

**White Birch Lakes
Board of Directors Meeting Minutes
March 14, 2020**

I. Call to Order:

President Bridges called the meeting to order at 11:00 am.

Board Members Present: Directors Holzer, Dombrowski, Simons, Hassberger, and Allen; also

President Bridges, Secretary/Treasurer McClusky and Supervisor Wheeler

Board Members Attending by Teleconference: Director Witchell (called in but left meeting after the Additions to the Agenda)

Board Members/Others Absent: None

The Invocation was given by Director Hassberger.

The Pledge of Allegiance was recited by all present.

II. Additions/Deletions to the Agenda:

New Business: Director Holzer – Camera Survey of Clubhouse Drains
Director Simons – Road Gravel Discussion
President Bridges – Coronavirus and Staff Pay Discussion

At this time, Director Witchell left the meeting.

III. Approval of Minutes:

(1) Director Allen moves to approve the February Meeting Minutes as presented, 2nd by Director Holzer.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

(2) Director Holzer moves to approve the financial reports for February as presented, subject to the Auditor's approval, 2nd by Director Simons.

All Ayes, motion carried.

(3) Director Dombrowski moves to approve the March Payables as presented, 2nd by Director Simons

All Ayes, motion carried.

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

“Spring is one week away on the calendar. At White Birch, we are getting ready for Members to return to their homes or campsites. Everyone is looking forward to that time of the year when we can once again see friends and family at the best place on earth.”

“The pool has recently been emptied, painted, and refilled waiting for everyone to enjoy. It has been over three years since this task was last done. In the last year also, this amenity has been completely updated. The dressing/bathrooms have been repainted. The floors in those areas and the pool deck have also been redone.”

“The next project to be done before the season begins is to redo the Bath House showers. We are currently getting bids for this project.”

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

Jeff started by saying a couple of bids have been received to update the electrical at the Pavilion. There is more than enough power to the box so we just need to up some amperage on the GFI's and some things but he wants to table the Agenda item because the first bid didn't have everything that the second bid has.

There was a Representative from Cintas, which is a Uniform Rental Company, in on Thursday the 12th to talk about a Uniform Rental Program for the Maintenance Personnel. He has been asked to provide a quote. One good thing about the program is the clothes would be returned by Personnel instead of clothing purchased just leaving with the individual. There have been employees leave with the

clothing that was purchased. Jeff stated he thinks there should be a time period before an employee receives any clothing of at least past the 90-day review.

Maintenance is out trying to do the best they can with the roads. Just remember they are still fairly new at it. There have been a few Members stating they wish Jeff was back out there but he feels the Personnel need to be given a chance to learn to work the roads. It takes a couple years to get a handle on some of the roads and in identifying the problem areas. It is always the same spots that keep failing.

Jeff stated he would like to get started with some ditch work on some of the roads to help the roads out. It is looking like a fair number of roads will need some new gravel work.

There is a Mid-Michigan college student, whose parents live in here, that is willing to re-create the 3-foot map on the wall. The Professor informed Bambi that this would be free and the students that want to participate would get credits for it. Bambi also found a print shop that will print the map for \$4.50 and we would also have a digital copy of the map. The new map would have added in a road to the Clubhouse, the Storage Area and areas that are colored in with crayon.

At this time, Director Dombrowski asked a few questions about the Electrical Upgrade to the Pavilion in which Dan Rahl from Rahl Electric, who was in attendance, answered. It was determined to hold off on any further discussion until the Agenda Item in Unfinished Business is addressed.

Also, Director Dombrowski thanked both Jeff and Vicky for all their help in getting the quotes together for the Bath House Shower Tile bids. Jeff took Contractors to the Bath House and answered any questions and Vicky helped with some Clerical items.

VII. Committee Reports:

Campground Committee: Director Dombrowski reported he drove through the Campground and there are 4 people camping this weekend. He couldn't inspect the Storage area because the gate was closed but everything looks good. Jeff Wheeler mentioned that the Storage area is locked due to a Member stating that his significant other may be coming in to do damage to his trailer. President Bridges recognized Steve Bryant at this time who stated that there is a camper door open and Jeff Wheeler stated that Maintenance has shut that door many times and he has tried to notify the Member of the problem but does not get any response back.

EPC Committee: Director Hassberger reported that for the month of February there were – 1 tree removal and 1 Contiguous Lot Exemption Request for Transfer of Ownership that were approved. Dick stated the Committee received a complaint from a Member regarding a lot adjacent to his. The Committee is going to call the Member and set up a meeting to discuss the condition of the lot and try to get the Member to agree to clean the lot up. If that doesn't go well, the Township will be contacted to see if they will handle it and if that fails, the Committee will hire someone to come in and clean the lot up at the Owner's expense as the C & R's dictate and approval by the Board is gained. President Bridges also stated that the Board of Directors received a letter regarding the same lot and the letter was passed around for the Directors to read. Board Members asked Director Hassberger about some campers still on lots and he stated he will check on them. Director Holzer also commented on the home at the corner of Elm Run and Laurel with the shed still remaining on the lot and the discarded building materials in which Director Hassberger stated he is already working on that. President Bridges asked about the enclosed trailer that remains on a Lot on Lake Road and Director Hassberger stated that he has talked with the Member and is working on that also.

Activity Committee: Chairperson Marney Frank reported there were 17 people in attendance for the Valentine's Bingo, everyone had a really good time and it was very festive with all the decorations. There were 10 others who came in for the popcorn when they smelled it and hopefully that will result in more Bingo players. Marney mentioned the Budget for Activities that she put together in which all Board Members received a copy in their packets that details the expenses she anticipates for all planned events at this time. Marney also mentioned that Red Hat's approached her and would like to do a Father's Day Breakfast and they are figuring around \$100.00 for expenses. The Board assured Marney that the expenses would be covered as long as receipts are turned in for reimbursement as well as any other activities that should arise.

At this time, the added Agenda item of COVID-19 was partially discussed in regards to Activities.

(4) Director Hassberger moves to cancel the Easter Egg Hunt and Dinner Event due to the Corona Virus, 2nd by Director Allen.

All Ayes, motion carried.

The Bingo event scheduled for March 21st can remain scheduled at this time with cancellation being determined by updated Guidelines by the Government.

Safety Committee: Director Hassberger stated there will be more information at the April meeting.

No other Committee reports were available.

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

IX. ManagerPlus Report: Supervisor Wheeler reported the following:

The hydraulic tank on the back hoe started leaking but Maintenance has it fixed so far.

One of the grader tires has a big nail in the adapter and in looking at the tire it is not in very safe shape so he is suggesting replacing the tire rather than fix it.

*(5) Director Hassberger moves to approve up to \$600.00 to replace the tire on the grader, 2nd by Director Dombrowski.
All Ayes, motion carried.*

The repainting of the pool and maintenance went pretty well. There weren't any big issues with anything. It was nice to have the water hauled in instead of filling it with the Clubhouse pump. The roads are Class A all the way from MLT Trucking to here so we were in good shape to have it hauled. MLT only charged \$1,200.00 instead of the quoted \$1,400.00. The pool is back open as of today. The cover will be put back on it next week.

The entrance gate is down right now due to an electrical short issue somewhere underground between the two operators. Van't Hof is working on what needs to be done and how much it will cost to repair the situation. Jeff will email the Directors when he has more information.

X. Unfinished Business:

*(6) Director Dombrowski moves to approve the revisions to the Winter Storage Agreements as presented and discussed, 2nd by Director Allen.
All Ayes, motion carried.*

*(7) Director Holzer moves for Absentee Ballots to be counted toward the Quorum for the Annual Meeting and the wording changed in the By-Laws in Article 4, Section 11, Number 4, in the second paragraph to add "or by Absentee Ballot" after "must be present in person", 2nd by Director Allen.
All Ayes, motion carried.*

NOTE: This change will be placed on the 2020 Election Ballot for Members to approve/disapprove before it is adopted.

*(8) Director Allen moves to accept the bid from Premier Tile & Stone to complete both the Men's and Women's Shower Stalls at the Campground Bathhouse as presented with the total amount not to exceed \$15,000.00 and the funds to be taken from the Cap. Imp. /Contingency Fund, 2nd by Director Holzer.
All Ayes, motion carried.*

*(9) Director Hassberger moves to approve the Amenity Rental Policy with the revisions as presented and discussed changes, 2nd by Director Simons.
All Ayes, motion carried.*

In regards to the Agenda item "Further Common Property Taxes and Survey Concerns", President Bridges explained that Dick Hassberger, Attorney Paul Blanco and herself met with the Lincoln Township Board of Review to appeal possible taxes placed on the WBLRA Common Properties that have buildings and what transpired. According to Steve Bryant who was in the audience, the appeal has been denied from the Township Board of Review (a Follow-up letter has not been received as of this date). The next step will be for the Association to go to the Tax Tribunal for further appeal. Director Hassberger clarified our Attorney is going forward with deciding how he will approach the Tax Tribunal and will have actual Court Cases to support our Association. There are actual recorded restrictions regarding these properties and how they are valued per our Attorney.

In regards to the Agenda item of "Clubhouse Meeting & Fireplace Wall Painting", Supervisor Wheeler was given direction for the Maintenance Personnel to continue the painting when time permits.

In regards to the Agenda item of "Electrical Upgrade at the Pavilion", Supervisor Wheeler will ask Heckman Electric to come back and requote with additional items as quoted by Rahl Electric and then both quotes will be emailed to the Directors for a decision due to timing constraints.

XI. New Business:

(10) Director Holzer moves to accept both Realtor bids from Home Waters Real Estate and White Birch Realty to provide their services for the 2020-21 Real Estate transactions for the remaining White Birch Lakes owned properties that are for sale, 2nd by Director Simons.

All Ayes, motion carried.

(11) Director Hassberger moves to accept the quote from Schumacher Agency Inc. with Auto-Owners being the carrier for the April 2020 to April 2021 insurance to include the Employment Practices Liability and Cyber Liability in the amount of \$14,196.19, 2nd by Director Dombrowski.

All Ayes, motion carried.

(12) Director Holzer moves to rent P. O. Box 839 for the 2020 election, 2nd by Director Hassberger.

All Ayes, motion carried.

(13) Director Dombrowski moves to continue using Beckman Production Services, Inc. for the 2020 Brine season at a cost of 17 cents per gallon as quoted for Mineral Brine using approximately 60,000 gallons per application for 3 applications, 2nd by Director Hassberger.

All Ayes, motion carried.

(14) Director Holzer moves for campers to be able to return to lots as of Friday, May 8, 2020 for the 2020 camping season as a blanket permit, 2nd by Director Simons.

All Ayes, motion carried.

The Agenda item of "14-day Camping Permit" was discussed and the Directors decided an Off-Season Camping Permit could be issued as long as the permit is for "active camping" only and not as Storage of Campers on Lots, with a clause typed on the permit that it is in violation of the Lincoln Township Ordinance 20.8 if issued between November 1st and May 1st of each year. Also, a copy of the Lincoln Township Ordinance 20.8 will be stapled to the Member's copy. Director Hassberger also stated that a permit cannot be issued to coincide with the Blanket Permit as given by the Board each year to return to lots before Memorial Day Weekend.

In regards to the added Agenda item of "Camera Survey of the Clubhouse Drains", direction was given to Supervisor Wheeler to contact County Wide Septic to come in and do the survey to determine the stability of the drains per recommendation back in April 2015.

In regards to the added Agenda item of "Road Gravel Discussion", Director Simons asked Supervisor Wheeler about doing some graveling on roads within the Association. Supervisor Wheeler explained that he is discussing the matter with the Maintenance Personnel about starting to do some ditch digging and graveling of roads that seem to have the most need first and then work on further roads. Supervisor Wheeler stated he will provide further information as it is acquired.

In addition to the added Agenda item of "COVID-19 and Staff Pay Discussion", the Directors determined the Guidelines will be monitored and further action will be taken if and when necessary.

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

(15) Director Holzer moves to adjourn the meeting at 2:17 pm to go into Closed Session, 2nd by Director Dombrowski.

All Ayes, motion carried.

XIII. Closed Session:

(16) Director Holzer moves to approve up to \$2,500.00 for 4 additional tires for the Grader, 2nd by Director Hassberger.

All Ayes, motion carried.

An employee matter regarding a 90-day review was discussed.

*(17) Director Hassberger moves to adjust Bambi Christensen's compensation per the Supervisor's recommendations, 2nd by Director Allen.
All Ayes, motion carried.*

*(18) Director Hassberger moves to adjust Georgia Romine's, Bob Pelfery's and Claudia.Pelfery's compensation as discussed, 2nd by Director Holzer.
All Ayes, motion carried.*

*(19) Director Dombrowski moves to go back into Open Session at 2:42 pm, 2nd by Director Allen.
All Ayes, motion carried.*

*(20) Director Hassberger moves to approve the motions made in Closed Session, 2nd by Director Dombrowski.
All Ayes, motion carried.*

*(21) Director Dombrowski moves to adjourn the meeting at 2:44 pm, 2nd by Director Holzer.
All Ayes, motion carried.*

Submitted by,

Vicky McClusky
Secretary/Treasurer