

**White Birch Lakes  
Board of Directors Meeting Minutes  
January 9, 2021  
(Meeting conducted through GoToMeeting.com and at the Clubhouse)**

**I. Call to Order:**

President Bryant called the meeting to order at 11:05 am.

Board Members Present: President Bryant; Directors Brandle, Dombrowski, Hassberger, Pryde, Allen and Simons also, Secretary/Treasurer Vicky McClusky and Office Administrator Bambi Christensen

Board Members Attending by Teleconference/GoToMeeting: None

Board Members/Others Absent: None

**Note: There were 4 Members listening to the meeting through GoToMeeting and 1 in Attendance at the Clubhouse.**

The Invocation was given by Director Hassberger.

The Pledge of Allegiance was recited by all present and listening.

**II. Additions/Changes to the Agenda: None**

**III. Approval of Minutes:**

*(1) Director Allen moves to approve the minutes from the December 2020 Board Meeting, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

**IV. Income Statements - Treasurer's Report:**

*(2) Director Brandle moves to approve the financial reports for December 2020 as presented, subject to Auditor's approval, 2<sup>nd</sup> by President Bryant.  
All Ayes, motion carried.*

*(3) Director Hassberger moves to approve the January 2021 Payables as presented, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

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

"Welcome to all. First, I would like to say I hope and pray that 2021 is a better year than 2020. Our nation is divided, we need to unite and join together for the good of our nation. Much healing is needed."

"Even though Covid is still disrupting our normalcy, the pool is open for limited Members at a time and we do practice distancing and masks to comply with the rules as they stand."

"To those that have had victims of the Covid, or have had family Members taken from them, my heartfelt sympathy. We need to continue our safety practices as provided by our State Government."

"Last fall there were a few items stolen from lots here in White Birch but to my knowledge there is nothing recent. I see reports on Social Media which are repeated reports of those same instances occurring from the fall. The Board is assessing avenues to try and prevent further occurrences; however, we need the assistance from the Membership not allowing people to access White Birch through their properties and keep an eye out to help protect your neighbor's properties."

**VI. Office Administrator's Report: Bambi reported the following:**

"My desk came in and I love it. It is gorgeous and it is put up in there if anyone wants to stop in and see it."

"Right now, the only issue I have is people are sneaking food and drinks into the pool area. We are going to start asking, or reminding Members when they check in that it's not allowed. There were cheese puffs all over the pool deck and in the locker area."

President Bryant stated that bottled water was always allowed. Bambi answered that bottled water would be allowed but people have been trying to sneak beer and stuff and that is not allowed. She went on to say that she will talk to the Clubhouse Attendants and have them remind people that food and drinks other than water is not allowed in the pool or shower areas. Also, shoes are being worn into the shower area and that is not allowed either. Signs are posted to remind people that these items are not allowed. President Bryant asked Bambi to put a note in the Birch Bark about these issues. Bambi stated that other than these issues everything is running well.

Director Dombrowski stated that last month there was a question about people camping in the Campground and not paying. He asked Bambi if this is true. Bambi answered that everybody has been paying as far as she knows and if they don't pay before they leave, Vicky sends out an invoice to the Members. Electric boxes are kept locked unless a Member calls and states they will be camping.

## **VII. Committee Reports:**

**Financial Committee:** Dawn Holzer stated that the 2021-22 Budget will be discussed later in the meeting during Unfinished Business. Dawn gave a big thank you to John Pryde, Dick Hassberger, Steve Brandle and Vicky for all the discussion and good ideas. It was a lot of work to put the budget together and she hopes everyone is satisfied with the work that was done.

Vicky stated the following: "I would like to personally thank Dawn Holzer for the numerous hours and work that you put into the Budget. Without your help on that, I wouldn't be able to keep up with my own work so, I appreciate all your help in regards to getting that put together."

President Bryant stated that the Board appreciates all the help and work also. (Applause was given)

**Activities Committee:** Dawn Holzer stated she would like to thank Fred Witchell, Marney Frank, John Frank and Nancy Buchholz for helping with the putting up and taking down of the Christmas tree and decorations. Also, there were quite a few donations for the Mitten Tree this year. They will be taken to the Farwell Schools.

Marney Frank reported that the January Bingo has been cancelled due to the fact that she is having surgery for a knee replacement and can't host the Bingo or be around anyone before the surgery. No one else has spoken up to take over. The February Bingo will be scheduled as long as the restrictions for Covid don't change again.

**EPC Committee:** Dick Hassberger reported for the month of December there weren't any EPC requests from Members to be approved/disapproved. There are still 2 campers on lots which have been turned over to the Township. One is a repeat offender. The house at 5005 White Birch Lane has been turned over to the Township Ordinance Enforcement Officer due to the condition of the home and property. There were about 20 letters sent out for temporary structures on lots and there are about 5 lots that have not responded yet to those letters.

**VIII. Comments from the Floor (both Agenda Items and For the Good of the Order):** Available for viewing in the office when open and also available by email if requested.

## **IX. ManagerPlus/Lightning Plus Reports:** Bambi reported the following:

"We had a meeting on Thursday; it was myself, John Pryde and Maintenance. It was our first Administrative session where they kind of walked us through how our portion of the website is going to look. They unlocked it so we have the ability to get on and play with it. I spent a good portion of yesterday on there and so far, I got probably a million questions. I had Jess download the phone app and it seems to work alright and when they come in to do the pool every morning, they will be able to sync their phones with the data and when they leave and don't have service, it will be on their phones so they can actually work on their work orders and when they come back in or have service out in the field it will update itself which is awesome. They will be able to do their work orders without carrying around a stack or papers. I already set up the next meeting for the Admin sessions. We have 2 more to do but I set them up back-to-back so that way we can get this live and get it figured out."

Director Pryde mentioned that Bambi can go in and play with the program all she wants and nothing can be hurt in the program because the data will be re-loaded when the training sessions are finished. She can go in and bring up old work orders and adjust them because this will track an asset, like the truck, and every time a flat rate or an exact amount that something costs is put in the program, it will track all the expenses so that at the end of the year we can see exactly what that truck cost us as far as maintenance goes. As far as work orders go, they are assigned to a person and that person can make notes at the bottom so when performance reviews are done, these orders will show exactly what that person has done. The reports will be more in-depth and will be easier to get to. It won't be where we have to go and build different sections in order to get a report and have to do it again every month in order to pull it down. He feels it is going to be an enormous upgrade.

Bambi went on to say, "the user interface of that thing is astounding. You can break it down to where you are just looking at what each employee does or everybody. It graphs it, does charts, it is pretty cool."

President Bryant thanked John for his input and Bambi for getting this going and added that it sounds like it is going to be a very valuable tool for us.

**X. Unfinished Business:**

In regards to the Agenda item of "Coronavirus COVID-19 Update", President Bryant stated there isn't anything new to report that he knows of from last month's report to be discussed. Everything remains the same except that now the Governor is encouraging schools to reopen which is a good sign.

In regards to the Agenda item of "Common Property Taxes Update", President Bryant stated there isn't anything new to report. We haven't gone to the Tax Tribunal yet and more will be reported when there is something new to report.

In regards to the Agenda item of "Timber Lake Culvert Update", Bambi stated that the final letter came in from the Property Owner and she called Cody Bauer but he said he may not need that letter and he has submitted the forms for the permit from EGLE. President Bryant asked Bambi to find out where this project stands and provide the Board with an update so the project can be completed.

In regards to the Agenda item of "Quotes for Portal Jons at Lakes During Winter Months", Bambi mentioned that a quote from County Wide is in the Director's packets. After discussion, it was determined this was for discussion only and no further action would be taken at this time.

*(4) Director Brandle moves to approve the 2021-22 Budget as submitted by the Finance Committee with the amount of \$472,850.00 in Income and \$472,850.00 in Expenses and also includes \$1,600.00 to be transferred monthly into the Capital Improvement/Contingency Fund, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

*(5) Director Hassberger moves to set the 2021-22 Annual Assessment fee, with no increase, at \$425.00 per lot, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

In regards to the Agenda item of "Short-Term Rental Discussion", the Board of Directors discussed our Attorney's opinion regarding this item. After much discussion, the Directors concluded there may have to be a C & R change for this topic and there will be no action taken at this time. This will be referred to the C & R and By-Law Committee for possible proposed C & R changes.

**XI. New Business:**

*(6) Director Brandle moves to ratify the email motion to pay our Attorney's invoice in the amount of 5,553.90 which covers charges from February 11,2020 through August 10, 2020; 2<sup>nd</sup> by President Bryant.  
All Ayes, motion carried.*

*(7) Director Simons moves to pay the GoToMeeting fee annually instead of monthly, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

**XII. Comments from the Floor (both Agenda Items and For the Good of the Order):** Available for viewing in the office when open and also available by email right now if requested.

*(8) Director Dombrowski moves to go into Closed Session for an Employee 90-Day Review and Member Assessment Issues at 12:26 pm, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

**XIII. Closed Session:**

*(9) Director Allen moves to increase Bambi Christensen's compensation by 50 cents per hour effective February 2, 2021, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

*(10) Director Allen moves to approve the Office Administrator Job Description with the suggested change, 2<sup>nd</sup> by Director Pryde.  
All Ayes, motion carried.*

Vicky was instructed to turn a Member who owns 3 lots in the Association over to Small Claims Court for "Service By Publication" to gain a judgment on each lot after March 1<sup>st</sup> with the totals to include the 2021-22 Assessment fees and Director Hassberger will assist Vicky with the process. No motion was made.

*(11) Director Dombrowski moves to send the letter as drafted by Director Hassberger to Shek Law Offices regarding unpaid fees in the amount of \$842.00 which were not collected from the Collection Agency, 2<sup>nd</sup> by Director Pryde.  
All Ayes, motion carried.*

*(12) Director Brandle moves to go back into Open Session at 1:49 pm, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

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

*(14) Director Brandle moves to adjourn the meeting at 1:51 pm, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

Submitted by,

Vicky McClusky, Secretary/Treasurer