

# Cottage Guidebook

Everything you need to know about this wonderful old place

## Useful phone numbers:

### **Caretakers:**

Julia Jickling	734-663-4596 (home) 734-274-0084 (cell) onejick@earthlink.net
Jennifer Gilroy	248-651-7718 (home) 248-370-4582 (work) 248-892-0455 (cell) jenjick@comcast.net
Nick Zoa	415-566-9949 nick@zoa.com

### **Family:**

Carol Lens	713-725-0619
John Jickling, Jr.	517-546-4936
David Jickling	775-329-8959
Amy Tobin	513-489-3133
John Stifler	413-585-8985
Sarah Lucas	860-535-1271
Jim Fairman, III	847-615-9530
David Fairman	303-931-1510

### **Services:**

Sean Mitchell (plumbing)	231-796-5834 emmsam91@aol.com
Courtright Water Wells	231-972-2575
Tony Kianus (contractor)	231-250-5547
Windemuller Electric	231-796-8750
Marty Roshak Jr	231-250-7348
Steve Campbell (electric)	231-796-5702 campbell_steve@hotmail.com

### **Miscellaneous:**

Bob Eastley	231-796-0765 (home)
Tubs & Tumble	231-796-3448
Mecosta County Sheriff	231-592-0150

## Association members:

Last name	First name	Cottage Phone	Cottage #	Historic name	Winter phone	Winter address	Email
Gingrich	Pat & Susan	796-9316	15455	Chas Fairman		6350 Pleasant River Drive Dimondale, MI 48821	p.gingrich@comcast.net
Fagan	Bob & Cynthia	796-6755	15449	Dewey			bob1@charter.net CindyLFN@yahoo.com
Meier	Sheila	796-7356	15434	Ladner			PegMcRae@aol.com
Gingrich	Peter		15414	Stevens			
Gingrich	Elton "Ot" & Helen	796-8089	15394	Maselink			BigOGingrich@aol.com
Christensen	Mary	796-2141	15384	Jenkins			
Wright	Joe & Susan	796-2174	15376	Wright	812-473-2794	315 Montclair, Evansville, IN 47715	joetwright@insightbb.com
Curtis	Mark & Margaret	796-4964	15365	Henry	574-247-5479	5915 Mission Trail., #14, Granger, IN 46530	Mcurtis2@charter.net
Davis	Chris	796-7887	15342	Davis			chrisdavis@proaquatic.com
Meier	Ed, Jamie, John		15336	Meier			Ed.meier@ymail.com JamesMeier@ferris.edu
Roy	Mary & Tim	796-1190	15326	Darling	248-349-1057	45058 Byrne Drive, Northville, MI 48167	mroy3@mi.rr.com
Anderson	Sue	796-1072	15318	Jones	517-337-0675		sjpanderson@charter.net
Rickey	Roger & Cheri	796-1345	15308	Bob Binney	915-521-2015	1222 Kingsway Rd, Huntsville, AL 35802	Roger@RERickey.com Cheri@RERickey.com
Kuper	Ken & Connie		15300	Arthur Binney	616-335-2523	6690 Sunset Concourse, Holland, MI 49423	kenkuper@hotmail.com
	Sarah				973-713-5939	NJ	srenda@makeready.com
Eastley	Mark & Margaret	796-8499	15290	Buck	616-532-0794	4258 Blackfoot, Grand Rapids, MI 49418	mareastley@yahoo.com
Jickling	Julia		15282	Campbell	734-663-4596	2566 Waters Road, Ann Arbor, MI 48103	onejick@earthlink.net
Prince	Marge (Davis)	796-4984	15272	La Buda	334-968-7594	337 W 19 <sup>th</sup> Ave #602, Gulf Shores, AL 36542	map111427@yahoo.com
Hagen Hansen Shuck	Kris Lars Ann & Richard		15264	Anderson	248-620-6830		Kmh9053@aol.com shuckfamily@gmail.com
Dove	Betty	796-6092	15254	Van Wie	561-234-7198	935 E. Causeway Blvd, #605, Vero Beach, FL 32963	scottpaco@gmail.com
Knapp	Patricia	592-1391	15246	Hanchett			
Biddlecome	Jim & Liz		15236	Chenicek	847-502-2240 916-835-6489		jamesebidd@gmail.com lizbidd@gmail.com
Roshak	Sue	796-9298	15228	Carpenter	863-314-9390	4529 Mercado Drive, Sebring, FL 33872	proshak9298@charter.net
Haarer	Janice	796-9595	15218	Judson			janhaarer@hotmail.com
Ryan	Mark & Meridee	527-1626	15210	Ryan	972-727-8904	905 Spring Brook Drive, Allen, TX 75002	mr_pbi@hotmail.com
Cahill	Jessie				503-297-1162	9550 SW Wilshire St, Portland, OR 97225	jessiec_777@hotmail.com
Perron	Blanche		15359	Anderson	941-283-5170	2814 Bruce Street, Matlacha, FL 33993	
Perkowski	Jeff & Sarah		15357	Bidwell	231-250-0235		perkowj@yahoo.com

## **Cottage procedures:**

We don't have a lot of cottage rules, just some general guidelines. If anything isn't on the list below, just use common sense and courtesy.

### **Refrigerator / pantry**

Here are a few house rules about food:

- Heed the miscellaneous notes posted in and around the kitchen.
- If you buy foods that have long shelf lives such as flour, mayonnaise or herbs, please write the purchase date on these packages.
- Unless the next cottage guests are walking in the back door as you drive away, empty the refrigerator and kitchen of all perishables.

In other words, it's OK to leave food behind when you leave -- as long as it's not *old* food by the time the next guests arrive.

### **Dishwashing soap**

To help preserve the life of the septic field, please use only liquid dishwashing soap, not the powdered stuff.

### **Bathroom / shower**

The Pergo floor should be damp mopped only with water - and definitely not strong cleaners. To get rid of the rust stains in the shower, use *The Works*. Also recommended is *Bar Keepers Friend* for a scouring powder - it has something in it for rust that is not in Comet or others.

### **Bedding / beds**

On departure, leave the beds partially made, i.e. bedspread on top of the bed, covering pillow(s), blanket(s) and mattress pad.

### **Telephone / internet**

The cottage does not have a land line any more. Use your mobile phone for calls. For internet, enable your Personal Hotspot on your smart phone.

### **Fire extinguishers / Smoke detectors**

There are seven fire extinguishers in the cottage and three smoke detectors: Please familiarize yourself and your guests with the locations and operations of the fire extinguishers. We've never had a fire -- knock on wood! -- but the cottage would burn down in about an hour if we did. Never disable the smoke detectors. If the smoke detectors make intermittent beeping noises, please replace the batteries.

### **Hammock**

The hammock is stored on the porch between visits. When you leave, roll up the hammock, bring it in and stash it on the porch for the next visitor.

## **Shop tools**

All cottage tools can be found in the upstairs playroom, organized on a workshop pegboard. While you're at the cottage, feel free to lend a hand if you find anything that needs fixing. Special thanks to all the great "workers" we have in our family. Please return the tools to the pegboard when you're done with them.

## **Beach area / boathouse**

When you leave the cottage after a regular summer visit, park the rowboat and the canoe upside down on the beach, above the water line. If you've used the sailboat or the windsurfer, put all the parts and pieces back into the boathouse. Everything else, such as beach chairs, oars, fishing poles and life jackets should be neatly put back into the boathouse, too, and the boathouse locked.

## **Garbage**

In the summer, garbage service consists of bi-weekly pickups on Monday and Thursday from the Dent box at the fork in the road in the middle of the woods. Bag up your trash and haul it out to the Dent box. Association rules ask that everyone please observe the following dumpster etiquette:

- Put garbage in bags prior to depositing
- Break down boxes prior to depositing
- Put all items in the dumpster, not on the surrounding grounds
- No toxins allowed
- No mattresses allowed
- No motors, lawnmowers or gasoline powered equipment
- No yard waste (leaves, sticks, etc.)

Please pick up any items that may have escaped from the dumpster. There's a recycling center in town. In the off-season, there is limited garbage service. Plan on packing out whatever you bring in.

## **Maid Service**

There isn't any. So, please keep the cottage as clean as your own home. When you leave, sweep and vacuum, brush off the cobwebs, scrub the iron stains out of the shower and toilet, and empty all waste baskets. A good guideline might be an hour of housework per person per day.

## **Association Rules**

Lakewood Association, Inc. consists of 26 private cottages on the north side of Clear Lake. The main rules to keep in mind are:

- The speed limit is 15 MPH.
- Minimize noise between 11pm and 8am.
- Life jackets or floatation devices are required in all watercraft.

A complete listing of all the Association Rules and By-Laws is included in the back of this guide.

## **Services and shopping:**

The map on the page following this section shows where to find various local shops and services.

### **Groceries**

Meijer's on Perry Street out by US-131

N. Michigan Ave Farmer's Market: Tuesdays 1-6pm, Fridays 8am-2pm

N. 4th Ave Farmer's Market: Wednesdays 8am-2 pm

### **Dining out**

If you want a really good Reuben sandwich or a good hamburger and a beer, go to Schuberg's Bar & Grill (796-5333) at 109 N Michigan Ave.

The best place in town in the Blue Cow, near Schuberg's.

### **Entertainment**

For fun, you can go tubing on the Muskegon (796-6408) or see a movie at the Big Rapids Cinema (796-1452).

### **Hardware**

The best hardware store in town is State Street Hardware (796-8122) at 614 N State St – adjacent to Grunst Brothers Sporting Goods. There's also a Lowe's (580-2000) and a Menard's out by US-131.

### **Laundry**

We use Tubs & Tumble (796-3448, 811 Division St) for our laundry services. On your arrival, drive into town and pick up any laundry that may be left from previous visitors. Sort and put away the clean sheets and towels. When you depart, please drop off and prepay your sheets and towels for the next visitors. The minimum charge is \$8.50 for 10 pounds. Please do not take cottage sheets and towels home with you, unless you're going to be the next visitors.

### **Recycling**

The Big Rapids recycling center (231-679-2665) is located at 424 N. Fourth Ave. It's open Mondays 9-11, Thursdays 3-5:30, Saturdays 9-1.

### **Airport**

The Grand Rapids airport is 74 miles from Clear Lake via this route:

- Drive into and through Big Rapids on M-20.
- Go south on US-131 for 50 miles.
- Take exit 89A onto I-96 East towards Lansing.
- Stay on I-96, going east and south, for 13 miles.
- Take exit 44 towards the Kent County Airport.
- Go ½ mile then left at the traffic light onto Patterson.
- Go 1 mile and then left into the airport.



## **Maintenance and upkeep:**

### **Septic field**

Our cottage sewage drains into a septic tank on the north side of the cottage. This isn't a large septic tank, and from time to time it fills up. You'll know this has happened when the yard between the back door and the parking lot gets spongy and odorous. Water conservation is always a good idea. To prevent the septic tank from overflowing, please take short showers and avoid flushing toilets unnecessarily.

### **Plumbing considerations**

Our low flow toilets can't flush a lot of stuff at once. To avoid an overflow or a backup, never put anything into the toilets other than your own creation ... and toilet paper. Please minimize toilet paper usage. If the toilet backs up, use the plunger found in or near the downstairs bath.

### **Dishwasher**

The first time you use the dishwasher, it's possible for the pump seals to stick from sitting unused. If the dishwasher makes a low grade hum sound, and will not run, your pump seals are probably stuck. Follow the steps below to remedy this problem: Pour 1 quart of hot tap water mixed with 4 oz. of completely dissolved citric acid down through the power tower in the center of the spray arm. Let it stand for approximately 30 minutes. Run the dishwasher through one complete cycle to rinse out the tub. If the motor still does not start, service will be required. Note: Two (2) ounces of citric acid may be added to your soap cup, and then run, before storage. This will prevent the seals from sticking. Citric Acid prevents mineral deposits from building up on the pump seals.

### **Reporting problems**

If you have any problems or something breaks while you're here, *please call one of the three Cottage Caretakers and report the problem.* It really helps when we know about a problem as soon as it happens. This is particularly important if there are plumbing or electrical problems. That way, we can make sure that it gets fixed before someone else comes to visit.

# **Watercraft Assembly / Operation**

## **Evinrude 2 HP Engine – Model 2502D**

### **\*\*\* Most Important Notes \*\*\***

- **Close the Vent Screw on the top of the fuel cap every time you stop using the engine**
- **Fuel for this engine is a 50:1 blend ( Gasoline : 2-Cycle Motor Oil )**
- **All fuel must be removed from the engine at the end of the season (see Engine Storage)**

### **Warm Starting**

1. NOTE: there is no Neutral. When engine starts, boat is moving. For reverse, turn the motor around so the steering handle points aft. Recommend rowing away from dock and out of weeds before starting.
2. Open the fuel cap vent by unscrewing it two turns
3. Slide the throttle lever to 'Start' ( Choke probably not needed )
4. Pull cord ( once should do it )

### **Cold Starting**

1. NOTE: there is no Neutral. When engine starts, boat is moving. For reverse, turn the motor around so the steering handle points aft. Recommend rowing away from dock and out of weeds before starting.
2. Open the fuel cap vent by unscrewing it two turns
3. Slide the throttle lever to 'Start'
4. Pull the Choke out all the way out
5. Pull cord
6. When engine starts ( even if it only starts briefly ), push choke in halfway
7. Let engine run at ½ Choke and 'Start' throttle for a minute or two
8. Push choke all the way in and adjust throttle to suit

### **Engine Shutoff**

1. Slide throttle to 'Stop'
2. Close fuel cap vent by turning clockwise until gently finger tight

### **Engine Setup**

1. Mix 1 gallon fresh gasoline with 2-Cycle Oil in clean & empty gasoline container. Don't use old gasoline/oil mixture. Recommend Briggs & Stratton 'Easy Mix 2-Cycle Oil' 3.2 FL. OZ. This is exactly the right amount needed for a gallon of gasoline and it contains fuel stabilizer to keep the gasoline/oil mixture fresh over the summer. This oil is available for \$1.09 at Tractor Supply Co. If you don't use oil such as this, with fuel stabilizer pre-mixed, add fuel stabilizer ( Stabil ) to the gasoline/oil.
2. Open fuel line valve fully ( aft & starboard underside of engine ) by twisting counterclockwise

3. Open fuel cap and fill tank with gasoline/oil mix. Don't fill all the way to the top as fuel will expand in the heat.

### Engine Storage

1. Run the engine out of fuel. Do this by closing the fuel line valve ( aft & starboard underside of engine ), and running the engine until it conks out. Try starting and running engine again. Continue until unable to start engine.
2. Open fuel cap, invert the engine and pour contents of tank into gasoline can.
3. Pour the contents of the gasoline can into your car's gas tank. ( The small amount of oil will not hurt your engine. )
4. Remove the spark plug and pour a teaspoon of fresh 2-cycle motor oil into the hole. Crank the engine a few times by pulling on the start rope ( be careful that the propeller is free to turn ). Replace the spark plug ( wrench tighten 1/8<sup>th</sup> turn past hand tight )

### Operating Tips

- This engine is not strong enough to drive through weeds. The weeds will wrap around the propeller and it will dramatically reduce the propulsion. If this happens, stop engine, tilt propeller out of water, remove weeds.
- The High Speed / Low Speed - Rich / Lean knobs should not require adjustment. Please leave them alone as they have been set for optimal engine performance. If you are having trouble starting the engine, these knobs are not the answer.

### Other Notes

- Unless you are a mechanic or want to spend three days becoming one at Trial-and-Error U, consider that there are no user-serviceable parts. Tools will only get you in trouble with this engine.
- If you want to become a mechanic: The large screw on the top cover of the engine unleashes the spring for the pull-start recoil mechanism. Avoid this unless you are having problems with the pull-start recoil. The white top cover is held in place with four bolts accessible from the underside and best turned with a 3/8" socket wrench.
- The carburetor was thoroughly ( though unprofessionally ) cleaned and the spark plug was replaced July 2005 by Jim Fairman.
- The fuel line valve extends into the fuel tank and has an integrated fuel filter hidden inside the tank. This filter shows signs of wear and crudding. The fuel line valve ( and filter ) unscrew from the bottom of the tank as a single part.

## **Checklist for Closing the Cottage:**

From the beginning of November until April, the cottage gets “winterized.” This means that *all* the water in the pipes gets drained out of the system to prevent freezing and breaking.

Tools/materials required:                      Adjustable wrench  
    Large flat bladed screwdriver  
    RV anti-freeze (in entrance closet)

### **Basement**

For these steps, follow the tags with orange zip ties from #1 to #7.

1. Shut off electricity to the water heater. Flip down the switch on the north wall beside the water heater.
2. Shut off water. Close 1st valve on pipe at east wall near floor, blue handle.
3. Open pressure relief valve on top of water heater by lifting it up to a vertical position. Leave this valve open.
4. Use screwdriver to open drain valve at base of water heater. Leave valve open and let the hot water drain out onto the floor.
5. Open main drain valve. Open 2nd valve on east wall, grey handle.
6. Use wrench to disconnect flexible hose to dishwasher. Leave the hose dangling from the ceiling above.
7. Use your fingers to open the hot water drain cock located above your head near the east window. Leave this valve open.

### **Main floor**

8. Open **ALL** faucets (shower, lav and kitchen sink). Leave faucets open.
9. Flush toilet twice. Open tank and position a stick or rag under the flapper to keep the tank drain open.
10. Pour a cup of antifreeze into toilet bowl.
11. Pour ½ cup of antifreeze into kitchen and bathroom sink traps.
12. Pour ½ cup of antifreeze into shower floor drain.

### **Second floor**

13. Open all faucets (both lavs). Leave faucets open.
14. Flush toilet twice. Open tank and position a stick or rag under the flapper to keep the tank drain open.
15. Pour a cup of antifreeze into toilet bowl.
16. Pour ½ cup of antifreeze into both lav sink traps.

### **Outside cottage**

17. On east side, disconnect garden hose.
18. Open garden hose spigot.
19. While you wait for the hose valve to clear, empty the water from the garden hose and coil up the hose.
20. Close garden hose spigot.
21. Check the electric meter outside the kitchen. If the meter is moving, it indicates that something within the cottage is still drawing power, such as a baseboard heater or a light that hasn't been turned off. If so, go back inside the cottage and shut off whatever is still turned on. If all else fails, do step #24 below and turn off all the circuit breakers.

### **Basement (2<sup>nd</sup> visit)**

22. Take garden hose to basement.
23. Turn off and unplug the dehumidifier.

### **Kitchen**

24. Turn off all electric power at circuit box in kitchen, including fridge, but not the switch for the water pump.
25. Prop the refrigerator door WIDE open. Make sure that the refrigerator and freezer doors will stay open (or else *nasty* mold will form over the winter).
26. Remove all perishables from refrigerator and cupboard. Throw them away or take them home.
27. Dishwasher procedure: Empty the dishwasher of plates, dishes, glassware and silverware. Open the dishwasher and leave it wide open to prevent mold and mildew.

### **Final check**

28. Close fireplace damper and put screen in front of opening. Fire should be out and cold to the touch.
29. Check boathouse and beach. Boats should be way above the waterline or in the boathouse and the boathouse should be locked.
30. Close and lock all windows and doors.
31. Tour outside of cottage to make sure all windows are really shut.
32. Bid fond farewell to cottage.

## **Checklist for Opening the Cottage:**

From May through September, we can be pretty sure that there won't be a hard freeze that will break the pipes. Follow these procedures to get the water flowing.

Tools/materials required:                      Adjustable wrench  
   Large flat bladed screwdriver

### **Kitchen**

1. Close the refrigerator door.
2. Turn on all electric power at circuit box in kitchen.

### **Second floor**

3. Close all faucets (both lavs).
4. Remove stick or rag from toilet tank to close drain flap.

### **Main floor**

5. Close all faucets (shower, lav and kitchen sink).
6. Remove stick or rag from toilet tank to close drain flap.

### **Basement**

For these steps, follow the tags with orange zip ties from #7 down to #2.

7. Use your fingers to close the hot water drain cock located above your head near the east window.
8. Use a wrench to reconnect flexible hose to dishwasher. Don't overtighten.
9. Close main drain valve. Close 2nd valve on east wall, grey handle.
10. Use screwdriver to close drain valve at base of water heater.
11. Close pressure relief valve on top of water heater. (Horizontal is closed.)
12. Turn on water. Open 1st valve on pipe at east wall near floor, blue handle. Listen for the sound of water in the pipes.
13. If you do not hear water flowing through the pipes, you must now go outside to the manhole cover in front of the Eastley cottage. Open the manhole cover. Go down into the well pump chamber (stepping gently on top of the blue pump). Find the valve for the Jickling/Stifler cottage. Open this valve by turning it about 2 full turns, counter-clockwise.
14. Plug in and turn on the dehumidifier. Set it to Low fan / Dry.

### **Outside cottage**

15. Take garden hose outside cottage.
16. On east side, connect garden hose to spigot.

### **Basement (2<sup>nd</sup> visit)**

17. Wait 30 minutes for the hot water heater to refill. Then, go back to basement and turn on electricity to the water heater. Push up the switch handle on north wall. Be careful not to use any hot water until the heater has refilled or else the heater elements will get burned out.

## **Partial opening of the plumbing:**

For winter use of the cottage, you'll need water to the kitchen sink and the downstairs bath only. Follow this procedure:

### **Main floor**

1. Locate the two valves behind a small door (at chest height) in the queen's room closet. Close both of these valves – hot and cold. This turns off the water to the upstairs sinks.

### **Basement**

2. In the basement ceiling, find the cold water pipe to the upstairs toilet. Shut off this valve leading to this pipe.
3. Near the north window, close the valve to the dishwasher.

With these four valves shut off, you won't have any upstairs water or use of the dishwasher. You can then proceed to un-winterize the rest of the plumbing following the steps on the previous page. When you leave the cottage, please remember to reopen the four valves that you closed.

## **Partial winterizing of the plumbing:**

During April and October, there might be occasions to leave the water in the system, if someone is returning to the cottage soon or if the weather is warm. If so ...

### **Basement**

1. When you leave, shut off the water at the main valve coming from the well (pipe coming low through exterior basement wall). That way, if there is a leak, water won't continue to flow.
2. Turn on dehumidifier. Set it to Low fan, Dry.

### **Bathroom**

3. Flush the toilets (after water is turned off) and pour a little RV anti-freeze into the bowls and sink traps.

## **Cottage Work History / Caretaker Notes:**

<u>Date</u>	<u>Notes / Comments</u>
5/15/04	1 <sup>st</sup> Cottage Caretaker Conference: Julia, Jen, Nick Hauled junk to Colfax Township cleanup. Septic field pumped out. New water heater in basement New hammock
7/31/04	All tools and hardware moved to "workshop" in playroom
8/25/04	Tony Kianus completes the foundation work under the livingroom south wall. French doors now close properly.
9/5/04	Lakewood Association meeting: Julia, Nick Roger Rickey moves to dissolve Association Meeting with Tony Kianus about other foundation issues New steps for top of stairs to beach to replace cement blocks
10/12/04	Tony Kianus completes the foundation work under the livingroom north wall.
10/26/04	Roger Rickey's motion to dissolve the Association is defeated by vote of 18 to 4.
11/1/04	Tony Kianus completes roof reinforcement above playroom.
1/10/05	Tony Kianus is mostly finished with bathroom remodeling project.
5/14/05	Tony and Nick finish bathroom
8/15/05	Stiflers, JFF and James Noellert paint the exterior of the cottage.
1/14/06	Kitchen remodel begins
5/7/06	New kitchen is completed
7/8/06	Clear Lake gets seeded with weevils in five locations
9/8/06	Back door, screen door and foyer floor get new coats of paint
8/23/07	Oars, tiller and daggerboard get sanded and revarnished
9/5/07	Dehumidifier installed in basement
7/18/09	New electrical panel for water heater
10/15/10	New metal roof and additional rafters upstairs
10/1/12	New tool area and workbench upstairs. Playroom makeover
10/1/14	Bat proofing by BatPro. Repair and shoring up of fireplace hearth. Paint touchup on north and east sides of cottage.
10/1/15	New heater elements in hot water heater. Reconditioned swimming raft. More work by BatPro Power washing and oil treatment of front & back decks.
9/15/16	Renovated boathouse (Nick, Dan, Dave F, James, Sierra) Repainting of lower half of east exterior wall (Nick, Chad)
_____	_____
_____	_____
_____	_____

## **Association rules:**

### **LAKEWOOD ASSOCIATION, INC.**

September 3, 1989

These rules for Lakewood Association apply to owners and guests. Your cooperation in observing and sharing them will make Lakewood Association a better, safer, more pleasant place for all.

- I. Concerns about the following rules should be reported to the Mecosta County Sheriff Department (592-0150) if problems are not resolved by speaking with the violators regarding your observations:
  - A. No hunting shall be permitted nor shall any firearm or gun be discharged on the grounds of Lakewood Association, Inc. The use of any BB gun, sling shot, bow and arrow or other weapon must be supervised by an adult.
  - B. Boats must stay 100 feet away from rafts, docks and bathing areas except when proceeding at a slow speed. The Marine Safety Act of 1967 should be studied by all boat owners and operators, specifically in regard to life jacket regulations and motorcraft operation by children under 16.
  - C. Any pet which is a menace to children or adults shall not be permitted on the grounds of Lakewood Association, Inc. There is a limit of one (1) dog per dwelling.
  - D. The use of mini-bikes, motorcycles, all-terrain vehicles, snowmobiles, motor boats and all other powered vehicles and craft are governed by the laws of the State of Michigan.
  - E. Burning is allowed only with a permit from the Sheriff's Department and if it is done in an area which minimizes the inconvenience to other residents.
  - F. The speed limit of 15 MPH is to be strictly enforced.
- II. Concerns about the following rules should be directed to the Board of Trustees:
  - A. Each member is responsible for keeping his lot free of leaves and refuse. Leaves are to be raked in the Spring and in case of failure to do so, the Board may hire the work done and expenses will be added to the member's annual assessment.
  - B. No live trees will be cut on the grounds of the Association for personal use. However, where a tree threatens a structure or roadway, it may be removed with the consent of the Board.

- C. Members shall not rent their cottages for short-term periods on a regular basis.
- D. Any member selling his/her home/cottage must deliver a copy of the Lakewood Association, Inc. Rules and By-Laws to the potential purchaser, prior to the formal closing of the sale. These documents are to be signed by the purchaser and returned to the Association Secretary on or before the closing date of the sale.

III. General rules of behavior to reflect consideration for others include the following:

- A. Garbage shall be deposited in covered receptacles.
- B. Only established stairs and paths to the beach are to be used in order to avoid erosion of the hillside.
- C. Excessive noise shall be avoided between 11:00 P.M. and 8:00 A.M.
- D. Litter and other unsightly items shall be removed from the grounds and beaches in a timely manner.
- E. Meceola Country Club property is for the use of Meceola Country Club members only and is not a part of Lakewood Association, Inc.
- F. Any member leaving their home/cottage unattended for a month or more is asked to inform a trustee of the planned absence.

# **LAKEWOOD ASSOCIATION, INC. BY-LAWS**

Adopted by the Stockholders at the  
Annual Meeting held on September 3, 1989 and amended  
at a Special Meeting held on April 20, 1990

## **ARTICLE I.** Meeting of Association Members

Section 1. The annual meeting of the members of the Association will be held on Sunday preceding Labor Day. The meeting will be held on the Association grounds. The Secretary shall mail a notice of the time and place of such meeting at least ten (10) days prior to the date of such meeting. The date of this meeting shall also be published in a Mecosta County paper for four (4) successive weeks prior. At each annual meeting Trustees shall be elected by ballot as provided in Section 1 of Article II below, and such other business will be transacted as may be necessary.

Section 2. Special meetings of the members of the Association may be held at any time and may be called by the Trustees or upon the written request of five Association members made to the Association President. Notice of a special meeting shall be made in the same manner as notice of the annual meeting and such notice shall specify the object or objects of such special meeting and also the time and place of such special meeting.

Section 3. At any meeting of the members of this Association, a majority of the members shall constitute a quorum for the transaction of business, except as otherwise provided by law; provided, however, if less than a quorum may be present, they must adjourn the meeting.

## **ARTICLE II.** Board of Trustees

Section 1. The Board of Trustees shall be comprised of five members, all being members of Lakewood Association. Each Trustee shall hold office for a term of one (1) year. The Trustees shall be selected from the Association members. Three (3) Trustees shall constitute a quorum for the transaction of business, provided, however, that if less than a quorum is present, they must adjourn the meeting.

Section 2. Regular and special meetings of the Trustees may be held at any time on the call of the President or Secretary, at which time any and all matters pertaining to the welfare of the Association may be acted upon.

Section 3. It shall be the duty of the Trustees to exercise entire management, supervision and control over the business affairs of the Association and over the buildings, grounds, streets, walks and public utilities owned by it. The Trustees may choose and appoint committees from their own number or from the membership at

large, prescribe their duties and delegate such authority as may be necessary to accomplish said duties.

Section 4. The Trustees shall have the power to abate any nuisance upon the grounds of the Association and generally to make and enforce such rules as it may deem expedient or necessary for enforcing its said powers, and for conserving and promoting the health, comfort, pleasure and convenience of its members.

Section 5. The Trustees may set and collect from each member such annual assessments as are necessary to insure the continued operation and solvency of the Association. The Trustees shall also be empowered to collect such special assessments from those members of the Association who are particularly benefited by any improvement or expenditure made by the Association.

Section 6. The Trustees may assess a surcharge or penalty against any stockholder whose account with the Association is delinquent, under such rules and regulations as it may from time to time adopt.

Section 7. A vacancy occurring among the Trustees may be filled by an affirmative vote of the majority of the remaining Trustees though less than a quorum.

### ARTICLE III. Officers

Section 1. The officers of this Association shall consist of a President, Vice-President, Secretary and Treasurer, who shall be elected annually by the Trustees from their own number, at the first meeting of the Trustees after the annual election. The officers shall hold their offices until their successors are elected. The same person may not hold two offices.

Section 2. It shall be the duty of the President to preside at all meetings of the Association and of the Trustees. It shall also be the duty of the President and Secretary to sign all certificates of membership issued. It shall be the duty of the President to call special meetings of the Association as provided for under Article I, Section 2 of the by-laws, and to perform such other duties as may properly belong to the presiding office of the Association.

Section 3. In the inability of the President to perform the above denominated duties, it shall be the duty of the Vice-President to perform same.

Section 4. It shall be the duty of the Secretary to keep and preserve a record of the proceedings of each meeting of the Association and of the Trustees. It shall be the duty of the Treasurer to keep a correct account of all receipts and expenditures; and to deliver to this successor all monies, books, and other property pertaining to his office. The Treasurer shall also make a full report of the receipts and disbursements of his office

to the general membership at the annual meeting of the Association and whenever called upon to do so by the Trustees.

Section 5. The Board of Trustees of Lakewood Association shall also act in the capacity of Manager. It shall be the duty of the Board of Trustees to supervise the day to day management of the Association, enforce the By-Laws and Rules of the Association, and protect and preserve Association property and assets. In its capacity as Manager, the Board of Trustees may contract in the name of the Association for payment of sums less than \$1,000.00 and draw sums not in excess of \$1,000.00 from Association accounts. The Board of Trustees shall also have the power to inspect and accept all services performed for the Association.

Section 6. At the annual meeting of the members of Lakewood Association, the President shall present a report covering the business of the Association during the preceding year, and the Treasurer shall present a financial report of the Association covering the preceding fiscal year.

Section 7. The Trustees may, at their discretion, require any office of the Association to give a bond in such sum as they shall direct condition on a faithful performance of their respective duties.

#### ARTICLE IV. Membership Certificates

Section 1. Each member shall be entitled to a certificate representing their membership in Lakewood Association.

Section 2. All membership certificates must be signed by the President and countersigned by the Secretary.

Section 3. Each membership certificate shall entitle the owner thereof the use and enjoyment of a lot within the Association grounds. The transfer of the membership certificate shall transfer all rights in the designated lot.

Section 4. Each Association member shall have but one (1) vote in any Association meeting and may only hold one certificate.

Section 5. Each membership certificate shall be subject to an annual assessment, such annual assessment to be set by the Board of Trustees, to be used for the general expenses of the Association. Said annual assessment shall be due and payable of the first Sunday of September of each year. No member shall be entitled to vote at any meeting of the Association until such assessment is paid. A ten percent (10%) penalty charge will be added to any assessment and summer tax bill not paid by the annual meeting of each year and any winter taxes not paid by January 15<sup>th</sup> of each year.

Section 6. If in the future an existing lot becomes vacant it may be equally divided so that both adjoining members may have a first option to purchase one-half (1/2) of said lot; provided, however, that such division is permissible only where an agreement can be reached by the adjoining members to purchase the certificate granting possession and enjoyment of the lot.

Section 7. All permanent residents are encouraged to drill water wells. As of the date of adoption of these By-Laws existing wells (previously known as Association wells) will become the property and responsibility of those presently drawing water from said wells.

Section 8. Members shall abide by all rules and regulations of the Association respecting the use of its grounds, streets and equipment.

#### ARTICLE V. Proxy

Any member may vote or perform any act by his or her attorney or proxy duly authorized in writing for that purpose at any meeting at which such member might vote or act if present in person; provided that no member may exercise his franchise to vote in the election of members of the Board of Trustees by proxy.

#### ARTICLE VI. Amendment of By-Laws

The By-Laws of the Association may be altered or amended at any meeting, regular or special, of the general membership; provided, however, that ten (10) days notice be given stating the nature of the changes to be considered by a majority vote of those present.