

**RUNYAN LAKE INCORPORATED**

**Fall General Membership Meeting – Friday, August 31, 2012  
Tyrone Township Hall**

**- MINUTES -**

**1. Meeting was called to order at 7:00PM. Jim Sporer then led the membership in the Pledge of Allegiance.**

- 1.1. "General Meeting of Runyan Lake Inc., PO Box 105, Fenton MI 48430."  
(Quorum required is 10% membership, 32 lots, incl. 7 trustees.)  
43 lots in attendance, 51 Members in attendance..
- 1.2. Introduction of Trustees –  
Trustees present: Mark Meisel, Dan Cypher, Ivan Quinn, Ken Burke, Kevin Johnson, Pat Maynard, Andy Nester, Tim Polakowski, Jim Sporer, Dave Verbeke.  
Trustee absent: Michele Ostrowski.
- 1.3. Norm Bacon made a motion to approve the agenda as presented, Michael Ewles seconded. Motion passed.

**2. Minutes of Spring 2012 General Meeting (Mark)**

- 2.1. Minutes were distributed at the door. Dick Lemke made a motion to approve the minutes as presented.  
Seconded by Mark Graham. Motion passed.

**3. Treasurer's Reports (Ivan)**

- 3.1. 2012 YTD & forecast for this year were presented.
- 3.2. 2013 Budget and dues proposals presented and discussed.
- 3.3. In response to Norm Bacon's suggested the Board look into using a collection agency for unpaid dues, made during the Spring General Meeting, the Board investigated this option. Agencies purchase the debt or pay a percentage of the debt collected. Based on the debt outstanding, up front fees, and it being unlikely those who owe the most would pay, it was determined this option was less desirable than continuing our lien process.

**4. Election of trustees**

It was suggested Areas 2, 3, 5 be elected by acclamation since there is no opposition running. Motion by Michael Ewles, seconded by Dick Lemke, to elect trustees from Areas 2, 3, and 5 by acclamation. Motion passed. Voting commenced for areas 1 and 4 using voting ballots.

**5. Social Committee – Ann Myers was absent. Mark and Andy updated the membership.**

- 5.1. Andy reviewed the casino bus trip.
- 5.2. Laura Cypher and Jocelyn Isabell reviewed the MSU vs U of M Football Tailgate Party.
- 5.3. Clothing for sale – we don't have anyone to volunteering to sell our Runyan Lake clothing. If you would like to volunteer please see Ann.
- 5.4. Introduction of new members — Mike and Katie Simeoni, 10650 Runyan Lake Road. Welcome!
- 5.5. 50/50 Raffle – Total collected \$130.00. The winner was Mike Simeoni (\$65). Congratulations!

**6. Drawing for 2013 dues to be waived – The winner was Pat Wehrung.**

**7. New / Other Business**

- 7.1. Geese control / Goose Busters – No Geese were present during the round-up day this year. Motion by Dick Lemke, seconded by Barb Toonder, to continue with the Goose round-up for 2013. Motion passed.
- 7.2. Weed Control Review – It was a challenging year due to mild winter, early spring, warm water, and lots of sun. We also have significant amounts of Starry Stonewort and Purple Loosestrife this year. Requested help with removal of Purple Loosestrife from the cove. Water quality testing from August 21<sup>st</sup> showed good results.
- 7.3. Fireworks Review 2012, plan for 2013 – Show was deemed great! Agreed to continue to press Wolverine to incorporate our show price discount into the show.
- 7.4. Island Seawall Project Update – RLI is progressing through the administrative appeal process. There is a meeting September 5<sup>th</sup> with the Judge. It was requested the project status be kept up to date on the website.
- 7.5. Audit of 2011 Financial Records – A letter provided by the audit committee was presented. Motion by Dick Lemke, seconded by Al Jarosz, to accept 2011 audit committee findings the records of RLI are satisfactory and accurate as set forth in their letter. Motion passed.
- 7.6. Appointment of 2012 Financial Audit Committee Motion – Motion by Dick Lemke, seconded by Pat Wehring, to appoint Norm Bacon, Al Jarosz, and Mark Graham to audit the 2012 RLI financial records. Motion passed.
- 7.7. Other business (from the floor) – none.

**8. Budget Review and Approval - Motion by Norm Bacon, seconded by Michael Ewles, to approve the 2013 budget as presented, and adopt dues option A for 2013 (class A = \$135, B = \$130, C = \$30, D = 0). Motion passed.**

## **9. Election of trustees**

### 9.1. Results of voting:

- Area 1 – Michele Ostrowski – by vote of membership
- Area 2 – Kevin Johnson – by acclamation
- Area 3 – Mark Meisel - by acclamation
- Area 4 – Ken Burke – by vote of membership
- Area 5 – Jim Sporer – by acclamation.

Thank you to Mark Graham and Clay Putnam for their interest!

## **10. Announcements**

- 10.1. 2013 Fireworks are July 6<sup>th</sup>
- 10.2. Date of Fall General Meeting, Friday, May 24, 2013, Friday of Memorial Day weekend
- 10.3. Boat Ramp – No set hours. Please call your area trustee.
- 10.4. ISO Insurance Fire Rating Information for Members – available on website

## **11. Adjournment**

- 11.1. Motion to adjourn the meeting by Dick Lemke, seconded by Norm Bacon. Motion passed.
- 11.2. Thanks for coming!

**Submitted Respectfully,**

**Mark Meisel**

**A copy of the meeting presentation is available on our website, [www. Runyanlakeinc.com](http://www.Runyanlakeinc.com).**

## **Attachments:**

- 1. RLI Financial Report and 2013 proposed budget**
- 2. Dues raffle winning ticket**
- 3. 2011 Financial Audit Committee letter**



# RLI Financial Report – 2013 Proposed Budget

RLI Financial Report 8/8/2012 with Proposed Budgets for 2013

Revenue		2011	2012				8/8/2012	2013	2013
		Actual	Budget	Actual	%	Over / (Under)	forecast	Budget A	Budget B
1	Dues	\$ 23,359.59	\$37,600.00	\$ 33,867.00	90%	\$ (3,733.00)	\$34,000.00	\$ 31,005.00	\$ 35,525.00
12a	Social Con	\$ 4,101.00	\$0.00	\$ 738.50		\$ 738.50	\$1,200.00	\$0.00	\$0.00
27	Fish Donat	\$0.00	\$0.00	\$ -		\$ -	\$0.00	\$ -	\$ -
18	Interest	\$ 388.33	\$150.00	\$ 112.28	75%	\$ (37.72)	\$200.00	\$ 300.00	\$ 300.00
1a	Donations	\$0.00	\$0.00	\$ 97.50		\$ 97.50	\$200.00	\$ -	\$ -
	<b>Total</b>	<b>\$ 27,848.92</b>	<b>\$37,750.00</b>	<b>\$ 34,815.28</b>	<b>92%</b>	<b>\$ (2,934.72)</b>	<b>\$35,600.00</b>	<b>\$31,305.00</b>	<b>\$35,825.00</b>

Summary									
	Beginning	\$99,145.98	\$94,135.62	\$94,135.62			\$94,135.62	\$92,105.08	\$92,105.08
	Ending Ba	\$94,135.62	\$44,336.62	\$103,000.22			\$92,105.08	\$(62,496.00)	\$(57,976.00)
	Increase (L	(\$5,010.36)	(\$49,799.00)	\$8,864.60			\$ (2,030.54)	\$ 29,609.08	\$ 34,396.93

Contingency Expenditures funded out of Savings		Social Committee		Class	Dues		
Property Repair & Maint	\$ 1,000.00	revenue	\$738.50	A	\$ 135.00	\$ 135.00	\$ 155.00
Consulting	\$ 3,000.00	expenses	\$2,723.30	B	\$ 130.00	\$ 130.00	\$ 150.00
Coalition Efforts	\$ 5,000.00	net	-\$1,984.80	C	\$ 30.00	\$ 30.00	\$ 30.00

**Runyan Lake Inc**

**Fall 2012**

**Draw to win dues waived for 2013**

\_\_\_\_\_  
 RLI lot no.

*PAT WELHEUNG*  
 \_\_\_\_\_  
 Name

\_\_\_\_\_  
 Runyan Lake address

Members must sign in prior to start of business of the meeting. Only one entry per RLI lot # / tax ID. The winner must be in attendance at the meeting when the drawing is made and announced. Dues on the winning lot only will be waived for 2013. The winning lot at the Spring General Membership Meeting is not eligible to enter the draw at the Fall General Membership Meeting.

## RUNYAN LAKE INCORPORATED - 2011 COMMITTEE FINANCIAL REVIEW

At the Spring 2012 Runyan Lake Incorporated (RLI) General Meeting the following members at large volunteered to conduct a financial review of the RLI books:

Norm Bacon  
Clay Putnam  
Dick Rappleye

RLI Treasurer Ivan Quinn e-mailed the above audit committee members the following information and organized a meeting time and place.

- A. Copies Of Monthly Bank Statements (PDF)
- B. Yearly Financial Report (Excel)
- C. Detail Of Yearly Receipts And Disbursements (Excel)
- D. Code (Account) Description Sheet (Excel)
- E. Summary Of Costs By Code (Excel)

Ivan asked committee members to perform individual review activities and prepare to discuss the audit with the Treasurer and the other committee members. The following tasks were performed individually by the committee members prior to the meeting:

1. Verified that 100% of the receipts and disbursements detail against the bank statements. No discrepancies were found.
2. Summarized costs by code category and ties out the amounts to what was reported on the final 2011 RLI Financial Report.
3. Tied out the year ending bank statement balance to total assets reported at year end on the 2011 RLI Financial Report.

On August 14, 2012 two of the committee members met with the Treasurer. One committee member could not be present, but had discussed his questions with the Treasurer by phone earlier that day. Both committee members described the pre-meeting audit activities that they had performed. The Treasurer was asked whether the books are on a "Cash" or "Accrual" basis. The treasurer confirmed that the RLI books use the accrual method. Discussion occurred regarding year end cut-off and an \$800 State Of Michigan payment. The books appeared to report the activity correctly from an accrual basis

Five expenditures were picked by the committee, and the Treasurer was asked to provide receipt detail and/or other documentation to support the expenditures. No problems were encountered. One dues deposit was selected and back up detail related to the deposit reviewed and discussed.

A lengthy discussion occurred between the Treasurer and Committee members regarding specific expenditures committee members had noted. Of primary importance was assurances that checks written to board members, gifts, and social committee events were discussed, authorized, and approved by a majority of the trustees. Committee members were assured by the Treasurer that these expenditures were discussed and approved before being incurred.

**OPINION**

The committee members reviewed a sample of revenue (dues) and expenses for RLI reporting year. Based upon the limited scope audit review conducted by a membership committee who are not Trustees, it is our opinion that the financial statement prepared and presented to the RLI membership at the Spring 2012 General Membership meeting accurately represents financial activity for that year.



Norm Bacon - RLI Member



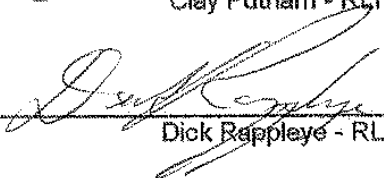
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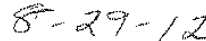
Clay Putnam - RLI Member



Date



Dick Rappleye - RLI Member



Date