

Re: PHI Executive Summary
Elk Rapids Township Planning Commission



PINE HOLLOW INSTITUTE

Monday, March 30, 2015

Elk Rapids Township Zoning Administrator
Elk Rapids Township Planning Commission
315 Bridge Street (PO Box 365)
Elk Rapids, MI

RE: Pine Hollow Institute, Group Retreat Special Exception Request Application

Dear Elk Rapids Township Planning Commission Members,

On behalf of the Board of Directors of Pine Hollow Institute (PHI), I am submitting this addendum to our original application requesting that Pine Hollow Institute receive a Special Use Permit from Elk Rapids Township to use PHI's property as a group retreat center as described in and regulated by Chapter 7, Section 7.06 of the Elk Rapids Township Zoning Ordinance. PHI's original request was tabled by the commission in June of 2014 until such time as:

- questions regarding township re-zoning issues could be resolved
- Pine Hollow Institute developed a capital improvement plan appropriate to meet the requirements of Antrim County Code Department for an Occupancy Permit
- Pine Hollow Institute gained approval from the Elk Rapids Township Fire Department of PHI's plan to improve access to the property appropriate for Elk Rapids Township emergency vehicles and fire-fighting equipment
- and finally, until such time as all other issues outlined in Fire Chief Van Den Berg's letter of April 28, 2014 and reiterated and modified in the Fire Chief's letter of March 20, 2015 have been addressed.

The Planning Commission has resolved the re-zoning issue, and now all 7.25 acres of PHI property is designated R-1. Antrim County Code Department officials have met with Pine Hollow Institute's architect, Richard Neumann and have outlined the capital improvements necessary to receive an Occupancy Permit from Antrim County. The staff of Pine Hollow Institute met with Ken Williamson of the Elk Rapids Township Fire Department to discuss the improvements to the north drive that are recommended by the Fire Department to assure appropriate access to Pine Hollow Institute by its emergency vehicles.

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With that as preamble, please accept this request for the Elk Rapids Township Planning Commission to un-table our original request at its earliest convenience, which I understand will be during the Planning Commission meeting scheduled for Tuesday, April 21, 2015, and to approve our application for a Special Use Permit.

For the record, Pine Hollow Institute has already provided the following material in support of its original request:

- Application Form and appropriate fees
- Proof of Property Ownership and Assignment of Dale Hull as our Agent
- Project Vicinity Map
- Project Parcels Description
- Pine Hollow Institute Site Plan Data Sheet
- Supporting Material in Narrative Form in response to 17.01 – 17.04
- Supporting Material in Narrative Form in response to 19.07A; 19.07F; 19.07G

A secondary purpose of this addendum is to offer the following Executive Summary from PHI's business plan and additional support material to answer questions raised by the Chairperson of the Planning Commission and the Elk Rapids Township Fire Chief relative to the following:

- the nature of activities that will take place at Pine Hollow Institute;
- the numbers of participants in activities taking place at PHI
- and the demographics of those who are expected to participate in PHI activities;
- the issues outlined in the Fire Chief's letters of April 28, 2014 and March 20, 2015

Pine Hollow Institute Business Plan
Executive Summary

What kinds of activities will take place at Pine Hollow Institute and over what period of time will they occur?

Pine Hollow Institute (PHI) is a 501 (c) (3) nonprofit public charity dedicated to meeting the challenge of its mission: "Pine Hollow Institute strives for healing people and Mother Earth by providing a peaceful, beautiful estate on the shore of Lake Michigan for solving global problems through creativity, inspiration, and compassion." PHI operates out of its 17,000 square foot home situated on seven acres of wooded property along 600 feet of Lake Michigan shoreline just south of Elk Rapids, Michigan and 14 miles north of a major airport at Traverse City. **Pine Hollow Institute meets the challenge of its mission by producing, sponsoring or otherwise coordinating lectures, seminars, retreats, team-building experiences, and professional workshops for the purpose of providing**

opportunities for organizations and professionals to meet our mutual strategic goals.

Most programs and/or experiences sponsored by PHI will take less than a day to complete. **The number of attendees at those programs will ultimately be limited to the occupancy limits identified by Antrim County Building Code officials.** PHI can physically accommodate no more than (24) twenty-four overnight guests participating in workshops and planning sessions that require overnight stays on consecutive days.

Amenities include an indoor pool, more than seven acres of wooded grounds complete with trails, ponds, and waterfalls.

Whom does Pine Hollow Institute serve?

PHI opens its facilities to individuals, organizations, corporations (both nonprofit and for-profit), schools, faith based organizations and informal groups a full twelve months of the year as the host organization for workshops, strategic planning sessions, seminars and symposia related to the issues identified in its mission.

PHI is not open to the general public. PHI will not offer its property for the purpose of accommodating wedding parties, anniversary parties, outdoor musical presentations, or corporate retreats held solely for the purpose of entertainment. Access is limited to organizations and individual professionals whose work parallels the mission and work of Pine Hollow Institute. Organizations are invited to engage in activities at PHI through a registration process that begins with an interview by phone and a subsequent face-to-face interview with the professional staff. PHI does not discriminate with regard to the organizations or the individuals its serves, provided those organizations and individuals are working toward achieving goals that are parallel and compatible with the mission of PHI.

For the purpose of providing representative examples of organizations and activities that have taken place at PHI during the ongoing feasibility study, PHI is providing the following list:

✕ **Armor Express, Central Lake**

A four-day retreat to which the administration at Armor Express invited five of what they refer to as their "saves:" police officers and their spouses from five states across America whose lives were saved because they were wearing the bulletproof vests manufactured at Armor Express

- relate this to Mission Statement?

*10 + ~~10~~ = 40?
30*

✕ **Cerulean Center, Traverse City**

A two-day strategic retreat attended by 14 Board Members and the professional staff members of the Cerulean Center, a non-profit organization committed to sustaining a clean and safe environment

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City Opera House, Traverse City

The Board of Directors and professional staff (approximately 30 people) of City Opera House met on an afternoon to conduct a Board Meeting

Children's Advocacy Center of Traverse City

The professional staff and members of the CAC Board of directors shared an overnight workshop for 7 people in celebration of the high-school graduation of four of its clients

Contemporary Learning Systems, Petoskey

PHI sponsored the premiere public screening before approximately 200 people at the State Theatre in Traverse City of The Navaho Code Talkers, a one-hour documentary honoring the Code Talkers of WWII

✕ **Counseling Across The Lifespan, of Bellaire**

A two-day workshop for 10 adoptive parents centered on sharing best practices among parents of adopted children with special needs

Council of Michigan Foundations, Grand Haven

A business/luncheon meeting attended by 30 professional staff and Members of the Council of Michigan Foundations that spanned a single afternoon

✕ **Michigan Council for Arts and Cultural Affairs, Lansing**

A two-day strategic planning retreat attended by 24 Council Members and MCACA professional staff

✕ **Michigan Play Therapy Network, State of Michigan**

A three-day training/workshop for 14 professional therapists willing to share best practices in employing the arts in their work with their clients

Northwest Mich. Council of Governments, Traverse City

A luncheon meeting for 95 members of the Council of Governments (now known as Networks Northwest)

✕ **Pine Rest Clinic of Traverse City**

A two-day Board Retreat for 10 members of the Board and professional staff of Pine Rest Clinic of Traverse City

Right Tree, of Elk Rapids

Baking and canning workshops held on three consecutive afternoons for 20 middle school students of Elk Rapids for the purpose of learning how to become more self-sufficient in the kitchen

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X **St. Vincent DePaul, Detroit**

A weekend retreat for 5 professionals who engage in grief therapy for the purpose of sharing best practices

Traverse City Chamber of Commerce

A two-day training/workshop in leadership conducted by TC Chamber professionals for the benefit of 20 young business professionals from our community

Traverse City Film Festival

A three-day strategic planning session for 16 Board Members and professional staff of the Traverse City Film Festival

Traverse Magazine

A one-day open house in collaboration with the Traverse City Magazine sponsored Home Tour for the purpose of raising funds in support of Child and Family Services of TC. Approximately 800 people visited PHI on that single day

X **White Stone Project, Gaylord, MI**

A three-day wrap-up/evaluation/planning session for 12 volunteers associated with the Big Ticket project of The White Stone Project of Gaylord

In serving the organizations listed above, during 2014, PHI played host to 1,702 people for some part of a single day and 472 overnight quests. I have attached a daily logbook for those who might want to take a closer look at PHI's daily traffic patterns.

PHI's CEO is holding conversations with the administrators at Elk Rapids Public Schools for the purpose of discussing the conditions under which PHI might offer the use of its swimming pool to the Elementary Schools of Elk Rapids for the purpose of teaching "Drown-Proofing" classes to third and/or fourth grade students. PHI is also offering the use of its indoor pool and outdoor ponds to the Elk Rapid High School for its Under Water Robotics Challenge team to prepare that team for national competition.

* * *

What are PHI's responses to the recommendations noted in the April 28, 2014 and March 20, 2015 letters from the Elk Rapids Township Fire Department?

Knox Boxes:

Under the supervision of the Elk Rapids Township Fire Department firefighter, Ken Williamson, PHI has installed Knox Boxes on both the barn and the home.

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Signage on All Driveways:

Phi has placed appropriate signage, including that which displays, "No Parking, Fire Lane," at appropriate intervals along the driveway as recommended by the Elk Rapids Township Fire Department

Formal letter giving access:

At the request of the Elk Rapids Township Fire Department, a letter (dated June 17, 2014) was sent from PHI to the Elk Rapids Township Fire Department, acknowledging that the Fire Department has perpetual access to PHI's property for any purpose, including access for the Fire Departments' pre-incident survey program.

Occupancy Permit from Antrim County Building Code Department:

PHI is currently involved in the process created and managed by the Antrim County Building Code Department for securing an Occupancy Permit from Antrim County. PHI is being represented in that effort by Richard Neumann, Architect.

A properly inspected water supply system on the property:

Elk Rapids Township Fire Fighter, Ken Williamson, has been asked by PHI and has agreed to inspect and certify the efficacy of the existing dry hydrant directly connected to the natural ponds that lie between the main house and the barn on PHI's property. Officer Williamson also agreed to supervise an annual backflush of that dry hydrant by a Township Fire Department pumper or a commercial pumper to test and certify its efficacy. PHI is waiting to hear from the Township Fire Department about an appropriate date for the backfushing and subsequent examination/certification to take place.

A Parking Plan:

There are currently 38 parking spaces on the property, all of which are located far enough off the driveway so as not to interfere with emergency vehicle access. Considering the changes planned for the north driveway to bring it into compliance with the recommendations of the Elk Rapids Township Fire Department, PHI will be able to add as many as (4) four more spaces to that number. Those parking spaces are also placed well off the driveways (see the site plan) on the PHI property so as not to interfere with emergency vehicle traffic.

Note: PHI will not allow more than 38 cars to park on its property in order to assure all of us concerned about safety issues that no cars, under any circumstances, will block the free flow of emergency vehicles on PHI property.

Because the issue of parking has been cited as a special concern by some township representatives, it may be important for us to note that on September 13 of last year, PHI served as one of the homes available to the visiting public engaged in the Traverse Magazine Home Tour. More than 800 people visited PHI that day. Parking for people with disabilities was provided on site. Other visitors parked on the

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shoulder of S. Bayshore and were shuttled by a PHI van and golf cart from the top of the driveway to the house. PHI contacted the County Sherriff's office days in advance of the event and PHI 's plan for parking for that event was approved by the Sherriff's officer.

What about the fire fighting water supply on the property?

We have asked the Elk Rapids Township Fire Department to certify, annually, the efficacy of the dry hydrant located between the south driveway and the pond just west of the main house. Fire Department officer Ken Williamson suggested that the Department could back-flush the hydrant annually to assure us that the hydrant is functional. We have also asked the Fire Chief (see letter to the Fire Department of March 30, 2015) to certify that the ponds on the property and/or the indoor swimming pool contain more than sufficient water to sustain a flow of at least 750 gallons per minute for a minimum of an hour.

Modifications to the north drive access to the main house:

In February of 2015, the PHI staff met with Ken Williamson of the Elk Rapids Fire Department to get his opinion relative to Pine Hollow Institute's plan to modify its north drive by expanding and extending that drive and connecting it to the current south drive. With Ken Williamson's advice and the advice of PHI's architect, Richard Neumann, PHI has developed a plan to modify the current north drive to meet with the Fire Chief's - and ultimately to the Planning Commission's - specifications and approval at the April Planning Commission meeting.

Accessibility issues relative to people with disabilities:

PHI has created a plan, with assistance from Disability Network Northern Michigan, for meeting the needs of people with disabilities. PHI has retained the services of Richard Neumann of Petoskey, a very accomplished northern Michigan architect, to work with us and with the Antrim County Building Code Department as well as with the Elk Rapids Fire Department and Disabilities Network Northern Michigan to comply with all code issues as well as with emergency vehicle accessibility issues that need to be addressed in order for PHI to meet the needs of people with disabilities.

* * *

Now that Elk Rapids Township has changed the zoning such that all of PHI's 7.25 acres of property are designated R-1, PHI is concentrating on the twin goals of obtaining a Special Use Permit from Elk Rapids Township and an Occupancy Permit from Antrim County

The Board of Directors is delighted with the nature of and the quality of services PHI has been able to provide to our community of business leaders, government agency directors, and professionals. The attached letters of support from PHI clients over

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the past year underscore our belief that we are providing a necessary and important service to the community, the nation, and the world.

No Executive Summary would be complete without a Statement of Financial Position for the reader to consider. I have attached such a document to this summary. The current operation of Pine Hollow Institute requires an operational revenue stream of approximately \$500,000. Our feasibility study experience to date suggests that such a revenue stream is an attainable, annual goal.

As soon as PHI receives a Special Use Permit from the Elk Rapids Township, construction relative to the modifications to the property required by the Code Department of Antrim County will begin.

Sincerely,



Dale Hull, President/CEO

Attachments:

- A. Report on Occupancy Permit issues from Antrim County Building Department
- B. Daily Log relative to visitors to PHI during the feasibility study of 2014 outlining the kinds of activities that take place at PHI and a description of the participants who attended those activities
- C. Letter to the Fire Department acknowledging that PHI's plan for improvements are in compliance with the issues brought to light in the Elk Rapids Fire Department letters of April 28, 2014 and March 20, 2015.
- D. Fire Department letter in response to PHI's plan for compliance with the recommendations of the Fire Department
- E. Site Plan that includes the creation of a new north driveway connecting with the current south driveway and forming a complete entry/exit loop on the PHI property.
- F. PHI "Statement of Financial Position" as of 1-2015
- G. Letters of Support



Re: Support for PHI application for Special Use Permit

Note: The following record includes only those activities that have taken place on campus at PHI. The number of overnight stays includes myself, Dale Hull, President and CEO at PHI.

Date(s)	Event	Organization	# of Participants	Purpose	# of people overnight	Total overnight stays
12/1/13	Meeting	Charlevoix Circle of Arts	3	Collaborations	1	1
12/3/13	Meeting	Kayla Earlwine (Music Theapist)	2	Collaborations	1	1
12/4/13	Meeting	Bill and Sue Wheadon	3	Marketing/Program Committee Members	1	1
12/5/14	Meeting	Frank Ettawageshik	3	Board membership	1	1
12/10/14	Meeting	Gabe Schneider for Senator Levin	2	Board Membership	1	1
12/11/14	Meeting	Phil Ellis	2	Fiduciary	1	1
12/16/14	Meeting	Justice Elizabeth Weaver	4	Board Membership	1	1
12/23/14	Meeting	David Crouse	3	Environmental Programming	1	1
12/30/14	Meeting	Mike Tarnow	2		1	1
12/31/14	Meeting	Joe Mitchell	2	Smudging PHI	3	6
		Sub-total	26	Sub-total	12	15
1/9/14	Meeting	Jim Moore / Northern MI Disabilities Network	2	Disabilities Assessment	1	1
1/9/14	Meeting	Executive Committee	3	Assessment	1	1
1/11/14	Meeting	Programming Committee	19	Strategic Planning	1	1
1/13/14	Meeting	Bob White / Township Supervisor	2	Introductions	1	1
1/15/14	Meeting	LTFAI	5	Discuss collaborations	1	1
1/18/14	Ceremony	Joe Mitchell to Smudge PHI	13	Ekwangege	3	3
1/19/00	Meeting	Wendy Irving / Habitat for Humanity	4	Discuss collaborations	0	1
1/22/14	Meeting	Meet with Cathy Vogel	3	Discuss Cecilia Peck	0	1
1/23/14	Closing	The closing on the gift of PHI	8	Make the gift to of PH to PHI	3	6
		Sub-total	59	Sub-total	11	16
2/3/14	Meeting	Denise Busley and TBCAC	8	Discuss collaborations	1	1
2/3/14	Meeting	Craig Jones	2	Discuss collaborations	1	1
2/7/14	Meeting	Len Herrett	2	Discuss Zoning	1	1
2/18/14	Meeting	Council of Governments	4	Discuss purposes	1	1
2/18/14	Meeting	Nancy Vogel	2	Discuss collaborations	1	1
2/20/14	Meeting	Dave Kaplan	4	Discuss Insurance	1	1
2/27/14	Interview	Record Eagle	2	For article in Record Eagle	1	1
		Sub-total	24	Sub-total	7	7
3/4/14	Interview	Potential staff (Housekeeper)	3	Housekeeper position	1	1
3/5/14	Meeting	Counseling Across the Lifespan	2	Potential workshops in adoptive parenting	1	1
3/7/14	Meeting	Cincinnati Insurance	4	Insurance review of coverage	1	1
3/8/14	Event	ER Women's Support group (Swimm)	8	Swim for people with disabilities	1	1
3/10/13	Staff Meeting	PHI Staff	4	Weekly staff meeting	1	1
3/10/14	Meeting	With Rick and Sue Summer (potential donors)	4	Discuss support for mission	1	1
3/10/14	Interview	Interview with John Dozier (chef)	2	Interview for staff	1	1
3/13/14	Meeting	Downtown Dev Board and Chamber of Comr	3	Discuss collaborations	1	1
3/13/14	Meeting	Craig Mosher of Right Tree	2	Discuss retreats and collaborations	1	1
3/14/2014 - 3/16/14	Retreat	Michigan Play Therapy Network Group (Pam)	14	Art Therapy Training for Professionals	12	36
3/17/14	Staff Meeting		4	Staff Meeting	1	1
3/19/14	Meetings	Pool Dr., Bill Latka (website), Lake MI Product	6	Potential vendors (interviews)	1	1
3/24/14	Meeting	Children's Advocacy Center (Dr. Amelia Sider)	5	Discuss possible program and retreat	1	1
3/31/14	Staff Meeting	PHI Staff	4	Staff meeting	1	1
		Sub-total	65	Sub-total	25	49
4/2/14	Meeting	Bart Lewis of National Geographic	2	Possible collaborations	1	1
4/7/14	Meetings	Northsky (Lucille Christman), JPR (Thom Paul)	4	Possible collaborations	1	1
4/9/14	Workshop	Workshop - Training in CPR for staff	9	Earning Certification in CPR	1	1
4/11/14	Meeting	Interlochen Public Radio (IPR)	2	Discuss Marketing and collaborations	1	1
4/14/14	Meeting	PHI	4	Leslie, Byrdie and Lucille to discuss Board Meeting	1	1
4/14/14	Meeting	Rachel's Vinyard (Cindy Webb)	2	Discuss collaborations and a retreat	1	1
4/16/14	Workshop	Munson Hospital	9	First Aid Training for Certification	1	1
4/24/14	Meeting	Cincinnati Insurance	2	Sign Insurance policies	1	1
4/28/14	Staff Meeting	PHI Staff	4	Staff Meeting	1	1
4/29/14	Meeting	National Geographic (Bart Lewis)	2	Discuss collaborations	1	1
4/30/14 - 5/1/14	Board Meeting	PHI Board of Directors	8	We held our first Board Meeting of the whole	6	7
		Sub-total	48	Sub-total	16	17

5/2/14	Meeting	St. Vincent DePaul (Rosita Kintz) and Sue Bolc	5	Rosita Kintz planning a retreat and later Sue Bolde - A	1	1
5/5/14	Staff Meeting	PHI Staff	4	Staff meeting	1	1
5/5/14	Meeting	leslie Lee, Chair of PHI Board	2	Review and plan	1	1
5/7/14	Meeting	AFLAC (Mike Hoover)	2	Discuss possible Corporate Retreat	1	1
5/7/14	Meeting	Pine Rest Inc. (Keri Moses)	2	Discuss possible Corporate Retreat	1	1
5/12/14	Staff meeting	PHI Staff	4	Staff meeting	1	1
5/15/14	Meeting	Len Harrett, Elk Rapids Zoning Admin.	3	Discuss PHI's application for Special Use Permit	1	1
5/17/14 - 5/18/14	Corporate Retri	Michigan Council for Arts and Cultural Affairs	24	Strategic Planning Retreat	14	28
5/20/14	Meeting	Pat Quade	2	Discuss Volunteerism	1	1
5/23/14 - 5/24/14	Retreat	Children's Advocacy Center	7	Retreat/Celebration of graduation	7	9
5/30/14	Meeting	Right Tree	4	Planning for Right Tree Retreat	1	1
		Sub-total	59	Sub-total	30	46
6/2/15	Staff Meeting	PHI Staff	4	Staff Meeting	1	1
6/2/14	Board Meeting	City Opera House	30			
6/4/14	Meeting	Kristine Chandler (former CIA Dev Dir)	2	Discuss Development	1	1
6/4/14	Meeting	Traverse Magazine (Cindy Lubko)	2	Discuss potential article in TM	1	1
6/9/14	Staff Meeting	PHI Staff	4	Staff Meeting	1	1
6/9/14	Meeting	Marge Bhremer (Munson Hospital)	3	Discuss possible retreat	1	1
6/9/14	Volunteer Worl	PHI Volunteers	10	Planting the flower boxes and urns	1	1
6/11/14	Meeting	Armor Express (Paul Hresko and staff)	5	Discuss possible celebration	1	1
6/13/14 - 6/14/14	Retreat	Right Tree Retreat	11	Middle school student retreat	11	13
6/16/14	Staff Meeting	PHI Staff	3	Staff Meeting	1	1
6/17/14	Meeting	David Kaplan of Cincinnati Insurance	2	Delivery of the Insurance Policies	1	1
6/18/14	Meeting	Brick House Interactive - Jim Sunburg - "On S	2	Discuss possible celebration	1	1
6/20/14	Meeting	Interview with Larry Wilson, CPA	3	Byrdie and I discussed possible collaboration for accc	1	1
6/20/2014 - 6/22/14	Retreat	Counseling Across The Lifespan	6	Retreat for Adoptive Parent Training	6	18
6/23/14	Meeting	Traverse Magazine Elizabeth Edwards)	2	Interview for article in TM	1	1
6/30/14	Meeting	Paul Varga	2	Placement of his sculptures	1	1
		Sub-total	91	Sub-total	30	44
7/1/14 - 7/3/14	Workshops	Right Tree	60	Workshops in the canning of fruits and veggies	0	
7/11/14	Meeting	Andrew Shotwell, Grounds Committee	3	Met with Fred over facility and Grounds issues	1	1
7/7/14 - 7/9/14	Retreat	White Stone - Big Ticket Festival of Gaylord	12	Strategic Planning Retreat	13	37
7/11/14 - 7/13/14	Retreat	Counseling Across The Lifespan	10	Retreat for Adoptive Parents	11	24
7/14/14	Meeting	PHI Marketing Committee	5	Initial meeting to organize / discuss website	1	1
7/15/14	Meetings	Pat Quade-Volunteers and ER Township Mee	2	Plan for Home Tour and Present zoning application	1	1
7/17/14	Meetings	Steff	3	Planning for Home Tour	1	1
7/22/14	Meeting	Pat Quade over volunteers	2	Planning for Home Tour	1	1
7/24/14	Meeting	Steve Prissel - Superintendent- Elk Rapids Sch	1	Meeting over potential collaborations	1	1
7/29/14	Meeting	Armor Express retreat Committee	8	Planning for retreat	1	1
7/31/14	Meeting	Shorts Brewing planning committee	4	Planning for retreat	1	1
7/31/14	Meeting	Keri Moses of Pine Rest	2	Planning for retreat	1	1
		Sub-total	112	Sub-total	33	70
8/1/14	Meeting	Roger Hummel	3	Roger, Fred and Dale discussed accessibility issues	1	1
8/4/14	Meetings	Shorts Brewing team and Trish Henning	7	Discuss Shorts Retreat	1	1
8/8/14 - 8/9/14	Retreat	Pine Rest of Traverse City	10	Strategic Planning Retreat	10	10
8/11/14	Meeting	Antrim County Health Dept. (Kitchen)	1	Commercial Kitchen - Certificate	1	1
8/12/14	Meeting	Mary Grace Ottis	2	Discuss Marketing proposals	1	1
8/13/14 - 8/15/14	Meetings	Dale at work here	1	Various tasks	3	3
8/20/14	Meeting	Deb Lake of TC Film Festival	1	Discuss TC Film Fest Retreat / Screening of Brave Mis	2	
8/20/14 - 8/21/14	Meeting	PHI Board of Directors / Guests	7	Regular August meeting	5	5
8/21/14 - 8/24/14	Retreat	Armor Express	50	"Saves" Retreat	20	36
8/24/14	Meeting	Kristine Chandler and FL Wright Architect: M	4	Contact for future Fundraising		
8/26/14	Meeting	Steve Prissel and Elk Rapids Principals	7	Planning collaborations		
8/29/14	Meeting	Jim Moore of NM Disabilities Network	2	Accessibility Issues planning		
		Sub-total	95	Sub-total	44	58
9/3/14	Meeting	Lelle Lee and Paula McIntyre of Cerulean Cen	3	Planning for Retreat in November		
9/5/14	Meeting	Interview with Karin Beery of GT Insider	2	Insider Article - Marketing		
9/6/14	Training Session	Volunteers for Home Tour with Lee/Hummel	19	Planning/Training for Home Tour		
9/10/14	Meeting	Royce Ragland of Green ER	2	Planning of collaborations		
9/11/14	Training	Home Tour volunteers	12	Planning/Training		
9/13/14	Home Tour	Traverse Mag Annual Home Tour	817	Largest Home Tour in TC history		
9/22/14	Meeting	Casey Comstock to bid on Accessibility Consti	3	Evaluate costs relative to accessibility issues		
9/22/14	Consultation	Trish Hacker of WAM and Brenda (Butterfly e	5	Planning for the wild flower garden etc	3	6
9/23/14	Meeting	George Colburn to talk about sponsoring Cod	2	Planning for screening at State Theatre		
9/29/14	Meeting	Paul Hresko, Stuart Campbell and kay Charter	4	Planning bird habitat		
		Sub-total	869	Sub-total	3	6
10/2/14	Maintenance	Tim Dieland to tune piano	3			

10/6/14	Meeting	Laura Oblinger and Doug Lucciani of TC Cham	3	Discuss potential for retreat/training			
10/12/14	Board Meeting	Council of MI Foundations	41	Annual Meeting of CMF			
10/16/14	Meeting	Kristin Grote of GT Stewardship Initiative	2	Discuss potential training session next summer			
10/17/14 - 10/19/14	Retreat	Adoptive Parents Retreat - Counseling Across	20	Adoptive parent training and retreat X	20		40
10/25/14 - 10/29/14	Retreat	Traverse City Film Festival Board and staff	16	TCFF Board	12		48
		Sub-total	85	Sub-total		32	88
11/3/14	Meeting	Doug Luciani and Laura Oblinger of TC Cham	3	Planning for TCChamber Leadership Workshops	1		
11/4/14	Luncheon Meet	NW MI Council of Governments	110	Planning Session	1		
11/6/14	Meeting	Paula McInture of the Cerulean Center	3	Plan for Cerulean Center Retreat X	1		
11/10 - 11/11	Board Meeting	Board of Directors, guests and staff of PHI	8	Special Meeting for Strategic Planning	4		
11/11/14	Meeting	Robin Flannery of Robin's Nest	2	Discussion over collaborations			
11/11/14	Meeting	Mark Humitz of Cornwell Architects	3	Discussion over acquiring an Occupancy Permit from the county			
11/15/14	Meeting	Lisa Manrow to talk about Retreat	2	Discussion over potential retreat			
11/17/14	Meeting	Marina Friend	2	Discuss potential for a retreat			
11/24/14	Meeting	Bev Cunningham of Charlevoix	2	Talk about volunteering at PHI (Fund Rasing Com)			
		Sub-total	135	Sub-total		7	7
12/1/14	Meeting	Roxanne Lity and husband from ER Theatre	4	Discussion over collaboration on Little Bear			
12/1 - 12/2	Retreat	Counseling Across the Lifespan / a family	6	Grieving workshop	6		12
12/4 - 12/7	Retreat	Cerulean Center	14	Strategic Planning Session	11		33
12/7 - 12/8	Retreat	PHI Board of Directors, guests and staff	10	Quarterly Board Meeting	4		4
		Sub-total	34	Sub-total		21	49
		Grand Total to Date	1702			271	472

01/29/15

Pine Hollow Institute
Statement of Financial Position
 As of January 30, 2015

	Jan 30, '15
ASSETS	
Current Assets	
Checking/Savings	
10000 -- Cash in Bank - Chemical ...	55,300.78
Total Checking/Savings	55,300.78
Total Current Assets	55,300.78
Fixed Assets	
14000 -- Land - 10400 S. Bayshore ...	1,458,825.00
14500 -- PH - 10400 S Bayshore Dr	7,241,175.00
14600 -- Depreciation - PH House	-177,934.86
Total Fixed Assets	8,522,065.14
TOTAL ASSETS	8577365.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22100 -- Elan Visa Business Card	1,128.76
Total Credit Cards	1,128.76
Other Current Liabilities	
23000 -- MI Sales Tax Payable	9.60
Total Other Current Liabilities	9.60
Total Current Liabilities	1,138.36
Total Liabilities	1,138.36
Equity	
32000 -- Unrestricted Net Assets	8,603,742.84
Net Income	-27,515.28
Total Equity	8,576,227.56
TOTAL LIABILITIES & EQUITY	8577365.92



Antrim County Building Department
FRANK HERSHA – BUILDING INSPECTOR

POST OFFICE BOX 188
BELLAIRE, MICHIGAN 49615
Telephone (231) 533-8373
Fax (231) 533-6041

RE: POSSIBLE CORRECTIONS TO FACILITY/ THIS IS NOT A COMPLETE LIST.

Location: 100400 BAYSHORE DRIVE, ELK RAPIDS, MI.

Dear Sir:

THIS IS NOT A COMPLETE LIST OF CORRECTIONS-LACKING COMPLETE INFORMATION REGARDING THE INTENDED USE OF THIS FACILITY

HOUSE 16,000 TO 17,000 SQ. FT.

MAIN FLOOR-7400 SQ. FT. GROUP B. MBC 304.1 BUSINESS GROUP B OCCUPANCY INCLUDES, AMONG OTHERS, THE USE OF A BUILDING OR STRUCTURE, OR A PORTION THEREOF, FOR OFFICE, PROFESSIONAL OR SERVICE-TYPE TRANSACTIONS.

FIRE AND SMOKE

AUTOMATIC SPRINKLERS: MBC 903.2.8 GROUP R-. AN AUTOMATIC SPRINKLER SYSTEM INSTALLED IN ACCORDANCE WITH SECTION 903.3 SHALL BE PROVIDED THROUGHOUT ALL BUILDINGS WITH A GROUP R FIRE AREA.

MAIN FLOOR-1440 SQ. FT. GROUP R-1 MBC 310.3 RESIDENTIAL OCCUPANCIES CONTAINING SLEEPING UNITS WHERE THE OCCUPANTS ARE PRIMARILY TRANSIENT IN NATURE. HOTELS, MOTELS.

MBC 907.2.8 FIRE ALARM SYSTEM AND SMOKE ALARMS SHALL BE INSTALLED IN GROUP R-1 OCCUPANCIES AS REQUIRED IN SECTIONS 907.2.8.1 THROUGH 907.2.8.3. THIS COVERS THE REMAINDER OF THE FIRST FLOOR, THE SECOND AND THIRD FLOOR.

ACCESSIBILITY

ALTERATIONS: MICHIGAN REHAB CODE 403

REHAB CODE 402.1- ADDITIONS WILL COMPLY WITH THE REQUIREMENTS OF IBC FOR NEW CONSTRUCTION. ALTERATIONS WILL BE NO LESS CONFORMING THAN THE EXISTION BUILDING WAS.

REHAB CODE 402.6- SMOKE ALARMS- INDIVIDUAL SLEEPING UNITS AND INDIVIDUAL DWELLING UNITS IN GROUP R AND I-1 OCCUPANCIES SHALL BE PROVIDED WITH SMOKE ALARMS IN ACCORDANCE WITH THE MBC.

REHAB 403.1 ALTERATIONS- EXISTING STAIRS SHALL COMPLY WITH IBC 1009. HANDRAILS SHALL COMPLY WITH IBC 1009.12 AND IBC 1012.6.

TURNING SPACE- ICC304.3, 60" MIN.

CHANGE IN LEVEL- ICC303.1 VERTICAL CHANGE OF $\frac{1}{4}$ " IS ACCEPTABLE. ICC303.3 BEVELED MUST BE NOT STEEPER THAN 1:2

VERTICAL CLEARANCE UNDER STAIRS: ICC307.4 80" BLIND PERSONS

KITCHENS: 40" CLEARANCE BETWEEN BASE CABINETS. ICC 804

DOORWAYS- ICC404.2.2 DOORWAYS SHALL HAVE A CLEAR OPENING WIDTH OF 32".

DOOR HARDWARE-ICC 404.2.6 HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON ACCESSIBLE DOORS SHALL HAVE A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOES NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST TO OPERATE. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 34" TO 48" ABOVE THE FLOOR.

THRESHOLDS: ICC 404.2.4 THRESHOLDS AT DOORWAYS SHALL BE $\frac{1}{2}$ " MAXIMUM IN HEIGHT. RAISED THRESHOLDS AND CHANGES IN LEVEL AT DOORWAYS SHALL COMPLY WITH SECTIONS 302 AND 303.{FLOOR SURFACES}

BARN

MBC 303.3 ASSEMBLY GROUP A-2 BANQUET HALL BECAUSE OF COMMERCIAL KITCHEN

MBC 303.4 ASSEMBLY GROUP A-3 COMMUNITY HALL OR EXIBITION HALL

BARN CAN ALSO BE F-1 FACTORY GROUP. MBC 306. FOOD PROCESSING AND COMMERCIAL KITCHEN NOT ASSOCIATED WITH A RESTAURANT, CAFETERIA OR SIMILAR DINING FACILITY.

MBC 903 SPRINKLER SYSTEM REQUIREMENTS:

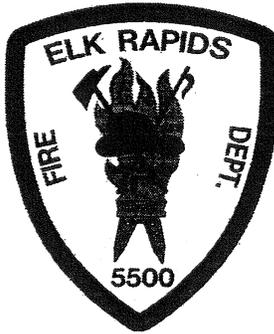
A-1 YES- IF OCCUPANT LOAD IS 100 OR MORE

A-2 YES- IF OCCUPANT LOAD IS 300 OR MORE

If you have any questions you can contact me at (231) 533 – 8373, between 8:00 AM and 9:30 Am daily.

Respectfully,

Frank Hersha – Building Inspector
Antrim County



ELK RAPIDS FIRE DEPARTMENT

209 BRIDGE STREET • P.O. BOX 502 • ELK RAPIDS, MI 49629-0502
PHONE/FAX: (231) 264-5161 • EMAIL: ERFIRE@ELKRAPIDS.INFO

April 9, 2015

Re: Pine Hollow Institute letter dated March 30, 2015

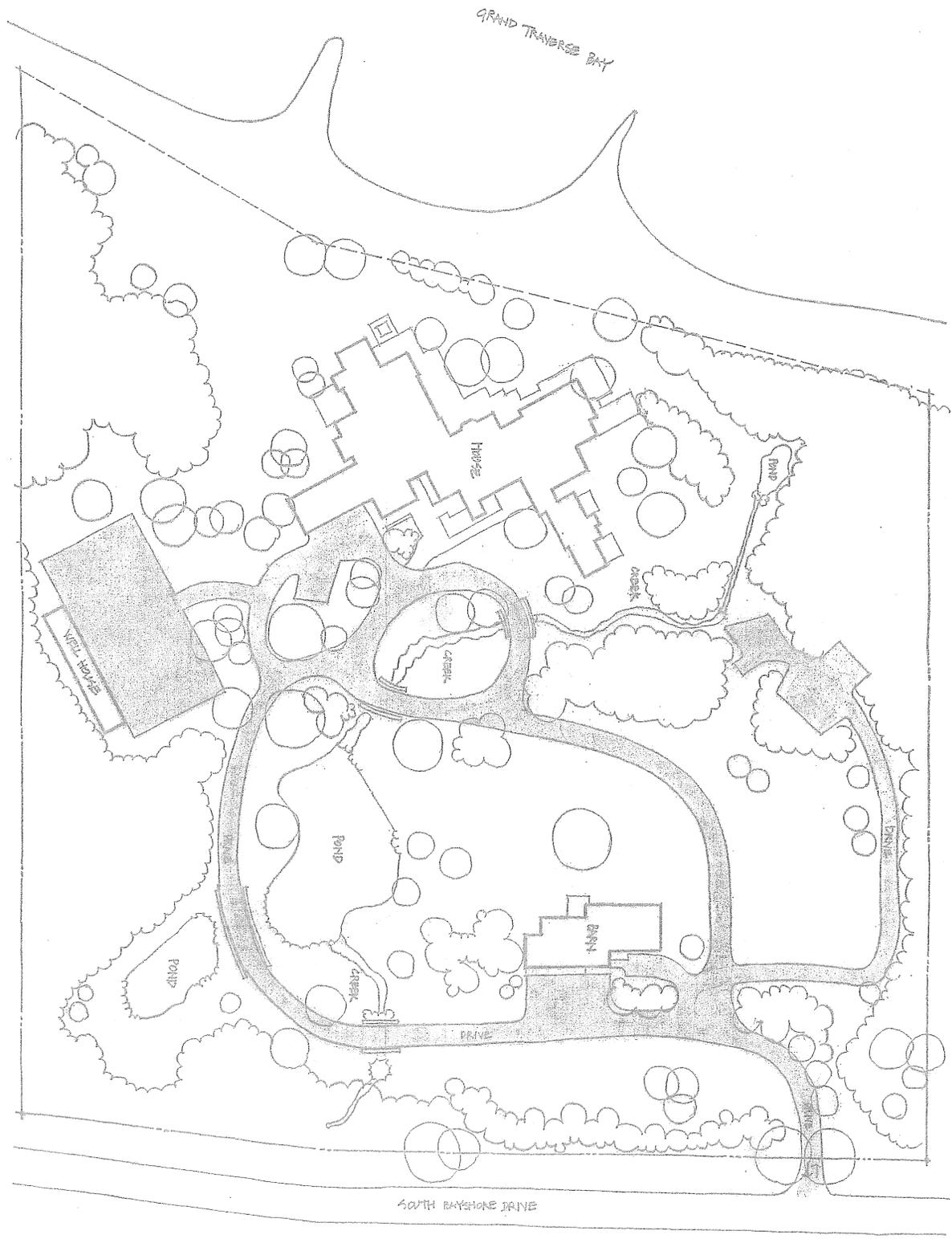
The applicant for Pine Hollow Institute has previously stated that the proposed uses of the property include lectures, retreats, seminars, theatre, and other performances. These uses would include food service and over-night lodging. Our recommendations for this property are based on these stated purposes.

1. The Applicant has installed both Key Lock Boxes as requested.
2. Fire Lane signage has been added to the existing drive. The Fire Dept. would like this signage included in the proposed north drive also.
3. The Applicant has granted the Fire Dept. access for the pre-survey program.
4. The Fire Dept. recommends that the applicant continue to work with the building codes department to gain an occupancy permit for the stated proposed uses. If a fire suppression sprinkler system is part of this compliance, the Fire Dept. may be willing to relax the water supply requirements in number 5 below.
5. The Fire Department recommends that Pine Hollow be required to certify the water supply as adequate to flow 750 gallons per minute for 1 hour. The Fire Dept. will not be actively involved in the maintenance and certification of this water supply.
6. The Fire Dept. concurs with the parking plan.
7. The Fire Dept. approves of the general concept of the proposed north drive but would like to see a more specific plan that includes dimensions before granting approval.

Fire Dept. Chief
Peter Van Den Berge

PineHollow040915






 NORTH
SITE PLAN
 1" = 50'

PINE HOLLOW INSTITUTE
 10-400 S. BAYSHORE DRIVE
 BENTONVILLE, MISSISSIPPI



PINE HOLLOW INSTITUTE

Peter Van Den Berge, Fire Department Chief
Elk Rapids Township Fire Department
209 Bridge Street
PO box 529
Elk Rapids, MI 49629-0529

Monday, March 30, 2015

Re: Proposed Pine Hollow Institute

Elk Rapids Township Zoning Administrator, Leonard Harrett has asked Pine Hollow Institute to obtain a letter from the Elk Rapids Township Fire Department indicating that Pine Hollow Institute has satisfied the Fire Chief's concerns outlined in the Fire Department's letters of April 20, 2014 and March 20, 2015. Please consider this report to have a two-fold function: first to answer the Fire Chief's safety concerns; and second to request his approval of Pine Hollow Institute's plan.

The following are responses to each of the issues brought to Pine Hollow Institute's attention by Fire Chief Van Den Berge in his letters (see attached) of April 28, 2014 and March 20, 2015 resulting from Pine Hollow Institute's application for a Special Use Permit from Elk Rapids Township to use Pine Hollow Institute as a retreat center.

Knox Boxes:

Under the supervision of the Elk Rapids Township Fire Department firefighter, Ken Williamson, PHI has installed Knox Boxes on both the barn and the home.

Signage on All Driveways:

Phi has placed appropriate signage, including that which displays, "No Parking, Fire Lane," at appropriate intervals along the driveway as recommended by the Elk Rapids Township Fire Department

Formal letter giving access:

At the request of the Elk Rapids Township Fire Department, a letter (dated June 17, 2014) was sent from PHI to the Elk Rapids Township Fire Department, acknowledging that the Fire Department has perpetual access to PHI's property for any purpose, including access for the Fire Departments' pre-incident survey program.

Occupancy Permit from Antrim County Building Code Department:

PHI is currently involved in the process created and managed by the Antrim County Building Code Department for securing an Occupancy Permit from Antrim County. PHI is represented by its architect, Richard Neumann, in this effort.

A properly inspected water supply system on the property:

Elk Rapids Township Fire Fighter, Ken Williamson, has been asked by PHI and has agreed to inspect and certify the efficacy of the existing dry hydrant directly connected to the natural ponds that lie between the main house and the barn on PHI's property. Officer Williamson also agreed to supervise an annual back-flush of that dry hydrant by a Township Fire Department pumper or a commercial pumper to test and certify its efficacy. PHI is waiting to hear from the Township Fire Department about an appropriate date for the back-flushing and subsequent examination/certification to take place.

A parking plan:

There are currently 38 parking spaces on the property, all of which are located far enough off the driveway so as not to interfere with emergency vehicle access. Considering the changes planned for the north driveway (See attached site plan) to bring it into compliance with the recommendations of the Elk Rapids Township Fire Department, PHI will be able to add (4) four more spaces to that number. Those parking spaces, if they are indeed added, will also be placed well off the driveways so as not to interfere with emergency vehicle traffic.

PHI will not allow more than 38 cars to park on its property.

Because the issue of parking has been cited as a special concern by some township representatives, it may be important for us to note that on September 13 of last year, PHI served as one of the homes available to the visiting public engaged in the Traverse Magazine Home Tour. More than 800 people visited PHI that day. Parking for people with disabilities was provided on site. Other visitors parked on the shoulder of S. Bayshore and were shuttled by a PHI van and golf cart from the top of the driveway to the house. PHI contacted the County Sherriff's office days in advance of the event and PHI 's plan for parking for that event was approved by the Sherriff's officer.

Fire fighting water supply on the property:

We have asked the Elk Rapids Township Fire Department to certify, annually, the efficacy of the dry hydrant located between the south driveway and the pond just

east of the main house. Fire Department officer Ken Williamson suggested that the Department could back-flush the hydrant annually to assure us that the hydrant is functional. We are asking, through this letter, that the Fire Chief certify that the ponds on the property and the indoor swimming pool contain more than sufficient water to sustain a flow of at least 750 gallons per minute for a minimum of an hour.

Modifications to the north drive:

In February of 2015, the PHI staff met with Ken Williamson of the Elk Rapids Fire Department to get his opinion relative to Pine Hollow Institute's plan to modify its north drive by expanding and extending that drive and connecting it to the current south drive. With Ken Williamson's advice and the advice of PHI's architect, Richard Neumann, PHI has developed a plan to modify the current north drive to meet with the Fire Chief's approval.

Accessibility issues relative to people with disabilities:

PHI has created a plan, with assistance from Disability Network Northern Michigan, for meeting the needs of people with disabilities. PHI has retained the services of Richard Neumann of Petoskey, a very accomplished northern Michigan architect, to work with us and with the Antrim County Building Code Department as well as with the Elk Rapids Fire Department and Disabilities Network Northern Michigan to comply with all code issues as well as with emergency vehicle accessibility issues that need to be addressed in order for PHI to meet the needs of people with disabilities.



Dale Hull, President/CEO
Pine Hollow Institute

Cc: Township Zoning Administrator



Services Area

Mission Statement:

We help people overcome barriers to independence.

2279 S. Airport Road W.
Traverse City, Michigan
49684
231.922.4805
231.922.2053 fax
877.448.3449 toll-free

Website:

www.goodwillnmi.org

Email:

goodwill@goodwillnmi.org

To Whom it May Concern,

I am writing to show gratitude to Pine Hollow, for it's support of Goodwill Northern Michigan's efforts to help people in poverty.

Goodwill is a regional leader in job training and placement services. We needed a place to practice our hospitality and food services. Pine Hollow generously allowed us to use their facilities at no cost. A deluxe practice venue allowed us to demonstrate our abilities and then also to recruit business partners who will work with us on employment solutions. The outcome of their gift, over time, will be hundreds of Northern Michigan neighbors trained for available hospitality jobs in our community.

Pine Hollow was kind enough to invite us back, for future events that will benefit people seeking jobs and greater employment opportunity. Resources like Pine Hollow are in short supply, high demand and very difficult for nonprofits like ours to access. Pine Hollow has already had an impact on the lives of the people we serve, and we are excited to continue our partnership.

Pine Hollow is a community gem, which is being put to the best possible good. We are grateful! I would be delighted to talk about my experience working with Pine Hollow, and the impact of their generosity. Please contact me any time.

Sincerely,

Leah Bagdon McCallum
Director of Advancement
Goodwill Northern Michigan
231-995-7719





March 26, 2015

To Whom It May Concern:

The purpose of this letter is to serve as support of the Pine Hollow Institute of Elk Rapids, Michigan. We recognize and appreciate the efforts of Pine Hollow Institute to meet the challenges of its own mission in service to its local, statewide, and indeed world community. The mission of the Institute is parallel to our own which is to serve its members and community by providing services that promote the economy and protect the environment, making this region a better place to live, work, play, and raise a family.

Traverse City Area Chamber of Commerce recently held a very successful two-day Leadership Grand Traverse workshop at Pine Hollow Institute, and we who were charged with leading that workshop recognize that much of our success is due to the beautiful, peaceful, simply elegant surroundings offered to our group by Pine Hollow Institute. The place in itself contributed to safe environment in which we needed to deeply explore issues related to civic engagement.

Leadership Grand Traverse is a valuable program that prepares participants for decision-making leadership roles in areas such as policy, program implementation, and organizational maintenance. We help train polished leaders, ready to get down to the business of building community, and we thank Pine Hollow Institute for becoming a partner in that effort. We look forward to our next stay there.

Sincerely,

Laura J. Oblinger

Laura Oblinger
Chief Operation Officer

March 21, 2015

Mr. Dale Hull
President, CEO
The Pine Hollow Institute
P.O. Box 639
Elk Rapids, MI 49629

Dear Dale,

I wanted to take a moment to express my sincere gratitude to you and your staff at the Pine Hollow Institute for hosting the first ever Armor Express Saves Retreat last August. The event proved to be a remarkable experience for our Saves and their families. To more clearly convey how the event impacted our guests, let me share a bit about who they were.

David Wagoner, a Police Officer from Cape Coral, Florida, was shot three times during a routine traffic stop. One of the rounds struck his Armor Express body armor just over his heart, the second hit his armor over his lower right abdomen, and the third went below his vest entering his pelvic cavity causing significant bodily injury. David attended with his wife Patty.

Officer Brett Morgan from New Britton, Connecticut, was approaching a stolen vehicle on foot when the driver slammed on the gas pedal striking Morgan who became trapped under the vehicle as it attempted to speed off. Morgan was dragged over 100 feet with his armor leaving a skid mark on the street. Although he sustained no injuries to his torso, he has had multiple reconstructive surgeries for his face. Brett attended with is fiancée Tara.

Josh Caulkins, a Sheriff's Deputy from Smith County, Texas, was shot with a 16 gauge shot gun at a distance of approximately 3 feet. His body armor saved his life. Josh attended with his wife Krista.

Officer Cole Martin, from Pierre, South Dakota, was shot through the wall of a trailer with a 12 gauge shot gun while attempting to apprehend a suspect. Cole's body armor saved his life and he attended with his wife Amanda and their son Cade.

And finally, Lt. Brian Murphy, the first responding Officer to the 2012 Sikh Temple massacre in Oak Creek, Wisconsin, was shot 15 times during his altercation with the assailant. His body armor absorbed 3 of the rounds, but 12 of them entered his body causing significant damage. Brian is the recipient of the Congressional Badge of Bravery, the Presidential Medal of Valor, and numerous other prestigious distinguished service awards. Brian currently serves as Armor Express's Saves Program Manager and mentors other Officers who have been shot or injured in the line of duty.



ARMOR EXPRESS
PO BOX 516
CENTRAL LAKE, MI 49622
T: 866-357-3845
F: 231-544-6734

The sacrifices these Heroes have made to protect everyday citizens is beyond reproach, but all too often taken for granted. We rarely consider the physical and emotional scars these Heroes are burdened with for the rest of their lives, with little focus given to their own personal healing.

Thanks to the Pine Hollow Institute however, we were able to truly turn our attention to the wounds of these brave men. We rightly took time to address their needs, and those of their spouses. The remarkably unique and soothing atmosphere at Pine Hollow allowed for fellowship, open dialogue, and compassion to be shared by all. It was an unmatched healing experience.

Please continue to do the remarkable work that you and your staff are so impressively doing. We hope to come back soon with a new group of Heroes, for a second Saves Retreat. We now know the tremendous service we will be doing by bringing them to Pine Hollow. While it may pale in comparison to their sacrifices, it will be much appreciated and will help ease their burdens for years to come.

Sincerely,



Matt Davis
President, CEO



ARMOR EXPRESS
PO BOX 516
CENTRAL LAKE, MI 49622
1-866-357-3845
F: 231-544-6734