



# Lake Manitou Association

## Process & Procedure Documentation

### Community Processes

<b>Process 8</b>	The electronic version of this document is controlled; all other versions are uncontrolled (reference only)	
Process Owner:	Date Approved:	Version Number:
Lake Manitou President	06/11/06	1.2

#### 1. OBJECTIVE/PURPOSE:

The purpose of the Community set of processes is to enhance the standing of the Lake Manitou Association members and Lake Manitou area in the Shiawassee County community for the benefit and safety of the Association members.

The processes listed are essentially stand-alone activities, however all have a common denominator in that they have an impact on our community or the safety of our members.

#### 2. RESPONSIBILITIES:

**Enforcement Committee Chairperson** – Responsible for conducting training on legal locations on the lake for Duck/Goose hunting and stickering of watercraft.

**Lake Manitou President** – Lake Manitou Officer responsible for ensuring the Lake Directory is updated, social events are planned, and arm bands are available and distributed.

**Public Relations (Welcoming) Committee** – Committee responsible for the distribution of welcoming packets and for the organization of the annual garage sale.

**Social Committee** – Committee responsible to distribute the notice of the date and time for the summer and winter meeting by mail, coordinate the summer and winter meeting events, arrange for facilities and transportation if the meeting is physically on the lake, and for calling the Association Membership to determine who will be in attendance and/or their meal preferences

**Lake Manitou Board** – responsible to set and approve the agenda prior to the summer and winter meetings.

**Treasurer** – responsible for sending of flowers on behalf of the Lake Association.

**Employment Committee Chairperson** – responsible to direct the maintenance activities for the island and monument area and for coordination of the safety buoy installation and removal.

#### 3. DEFINITIONS:

**By-Laws** – the document that governs the incorporation of the association, the operation of the association, roles, responsibilities, committees, and overall management of the association.

**Amended Restrictions** – the document that is concerned with specific architectural and aesthetic elements of construction and provides rules and restrictions regarding behavior and acceptable use in an up-scale residential neighborhood environment.

**Special Record** – a record of specific rules approved by the Lake Manitou Board of Directors pursuant to the provision provided in the Lake Manitou Association By-Laws.

#### 4. PROCEDURE / DESCRIPTION:

The various processes descriptions will outline the major points of each activity and any known safety concerns. During the execution of these processes, changes will naturally occur based on the circumstances, skill of the person executing the process, availability of materials or information, or changes due to unforeseen or undocumented events. Changes that improve the effectiveness, efficiency, adaptability, or results of these processes should be documented for the next iteration of the process.



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**The following processes are contained in this document:**

- Enforcement of the By-Laws, Special Record, and Amended Restrictions
- Duck/Goose Hunter Training
- MLSA Participation
- Stickers of the Lake Resident's Watercraft And Snowmobiles
- Distribution and Enforcement of Armbands for Winter Fishing
- Procurement of New Arm Bands
- Publishing the Lake Directory (Phone books)
- Distribution of Welcome Packets to New Members
- Organizing The Lake Manitou Garage Sale
- Organizing And Calling Members For Social Events
- Sending Flowers to Lake Member's Funeral
- Island and Monument Maintenance
- Placement, Removal, and Storage of Lake Safety Buoys
- Placement and Removal of Slalom Course Buoys
- Fish Matching

**Enforcement of the By-Laws, Special Record, and Amended Restrictions:** In addition to restrictions specifically described in our By-Laws and Amended Restrictions, the By-Laws also provides for the creation of other rules by our Board of Directors.

We have two general classes of rules passed by our Board:

1. Structural control rules that relate to the review of new construction or exterior improvements that members may make to their properties and the standards for those improvements, and
2. General rules that regulate other behavior.

These rules are recorded in the Special Record. Changes to the By-Laws or Amended Restrictions require a vote by the entire membership and need 66% approval to change the By-Laws and 70% approval to change the Amended Restrictions.

**Why have rules?** Most of us would like to believe that we can live without rules—and we can, mostly. However, over time, it becomes apparent that sub-division living is vulnerable to certain kinds of problems, some of which could seriously affect the quality of life and the value of our investments. A carefully crafted set of rules, tuned to the needs of our community and without being overly burdensome, is necessary to prevent problems as well as to resolve them.

Most of the value of having rules is in their prevention of problems. Knowing what our rules are helps to sensitize us to each others' rights and interests and helps to prevent problems from occurring in the first place.

Should problems occur, having rules allows us to resolve them. Rules provide objective standards that, under the authority of our Amended Restrictions, By-Laws, and the laws of the State of Michigan, are legally enforceable.



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**Creating rules:** To ensure fairness, the process for rules creation is consistent with our By-Laws and ensures member participation. We use the regular Board meetings and the Membership meetings (summer / winter) to recommend adjustments to the Special Record or By-Laws with the objectives of:

- ensuring openness and member participation
- exposing proposed rules to comments by members to ensure they provide the best protections for our interests and have the support of our community
- ensuring proposed rules are reasonable
- ensuring rules are consistent with laws and local ordinances
- ensuring publication and communication of new rules occurs

To have the benefit of prevention, everyone must know what the rules are and, to be legally enforceable, they must be published. Every member should have a copy of our rules. It also helps to remind members in the minutes periodically about rules that relate to problems that tend to reoccur.

Rules should not be unnecessarily restrictive and there should be a good reason for their existence. This does not mean that we avoid developing rules simply because a member objects to it. A rule may be necessary should there be a reasonable possibility for a problem to occur or likelihood that significant damage or hardship could occur for lack of a rule.

**Enforcing rules:** Rules enforcement is one of the most difficult issues faced by many Board members. Most Board members have never been in the position of having to enforce laws or rules and most find it unpleasant and incompatible with the way they typically prefer to relate to their neighbors. However, rules creation and enforcement are responsibilities of the Board; as fiduciaries, the Board is required to be diligent and uniform in enforcement of rules in order to keep the protections afforded by them. Fortunately, it is possible to create rules and to administer them in such a way so as not to interfere significantly with those relationships.

Methods used to do this involve: fairness, education, administrative insulation, and participation.

**Rules must be published:** Before enforcement can take place, rules must be published, published, published. Should our rules enforcement be challenged, the first thing a judge is likely to ask for is proof that a rule has been well-published - and the more, the better. That is one reason why descriptions of duties of our association Secretary include archiving every copy of the minutes and why notices of non-compliance are mailed to association members. That is also why our procedures suggest several notices be delivered before litigious action is taken. Enforcement can be unpleasant to do, but our position is strengthened considerably when we do it.

**Enforcement must be uniform:** We are required to be uniform in administering enforcement. This usually means we cannot treat one resident differently from another, including Board members. Consistency is a test that may be applied should enforcement be challenged and inconsistency may detract from the association's position. Being inconsistent is what is meant when a judge rules that a certain rule or law is not enforceable because the administrative authority was "arbitrary or capricious" in its enforcement.

The requirement for uniformity is the reason we have formalized and documented our enforcement procedure and the reason we put so much emphasis on following it.



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**Enforcement must be careful and deliberate:** Just as occasionally we may need to remind ourselves that enforcement is a Board obligation, we also must be careful in not allowing emotions to influence being too aggressive in enforcement. Sometimes aggressive enforcement is necessary, such as when there is imminent threat to property or safety. However, pursuing a patient, deliberate schedule, to include repeated warnings before action, has these advantages:

- Most violators will come into compliance once given notice—and a little flexibility. None of us wants to feel as though we’re living in a neighborhood where our association is waiting to pounce upon us for the slightest infraction. Most of us are responsible people who may step over a line occasionally, usually by accident, although sometimes (perhaps) testing limits a little. Gentle reminders that provide the benefit of the doubt usually solve the problem while keeping the important Board/membership relationship intact...and gentle reminders that are ignored will be followed by less-gentle notices.
- A deliberate enforcement schedule is, administratively, more realistic. It is easier for the Board members and makes it more likely to be followed consistently and uniformly.

**Our enforcement procedure:** The Lake Manitou By-Laws and Amended Restrictions describe responsibility for rules enforcement. Due process may also be regulated by state law. We have designed a procedure to implement those requirements and the enforcement procedure is described below in the flowchart entitled Guidelines for Rules Enforcement.

**Duck/Goose Hunter Training:** Per the State of Michigan, no hunting is allowed within a “Safety Zone”. Safety Zones are defined as all areas within 450 feet of an occupied dwelling, house, cabin, residence or any barn or other building used in farm operation. No person may hunt, or discharge a firearm within a Safety Zone or shoot at any wild animal or wild bird while the bird or animal is within a Safety Zone, without the written permission of the owner or occupant of such Safety Zone. This applies to all hunters, including archery hunters. The Safety Zone does not apply to target shooting.

The chairperson of the Lake Manitou Association Enforcement Committee is charged with educating new hunters and reminding experienced hunters exactly where hunting is permitted outside of such a Safety Zone on Lake Manitou.

**Details:**

- The preferred location is approximately 430 feet east of the island in the big portion of Lake Manitou. The island itself is within a Safety Zone and the occupant of the adjacent property will not grant permission to hunt from the island.
- Additional hunting considerations are:

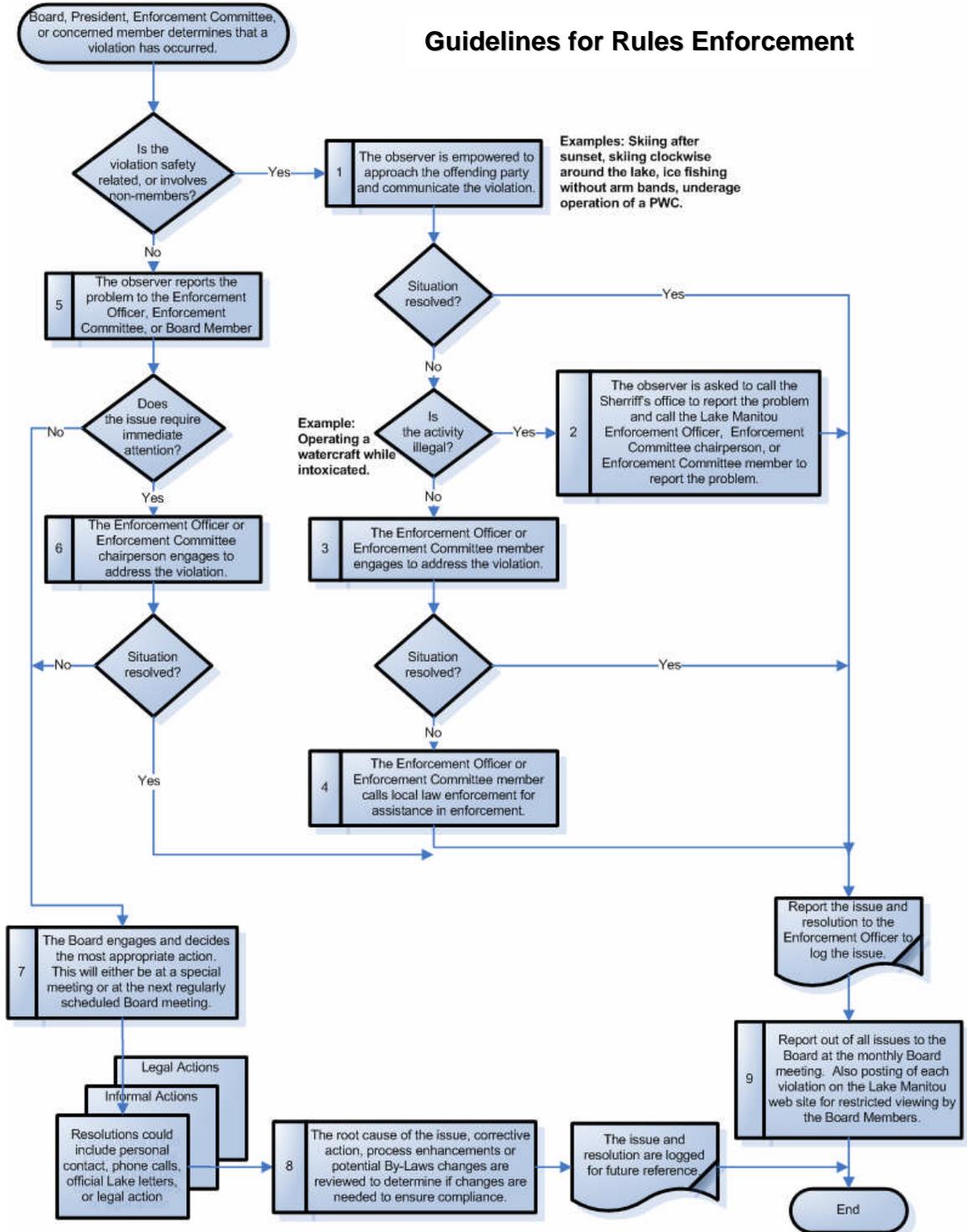
<b>Acceptable type and size of shot</b>	<b>Shot type will be non-toxic steel, bismuth, tungsten-iron, tungsten-polymer, tungsten matrix or other shot determined by the USFWS to be non-toxic. Shot size used will be # 4 or smaller</b>
<b>Number of shells allowed in the gun</b>	<b>Shotguns capable of holding more than 3 shells shall be plugged with a one-piece filler, incapable of removal without disassembling the gun, so that the total capacity of the shotgun does not exceed three (3) shells.</b>
<b>Grain of gunpowder charge to use</b>	<b>standard load, no magnum loads allowed on Lake Manitou</b>
<b>Acceptable shooting direction</b>	<b>North-East to North</b>



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**MLSA Participation:** Lake Manitou is a member of the Michigan Lake & Stream Associations which is a state-wide, non-profit organization established in 1961 and comprised of individuals and associations who desire to conserve and improve Michigan's lakes, rivers and streams, their watersheds, the Great Lakes, and to protect and promote the wise use of Michigan's Water resources.

Each year, the MLSA organizes a three day seminar, consisting of presentations, dialogs, panel discussions, and workshops. Information regarding aquatic plant identification, plant control, chemical and mechanical harvesting controls, water quality, watershed management, landscaping for lake communities, rules and law changes, enforcement considerations, , , and many other riparian topics are covered. In addition, a number of companies attend to offer services from sewer system engineering, to chemical suppliers, to leisure and recreational improvements.

This seminar is typically offered in April and the Board seeks either a Board member or involved resident in May to attend the April session. The Association pays for the seminar fee, hotel, and gas. Meals are provided as part of the seminar fee. The attendee pays for the registration, hotel, and gas in advance, and will be reimbursed at the next scheduled Board Meeting.

The benefits of sending a Board representative include:

- having a Board that is more knowledgeable about lake management and aware of other lake management strategies, tools, and techniques to support our community's direction
- better understanding of what other lake organizations are doing
- awareness of changes in applicable state and township laws

The above all support making our Board more effective and improves the capabilities of the organization.

**Stickers of the Lake Resident's Watercraft And Snowmobiles:** Lake Manitou is a private lake with no public access. The 80 acre waterbody can become very congested with boaters and Association Members enjoying aquatic activities. A number of years ago, the association passed a Special Record rule that prohibits non-members watercraft from operating on Lake Manitou. The residents felt it unfair to own property, pay dues, and not be able to use the lake when they wanted to due to additional traffic from non-member's watercraft. In addition, the non-members were not always aware of the Lake Manitou rules and would sometimes operate the watercraft not in accordance with State and local regulations or operate in an unsafe manner.

To enforce this provision, the Board additionally agreed to require a Lake Manitou sticker to be displayed on the starboard side of the watercraft at all times. The placement of the sticker is to not be in a place that can be easily removed and attached to another watercraft.

Only watercraft that are registered & titled to the Association members are eligible to be stickered to operate in Lake Manitou. When this rule was initially implemented, the Association procured blue colored stickers to be placed on the watercraft. These stickers were given to the residents and would sometimes be found on watercraft that were not owned or titled to the Association member. Since then, the Board changed the process and reprinted the stickers with a red color.

- The Enforcement Committee chairperson, President or Vice-President are the only Association officers approved to apply the red stickers to the member's watercraft.
- The stickers can no longer be hand delivered to the Association member; they must be applied to the watercraft by one of the aforementioned officers or chairperson.



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- At the same time, the Board requested that all members change to the Red stickers and invalidated all blue stickers. This means that any watercraft that displays a Blue sticker only must obtain a Red one or is not authorized to operate the watercraft in Lake Manitou.

The same general discussion holds true for snowmobiles operating on the frozen surface of Lake Manitou. This Special Record rule resulted from property damage incurred by several properties adjacent to Lake Manitou as non-members attempted to find a path to enter the lake and damaged personal property and trespassed to gain access to the lake. The Enforcement Committee chairperson, President or Vice-President are the only Association officers or chairperson approved to apply the red stickers to the member's snowmobile.

**Distribution and Enforcement of Armbands for Winter Fishing:** Lake Manitou is a private lake with no public access. To help eliminate uninvited guests from ice fishing on Lake Manitou, the Board approved a special record rule that requires at least one member of the fishing party to display a Lake Manitou arm band on the outside of the coat sleeve.

- Each Association member family is provided with two (2) arm bands.
- If a member loses the arm bands, additional bands may be obtained by contacting the President.
- If new resident's are not provided with armbands from the previous owner, contact the President to request new arm bands be provided.
- Enforcement of the armband requirement will be the responsibility of the Enforcement Officer, members of the Enforcement Committee, or Board members. Involved Association members are encouraged to assist in the policing of this policy by calling the above team should they observe violations of this rule.
- The enforcement process will generally follow the flowchart above labeled "Guidelines for Rules Enforcement"

**Procurement of New Arm Bands:** The Board will re-authorize the manufacture or procurement of the arm bands depending on remaining stock and disbursement rate. The arm bands could be professionally made or home-made as they have been since this rule was established. The Lake President shall be responsible for keeping the stock of arm bands and to advise the Board when the inventory should be reordered. The arm band dimensions, stenciling and method of construction will not be identified here to avoid unauthorized duplication of the arm bands.

**Publishing the Lake Directory (Phone books):** The three sources for updates to the list of Association members are:

- The treasurer's records
- Welcoming Committee
- Board members

The person responsible for the Lake Directory update will modify the phone book twice per year based on changes received. Once just before the winter meeting and again just before the summer meeting (if there are any changes). The Board will seek a volunteer for this position, and this position is not required to be filled by a Board member.

The President shall add the Lake Directory update topic to the Board agenda two months before the summer and winter meetings to provide sufficient lead time to make the necessary changes and provide



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a draft of the update to the Board for review. The Board will decide how many copies are to be made for distribution and how many to retain for the welcoming packets for new members.

The directories should be printed in a booklet format, landscape orientation, double-sided with a map of the lake showing the address and resident's names as the center page. The binding can be as simple as two staples vertically along the half-page center fold. The cover sheet should be of thicker stock paper to make the books more durable.

It is recommended to use local resources to reproduce the directories. Suppliers that have been used in the past for this printing are Speedy Printing in Owosso, and Staples in Corunna.

**Distribution of Welcome Packets to New Members:** The Public Relations Committee (Welcoming Committee) is charged with greeting new Association members and welcoming them to the community. A welcoming packet is assembled for the new member(s) and may include information about the Owosso Area if the member is moving in from outside of Shiawassee County. The welcoming packet will include a copy of the:

- By-Laws
- Special Record
- Lake Safety Rules
- Lake Directory containing the lake safety rules and ski pattern
- Small truck refuse haulers recommendation
- Address of the Lake Manitou Web site
- Calendar of Events
- Lake Manitou area Garage Sale information
- Visitor's Guide (optional)
- Map of the area (optional) and
- A Lake Manitou Association Coffee Mug

The Public Relations Committee will attempt to meet with the new member in person, however, if this is not possible in the short term, the packet may be left at the residence and a follow-up call made to explain the materials. This condition is more likely to occur in the situation where the new owner is performing a renovation prior to occupying the dwelling and is difficult to contact.

Upon making contact, the Public Relations Committee will ask the new members for their names and numbers to be included in the next update of the Lake Directory and will provide the names to the Lake President for inclusion and introduction at the next membership meeting.

**Organizing The Lake Manitou Garage Sale:** The Public Relations Committee (Welcoming Committee) is charged with organizing the Lake Manitou area garage sale. The Lake Association President recommends an Association member to chair this committee for a two year term and provides the date and budget for the activity. The process is as follows:

- The Garage Sale date has been pre-established to be the third Saturday in June and typically runs from 9:00am to 5:00pm.



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- The Association pays for advertising in the Argus Press and Independent. The advertisements are to be finalized during the first full week of June to allow sufficient lead time to schedule the ads to run in the papers.
- The advertisements include all addresses that are participating, provide directions to the area, and lists the “big” items or specialty items that may increase garage sale traffic. A flyer will be hand delivered to all Lake Manitou residences 2-3 weeks before the advertisement due date announcing the garage sale date, who to call to be included and list the deadline for inclusion in the advertisement.
- The Association has procured two 4 ft. x8 ft. signs to be placed (in a safe location) at the corner of M-52 and Garrison Road and the corner of Morrice and Garrison Roads. The signs are to be put up by 8:00am the morning of the Garage Sale and taken down by 5:30pm. The signs are typically stored at the Garage Sale coordinator’s residence or at the home of a Board member.
- A map of the area with the location of the participating residences will be created and confirmed the morning of the Garage Sale. These maps will be reproduced and a copy will be given to each participating resident family to aid in providing directions to the location of other participating members. It is suggested that one of the Garrison Road locations be stocked with several hundred smaller versions of this map and given to garage sale customers as they browse the sale to help in planning their garage sale visit.
- Timing:
  - Distribution of the flyers to residents announcing the garage sale and soliciting participants - Mid-May
  - Responses due to the garage sale organizer no later than the 1st full week of June
  - Completion of the advertisement text and submission to the newspapers – end of the 1st week of June
  - Conduct the Garage Sale – 3rd Saturday in June
    - Signs up by 8:00am, down by 5:30pm
- The Public Relations Committee will report on the participation and solicit suggestions for improvement at the summer membership meeting.

**Organizing And Calling Members For Social Events:** The Social Committee is charged with organizing the Lake Manitou social events. The process to organize the event and ensure participation is as follows:

- The event date is established by the Lake Manitou Board
- The details of the event are documented and provided in the minutes to give as early a notice as possible
- Depending on the event, there may be a manual distribution of materials in advance and likely added to the news scroller and/or the Key Dates section on the Lake Manitou web site.
- The Social Committee obtains the most current/pending Lake Directory and assigns volunteers to call specific groups of people to facilitate contacting the membership
- A script, bullet points, or written description of the information is provided to all volunteers to help assure that all members called hears essentially the same information
- Calling is done to maximize event awareness and to encourage participation.



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- Calling too far in advance runs the risk of members forgetting, not calling with sufficient lead time runs the risk of contending with other pre-planned events and commitments
- The volunteers are to keep track of who was called, if they were spoken to, message left, or no answer. If we had provided a wrong number/disconnected line, the volunteer is note that in the call record.
- All calls where there was no answer or answering machine, should have at least one repeat call within the next day or two to try and make a connection.
- At the conclusion of the calling, the Social Committee collects the results and consolidates the changes to the Lake Directory based on the calling results.
- The Social Committee reports back to the Board if there were any significant issues identified, process improvements, feedback from the people who were called, or issues with our volunteers.

**Sending Flowers to Lake Member’s Funeral:** The Board budgets an annual amount to allow the Association to send flowers on behalf of the Association members in the event that one of our members or their immediate family becomes deceased.

The Board has defined immediate family as the member, member’s spouse, and member’s children. This would also include a member’s father or mother that is living in the member’s home and is a part of the Lake Manitou community.

To ensure that we are not sending multiple requests from the Association to the florist, the primary person to order the flowers and provide the information for the included card will be the Association Treasurer. In the Treasure’s absence, the President or Vice-President are authorized to order the flowers and send condolences on behalf of the Association.

In the case where the family does not wish flowers to be sent, the Association will send a sympathy card.

The amount allocated for each arrangement will be based on the going rate for a meaningful arrangement of tasteful flowers, at that time of the year, in the market where the flowers will be delivered. We would not want the Manitou contribution/intention to be viewed negatively... In other words, we would not want our members to hear this at the funeral home: “Did you see that pitiful excuse for an arrangement sent by Lake Manitou, you’d think they would send something better... after all, she lived there for 20 years.”

The person ordering the flowers on behalf of the Association will either specify that amount be invoiced to the Lake Manitou Association c/o the Lake Manitou Treasurer or pay for it themselves and submit the bill at the next Board meeting for reimbursement.

In the case that the Treasurer or other Board members do not see the obituary, and no one may have thought to call the Board to make them aware of the passing, we likely did not send flowers and apologize for the lack of our awareness of the loss. If we did not send flowers, we will send a fruit basket to the surviving spouse or family as gesture of sympathy for their loss and apologize in advance to any family that we may have missed.



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**Island and Monument Maintenance:** An agreement was executed in 1991 between the Lake Manitou Association and Janice Opanasenko (Lubkin).

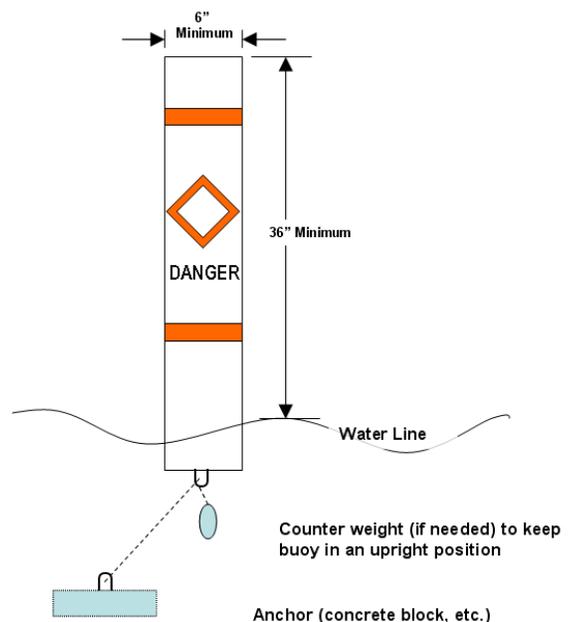
This was an agreement to allow a total of five (5) lake accesses for lots to be created in the un-platted 22 acres owned by the Opanasenko's (Smith Park area north of W. Mohican Trail). The lake access would be through a triangular strip easement located off Garrison Road.

The intent of this agreement was to limit the number of lots with lake access in exchange for the Association to receive a 99-year lease and limit keyholing. The benefit to the lake was to significantly limit the number of additional boats/users of the lake from the 22 acre un-platted area.

- The agreement is a 99 year lease
- Lake access is limited to 5 lots from the 22 acre un-platted area
- The island is to be maintained by the Lake Association
- Three lots without direct lake access are granted lake access through the Garrison Road easement: 4985 Chippewa Path, 4947 Chippewa Court, 4948 Chippewa Court
- A 10 ft. x 10 ft. monument area on Garrison road is to be maintained by the Lake Association
- Fence around the monument is to be replaced and maintained

To support this agreement, the Lake Manitou summer employees will be directed to keep the island and the monument area cleared of high weeds and trash. Upon landscaping completion in the area, an assessment will be made to determine if replacement of the fence is recommended or if the natural landscaping is more in keeping with the intent of the agreement. If the fence is replaced, the summer employees will be directed to keep it aesthetically appealing.

**Placement, Removal, and Storage of Lake Safety Buoys:** The Lake Manitou Association has received a non-expiring permit (DNR #11-009-00) for placement of 6 safety buoys in Lake Manitou. The buoys are held in place by a cement block attached to the buoy with a rope. The buoys are removed in October after the normal boating season ends and the water level is lowered for the winter cycle. Winter ice conditions and activity on the lake ice surface could easily damage the buoys as they protrude through the ice and is why they are removed in the fall. The resource charged with the buoy removal varies depending on who is available as the summer employees work season has typically drawn to a close and the weed cutter and pontoon sprayer have been removed and have been winterized. The buoys are typically tied together and stored on the weed cutter conveyor and covered with a tarp for the winter.



The Lake Manitou summer employees will re-weight the buoys, apply new rope and place them in the designated locations as directed by the Summer Employment Committee chairperson.

The buoys are to extend a minimum of 36 inches above



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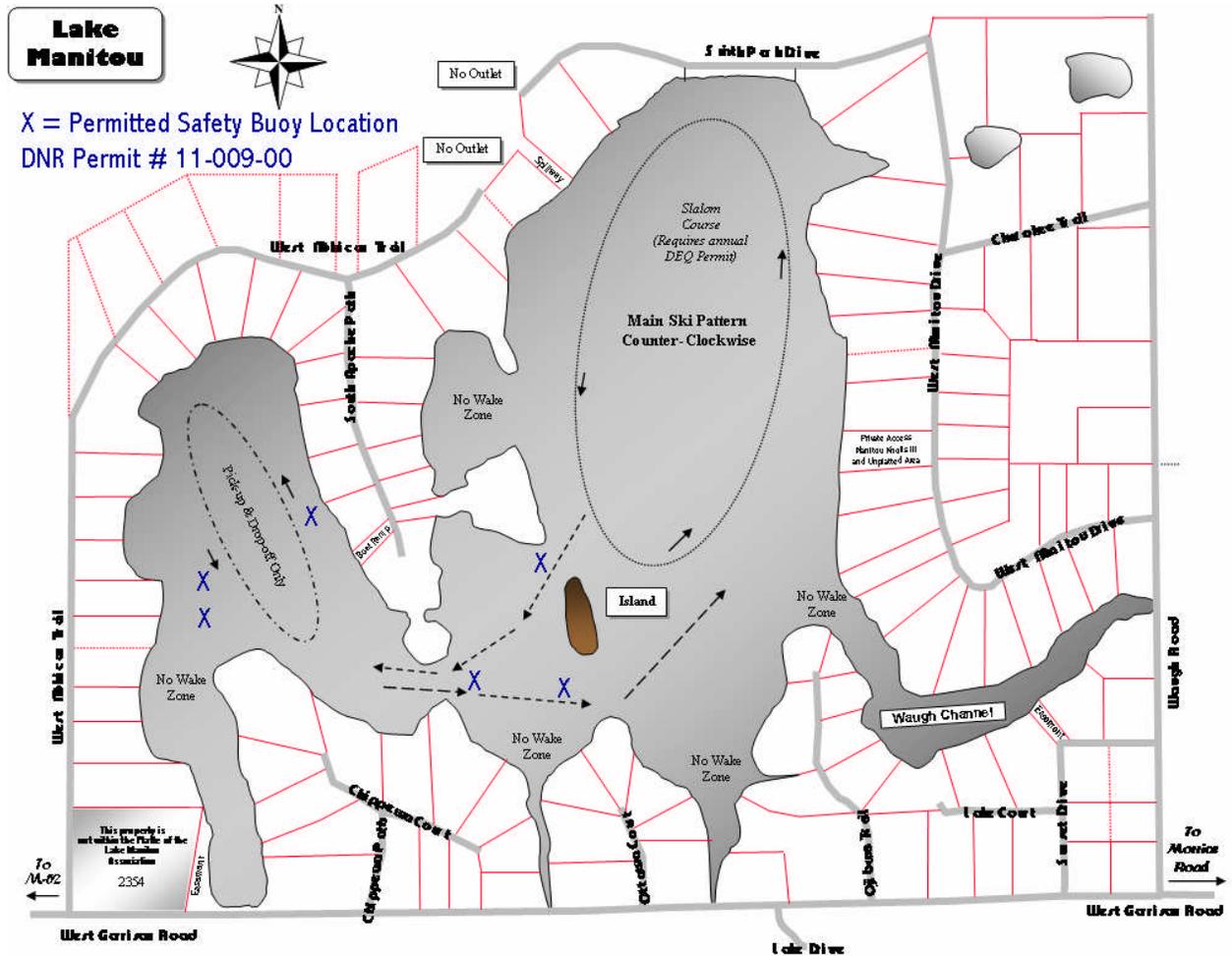
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the water line, be at least 6 inches in diameter, must be white in color with International Orange markings and bands. The buoy is to display the word "DANGER" in black lettering at least 3 inches tall underneath an orange diamond about in the middle of the portion above the water.

The following map depicts the locations for the safety buoys:



**Placement and Removal of Slalom Course Buoys:** The Lake Manitou Association has approved the installation of a water slalom course on Lake Manitou pursuant to the requesting Association member obtaining a DNR permit to allow the course to be established and maintained. In 2000, Dan Cody was granted a permit (DNR #11-008-00) for placement of four (4) buoys. The permit contained the following additional conditions:

1. 4 corner buoys will set whenever the course buoys are set
2. Any number of course buoys may be set within the corner buoys
3. The 4 corner buoys may be set at the corners of an area of activity no larger than 150 ft. by 1,800 ft.



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4. The original permit expired on 12/31/2000

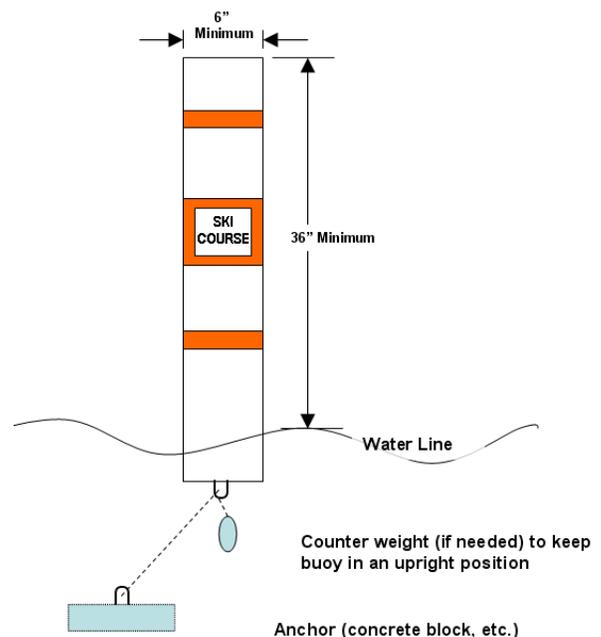
During the initial DNR permit process, the Association indicated that there was support to continue the course and that the Association had agreed to pay for one of the four buoys. The Association recommended that the permit be granted for longer than a one year period.

The buoys are to extend a minimum of 36 inches above the water line, be at least 6 inches in diameter, must be white in color with International Orange markings and bands. The buoy is to display the word "SKI COURSE" in black lettering inside an orange square with white background about in the middle of the portion above the water.

The buoys are located and held in place by a grid that has been sunk at the north end of Lake Manitou and attached to the grid with ropes. The buoys are removed in October after the normal boating season ends and the water level is lowered for the winter cycle. Winter ice conditions and activity on the lake ice surface could easily damage the buoys as they protrude through the ice and is why they are removed in the fall. To retain the position of the anchor points, empty milk jugs or plastic bottles are sealed and tied to the buoy ropes (shortened by knotting) below the surface.

The person who permitted for the course and installed the buoys is charged with its removal at the end of the season. The slalom buoys are typically stored at the permitting Association member's home over the winter.

The person who permitted for the course will place them in the designated locations as approved by the Lake Manitou Board.



**Fish Matching:** The Lake Manitou Association has budgeted for a matching fund to match an individual member's amount to buy fish to stock Lake Manitou. The member seeking to receive the benefit of the matching funds must take the initiative to research the stocking options, prices, etc. and obtain the Board's approval before assuming that the Association funds are available to match the member's contribution. The member is required to provide an estimate of the expected costs before Board approval is given.

Upon completion of the fish stocking, the member presents a copy of their invoice with the total clearly identified and the Board will reimburse for one-half of the amount as long as it is close to the initially approved estimate. The fish matching amount is capped at \$500 to \$1000 per year depending on how much matching funds were spent in previous years. For example, we would likely not authorize \$1000 of matching funds three years in a row as we only budget for about 15% of the amount every year and build the fund over time.



# Lake Manitou Association

## Process & Procedure Documentation

### Community Processes

<b>Process 8</b>	<b>The electronic version of this document is controlled; all other versions are uncontrolled (reference only)</b>	
Process Owner:	Date Approved:	Version Number:
Lake Manitou President	06/11/06	1.2

#### 5. REQUIREMENTS / NOTIFICATION:

Arm Bands – each fishing party must display at least one-arm band. The arm band should be worn on the outside of the jacket sleeve as to make it visible from shore.

Duck/Goose Hunting – Hunters to receive annual authorization/training before hunting on Lake Manitou. This applies to all residents and their guests.

Garage Sale – flyers distributed to all residents in advance to solicit participation, ad placed in the local papers to solicit customers.

MLSA – Board approval required before candidate is authorized to attend & receive reimbursement.

Slalom Course – DNR permit required prior to the course being installed for the new season.

Social Events – calling members in advance of the event for awareness or to gauge participation

Stickering – all watercraft and snowmobiles to display a red sticker on the right side of the vehicle prior to being allowed to operate on Lake Manitou.

Welcome Packet - all new members will receive a packet.

#### 6. REFERENCES, SUPPORTING PROCESSES, AND TOOLS:

- Lake Manitou By-Laws, Amended Restrictions, and Special Record
- Lake Manitou Web Site
- Minutes Distribution

#### 7. KEY CRITICAL SUCCESS FACTORS:

- Participation and leadership by the Social Committee (arranging summer & winter meetings)
- Timely Board notification of an Association member who has died (flowers)
- Procurement of the DNR permit for the slalom course
- Garage sale participation notice to the Garage Sale coordinator by the deadline for inclusion in the advertisement
- Enforcement of the arm band requirement for ice fishing and stickers for watercraft and snowmobiles
- Adequate planning and communication regarding events including calling of members for social events
- Update and communication of these processes

#### 8. CHANGE CONTROL:

Version	Changed By	Date	Description
1.2	J. Forsythe	06/11/2006	Added Duck/Goose table of considerations for hunting
1.1	J. Forsythe	05/27/2006	Added Fish Matching section
1.0	J. Forsythe	05/21/2006	Initial Release