

White Birch Lakes  
Board of Directors Meeting Minutes  
March 11, 2017

**I. Call to Order:**

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

Board Members present: President Bridges, Directors Bryant, Pryde, Dombrowski, Holzer, Getz and Allen; also, Supervisor Lubs and Secretary/Treasurer McClusky

Absent: None

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

New Business:

President Bridges: Electrical Upgrade of Clubhouse Interior

**III. Approval of Minutes:**

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

*All Ayes, motion carried.*

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

*(2) Director Allen moves to approve the financial reports for February as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Dombrowski.*

*All Ayes, motion carried.*

*(3) Director Allen moves to approve the March Payables as presented, 2<sup>nd</sup> by Director Holzer.*

*All Ayes, motion carried.*

**V. President's Report:**

President Bridges reported the following:

“There are only 2 more months of winter and before Members come back for the summer. We are looking forward to that. Please remember to put \* (Star) in before your PIN number and be sure you have your PIN number with you that was sent to you when you come up because you will need it. You will have to come up during business hours to get cards or transmitter if you want them.”

**VI. Supervisor's Report:**

Scott reported the following:

“Good morning. We are just a few short weeks into our new gate entry system. Please be aware that when using your PIN code, you must push the \* (Star) button first. Again, remember, if you wait too long to enter this number the system will default back to the start screen and if any numbers are pushed at that point, you would be entering a Member's code that tells the gate to CALL that Member. Our sincere apologies to Members that have been ghost called by the gate. We are working on placing a placard at the call box to explain in detail these directions for future new Members and returning Members who have been out of the loop during this transition.”

"We have had some recent observations by our Members about the conditions of the roads that are in need of attention in our Association. Once again, these observations are always welcomed as our Maintenance Team takes great pride in attempting to keep our roads in working order and keeping those annoying chatter bumps and pot holes from being a potential hazard to your vehicles. Please be aware that we had recent thawing to our roads that have allowed us to put our miniature grader to work taking those bumps out. Please be patient with us and know that your observations will be acted on as soon as time and weather allows. We are looking forward to a normal spring and have scheduled bringin for dust control in early May."

"We recently had some inclement weather in the form of high winds that put a large poplar tree through the roof of one of our Member's homes. Due to the quick observation from another Member we were able to identify the issue and let the home owner know about the damages. This is another great example of the benefits of living in an Association such as ours when everyone comes together for a Member in need. A special thanks to Member Kevin Louch and one other Member in letting this Supervisor know about this unfortunate incident."

"As a reminder, PLEASE, insure that your assessments are up to date. Your WBLRA staff takes no pleasure in having to turn away anxious and excited families from using our amenities due to assessments not being up to date. Unfortunately, if you wait until the weekend, our Clubhouse attendants cannot assist you with questions about your assessments. Please contact Vicky in the office or myself for those assessment inquiries."

"If you have yet to pay for a Boat Slot and/or are waiting for one, there are some available. For those Members who had a slot last year, your time to reserve that slot has come and gone as we are already into March so please get those Boat Slots taken care of as soon as you can."

"As a quick reminder with the weather beginning to break and thoughts of camping are coming to mind, you will need a 14-day camping permit, and show proof of camping, to place a camper back on your lot prior to the camping season. These can be obtained from the Clubhouse or through the Supervisor ideally via email prior to any camping on lots before the return to lot date set by your WBLRA Board."

"May the remainder of your month be a pleasant one and we look forward to all of you returning to us for another great season!"

At this time, Director Pryde personally thanked Scott for ALL the work and patience that went into getting the new gate system up and running. He stated that he believes the backlash received has been minimal in regards to Members having problems with the transition. Director Dombrowski asked Scott how he is liking the new system and Scott stated that he really likes it and when he can schedule a Wednesday with Mr. Van't Hof, he wants to run a test where the gate can be remotely opened on a timer from the office and closed again which will minimize On Call hours for the Maintenance Team during such times as the garage sales, etc. Scott also stated that if a Member is having trouble with the gate, they can call the number which can be displayed on the Call Screen labeled "Clubhouse" and he can open the gate for them. Also, the Clubhouse attendants can do the same on weekends.

## **VII. Committee Reports:**

**Campground Committee:** Director Dombrowski stated that in doing a visual drive through this morning, he didn't see any problems and everything looks great.

**EPC Committee:** Chairperson Sandy Getz reported there were 2 Contiguous Lot approvals, 1 for a transfer of Ownership and 1 new. For Lot Improvements, there was 1 Attached Garage, 1 Tree Removal/Driveway and 4 Tree Removal Applications that were approved.

**Activities:** Sandy Getz reported there will be a Movie and Popcorn night scheduled for March 24<sup>th</sup> at 6:30 pm in the Clubhouse and the movie will be "The Secret Life of Pets". Also, another Movie and Popcorn night will be on April 21<sup>st</sup> at 6:30 pm in the Clubhouse and the movie will be "Matilda".

Further discussion on the 4<sup>th</sup> of July Parade and Picnic has been tabled until the April meeting due to Carolyn Neal not being able to attend this meeting.

**VIII. Comments from the floor (Agenda Items):** Available for viewing in the office.

**IX. ManagerPlus Report:**

Scott reported that there is a hole in the siding of the Clubhouse and Harsh Builders will come back in the spring and fix that. He passed out a Repair Order for the water heater in the Bathhouse which needs to be replaced.

*(4) Director Bryant moves to purchase a water heater for the Bathhouse at the Campground with the amount not to exceed \$1,500.00, 2<sup>nd</sup> by Director Allen.  
All ayes, motion carried.*

At this time, Director Pryde stated that the Web based program that his son wrote for the Rentals has all the expectations that he and Scott have anticipated however the version he sent to Scott's computer only has a demo version. He is working on repairing this issue and once it is finished, Director Pryde will get the new computer purchased so the program can be utilized.

**X. Unfinished Business:**

There wasn't any Unfinished Business to discuss.

**XI. New Business:**

*(5) Director Bryant moves to allow campers to return to lots starting Friday, May 12<sup>th</sup>, 2017 under a blanket permit, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

*(6) Director Allen moves to rent P. O. Box 839 at the current cost for 6 months for the Election usage, 2<sup>nd</sup> by Director Dombrowski.  
All ayes, motion carried.*

*(7) Director Holzer moves to hold the Annual Spring Garage Sale on Saturday, May 27<sup>th</sup>, 2017 from 9 am to 5 pm, 2<sup>nd</sup> by Director Getz.  
All ayes, motion carried.*

*(8) Director Dombrowski moves to ratify the email vote to accept the bid from Beckman Production Services for mineral brine at a cost of \$.15 cents per gallon for the 2017 season applications, 2<sup>nd</sup> by Director Allen.  
All ayes, motion carried.*

*(9) Director Allen moves to purchase the Rice Coal for the 2017-18 season from KW Feeds at a cost of \$289.00 per ton for 4 tons, 2<sup>nd</sup> by Director Bryant.  
All Ayes, motion carried.*

The Agenda item of Electrical Upgrade of the Clubhouse Interior was discussed and the Board directed Scott to get further information from a Master Electrician.

**XII. Comments from the Floor (For the Good of the Order):** Available for viewing in the office.

*(10) Director Bryant moves to adjourn the regular meeting at 12:27 pm to go into Closed Session, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

**XIII. Closed Session:**

*(11) Director Allen moves to increase the Supervisor's hours to 40 hours per week to accommodate additional duties, 2<sup>nd</sup> by Director Getz.*

*All ayes, motion carried.*

Assessment Collection for Members was discussed with no motions made. The Board directed Vicky to inquire about using Small Claims Court for accounts.

At this time, Director Bryant left the meeting due to an appointment he had scheduled.

The Board of Directors returned to Open Session at 1:43 pm.

*(12) Director Dombrowski moves to ratify the motion above made in Closed Session, 2<sup>nd</sup> by Director Allen.*

*All ayes, motion carried.*

**XIV. Adjournment:**

Meeting was adjourned at 1:45 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky  
Secretary/Treasurer