

**White Birch Lakes  
Board of Directors Meeting Minutes  
December 14, 2019**

**I. Call to Order:**

President Bridges called the meeting to order at 11:02 am.

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

Board Members Attending by Teleconference: None

Board Members/Others Absent: Director Allen

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 – Annual Meeting Quorum Discussion  
Director Dombrowski – Rental Guests Discussion (added after the Supervisor's Report)

**III. Approval of Minutes:**

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

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

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

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

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

"Well here we are at the end of the year again. Remember when we were kids time moved so slowly, especially before a holiday, birthday, or when school was out for the summer. Things here at White Birch are moving along as expected. Our weather is cold and not too snowy for now, the roads are icy and slower moving. We have some Christmas lights up here and there which are lovely. People are planning their holidays with family and friends and looking forward to a time of joy and fellowship."

"I would like to take this opportunity, on behalf of the Board, to wish everyone a very merry and happy Christmas and a Blessed New Year. As stated above we will see you all soon in the spring to begin the camping season again."

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

The person who was hired as an Office Assistant decided this job did not give her enough time with her Grandkids so she has moved on. We have hired another person who will be starting Monday, December 16<sup>th</sup>. Her name is Bambi Christensen. She has more computer experience than the last employee.

Our new part-time Maintenance person, Don Twork, is doing well. He is currently working 3 days per week. So far, he has not been on any of the equipment. He has been doing mostly hands on duties.

Jess Johnson is coming along on her training but she has more to go on the snow removal equipment. The last snow storm was the start of that training.

Bob Luster is learning how to run the grader. He never operated the grader when he was here previously. All the Maintenance employees need more training on the equipment. Please have patience while everyone is learning.

Kathy Jerred is our new Clubhouse Attendant. She is doing well but requires more computer training. There are currently 2 systems for the rentals of the Clubhouse and Pavilion. One is on the computer and the other is on the calendar. Both are being used at this time and both Georgia and Kathy require a little more training in that area and Jeff included himself too.

Jessica Van Pelt will still be working as a fill-in person if Georgia or Kathy cannot be here as scheduled. Bambi will also be a fill-in if all 3 cannot be here for some reason if she is available.

Jeff ended his report by wishing everyone a Merry Christmas.

## **VII. Committee Reports:**

**Activity Committee:** Chairperson Marney Frank reported the Thanksgiving Dinner event went very well. There were 55 people in attendance. There were 2 turkeys and a ham. There was a wide variety of other foods as well. There wasn't very much food left after everyone was finished.

There is a Christmas Party today from 5-7 pm with finger foods from 5-6 pm and then a sing-along from 6-7 pm. Everyone is welcome to eat and stay for the sing-along and to just visit or people can leave after they eat if they do not wish to stay.

There were about 12 in attendance for Bingo last month. This month's Bingo is on December 21<sup>st</sup> from 2-4 pm.

Marney provided the Board Members with a list of items that are being requested for the events which includes chairs, tables and a cooler chest for drinks so there is adequate seating for events.

*(4) President Bridges moves to approve up to \$750.00 for the purchase of additional chairs, tables and a chest cooler, 2nd by Director Witchell.  
All Ayes, motion carried.*

There will be a Chili/Soup Cookoff event on January 25<sup>th</sup> from 4-6 pm at the Clubhouse. The winner will receive a \$25.00 gift card. If interested, bring your best Chili or Soup Dish, come and sample others and vote for your favorite. There will also be hot dogs, chips, water and coffee provided.

Marney finished her report by saying that she appreciates all the help that she gets from everybody.

**Campground Committee:** Director Witchell reported there is still 1 site in the Campground and 1 site in the Storage Area for winter storage. Director Dombrowski asked if there are available spaces for anyone who wants to stay for a weekend. Fred answered that there are 2 spaces available for that. Director Dombrowski stated that he noticed there was a small tree leaning on a camper but it doesn't look like there is any damage. He will take care of that after the meeting.

**EPC Committee:** Director Hassberger reported that for the month of November there were – 2 requests for Transfer of Ownership only and 1 new Contiguous Lot Assessment Exemption applications plus 1 tree removal request that were all approved. There are still 2 Members who have campers on lots.

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:**

Jeff apologized to the Board Members for getting the cost of the Grader blades out so late. He still doesn't have the exact figure because there are boxes of bolts that need to be returned. The company shipped way too many. Most of the blades have been received but a few are on back order.

The 2000 Sterling Dump Truck is running well and the under belly is working out well. The overheating issue has been resolved for now. It is cold so he really can't tell until it warms up again. The Maintenance personnel struggle a little because of the blade. When you hit something hard, it gives. That is a fail safe so the blades don't get broke or ruined.

There have been a couple of incidents with the Grader this year. One was with an asphalt driveway. We will be asking some Members to mark the end of their driveways with flags or something so that Maintenance can tell where they end while plowing. The other incident was with a tire on the Grader. It was damaged by the blade and had to be replaced. There was also an incident with the chipper box on the back of the pickup. It is about 9 years old, falling apart and has to be rebuilt.

New chains for winter traction use have been ordered for the Dump Truck and should arrive by the end of December.

**X. Unfinished Business:**

*(5) Director Simons moves to approve the revised "Camping in White Birch Campground" policy with the revisions that were discussed, 2<sup>nd</sup> by Director Holzer.*

*All Ayes, motion carried. (Note: This revised policy will be published in the March & April Birch Barks)*

The Agenda item of "Safety Committee Recommendations" has been tabled to the January meeting.

The Agenda item of "Winter Storage Agreements for Campground & Storage Areas" was for discussion only. This item will be tabled to the January meeting for suggested revisions.

The Agenda item of "ATV/UTV Quotes for Maintenance" has been tabled to the January meeting.

*(6) Director Holzer moves to approve the 2020-21 Budget with the amount of \$457,855.00 in Income and \$457,855.00 in Expenses to include the suggested changes and noting \$3,700.00 to be transferred monthly into the Capital Improvement/Contingency Fund, 2<sup>nd</sup> by Director Dombrowski. Roll call vote,*

*Ayes – Directors Witchell, Holzer, Dombrowski and President Bridges*

*Nays – Directors Hassberger and Simons*

*Motion carried.*

**XI. New Business:**

*(7) Director Dombrowski moves to ratify the email vote to purchase the necessary Grader/Dump Truck blades, 2<sup>nd</sup> by Director Witchell.*

*All Ayes, motion carried.*

*(8) Director Hassberger moves to ratify the email vote to close the Bath House on December 2<sup>nd</sup>, 2<sup>nd</sup> by Director Dombrowski.*

*Ayes – Directors Witchell, Holzer, Dombrowski, Hassberger and President Bridges*

*Nays – Director Simons*

*Motion carried.*

*(9) Director Simons moves that the Association does not make any presented donations at this time, 2<sup>nd</sup> by Director Dombrowski.*

*All Ayes, motion carried.*

*(10) Director Witchell moves to approve the 2020 Application for Absentee Ballot form with the suggested change, 2<sup>nd</sup> by Director Holzer.*

*All Ayes, motion carried.*

The added Agenda item of "Annual Meeting Quorum" was for discussion only.

The added Agenda item of "Rental Guest Discussion" was for discussion only and is being handled by the Safety Committee.

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

*(11) Director Hassberger moves to adjourn the meeting at 2:00 pm to go into Closed Session, 2<sup>nd</sup> by Director Holzer. All Ayes, motion carried.*

**XIII. Closed Session:**

*(12) Director Holzer moves to adjust Bob Luster's compensation per the Supervisor's recommendation in reference to his 90-day review, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

An employee matter was discussed with no motions made.

There was discussion regarding a safety issue with no motions made.

*(13) Director Simons moves to go back into Open Session at 2:40 pm, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

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

*(15) Director Hassberger moves to adjourn the meeting at 2:42 pm, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

Submitted by,

Vicky McClusky  
Secretary/Treasurer