



Higgins Lake Property Owners AssociationSM

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President: Charlene Cornell, **Vice Pres:** Brad Gibson, **Secretary:** Herb Weatherly, **Treasurer:** Greg Semack
Directors: Wayne Brooks, Bruce Carleton, Bob Hoffman, Bob McKellar, Fred Swinehart, Jim Vondale, Dianne Wagner

Higgins Lake Property Owners Association

Board Meeting Minutes

February 19, 2018

The meeting was called to order by President Charlene Cornell at 9:00 A.M.

Board Members Present: Charlene Cornell, Brad Gibson, Herb Weatherly, Greg Semack, Bob McKellar, Wayne Brooks and Fred Swinehart. Jim Vondale and Dianne Wagner were present by phone. Bob Hoffman was absent.

President's Comments: None

January Minutes: Herb moved to accept the January 22, 2018 Minutes as written, which was seconded by Bob. All ayes, no opposition, motion passed.

Committee Reports:

Secretary/Office: Herb suggested we send a thank-you note to Linda Brick, for her volunteer efforts with our newsletters.

Treasurer's Report: The financials through January 21, 2018 were presented.

Greg noted that a compilation was discussed at the last meeting, regarding our annual work prepared by Robert F. Murray and Company; however, it is stated in our by-laws that a review is required. Therefore, a review will be requested.

Regarding our membership count, Greg informed us that we have 350 members (2018) to-date vs. 287 last year at this same time.

Last, Greg added that he plans to move forward with meeting with Higgins Lake organizations and associations, to further our membership efforts.

Membership and Communication Committee: Wayne stated that the date for our annual meeting is set for July 21, 2018 and the reservation has been made at the Roscommon High School.

Wayne has been working on soliciting ads for our 2018 Members Directory and reported that companies again have committed to ad space.

Wayne will also be sending a reminder in early Spring to 2017 members that have not yet rejoined this year.

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Charlene added that we should re-position our membership envelope on our website, so it is easier to find.

Riparian Committee: Jim noted that there is a Riparian Committee meeting this Thursday. Discussions will focus on adding riparian information to the website and working with the Roscommon County Sheriff Marine Division on speed and noise enforcement on the lake this summer.

Jim shared that he has had recent correspondence with HLPOA member Bill Isenstein, who is interested in joining the Riparian Committee. The bylaws require board approval for each board committee member. After discussion, Jim made a motion to appoint Bill to this committee, which was seconded by Brad. All ayes, no opposition, motion passed.

Environmental Committee: Regarding the water sampling program being coordinated with the Roscommon High School, Fred met with teacher Chuck Schepke, principal M.J. Ewald and superintendent Cathy Erickson. All are excited about this program and will organize it with the Junior and Senior classes, for implementation in early Spring.

Fred researched additional funding options with the USGS. While their funding must be tied in with tax supported entities, the USGS is available for consultation and technical assistance.

There was further discussion regarding the distribution of Virkon Aquatic (to prevent the spread of mud snails) and how we could get this into distribution locally.

Last, the HLPOA thanks John Ogren, a graduate of Roscommon High School, for his generous donation to the environmental fund!

PAC: Brad welcomed Greg Semack to the PAC Board.

Brad then reviewed the donations to the PAC received this year. The PAC Committee will be evaluating donations to key legislators. Brad added that the PAC will be busy this Spring with its interview process for the 2018 local election. The PAC will endorse and support those who support our vision for Higgins Lake.

HLSIO: Jim stated that all state permits for Common Merganser Control programs, including the HLPOA/HLSIO program expire this spring. HLPOA is the current permit holder for the Higgins Lake program. Over the past year, there have been numerous meetings and communications between the Michigan Swimmer's Itch Partnership and the MDNR, to develop new rules and policies for Common Merganser Control permits starting in 2018. The new DNR rules have recently been approved by the DNR and the Natural Resources Commission. The DNR has requested that 2018 permit applications be submitted by March 31. Jim added that this topic is on the agenda for the February 28 Roscommon County Commission work session. Jim is working with the HLSIO board and Ed Nellist on a request for a County Resolution which is an element of the new permit process.

Jim reviewed the various options for permits and stated the 2018 permit request will continue the focus on trap and relocation of common mergansers which is the only demonstrated effective method of removing 100% of broods from the lake and significantly reducing swimmer's itch. This method is now being employed by the five

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lakes of the MISIP. Jim also discussed the MISIP effort that will identify at least 6 new, certified common merganser relocation sites in Michigan. Like the two previous relocation sites, these sites will be inspected to ensure there are no stagnicola snails at the sites.

Herb offered any assistance Jim and Ed may need in discussions with the County Commissioners.

Local Government: Herb asked for assistance in covering the Lyon Township meetings in Dianne's absence, which Greg will attend this week.

Ongoing Business: Regarding team development, Brad prepared a manual for new Board members, which includes correspondence on HLPOA bylaws, policies, committee issues, goals, contact information, calendar and newsletters. Thank you Brad!

Bob McKellar reviewed Board member terms and who will be up for re-election at our July 21 annual meeting. He then shared that we needed to fill our current board vacancy and that HLPOA member Bruce Carleton had applied to fill that Board member vacancy. Under the bylaws, the board is required to promptly fill vacancies with a temporary appointment and Mr. Carlton would be required to run for office in July, 2018. Mr. Carlton's resume was reviewed by the board. After discussion, Fred moved to appoint Bruce to our Board, which was seconded by Bob. All ayes, no opposition, motion passed.

Charlene mentioned that the amended bylaws added a detailed process for elections to ensure transparency and fairness and that includes having candidate bio's in our annual packet for 2018 Board elections.

Brad asked for assistance in obtaining new riparian owner names, so that we can prepare new property owner packets that will provide useful information to them about the HLPOA.

New Business: In 2014, the new HLPOA board adopted a written Conflict of Interest Policy which is one of the most important policies any non-profit should have. Charlene reminded Board members they must sign the annual HLPOA written Conflict of Interest policy for 2018/2019.

Charlene would like to have a list of committee members and asked committee chairs to provide their members' names to Kathleen.

Jim discussed the fact that the current PAC bylaws contain term limits and some PAC board members are approaching the end of their terms. There are HLPOA board and non-board members of the PAC Committee. Given the importance of the position and the need for informed and experienced PAC members, Jim questioned the appropriateness of these requirements. Jim suggested that the term limits for the PAC be reviewed by the PAC board and consideration be given to amending the PAC bylaws to eliminate term limits so current PAC board members could continue to serve. There are no term limits for the HLPOA board.

Jim shared that at the request of President Charlene Cornell he is working on a written HLPOA Privacy Policy to continue to ensure the protection of the contact information of our members. Jim will have a draft for review at our next Board meeting.

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Adjournment: Brad motioned to adjourn the meeting, which was seconded by Herb. All ayes, no opposition, motion passed. The meeting adjourned at 11:25 A.M.

The next meeting will be March 19, 2018.

HIGGINS LAKE PROPERTY OWNERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
FEBRUARY 28, 2018

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 40,160
Total Current Assets	<u>40,160</u>

Other Assets

Prepaid Rent	-
Restricted Cash	9,900
Total Other Assets	<u>9,900</u>

Total Assets	<u><u>\$ 50,060</u></u>
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LIABILITIES

Current Liabilities

Accounts Payable	\$ -
Accrued Payroll and Withholdings Payable	553
Accrued Expenses	326
Prepaid Membership Dues	-
Total Current Liabilities	<u>879</u>

Total Liabilities	879
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NET ASSETS

Unrestricted :

Unrestricted	39,735
Temporarily Restricted	9,446
Permanently Restricted	-
Total Net Assets	<u>49,181</u>

Total Liabilities and Net Assets	<u><u>\$ 50,060</u></u>
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Higgins Lake Property Owners Association
2 Months Ending February 28, 2018

	Members	Dues	Temporarily			Annual Budget	Variance Fav/(Unfav)
			Unrestricted	Restricted	Total		
REVENUES:						515 Members	
Membersh	355	\$ 90	\$ 31,950	\$ -	\$ 31,950	\$ 45,000	\$ (13,050)
Legal Fund			\$ -	\$ 130	\$ 130	\$ 1,900	\$ (1,770)
AmVets Fund				\$ -	\$ -	\$ -	\$ -
Other (Gen'l/Lobbyist Fund)			\$ 215	\$ -	\$ 215	\$ 8,500	\$ (8,285)
Directory Advertising			\$ 2,717	\$ -	\$ 2,717	\$ 6,425	\$ (3,708)
Environmental Fund			\$ -	\$ 3,175	\$ 3,175	\$ 1,900	\$ 1,275
Investment Income			\$ 2	\$ -	\$ 2	\$ -	\$ 2
TOTAL REVENUE			\$ 34,884	\$ 3,305	\$ 38,189	\$ 63,725	\$ (25,536)
OPERATING EXPENSES:							
Lobbyist			\$ 2,000	\$ -	\$ 2,000	\$ 12,000	\$ (10,000)
Legal Fees Paid			\$ -	\$ -	\$ -	\$ -	\$ -
Satisfaction of Legal Costs			\$ -	\$ 719	\$ 719	\$ 4,500	\$ (3,781)
Payroll			\$ 2,138	\$ -	\$ 2,138	\$ 11,130	\$ (8,992)
Office			\$ 1,176	\$ -	\$ 1,176	\$ 9,710	\$ (8,534)
Other Administrative			\$ 679	\$ -	\$ 679	\$ 9,725	\$ (9,046)
Satisfaction of Environmental Cost			\$ -	\$ -	\$ -	\$ 4,000	\$ (4,000)
Organizational Support			\$ -	\$ -	\$ -	\$ 2,650	\$ (2,650)
Miscellaneous Expense			\$ -	\$ -	\$ -	\$ 2,185	\$ (2,185)
TOTAL EXPENSE			\$ 5,993	\$ 719	\$ 6,712	\$ 55,900	\$ (49,188)
CHANGE IN NET ASSETS			\$ 28,891	\$ 2,586	\$ 31,477	\$ 7,825	\$ 23,652