



Higgins Lake Property Owners Association

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President:	Brad Gibson	Directors:	Bob Hoffman
Vice President:	Charlene Cornell	David Batchelor	Bob McKellar
Secretary:	Herb Weatherly	Bill Case	Jim Vondale
Treasurer:	Chuck Brick	Ken Dennings	Dianne Wagner

Higgins Lake Property Owners Association

Board Meeting Minutes

August 15, 2016

The meeting was called to order by President Brad Gibson at 9:03 A.M.

Board Members Present:

Brad Gibson, Herb Weatherly, Chuck Brick, Bob McKellar, Dianne Wagner, Charlene Cornell, Ken Dennings and Dave Batchelor. Jim Vondale was present by phone. Bob Hoffman and Bill Case were absent.

Agenda: Jim asked to include a discussion and vote on the three at-large members needed for the Riparian Committee. Dave asked to add the Starry Stonewort invasive species report to the Environmental Committee portion of the meeting.

President's Comments: Brad said these two topics would be included in the Riparian and Environmental Committee sections.

Minutes: For the July 11, 2016 minutes, Bob McKellar pointed out the need to change our post card recommendations candidate to two, where we show three listed. Herb Weatherly accepted this change and it was seconded by Bob McKellar. All ayes, no opposition, motion passed. For the July 16, 2016 special meeting minutes for election of new officers, it was moved by Ken Dennings to approve and seconded by Charlene Cornell. All ayes, no opposition, motion passed.

Committee Reports:

Secretary/Office: Herb stated there was nothing new since his previous email to the Board.

Herb did say that he had received an email from Pat Springstead. After Board discussion, Herb was advised to forward this email to our attorney.

Herb mentioned there is a Windows 10 class this fall at the Roscommon Village Hall. He suggested this 6 week course for our new administrative assistant, Kathleen. The cost is \$96.00. Further, Herb spoke of a Dell service for computer problems, at a cost of \$240.00 for the first year, followed by annual costs of

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\$140.00 per year. A motion was made by Bob to accept both of these proposals and was seconded by Dave. All ayes, no opposition, motion passed.

Last, Herb spoke of our liability insurance which is up for renewal this fall. It was agreed that Herb and Bob will meet with Gaylor Insurance.

Treasurer's Report: Chuck presented the financial statements through July 31, 2016, of which there were no questions.

Chuck discussed the HLPOA lease with the State of Michigan regarding the operation and maintenance of the boat washing station at North Higgins Lake State Park. The original lease ran from 2008 through 2013. The current lease runs from 2013 through 2018. Chuck mentioned problems associated with the boat wash, such as it is off-site, timers stick, pump motors run constantly and there is no one to manage it. In addition, we do not have any records of how many people are using this facility. Dave said that with the invasive species threat, perhaps boats could be stickered for DNR approval, prior to launching. Ken said the pros and cons need to be weighed and perhaps the HLF could get involved in discussions with us and the DNR. Charlene added it is worth investigating. It was agreed that Chuck will meet with the DNR, along with Jim and Dave.

Chuck then discussed the Roscommon County Community Foundation (RCCF) request, to become an ambassador member. The cost is \$500.00, we were a member in 2014 and Chuck asked if we wanted to continue. It was agreed that Chuck will pursue another avenue to partner with this foundation at a lower cost.

Last, Chuck mentioned that the HLPOA received a \$1,000.00 check from the Glen Lake Association, for the SICON program. A check was made payable to HLSIO and co-signed by Bob, which Ken will deposit to SICON.

Membership/Communication: Charlene said that she will be emailing our Board a list of members needing directories so that we can hand deliver them. A second list will be emailed showing those who were members in 2015, but have not joined in 2016, so the Board can contact them to rejoin.

Dianne spoke of our logo, which the artwork was originally done by Sally Voorheis, an HLPOA member. It was suggested that our logo could use an "update", which Sally is happy to assist us for free. Ken mentioned that Sally has been a strong supporter of HLPOA. Chuck suggested to create 3 or 4 designs and the Board would choose the best. Dave asked if it could include what our initials stand for. Bob stated it may be important to copyright our logo.

Dianne also noted that we will need to print new membership envelopes for 2017, as we don't have many left. She drafted a new example to better emphasize the voting/non-voting portion and Board members made additional suggestions.

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Dianne also asked about surveying our members, to see where their interests are. Dave said many join for environmental reasons, while Charlene added many join for riparian concerns. Chuck asked what is our long range (5 - 10 years) plan and Brad stated we should meet in a separate meeting to develop a new plan.

Riparian Committee: In regards to AmVets, Jim reported that a permit was granted by the DEQ over our objections. It was recommended by counsel that the HLPOA and affected riparians file both an administrative appeal of the DEQ's action granting the permit and a separate civil action in the Roscommon Circuit Court based on violation of the local zoning ordinance. After discussion, it was agreed the affected riparians needed to share in the cost of the AmVets actions and Jim will negotiate an agreement and bring it back to the board. The board then discussed various enforcement issues affecting riparians around the lake, particularly in Lyon Township. It was agreed to work to schedule a meeting with Lyon Township, the County Sheriff and the County Prosecutor to discuss AmVets and the various enforcement issues. Jim noted there has already been considerable discussion between the board, riparians and Lyon Township about AmVets and various enforcement issues.

Dave discussed various environmental aspects of the DEQ permit and noted this is an important issue, which could trigger a study on boat usage vs. lake capacity, showing boat traffic and boat pollutants.

Last, Jim asked for approval, in accordance with our by-laws, for the addition of three additional at-large members for the Riparian Committee. Herb moved this motion, which was seconded by Charlene. All ayes, no opposition, motion passed.

Environmental Committee: Dave reviewed 3 detailed reports: Algae and Water Chemistry Sampling Project for 2016, Algal Cell Density and Community Structure, and Starry Stonewort.

In regards to the Starry Stonewort report, Dave said this is an invasive species alert to identify and report from. Ken asked what happens if it is reported? Dave said it is up to DEQ investigation and this is a common issue for Higgins Lake, Houghton Lake and St. Helen.

Dave suggested to set up communications with Dave Udy, regarding erosion control and environmental education. Dave would like to put together an erosion control study and meet with someone he knows to show alternatives in controlling erosion. At an environmental education conference, Dave suggests bringing a representative from SICON and Dr. Rex Lowe, to make awareness of issues that affect the lake.

After Dave explained the other 2 algae reports, Chuck thanked Dave for giving us an understanding of these detailed studies. Chuck added that both the riparian and environmental committees have extremely hard tasks and we are appreciative of the committee chair persons' membership and involvement. Dave thanked Chuck, adding there is strength in everyone's diversity to work as a team. He added that the committees are not separate, as we need both to get the message out and be pro-active.

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Dave has investigated further environmental studies, which he recommends. The board discussed various options.

PAC COMMITTEE: Brad recapped election results, where 3 of our 4 recommended candidates were elected.

Brad asked PAC members to stay after the next meeting, as a similar process will need to be done for the November election.

Brad identified a company to help the PAC complete the quarterly MERTS filings which is a complex and difficult system to use.

Swimmer's Itch Committee: Ken shared that 100 tickets have been sold so far for the HLSIO fund raiser on August 25, 2016 and we need to promote this event!

Jim said he is waiting for the final 2016 report from SICON. The snail infection rate and anecdotal reports both show a significant reduction of swimmer's itch on Higgins Lake from the SICON program in 2016. The reduction was greater in Lyon Township than Gerrish Township. He also stated that the Michigan Attorney General Report summarizing HLSIO financials showed 98% of 2015 donations to HLSIO were used for program related costs, with 2% used for expenses. This is an extremely favorable percentage and much more favorable than most charitable organizations that spend 25% to 50% on expenses. This is due to volunteer contributions for a range of activities. Ken suggested to take this opportunity to provide a report on this news to donors.

Jim discussed the August 24 MSIP meeting at Leelanau Center For Education in Glen Arbor, which has an extensive agenda. The board discussed various aspects of the HLSIO program.

Local Government: Herb had nothing new to report.

Ongoing Business: A discussion was held on the two pending lawsuits.

The board discussed the draft of the MSU/U of M study. It was agreed the HLPOA would work with other organizations around the lake to review the study once it is finalized.

The board received an additional set of questions from a student at Hamilton College regarding lake levels. The board is working on a response to these additional questions.

New Business:

Chuck will contact VIP Marketing, in regards to potential website alterations. If the website is slightly redesigned to make it "device driven", it will be more readable in its entirety regardless of the device used to access the website. The possibility for online payment was also discussed. Dave added that with any alterations, to also simplify the website wherever possible.

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Brad suggested a 1/2 day session to address a communication plan of our vision and long-term plan, adding we could bring in a facilitator. Ken agreed that would be very constructive and Brad will check into this.

Kathleen thanked Bob and his son for setting up an external device to back-up our computer. She also suggested the possibility of a 2-year membership option to save administrative and office costs. Another suggestion was to have a raffle to raise money for various programs needed.

Adjournment: A motion was made by Dave to adjourn the meeting, which was seconded by Herb. Meeting adjourned at 1:09 P.M. **Next meeting will be on September 19, 2016 at 9:00 A.M.**

**HIGGINS LAKE PROPERTY OWNERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2016**

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 15,535
Total Current Assets	<u>15,535</u>

Other Assets

Certificates of Deposit	20,356
Prepaid Rent	-
Restricted Cash	2,897
Total Other Assets	<u>23,253</u>

Total Assets	<u><u>\$ 38,788</u></u>
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LIABILITIES

Current Liabilities

Accounts Payable	\$ -
Accrued Payroll and Withholdings Payable	680
Accrued Expenses	-
Unearned Revenue	-
Total Current Liabilities	<u>680</u>

Total Liabilities	680
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NET ASSETS

Unrestricted :	
Unrestricted	27,636
Temporarily Restricted	10,472
Permanently Restricted	-
Total Net Assets	<u>38,108</u>

Total Liabilities and Net Assets	<u><u>\$ 38,788</u></u>
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Higgins Lake Property Owners Association

Eight Months Ending August 31, 2016

			<u>Actual</u>	<u>Annual Budget</u>	<u>Variance Fav/(Unfav)</u>
REVENUES:					
Membership Dues	493	Members	\$ 36,975	\$ 39,375	\$ (2,400)
Other (General)			\$ 2,620	\$ 4,500	\$ (1,880)
Legal Fund Donatioins			\$ 2,268	\$ 6,000	\$ (3,732)
Interest on Savings & CD's			\$ 1.00	\$ 40	\$ (39)
MSIP Contributions			\$ -	\$ 1,000	\$ (1,000)
Directory Advertising			\$ 5,225	\$ 3,500	\$ 1,725
TOTAL REVENUE			<u>\$ 47,089</u>	<u>\$ 54,415</u>	<u>\$ (7,326)</u>
OPERATING EXPENSES					
Office			\$ 4,006	\$ 6,436	\$ 2,430
Payroll			\$ 5,575	\$ 7,800	\$ 2,225
Other Administrative			\$ 12,546	\$ 11,000	\$ (1,546)
Lobbyist			\$ 17,000	\$ 21,000	\$ 4,000
Water Quality Study			\$ 2,600	\$ 2,600	\$ -
Miscellaneous Expense			\$ 1,815	\$ 500	\$ (1,315)
Satisfaction of Legal Costs			\$ 11,497	\$ 5,000	\$ (6,497)
ORGANIZATIONAL SUPPORT			<u>\$ 710</u>	<u>\$ 740</u>	<u>\$ 30</u>
TOTAL EXPENSE			<u>\$ 55,749</u>	<u>\$ 55,076</u>	<u>\$ (673)</u>
NET INCOME			<u>\$ (8,660)</u>	<u>\$ (661)</u>	<u>\$ (7,999)</u>

10:10 AM

09/05/16

Higgins Lake Property Owners Assoc.
Statement of Cash Flows
January through August 2016

	<u>Jan - Aug 16</u>
OPERATING ACTIVITIES	
Net Income	-8,659.80
Adjustments to reconcile Net Income to net cash provided by operations:	
Cash:Checking Account	8,220.33
Cash:Petty Cash	-82.20
Cash:Savings Account	-2,030.59
Certificates of Deposit	20,365.00
Legal Account:Restricted Cash	-2,896.83
Accounts Payable	-1,012.57
Accrued Rent	-395.00
Payroll Taxes Payable:Federal Payroll Taxes	11.10
Payroll Taxes Payable:State Taxes Withheld	-123.41
Payroll Taxes Payable:SUTA Payable	33.59
Payroll Taxes Payable:Workers Comp Payable	145.38
Prepaid Membership Dues	-13,350.00
Net cash provided by Operating Activities	<u>225.00</u>
FINANCING ACTIVITIES	
Net Assets:Temporarily Restricted Net Asse	820.50
Net Assets:Undesignated	-820.50
Unrestricted Net Assets	-225.00
Net cash provided by Financing Activities	<u>-225.00</u>
Net cash increase for period	<u>0.00</u>
Cash at end of period	<u><u>0.00</u></u>