Lake Manitou - RASIC Chart Ver 2.5
12/23/2004 20:58

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		President	Vice President	Treasurer	Secretary	Board of Directors	Structural Control Committee	Employment Committee	Chemical Management Committee	Enforcement Officer	Public Relations Comm.	Special Projects Comm.	Social Committee	Summer Employment Help	Other	Comments	Timing: Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Calling Lake Board Meetings	R																x	x	x	x	x		x	x	x	x	x
2	Calling Lake Membership Meetings - 3 weeks notice	R															x						x					
3	Reproduction of the meeting agenda	R															x	x	x	x	x	x	x	x	x	x	x	x
4	Distribution of the meeting agenda	R															x	x	x	x	x	x	x	x	x	x	x	x
5	Managing the meeting agenda	R																										
6	Contracting with the Insurance Agency for General Officers' Liability	R	A	A	A	A										Include in annual budget - Jerry McCoy / Marvin Okun Agency				x								
7	Contracting with the Insurance Agency for General Liability	R	A	A	A	A										Include in annual budget - Jerry McCoy / Marvin Okun Agency				x								
8	Contracting with the Insurance Agency for Workers Compensation	R	A	A	A	A										Include in annual budget - Jerry McCoy / Marvin Okun Agency				x								
9	Working with ADP for payroll & taxes	I	R	I		I														x								
10	Paying the Property Taxes	R		I		A											x											
11	Installing the Dam Boards in Spring	R																			x							
12	Removing the Dam Boards in Fall	R																							x	x		
13	Chemical Application on the Lake								R						S	Jerry Meyer - train Summer help to do this					x	x	x	x				
14	Maintenance of the Weed Cutter											R			S	Gene Spence					x	x	x					
15	Maintenance of the Truck													R		Gene Spence					x	x	x	x				
16	Maintenance of the Brush Cutter													R		Jerry Meyer					x	x	x	x				
17	Maintenance of the Pontoon / Sprayer													R		Gene Spence					x	x	x	x				
18	Wrapping / Storage of the Weed Cutter	I										R				Jerry Meyer									x			
19	Storage of the Truck							R						S												x		
20	Storage of the Brush Cutter							R						S											x	x		
21	Winterizing / Storage of the Pontoon & Sprayer	I	I	I	I	I						R				Jerry Meyer and Summer Help									x	x		
22	Perform weed cutting Lake / Shore											R			S	Summer help will do the weed cutting					x	x	x	x	x			
23	Monitoring of hours worked by the contractors for weed cutting	I										R									x	x	x	x	x			
24	Participation in the By-Laws Committee	S																										
25	Interface to the Lake Legal Council	R	C																									
26	Filing Liens on the past due Association dues	R		S											S	Wendy Ross supports this process					x							
27	Enforcement of the Lake Restrictions	S	S	S	S	S	S			R																		
28	Duck/Goose hunter training and approval	I								R						Dave Acton								x	x	x		
29	MLSA Participation	S													R	Regional and Annual meeting - get Board Volunteer			x									
30	Filing of the non-Profit paperwork	R			S																						x	
31	Renewing the CD with the Bank	I		R																						x		
32	Review the Dual Signature on the CD	R		R																				x				
33	Maintaining the Lake Checking Book	I	I	R	I	I											x	x	x	x	x	x	x	x	x	x	x	x
34	Recording action items, vote results, and major discussion points from all lake meetings	A	A	A	R	A											x	x	x	x	x	x	x	x	x	x	x	x
35	Reproduction of the minutes				R												x	x	x	x	x	x	x	x	x	x	x	x
36	Distribution of the minutes				R										S	Lloyd Sutliff distributes to those on lake	x	x	x	x	x	x	x	x	x	x	x	x
37	Maintenance of the Special Record				R											As rules and restrictions are established or changed												
38	Maintenance of the past Lake Minutes				R											On-going												
39	Maintenance of the Dam/Spillway	R										C			S	Summer Help - Complete outstanding items in the file with Jerry Meyer's oversight							x					
40	Formal Dam Inspection	R														Due by 12/31/2006					x							
41	Submission of Chemical application license	I							R							Send to DEQ			x									
42	Monitoring of Chemicals used during the year								R			R				Jerry Meyer					x	x	x	x				
43	Submit Chemical usage report to DEQ	I							R			S				Jerry Meyer provides chemical consumption numbers									x			
44	Procurement of the Chemicals for the Lake								R							Jerry Meyer - Supplier is Cygnet Enterprise				x								
45	Managing the Chemical Treatment of the Lake											R			S	Jerry Meyer - train Summer help to do this					x	x	x	x	x			
46	Take the Seki Disk Readings - every 2 weeks	I										R			S	Jerry Meyer - train Summer help to do this					x	x	x	x	x			
47	Sending the Seki Disk Results to MLSA							R																x				

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48	Taking the Water Phosphorous samples	I						I							R	Lloyd Sutliff				x								
49	Sending Water Phosphorous samples	I						I							R	Lloyd Sutliff				x								
50	Taking the E-coli water samples	I						I							R	Jim Forsythe				x	x	x	x					
51	Sending the E-coli water samples	I						I							R	Jim Forsythe				x	x	x	x					
52	Stickering of the Lake Resident's watercraft	R	R												R	"Other" is Summer Help as trained				x	x	x	x	x				
53	Installing the aerators in the Spring	I	I	I	I	I									R	Ted Cross & Summer Help					x							
54	Removing the aerators in the Fall	I	I	I	I	I									R	Ted Cross & Summer Help									x			
55	File Annual Report for the State of Michigan	R														Submit before 10/1								x				
56	Re-authorize payment for the bond - Treasurer	R		S												Due in October								x				
57	Generate Budget for the year	R	A	S	A	A											x											
58	Send out yearly Dues statements	I		R																x								
59	Send letter to the Drain Comm. requesting cleaning the Silt Trap on Waugh Road	R														Jim Forsythe							x					
60	Distribution of Armbands for Winter fishing	R															x	x									x	x
61	Procurement of new Armbands when needed	R														Need budget for this if low on bands									x			
62	Creation of Committees for special work	R	A	A	A	A										As needed												
63	Publish Lake Directory (Phone books)	R																						x				
64	Distribute Welcome Packets to new Residents	I				I				R						As needed												
65	Organizing Lake Garage Sale	A	A	A	A	A				R						Mary Jo Forsythe - Budget item				x								
66	Organizing and calling Residents for Social Events	A	A	A	A	A						R				Carolyn Espich & Marylou Cross												
67	Sending Flowers to Lake Residents funerals	R				I						R				As needed												
68	Island maintenance	I									C				R	Train Summer help to monitor and perform				x	x	x	x					
69	Combining properties - Signature on Document	R	I	I	I	I										As Needed												
70	Combining properties - Filing Document w/Court	S	I	R	I	I										As Needed												
71	Placement of Lake Safety Buoys	I	I	I	I	I								R		Summer Help				x								
72	Removal, & Storage of Lake Safety Buoys	I	I	I	I	I								R		Summer Help									x			
73	Placement of Slalom Course Buoys														R	Not assigned - DEQ permit received for the buoys				x								
74	Removal, & Storage of Slalom Course Buoys														R	Not assigned - no DEQ permit for the buoys									x			
75	Prepare and Submit the Corporate Tax statement	A	A	R											I	Outside Financial Consultants	x											
76	Installation of the Weedcutter and pontoon	I	I	I	I	I					R				S	Jerry Meyer & Summer Help				x								
77	Removal of the Weedcutter and pontoon	I	I	I	I	I					R				S	Jerry Meyer & Summer Help								x	x			
78	Update Seasonal Log of Dam and Spillway changes / Status		R													Jerry Meyer								x				
79	Apply brush killer and spray for weeds in spillway						R							S	S	Lloyd Sutilff								x				
80	Observe and monitor spillway area for seepage		R													Jerry Meyer			x	x	x	x	x	x	x	x		
81	Monitor spillway for erosion and remove shrubs		R											S		Jerry Meyer								x				
82	Update Operations & Maintenance Plan	S	R													Jim Forsythe & Jerry Meyer		x										
83	Monitor area under spillway concrete slabs for erosion		R													Note: Area has a lot of poison ivy												
84	Develop Agenda for the Winter Meeting	R	S	S	S	S										Winter Meeting is 1st Saturday in Dec.										x		
84	Send out Winter Meeting notice by Mail to all residents - 2 weeks before meeting	S	I	I	I	I						R				Winter Meeting is 1st Saturday in Dec. - Notice must be sent by Nov 14th.									x	x		
84	Develop Agenda for the Summer Meeting	R	S	S	S	S										Summer Meeting is 3rd Sunday in July (7/21/02)					x							
84	Send out Summer Meeting notice by Mail to all residents - 2 weeks before meeting	S	I	I	I	I						R				Summer Meeting is 3rd Sunday in July - Notice must be sent by July 2					x	x						
85	Send note to Weighmaster with schedule of Waste Management Trucks in the subdivison	R	S	I	I	I										Not needed if Waste Management is no longer picking up in the LM sudivisions			x	x								
86	Determine if we want to adopt our own spring road weight restrictions	R	S	I	I	I									S	Would have to engage our Board, Township, then County - Other is Buz Howes									x			
87	Training on Weedcutter operation	I	I	I	I	I		R								Train Summer Help on proper operation of the weedcutter				x								

RASIC Change Control Log

Chg. Number	Date	Change Description
0.1	07/11/1998	Draft Distribution
0.2	08/09/1998	Added 69, 70, 71, 72, 73, 74; modified 68, 32
0.3	01/10/1999	Changed #57 (Budget) to January, added #75 Submission of Taxes
1.0	03/13/1999	Changed lines 10, 30, 44, & 59
2.0	03/27/1999	Changed lines 18, 21, 22, 31, 36, 11, 43, 61, 53, 54, 56, 57, 64, 65, 67,69, 70, 73 - added lines 76 & 77
2.1	11/11/2001	Added Employment Committee, Chemical Management Committee, added 78-83 for spillway and Dam maintenance, Changed ownership of several items, added planning and notification timing for Summer and Winter meetings
2.2	06/02/02	Changed some typos, Modified 53 - moved to June
2.3	02/09/03	Changed 71, 72 from Kent Doerner to Summer Help, #28 from Kent Doerner to Dave Acton
2.4	05/22/03	Added 85, 86
2.5	04/15/04	Added 87