

## **AGENDA**

O.P.O.A. Board Meeting  
26 September 2016  
7:00 PM

Call to Order by the Chair

Roll Call of Board Members

Acceptance and/or changes/additions to Agenda

The Report of Secretary

The Report of the Treasurer

Committee Reports

- 1.
- 2.
- 3.

Old Business

1. Dam Clearing Manitonka Report
2. Status P.A. 188
3. Status for final design of WCD
4. Addition to OPOA Building
5. Fencing of WCD

New Business

1. Committee Assignments
2. Airport base station
3. Gravel for Roads
4. Clearing of Windoga Dam
5. 2017 Lake Treatment
6. OPOA Board Meeting Dates/Times
7. New Position – Dam Inspector
8. Two Trustees to Audit Books Once a Year
9. New Dam Committee to Oversee Construction
10. Sign-Up List for Emergency Truck Drivers
11. Waiver of Liability regarding Volunteers

Questions and Comments from the Floor

Adjournment

## MINUTES OF THE OJIBWA PROPERTY OWNERS ASSOCIATION BOARD MEETING FROM 25 JULY 2016 AT 7:00 PM

Those in attendance: Steve Sprague; Dave Washburn; Robert Barker; Jessica Manley; Tammy McKenzie; Betty Coomer

The meeting was called to order by the Chair, Steve Sprague.

Absent: Perry Stewart; Doug Tilmann; Steve Dietz;

Jessica Manley, seconded by Robert Barker, additions to the agenda, passed by voice vote:

1. Under Old Business; Report of the diver on the Manitonka Dam WCD
2. Under New Business; Funding of Dam Maintenance
3. Under New Business; 7047 Windoga Lake Drive

### **Secretary's Report** – Robert Barker – Written minutes attached

1. Dave Washburn moved that the reading of the written minutes of the 27 June 2016 OPOA Board meeting be waived and accepted as presented, seconded by Jessica Manley and passed by a voice vote.

### **Treasurer's Report** - Jessica Manley– Written Reports attached.

1. Summation of Treasurer's Report:
  - a. Current balance in the Dam Fund is "roughly" \$10,869.00
  - b. Current checking account balance is "roughly" 13,675.00
  - c. Savings account/Lawn mower/maintenance 4000.00
  - d. Collected 2016 Assessments 35,000.00
  - e. Collected past due assessments 2,300.00
  - f. Past due assessments for 2016 and prior **47,770.00**
2. Budget for 2017 would leave net income of \$1.56
3. Steve Sprague moved acceptance of the report, seconded by Robert Barker and passed by a voice vote.

### **Standing Committee Reports**

1. Lakes and Dams Committee - Dave Washburn orally reported that clearing of brush and small trees is going forward on the Lake Manitonka Dam.
2. Blight Committee – Jessica Manley orally reported that Donny Battles send a blight letter due to vehicles and cars.
3. Robert Barker moved, seconded by Steve Sprague, approved by a voice vote that the reports be accepted.

### **Old Business** –

1. Hiring of Jerry Johnson; still on probation; Issues with grading and potholes – Steve Sprague will be addressing these concerns.
2. Diver on intake tube – Our engineers gave us two recommendations. Second will call Steve back.

### **New Business:**

1. Mailing for OPOA Meeting – On schedule and will happen,.

2. Fee Policy for Liens - Steven Sprague moved acceptance, seconded by Dave Washburn. Passed by a voice vote. The document was signed by the Chair, Steven Sprague and Recording Secretary, Robert Barker.
3. 7047 Windoga Lake Drive – Is an unsecured, vacant house it is believe being broken into or being used by drug users. House needs to be condemned.

**Questions and Comments from the floor**

Without objection Steve Sprague declared adjournment.

Respectfully submitted  
Robert Barker  
Recording Secretary

## MINUTES OF SPECIAL OPOA BOARD MEETING – 13 AUGUST 2016 – 11:52 PM

Those in attendance: Steve Sprague; Dave Washburn; Robert Barker; Jessica Manley; Tammy McKenzie; Steve Dietz; Joseph Kerkau; Robert Numeric; Doug Tilmann

The meeting was called to order by the Chair, Steven Sprague

### New Business

1. Election of Officers
  - A. President/Chair – Jessica Manley nominated Steven Sprague, seconded by Doug Tilmann, passed by a voice vote.
  - B. Vice President/vice Chair – Jessica Manley nominated Steve Dietz, seconded by Robert Barker, passed by a voice vote.
  - C. Treasurer – Steven Sprague nominated Jessica Manley, seconded by Steve Dietz, passed by a voice vote
  - D. Recording Secretary – Steven Sprague nominated Robert Barker, seconded by Jessica Manley, passed by a voice vote.
  
2. Agenda Items for OPOA Board Meeting of 26 September 2016
  - A. New Position – Dam Inspector
  - B. Two Trustees to Audit Books once a year
  - C. New Dam Committee to Oversee Construction
  - D. Sign-Up List for Emergency Truck Drivers
  - E. Liability regarding Volunteers

Meeting adjourned by Chair without objection

Respectfully submitted,  
Robert Barker  
Recording Secretary

2:00 PM

09/09/16

**Ojibwa Property Owners Association**  
**Reconciliation Summary**  
**Ojibwa Property Owners Asso INC, Period Ending 07/31/2016**

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	Jul 31, 16	
<b>Beginning Balance</b>		16,442.96
<b>Cleared Transactions</b>		
Checks and Payments - 8 items	-2,788.71	
Deposits and Credits - 1 item	500.00	
<b>Total Cleared Transactions</b>	-2,288.71	
<b>Cleared Balance</b>		<u>14,154.25</u>
<b>Uncleared Transactions</b>		
Checks and Payments - 3 items	-920.00	
Deposits and Credits - 1 item	100.00	
<b>Total Uncleared Transactions</b>	-820.00	
<b>Register Balance as of 07/31/2016</b>		<u>13,334.25</u>
<b>New Transactions</b>		
Checks and Payments - 9 items	-2,775.38	
Deposits and Credits - 1 item	1,345.00	
<b>Total New Transactions</b>	-1,430.38	
<b>Ending Balance</b>		<u>11,903.87</u>

**Ojibwa Property Owners Association**  
**Reconciliation Summary**  
**Ojibwa Property Owners Asso INC, Period Ending 08/31/2016**

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	Aug 31, 16	
<b>Beginning Balance</b>		14,154.25
<b>Cleared Transactions</b>		
Checks and Payments - 8 items	-1,849.60	
Deposits and Credits - 1 item	700.00	
<b>Total Cleared Transactions</b>	-1,149.60	
<b>Cleared Balance</b>		<u>13,004.65</u>
<b>Uncleared Transactions</b>		
Checks and Payments - 2 items	-1,195.05	
Deposits and Credits - 1 item	100.00	
<b>Total Uncleared Transactions</b>	-1,095.05	
<b>Register Balance as of 08/31/2016</b>		<u>11,909.60</u>
<b>New Transactions</b>		
Checks and Payments - 3 items	-674.78	
Deposits and Credits - 1 item	1,345.00	
<b>Total New Transactions</b>	670.22	
<b>Ending Balance</b>		<u>12,579.82</u>

2:30 PM

09/23/16

Accrual Basis

**Ojibwa Property Owners Association**  
**Expenses by Vendor Detail**  
 July through August 2016

Type	Date	Num	Memo	Account	Clr	Split
<b>Bloom Sluggett Morgan</b>						
Check	07/19/2016	3643		Legal Fees		Ojibwa Propert...
Check	08/12/2016	3653		Legal Fees		Ojibwa Propert...
Total Bloom Sluggett Morgan						
<b>CBC Credit Services</b>						
Check	08/12/2016	3654		Collections Charge		Ojibwa Propert...
Total CBC Credit Services						
<b>Central Mi Sand &amp; Gravel</b>						
Check	07/19/2016	3647		Supplies		Ojibwa Propert...
Total Central Mi Sand & Gravel						
<b>H&amp;S</b>						
Check	07/19/2016	3646		Accounting Fees		Ojibwa Propert...
Total H&S						
<b>Homeworks Tri County</b>						
Check	07/19/2016	3645		Utilities		Ojibwa Propert...
Check	08/12/2016	3652		Utilities		Ojibwa Propert...
Check	08/12/2016	3655		Utilities		Ojibwa Propert...
Total Homeworks Tri County						
<b>Jane Chaffee</b>						
Check	07/19/2016	3644		Taxes		Ojibwa Propert...
Total Jane Chaffee						
<b>Jerry Johnson</b>						
Check	07/08/2016	3642		Contracted Road Ma...		Ojibwa Propert...
Check	07/27/2016	3650		Contracted Road Ma...		Ojibwa Propert...
Check	08/12/2016	3656		Contracted Road Ma...		Ojibwa Propert...
Total Jerry Johnson						
<b>Rowe Incorp</b>						
Check	07/19/2016	1003		Engineering		OPOA Lakes a...
Total Rowe Incorp						
<b>State of Michigan</b>						
Check	07/19/2016	3648		Registration Fees		Ojibwa Propert...
Total State of Michigan						
<b>Steve Sprague</b>						
Check	08/01/2016	3651		Postage, Mailing Ser...		Ojibwa Propert...
Total Steve Sprague						
<b>TOTAL</b>						

2:30 PM

09/23/16

Accrual Basis

**Ojibwa Property Owners Association**  
**Expenses by Vendor Detail**  
July through August 2016

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<b>Amount</b>	<b>Balance</b>
180.00	180.00
45.00	225.00
225.00	225.00
1,045.05	1,045.05
1,045.05	1,045.05
750.00	750.00
750.00	750.00
750.00	750.00
750.00	750.00
65.00	65.00
5.75	70.75
61.00	131.75
131.75	131.75
750.12	750.12
750.12	750.12
477.50	477.50
266.09	743.59
750.00	1,493.59
1,493.59	1,493.59
544.00	544.00
544.00	544.00
20.00	20.00
20.00	20.00
193.80	193.80
193.80	193.80
<b>5,903.31</b>	<b>5,903.31</b>



**Ojibwa Property Owners Association**  
**Profit & Loss**  
 January through August 2016

	Jan - Aug 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Ojibwa Property Owners' Income</b>	
<b>Membership Dues</b>	
Delinquent Dues Paid	2,293.99
Membership Dues - Other	36,385.12
<b>Total Membership Dues</b>	38,679.11
<b>Total Ojibwa Property Owners' Income</b>	38,679.11
<b>Other Types of Income</b>	
Miscellaneous Revenue	450.24
<b>Total Other Types of Income</b>	450.24
<b>Total Income</b>	39,129.35
<b>Expense</b>	
Bank Fees	84.76
Bank Service Charges	5.00
<b>Buildings and Equipment</b>	
Equip Rental and Maintenance	540.82
Utilities	838.87
<b>Total Buildings and Equipment</b>	1,379.69
Collections Charge	1,045.05
<b>Contract Services</b>	
Accounting Fees	750.00
Contracted Road Maintenance	6,445.63
Legal Fees	270.00
<b>Outside Contract Services</b>	
Engineering	7,948.00
Outside Contract Services - Other	399.00
<b>Total Outside Contract Services</b>	8,347.00
<b>Total Contract Services</b>	15,812.63
Diesel Fuel	988.74
Officer Pay	2,000.00
<b>Ojibwa Property Owners Expenses</b>	
Registration Fees	20.00
<b>Ojibwa Property Owners Expenses - Other</b>	5.33
<b>Total Ojibwa Property Owners Expenses</b>	25.33
<b>Operations</b>	
Postage, Mailing Service	193.80
<b>Supplies</b>	
Signs	254.74
Supplies - Other	2,602.84
<b>Total Supplies</b>	2,857.58
<b>Total Operations</b>	3,051.38
<b>Other Types of Expenses</b>	
Insurance - Liability, D and O	699.85
<b>Total Other Types of Expenses</b>	699.85

Ojibwa Property Owners Association  
**Profit & Loss**  
January through August 2016

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	Jan - Aug 16
Refund	75.00
Taxes	1,026.34
Transfer and membership Dues	-5,025.00
Total Expense	21,168.77
Net Ordinary Income	17,960.58
Net Income	<u>17,960.58</u>