



Lake Manitou Association

Process & Procedure Documentation

Process & Procedure Maintenance

Process 3	The electronic version of this document is controlled; all other versions are uncontrolled (for reference only)	
Process Owner:	Date Approved:	Version Number:
Lake Manitou President	05/21/2006	1.1

1. OBJECTIVE/PURPOSE:

The purpose of the Process and Procedures Maintenance process is to provide a collection of the currently approved processes and procedures used to support Lake Manitou and its community.

2. RESPONSIBILITIES:

Lake Manitou President – Maintains the process & procedure documentation and index, characterizes the proposed change as major or minor; approves, rejects, tables, or refers the change to the Lake Manito Board. The process or procedure owner, the Lake Manitou Board, Lake Manitou Association members, or other process or procedure owners may recommend minor process or procedure changes.

Process or Procedure Owner – Proposes recommendations to update the process or procedure based on changes in current practices, changes in technology, changes in resource availability, environmental considerations, legal decisions, practical experience, or changes resulting from other supporting processes.

Lake Manitou Board – responsible to review and either approve, reject, table, or request rework of the initial publication of a process, proposed major changes to the Process or Procedure, or the elimination of obsolete Process and Procedure documentation.

Secretary – responsible to record Process and Procedure creation, deletion, or change decisions in the minutes of the next regularly scheduled Lake Manitou Board meeting following the decision.

3. DEFINITIONS:

Minor change – process, procedure, or document change that does not affect the safe operation of the process, does not add substantial cost to operate the process, does not decrease the safety of the person operating the process, or is administrative in nature (spelling, grammar, capitalization, etc.)

Major change – process, procedure, or document change that substantially affects the way the process is designed or executed, that may reduce the safety of the operation or the operator, that may increase the risk of equipment or property damage, that may drive substantial change in the cost of operating the process, that changes the responsibility or ownership of the process or procedure, or that negatively affects a supporting process/procedure or dependant process/procedure.

Note: It is never acceptable to approve a process or procedure that knowingly violates Federal, State, or Local Governmental laws, rules, statues, or regulations. If such a process has been approved, the Board or President will act to immediately change the process if such change can be demonstrated to be in legal compliance and does not materially change the intent or execution of the original process or procedure. The change will follow the approval guidelines as indicated above. If such change is not possible, the offending process or procedure will be suspended immediately and must be addressed at the next regularly scheduled Lake Manitou Board meeting.

4. PROCEDURE / DESCRIPTION:

The following chart is the master list of Process and Procedures used to support Lake Manitou and its surrounding community. Changes to individual processes require a document version change on the changed process and on this master list



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Process #	Process / Procedure Name
1.0	Calling Lake Meetings
	· Calling Lake Board Meetings
	· Calling Lake Membership Meetings
	· Reproduction of the meeting agenda
	· Distribution of the meeting agenda
	· Managing the meeting agenda
	· Developing the Agenda for the Winter Meeting
	· Sending out Winter Meeting notice by Mail to all residents
	· Developing the Agenda for the Summer Meeting
	· Sending out Summer Meeting notice by Mail to all residents
	· Recording action items, vote results, and major discussion points from all lake meetings
	· Reproduction of the minutes
	· Distribution of the minutes
2.0	Lake Association Equipment Usage
	· Maintenance of the Weed Cutter
	· Maintenance of the Truck
	· Maintenance of the Brush Cutter
	· Maintenance of the Pontoon / Sprayer
	· Wrapping / Storage of the Weed Cutter
	· Storage of the Truck
	· Storage of the Brush Cutter
	· Winterizing / Storage of the Pontoon & Sprayer
	· Installation of the Weedcutter and pontoon
	· Removal of the Weedcutter and pontoon
3.0	Process & Procedure Maintenance
4.0	Water Quality Management
	· Take the Seki Disk Readings - every 2 weeks
	· Sending the Seki Disk Results to MLSA
	· Taking the Water Phosphorous samples
	· Sending Water Phosphorous samples
	· Taking the E-coli water samples
	· Sending the E-coli water samples
	· Letter to the Drain Comm. requesting cleaning the Silt Trap
	· Installing the aerators in the Spring
	· Removing the aerators in the Fall
5.0	Dam/Spillway Operations and Maintenance Plan & Emergency Response Plan
	· Update Seasonal Log of Dam and Spillway changes / Status
	· Observing and monitoring the spillway area for seepage
	· Updating the Operations & Maintenance Plan
	· Monitor area under spillway concrete slabs for erosion
	· Maintenance of the Dam/Spillway
	· Installing the Dam Boards in Spring
	· Removing the Dam Boards in Fall
	· Formal Dam Inspection
	· Apply brush killer and spray for weeds in spillway
	· Monitoring the spillway for erosion and shrub maintenance
6.0	Weed Control
	· Submission of Chemical application license
	· Chemical Application on the Lake
	· Perform weed cutting Lake / Shore
	· Monitoring of Chemicals used during the year
	· Submit Chemical usage report to DEQ
	· Procurement of the Chemicals for the Lake
	· Managing the Chemical Treatment of the Lake
7.0	Administrative
	· Contracting with the Insurance Agency for General Officers' Liability



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	· Contracting with the Insurance Agency for General Liability
	· Contracting with the Insurance Agency for Workers Compensation
	· Working with ADP for payroll & taxes
	· Paying the Property Taxes
	· Monitoring of hours worked by the contractors for weed cutting
	· Filing Liens for past-due Association dues
	· Filing of the non-Profit paperwork
	· Renewing the CD with the Bank
	· Review the Dual Signature on the CD
	· Maintaining the Lake Checking Book
	· Maintenance of the Special Record
	· Maintenance of the past Lake minutes
	· File Annual Report for the State of Michigan
	· Re-authorize payment for the Treasurer bond
	· Generate Budget for the year
	· Send out yearly dues statements
	· Creation of Committees for special work
	· Combining properties - Signature on Document
	· Combining properties - Filing Document w/Court
	· Prepare and submit the Corporate Tax statement
8.0	Community
	· Enforcement of the Lake Restrictions
	· Duck/Goose hunter training and approval
	· MLSA Participation
	· Sticker of the Lake Resident's watercraft and snowmobiles
	· Distribution of armbands for winter fishing
	· Procurement of new armbands when needed
	· Publish Lake Directory (Phone books)
	· Distribute Welcome Packets to new members
	· Organizing Lake garage sale
	· Organizing and calling members for social events
	· Sending flowers to Lake members funerals
	· Island maintenance
	· Placement of Lake safety buoys
	· Removal & storage of Lake safety buoys
	· Placement of slalom course buoys
	· Removal & storage of slalom course buoys
9.0	Equipment Operation
	· Safe Operation of the Weedcutter
	· Safe Operation of the Sprayer
	· Safe Operation of the Dump Truck
	· Safe Operation of the Weed trimmer

5. REQUIREMENTS / NOTIFICATION:

Changes must be submitted in writing to the Lake Manitou President and can either use the formal change control process and form or be in the form of a written request or confirmed email.

6. REFERENCES, SUPPORTING PROCESSES, AND TOOLS:

- Change Control Form
- Lake Manitou Meeting Minutes

7. KEY CRITICAL SUCCESS FACTORS:

- Process owner engagement and involvement



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- Adequate review of the safety aspects and potential risks of the change
- Lake Manitou Board understanding of the process/procedure and proposed change(s)

8. CHANGE CONTROL:

Version	Changed By	Date	Description
1.1	J. Forsythe	05/21/2006	Updated list of Processes showing logical groupings
1.0	J. Forsythe	03/10/2002	Initial Release