

White Birch Lakes  
Board of Directors Meeting Minutes  
September 14, 2019

**I. Call to Order:**

President Bridges called the meeting to order at 10:00 am.

Board Members Present: Directors Witchell, Holzer, Dombrowski, Hassberger, Simons, Allen and President Bridges; also Secretary/Treasurer McClusky and Supervisor Wheeler

Board Members Attending by Teleconference: None

Board Members/Others Absent: None

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions/Deletions to the Agenda:**

Old Business: Director Simons & Director Dombrowski – Boat Launch and Renovations at Holiday Lake

**III. Approval of Minutes:**

Director Holzer clarified Motion #10 under New Business from the August 2019 Meeting Minutes regarding the Annual Audit Surplus transfer of funds by stating that when monies are moved for the Annual Audit Surplus to the Capital Improvement Account, it doesn't mean that those amounts are totally under-budget amounts. The amounts are derived from the Auditor's figures after taking all the money received for the fiscal year versus expenses and includes amounts that are paid from prior year(s) Assessments which are not included in the yearly budgets because those amounts are not guaranteed to be received. As an example, the Surplus amount for 2018-19 was reported as \$53,411.00 but only \$16,675.00 was actually under budget.

*(1) Director Hassberger moves to approve the August Meeting Minutes as presented, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

**IV. Income Statements-Treasurer Reports:**

*(2) Director Holzer moves to approve the financial reports for August as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

*(3) Director Allen moves to approve the September Payables as presented, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

**V. President's Report: President Bridges reported the following:**

“Well, sad news, summer is almost done, the kids are back in school, football games and other activities take priority. Members will be spending less time here; and in another 6 weeks, the RV's have to be off the lots and in storage or home.”

“For those Members who do not live in White Birch Lakes and enjoy the season here, remember to secure your property. Do not leave your camper batteries outside of your camper, secure fuel tanks with locks and chains, secure all other items that can grow feet and move away. Unfortunately, Clare County is easy pickings for those who need to take things that do not belong to them. Homeowners that do not live here regularly, lock your garages and sheds. It is a good idea to have motion lights up and, if possible, security cameras.”

“We had a rash of thefts on Mockingbird Circle last winter and security cameras were able to aid in identifying the subject who committed the crimes. Almost all properties were returned to their owners. I am so sorry that this is even being suggested, however, it is the way of life today. Have a neighbor who is here all winter help to check on your things too. Our staff on their rounds also do look where foot prints in the snow are where they are not supposed to be, but staff move all over our 1800 acres and things can happen from week to week or even day to day.”

“Don't forget our hay ride/color tour that is coming up. We have a tractor and wagon to take you on the route and hot dogs will be served too. Check the Birch Bark online to see upcoming activities and ongoing information regarding White Birch Lakes.”

**VI. Supervisor's Report:** Supervisor Wheeler reported the following:

"I just want to start by thanking White Birch employees for all their hard work this summer and the Board of Directors for their hard work and dedication to make White Birch a great place to be. I just want to say welcome to all the new Members and thanks to all the Committee Members for all their hard work and dedication."

"I don't know if everybody is aware that at the end of Pine Run there is some trespassing going on. The Owner of the adjacent property claims some of this has been our own Members which I would hope not. **Remember, when you open up a place it just invites people to use it.**"

"The beach at Holiday Lake, I have heard a lot of good responses on except for the boat rack. Hopefully we can still get the boat rack built this year."

"**Winter Storage, remember if you haven't signed your agreements and picked up your stickers, you need to do so. Also, we need you to contact the Clubhouse when you are putting your camper in the Storage areas so we know that you are in the right spot because we have a lot of new Members. People are asking me why but we want to know you are there. We are working our best to accommodate everybody's spots so please be patient. Storage is almost full and it is getting hard to find spaces.**"

"In Maintenance, we are going to try to do some trimming in the next couple of weeks. We are so far behind on it that we have got to get on it. I am just making people aware that we might be doing some trimming."

**VII. Committee Reports:**

**EPC Committee:** Director Hassberger reported that for the month of August there were – 6 tree removal requests that were all approved, 1 new driveway and 1 detached accessory building also approved. There were also 2 requests that were either withdrawn or put on hold by Members.

**Campground Committee:** Director Witchell reported that from the Wednesday before the holiday he stayed in White Birch Lakes because there were reports from people about a lot of people having fires and staying in the Campground and whether they were supposed to be in there or not. He had two telephone calls to his house on issues and a couple of people stopped by his house regarding issues that they wanted answers to because they are new and didn't know the answers. Everybody did well and there were a couple of kids driving ATVs but they were doing good. There were some other issues especially with ATVs.

**Activity Committee:** Director Holzer mentioned there will be a Garden Planting at the Clubhouse on Saturday, September 21<sup>st</sup>, from 11-1 pm and Bingo will be on the same day from 2-4 pm. Bring a perennial to go in the new planter out front. Director Witchell mentioned there will be a Hay Ride/Color Tour on Saturday, October 5<sup>th</sup>.

At this time, Director Holzer mentioned the new generator has been placed outside of the Clubhouse.

**Safety Committee:** President Bridges mentioned that there will be a Safety Committee meeting after the Board Meeting. Bob Pelfery stated Labor Day weekend went well overall. There were a few issues but everything went smooth and most were behaving themselves.

**VIII. Comments from the Floor (both Agenda Items and For the Good of the Order):** Available for viewing in the office.

*(4) Director Simons moves for this section of Comments from the Floor be open for all Comments with another section at the end of the meeting for additional Comments, and if it gets out of hand, it will go back to Comments from the Floor for Agenda Items only at this point and then Comments from the Floor for the Good of the Order at the end of the meeting again, 2<sup>nd</sup> by Director Allen.*  
*Ayes – Directors Witchell, Holzer, Hassberger, Simons and Allen*  
*Nays – Director Dombrowski*  
*Motion carried.*

**IX. ManagerPlus Report:**

Supervisor Wheeler reported the following:

1. Jeff thanked the Board for purchasing the new pickup.
2. The sand in the pool filter will be scheduled to be changed every February so there won't be a problem again. There was a leak on the top of the filter system that was repaired by tightening up the valve on the top. The temperature gauge is leaking but this is being worked on.
3. The radiator on the Sterling 2000 Dump Truck needs to be repaired. The Board directed Jeff to get it repaired as he sees fit.
4. The generator has been delivered and set in place at the Clubhouse. Director Holzer suggests an additional camera be placed on this area in case of vandalism.

5. John Pryde came in and repaired the Storage program in the kitchen computer so that is back up and running. John suggested that a backup system be installed on that computer so the program will be backed up.

6. Jeff asked if the Fish Stock Budget could be increased by \$500.00 for additional fish to be purchased this year.

*(5) Director Hassberger moves to approve up to \$500.00 for additional fish stocking, 2<sup>nd</sup> by Director Allen.*

*All Ayes, motion carried.*

7. A Member approached Jeff regarding the corner of Mockingbird Circle and Elm Run to see what can be done about that corner with regards to putting in a culvert. Jeff asked the Board to think about work being done in that area.

8. Jeff feels the pool will need to be repainted in the spring.

9. The front double door on the Clubhouse needs to be replaced. Jeff presented a bid from Douglass The Window Guys from Cadillac for a replacement door. This will be on the Agenda for October for further bids and information.

At this time, Director Holzer asked to have "Parking the New Pickup in the Maintenance Garage" added to New Business.

#### **X. Unfinished Business:**

*(6) Director Simons moves to accept the bid from Bauer Construction in the amount of \$10,150.00 for Steel Roofing on the Salt Sheds and Pavilion with the funds to be taken from the Capital Improvement Fund, 2<sup>nd</sup> by Director Allen.*

*All Ayes, motion carried.*

*(7) President Bridges moves to table the Electrical Upgrade at the Pavilion until the March 2020 Meeting, 2<sup>nd</sup> by Director Allen.*

*All Ayes, motion carried.*

*(8) President Bridges moves to table the Campground Bathhouse Shower Wall Tile Bids until the February 2020 Meeting, 2<sup>nd</sup> by Director Allen.*

*All Ayes, motion carried.*

*(9) President Bridges moves to table Entrance Gate Monitoring until the October Board Meeting for further information and recommendations from the Safety Committee, 2<sup>nd</sup> by Director Dombrowski.*

*All Ayes, motion carried.*

In regards to the added Agenda Item of "Boat Launch and Renovations at Holiday Lake", direction was given to Supervisor Wheeler to move the boat launch as discussed and to have a new boat rack built using the remaining money from the \$5,000.00 that was already approved at the August 2019 Board Meeting.

#### **XI. New Business:**

President Bridges appointed Members to the 2019-20 Committees as follows:

**Finance Committee:** Dawn Holzer-Chairperson, Dick Hassberger-Board Liaison, Shelly Obrzut and Fred Witchell

**C & R and By-Laws Committee:** Al Isaac-Chairperson, Jeff Simons-Board Liaison and Dick Hassberger

**Safety Committee:** Alyssa Gruber-Chairperson, Dick Hassberger-Board Liaison, Dawn Holzer, Fred Witchell, Frank Getz, Ron Perkins and Bob Pelfery

**Campground Committee:** Fred Witchell-Chairperson, Kevin Dombrowski-Board Liaison, Mike Morello and Richard Allen

**EPC & Conservation/Grounds Committee:** Dick Hassberger-Chairperson, Jeff Simons-Board Liaison, Steve Brandle and Tom Boos

**Activity Committee:** Willa Newsome-Coombe and Marney Frank-Co Chairpersons, Dawn Holzer-Board Liaison, Shelly Obrzut, Bill Coombe and Nancy Buchholz

**Election Committee:** Sandy Getz-Chairperson, Dick Hassberger-Board Liaison and Richard Allen (This Committee Sign-up Sheet will be placed back on the bulletin board for further Members to sign-up)

**Policy & Procedure Update Committee:** Jeff Simons-Chairperson and Kevin Dombrowski-Board Liaison (This Committee Sign-Up Sheet will be placed back on the bulletin board for further Members to sign-up)

*(10) Director Hassberger moves to approve the Committee Member appointments made above, 2<sup>nd</sup> by Director Allen.*

*All Ayes, motion carried.*

*(11) Director Dombrowski moves for the word "camping" to be inserted in the second sentence of No. 5 of the Camping Guidelines Policy, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

Note: The sentence will read "A portable camping toilet or an RV holding tank or tote tank will maintain compliance."

Director Hassberger presented the Board with copies of the EPC forms that need revisions for better clarifications. Each form was handled separately.

*(12) Director Simons moves for all the EPC forms that were presented to be revised as discussed, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

*(13) Director Simons moves to ratify the email motion for the Labor Day Picnic Expenses amendment, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

In regards to the Agenda Item of "Discussion of Members Renting Homes/Cottages, etc.", policies and procedures will be created at a later date and presented to the Board for approval.

*(14) Director Hassberger moves to start parking the pickup in the Maintenance Garage per the Supervisor's recommendation, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

At this time, Comments from the Floor regarding Agenda items and For the Good of the Order was reopened for further comments. (Available in the Office for Viewing)

*(15) President Bridges moves to adjourn the meeting at 1:15 pm to go into Closed Session, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

## **XII. Closed Session:**

There was a brief discussion regarding ATV's. No motions were made.

At this time, Director Holzer left the meeting.

An employee matter was discussed with no motions made.

At this time, Director Simons left the meeting.

*(16) President Bridges moves to hire an employee as a Clubhouse/Office Assistant, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(17) Director Dombrowski moves to approve up to \$1,000.00 for the replacement of aging and failing Security Cameras, 2<sup>nd</sup> by Director Hassberger.*

*(18) Director Dombrowski moves to go back into Open Session at 2:12 pm, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(19) Director Hassberger moves to ratify the motions above made in Closed Session, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

The meeting was adjourned at 2:14 pm.

Submitted by, Vicky McClusky, Secretary/Treasurer