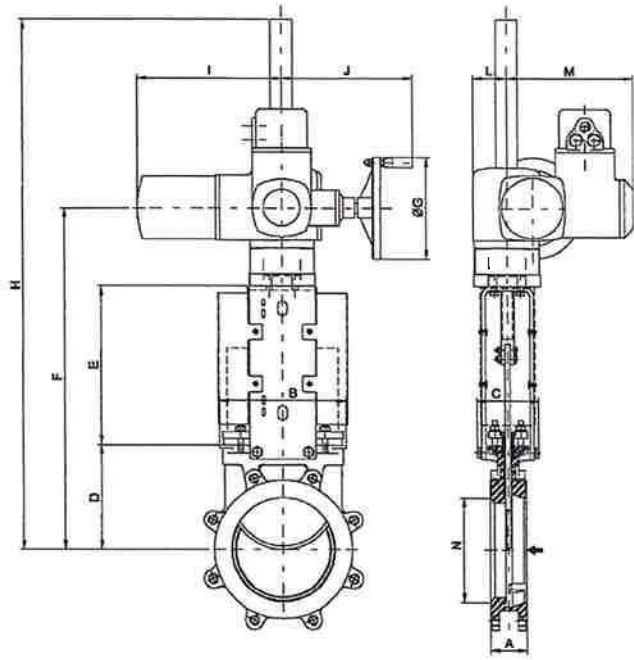
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**MODEL****ET****SERIES 20****ELECTRIC ACTUATOR**

- Consists of:
  - Electric actuator
  - Rising stem
  - Motor support yoke flange acc. to ISO 5210 / DIN 3338
- The standard electric motor is equipped with:
  - Manual emergency operation
  - Limit switches (open/closed)
  - Torque switches
- Available from DN 2"/50mm to DN 48"/1200mm
- Wide range of types and marks available to meet customer's needs.
- Option:
  - Non rising stem



DN(* /mm)	N	A	B	C	D	E	F	ØG	H	I	J	L	M	Stem Ø x pitch	Torque (ft.LBS/Nm)
2"/50	1,96/50	1,89/48	4,88/124	4/100	3,86/98	5,35/136	14,84/377	6,30/160	17,87/454	10,43/265	9,80/249	2,44/62	9,37/238	0.79 x 0.16/20 x 4	7.4/10
3"/80	3,14/80	2/51	5,87/149	4/100	4,68/119	6,38/162	16,69/424	6,30/160	19,72/501	10,43/265	9,80/249	2,44/62	9,37/238	0.79 x 0.16/20 x 4	7.4/10
4"/100	3,81/97	2/51	6,65/169	4/100	5,47/139	7,36/187	18,46/469	6,30/160	21,49/546	10,43/265	9,80/249	2,44/62	9,37/238	0.79 x 0.16/20 x 4	7.4/10
5"/125	4,6/117	2,24/57	6,65/169	4/100	5,90/150	8,78/223	20,31/516	6,30/160	23,34/593	10,43/265	9,80/249	2,44/62	9,37/238	0.79 x 0.16/20 x 4	11.1/15
6"/150	5,51/140	2,24/57	7,75/197	4/100	6,50/165	9,33/237	21,45/545	6,30/160	44,17/1122	10,43/265	9,80/249	2,44/62	9,37/238	0.79 x 0.16/20 x 4	14.8/20
8"/200	7,24/184	2,75/70	9,72/247	4,80/122	7,99/203	12,16/309	26,25/667	6,30/160	49,40/1255	10,43/265	9,80/249	2,44/62	9,37/238	0.98 x 0.2/25 x 5	22.2/30
10"/250	9,05/230	2,75/70	11,73/298	4,80/122	9,17/233	13,58/345	28,85/733	6,30/160	52,00/1321	10,43/265	9,80/249	2,44/62	9,37/238	0.98 x 0.2/25 x 5	33.3/45
12"/300	10,82/275	2,99/76	13,74/349	4,80/122	10,74/273	15,25/390	31,22/793	7,87/200	54,37/1381	11,14/283	10/254	2,55/65	9,76/248	0.98 x 0.2/25 x 5	51.8/70
14"/350	12/305	2,99/76	15,39/391	7,60/193	12,28/312	17,04/433	34,44/875	7,87/200	57,59/1463	11,14/283	10/254	2,55/65	9,76/248	1.38 x 0.24/35 x 6	81.4/110
16"/400	13,84/351,6	3,50/89	17,28/439	7,60/193	13,66/347	18,81/478	37,60/955	12,40/315	60,75/1543	15,31/389	13,22/336	3,58/91	11,25/286	1.38 x 0.24/35 x 6	118.4/160
18"/450	15,35/390	3,50/89	19,01/483	7,75/197	16,33/415	21,73/552	44,96/1142	12,40/315	73,63/1870	15,31/389	13,22/336	3,58/91	11,25/286	1.38 x 0.24/35 x 6	140.6/190
20"/500	17,12/435	4,49/114	21,33/542	7,75/197	17,71/450	24,05/611	48,11/1222	15,74/400	76,77/1950	15,31/389	13,34/339	3,58/91	11,25/286	1.38 x 0.24/35 x 6	199.8/270
24"/600	20,55/522	4,49/114	25,08/637	7,75/197	19,72/501	27,44/697	56,85/1444	15,74/400	85,51/2172	15,31/389	13,34/339	3,58/91	11,25/286	1.57 x 0.27/40 x 7	333/450
30"/750	26,37/670	4,60/117	33,15/842	12,60/320	24,57/624	34,76/883	70,03/1779	19,68/500	111,49/2832	16,92/430	14,37/365	4,61/117	11,93/303	1.97 x 0.31/50 x 8	407/550
36"/900	31,88/810	4,60/117	38,19/970	12,60/320	30,67/779	41,18/1046	80,11/2035	19,68/500	121,26/3080	16,92/430	14,37/365	4,61/117	11,93/303	2.36 x 0.35/60 x 9	627/850

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MODEL



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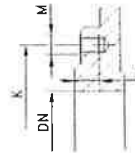
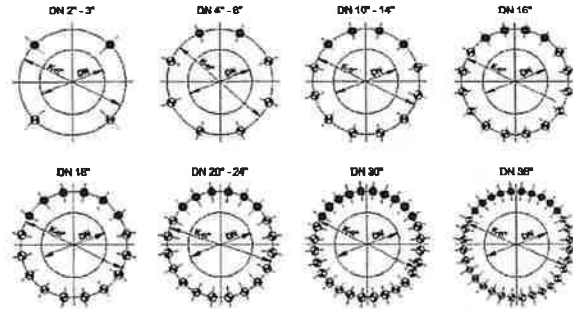
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FLANGE AND BOLTING DETAILS



ANSI B16.5 / B16.47, class 150

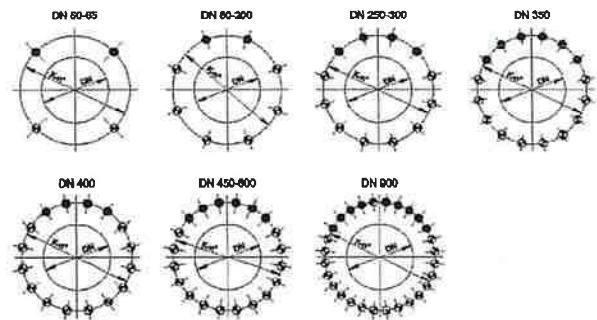
DN	K	n°	M	T	 
2"	4 3/4"	4	5/8" - 11 UNC	7/16"	2 - 2
3"	6"	4	5/8" - 11 UNC	11/32"	2 - 2
4"	7 1/2"	8	5/8" - 11 UNC	11/32"	2 - 6
5"	8 1/2"	8	3/4" - 10 UNC	3/8"	2 - 6
6"	9 1/2"	8	3/4" - 10 UNC	3/8"	2 - 6
8"	11 3/4"	8	3/4" - 10 UNC	15/32"	2 - 6
10"	14 1/4"	12	7/8" - 9 UNC	15/32"	4 - 8
12"	17"	12	7/8" - 9 UNC	15/32"	4 - 8
14"	18 3/4"	12	1" - 8 UNC	19/32"	4 - 8
16"	21 1/4"	16	1" - 8 UNC	19/32"	4 - 12
18"	22 3/4"	16	1 1/8" - 7 UNC	19/32"	6 - 10
20"	25"	20	1 1/8" - 7 UNC	7/8"	6 - 14
24"	29 1/2"	20	1 1/4" - 7 UNC	7/8"	6 - 14
30"	36"	28	1 1/4" - 7 UNC	1 1/4"	10 - 18
36"	42 3/4"	32	1 1/2" - 6 UNC	1 1/4"	10 - 22



 BLIND TAPPED HOLES  
 TAPPED THROUGH

EN 1092-2 PN10

DN	K	n°	M	T	 
50	125	4	M-16	11	2 - 2
80	160	8	M-16	9	2 - 6
100	180	8	M-16	9	2 - 6
125	210	8	M-16	10	2 - 6
150	240	8	M-20	10	2 - 6
200	295	8	M-20	12	2 - 6
250	350	12	M-20	12	4 - 8
300	400	12	M-20	12	4 - 8
350	460	16	M-20	15	6 - 10
400	515	16	M-24	15	6 - 12
450	565	20	M-24	15	6 - 14
500	620	20	M-24	22	6 - 14
600	725	20	M-27	22	6 - 14
900	1050	28	M-30	32	10 - 18





**customerservice**

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**From:** Mike Harris  
**Sent:** Monday, September 11, 2023 9:36 AM  
**To:** customerservice  
**Subject:** Fw: fm valve qoutes

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**From:** Gary Hannon <grhannon@yahoo.com>  
**Sent:** Friday, September 8, 2023 4:08 PM  
**To:** Mike Harris <mike.harris@applecanyonlake.org>  
**Subject:** fm valve qoutes

Brandmeier in Pearl City can not do