

**White Birch Lakes  
Board of Directors Meeting Minutes  
March 13, 2021  
(Meeting conducted through GoToMeeting.com and at the Clubhouse)**

**I. Call to Order:**

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

Board Members Present: President Bryant; Directors Brandle, Dombrowski, Hassberger and Pryde also, Secretary/Treasurer Vicky McClusky and Office Administrator Bambi Christensen  
Board Members Attending by Teleconference/GoToMeeting: Director Simons  
Board Members/Others Absent: Director Boos

**Note: There were 15 Members listening to the meeting through GoToMeeting and 11 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 to the Agenda:**

New Business: Director Dombrowski – Meeting Recordings

**III. Approval of Minutes:**

*(1) Director Hassberger moves to approve the minutes from the February 13<sup>th</sup>, 2021, Special Board Meeting, 2<sup>nd</sup> by Director Brandle.  
All Ayes, motion carried.*

*(2) Director Hassberger moves to approve the minutes from the regular February Board Meeting, 2<sup>nd</sup> by Director Brandle,  
Ayes – Directors Brandle, Hassberger, Pryde, Simons and President Bryant  
Nays – Director Dombrowski noting it is not due to anything that needs to be changed.  
Motion carried.*

**IV. Secretary/Treasurer's Report:**

Vicky showed the Directors a hand stamp that prints White Birch Lakes in green that was donated by Catherine Leonard to be used on envelopes for special mailings, or for whatever, in hopes that our mailings will be more noticeable to Members. Also, Vicky thanked Catherine for her donation and stated that notices will be posted for Members to watch for the special mailings with the stamp.

Vicky also mentioned that the Directors have a report in their packets showing the income received for the 2021-22 Fiscal Year prior to March 1<sup>st</sup> and gave a report regarding the number of invoices paid in full so far and the number of Auto Pays that have been set up for 2021-22 so far.

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

*(4) Director Brandle moves to approve the February 2021 Payables as presented, 2<sup>nd</sup> by Director Pryde.  
All Ayes, motion carried.*

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

“Good morning Members. Spring has sprung and the roads are showing the effects. Lots of snow is melting and frost is coming out of the ground. Jeff and Jess have been working hard to get those roads back in shape. It was necessary to detour and I see the signs are still up for Laurel Lane because of the underlying conditions caused by the fresh gravel that was put on late in the fall. The gravel didn't get dried out and packed before snow and freezing occurred. Weather hit us. Please be patient. The rest of the roads look pretty decent and as of this morning Laurel is looking a whole lot better and assuming we don't get a whole bunch of rain, I think everything is going to be alright within the next couple days.”

"Last year there was a Committee formed to make recommendations to the Board for the safety and security of the Association. These recommendations were presented to the Board a few days ago. These recommendations have not been discussed by the Board as a whole and they are just that, recommendations. A lot of people have jumped to the conclusion that we are ramming something down their throat. That is totally not true. There will be transparency on this and my personal belief is that anything like this would be presented to the Membership for their opinion. After much discussion, I am not in favor of making policy, this is my personal opinion, I am not in favor of making policies and rules that cannot be enforced. Something I would like to make clear, this Board has not gone to the Sheriff and asked for them to patrol our roads as it was suggested by someone. Nothing has changed from our prior Administration. That was a rumor."

"There will be 2 areas for Comments from the Floor by the Membership concerning whatever you want to talk about but I expect from the crowd I see here today and people I see on the GoToMeeting are here for the purpose of the Safety and Security Recommendations. I thank you all for attending and we will allow each to make comments and for purposes of timing we are going to allow 2 minutes per person. If in fact you are reiterating what someone else just said, please say that. I want everyone to have the opportunity to speak. Be respectful and we will get through this. Thank you."

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

"Everything is running pretty smoothly around the Clubhouse though the Board may want to think about replacing the urinals in the Men's room because they don't flush completely and they leak around the handles. I talked to Jeff about it and he said the top part has been rebuilt prior but the only way to really fix them is to replace them because they are rather old."

"I was requested to get new quotes for doors for my office again to turn it into a Dutch door similar to the Attendant's door. I searched for a solid wood door but I did come up empty handed and the only thing I could find is a solid core with a veneer panel over it and when I talked to Lyle because he works with wood, he said that kind of a door would work. The quotes for door slabs are in your packets. It won't be prehung or anything so it would be just the door."

Director Pryde asked Bambi if there was anything else that she needs at this time. Bambi answered that she is trying to get the phone system covered in her office. She stated she talked to Mark at Martel and he will come in and try to move it over for us. Lyle has said he will build something so it can be covered.

Bambi stated she was able to sit down with Georgia for about 15 minutes to train her on Lightning Plus last week but it will probably take a little bit more training. Bambi is going to make up some orders for Georgia and Lyle to practice on so they can get the hang of it. She stated that she hasn't been able to sit down with Lyle yet and that it would be nice to get both of them to come in a little bit earlier (about 15 minutes each) than they are scheduled so she can get them trained. The majority of the Directors agreed that the extra time will be allowed to get Georgia and Lyle trained in Lightning Plus. Director Pryde asked if Jess is completely trained yet and Bambi stated that she needs Jess to come in on a Wednesday so she can get her trained.

Director Pryde questioned if a third person is going to be hired for Maintenance so that the time needed for training does not disrupt the Maintenance crew. It was mentioned that there was a directive given at the February meeting for an advertisement to be run but Bambi was not present at the February meeting so this hasn't happened yet. President Bryant stated he will get with Bambi and get this taken care of and then get with the Directors to let them know it has been taken care of.

Director Brandle asked Bambi about the replacement of the urinals and Director Dombrowski stated that the bolts holding the urinals in the Campground Bathhouse need to be replaced also. President Bryant directed Bambi to get bids to replace the urinals and this topic will be placed the April Agenda for the bids.

Director Pryde mentioned that the door on Bambi's office needs to be replaced so she will have protection like the Attendant's and Vicky have with the plastic shields. Director Hassberger stated he just had a door replaced for his wife's business by the Amish and he will forward the contact information to Bambi.

Director Dombrowski asked Bambi if there is anything else at this time that the Board could or should be doing to help her. Bambi stated that at this time she is pretty well set and if she has questions or needs help, she doesn't have a problem going to anybody and will ask for help when needed.

**VII. Committee Reports:**

**Campground Committee:** Director Dombrowski stated he doesn't have anything except to fix the urinals.

**Finance Committee:** Dawn Holzer reported that the Directors have the Final Budget for the 2020-21 Fiscal Year in their packets that shows the final amounts for expenses pending any further adjustments by our Auditor. She mentioned that there an additional Line Item was added for Liens & Filing Fees under Income for the payments from Members of the fees that are paid to file the Liens and

Releases with the Clare County Register of Deeds. This was added so the expenses will be offset by the income. Vicky stated she has checked with how the Auditor lists the income as opposed to the expenses to make sure this will be handled correctly.

**EPC Committee:** Director Hassberger reported for the month of February there was 1 request for a fence and 1 request for a Driveway and Tree Removal that were approved and 2 Contiguous Lot for Transfer of Ownership requests that were approved.

**Safety Committee:** Director Hassberger reported that last month the Safety Committee, acting on requests from Members, put together a recommendation report for the Board of Directors, for their consideration, which was given to the Directors for discussion and then was brought back to this month's meeting for discussion. A majority of the Board during the month decided that the proposed report should be sent to the Members prior to the Board's discussion and prior to the Board voting on it. The outcome is what created the hornet's nest. President Bryant asked who all is on this Committee. Director Hassberger stated they are himself, Sharon Bridges, Bob Pelfery, Jim Trojanowski and Fred Witchell. At this point, Director Hassberger commented that he believes the Board will send the report back to the Committee when it is brought up later in the meeting. That will be his recommendation when it comes up later in the meeting.

**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. Lightning Plus Reports:** Bambi reported the following:

"Everything is going good with Lightning Plus. I have learned almost all of it. I did contact Technical Support because the mobile app hasn't been working. They said they have an update coming out and it should have been out yesterday so I will make sure on Monday to have Maintenance check their phones. I included 2 reports, the first one is the number of Work Orders that were created since the last meeting for each person. The second one is the Work Orders that were completed per person. John had asked before the meeting if I looked at if there were any past due in there and there are 9 that are past due but those were from this past week and I think it is because the app wasn't working right and not syncing correctly and because of the time they had to spend on Laurel. I will be calling this week to get some help with the custom report part of it because I still don't understand it even though I have watched videos and read all the stuff about it."

A short break was taken at this time.

**X. Unfinished Business:**

In regards to the Agenda item of "Coronavirus COVID-19 Update", Bambi reported we are allowed 25 people in the pool now at one time. Bambi asked about resuming Bingo and the Board's decision is that Bingo still cannot be held according to the current regulations. Bambi also asked about Clubhouse rentals and the Board's decision is that rentals still cannot be done because we cannot control if Social Distancing and Masks being required is being adhered to during the rental.

In regards to the Agenda item of "Common Property Taxes Update", Vicky reported that the 2020 Winter taxes have been paid again after the discovery that the Township never received the payments and the payment documents have been forwarded to our Attorney so he is up to date on everything that is being done. Vicky stated that the Valuation statements have been received and also have been forwarded to our Attorney so he is aware of the property values for 2021.

In regards to the Agenda item of "Timber Lake Culvert Update", President Bryant stated that letters have been received by property owners around the lake and Vicky stated that the letter has been posted on the bulletin board in the Clubhouse after receiving an email from EGLE. Vicky also stated that EGLE was waiting for some elevation information which Cody Bauer stated he would call to see what they needed so the permit can be issued.

In regards to the Agenda item of "Safety Committee Recommendations", Director Hassberger stated the Safety Committee Recommendations were submitted to the Board last month and the majority of the Directors recommended that they be posted on Facebook for Members to review before this meeting. As the Safety Committee Chairperson, Director Hassberger also stated that he made the decision to post it also on the Membership Facebook page. He said it was like sticking a stick in a hornet's nest. Some people thought that the Board was hiding something even though it was posted. Director Hassberger recommends that this Board send the recommendations back to the Safety Committee for reconsideration in response to the remarks and input that have been received from the Membership in the last 72 hours. Also, at the same time, to bring it back to the Board with actual numbers based on the responses to have the gate manned on a 24-hour basis and fencing off problem areas of the Association perimeter. At that time, it will be brought back to the Board for discussion and it will be put back out to the Membership for further comments before the Board makes any decision. President Bryant stated he would like to see the revised recommendations before the Annual Meeting so it can be put on the Agenda and discussed with the Members. Director Hassberger stated the Committee will try but because of everything involved, the revised recommendations may not be available for this year's Annual Meeting. The Board discussed other variables that need to be worked out also. After much discussion, the Board stated the recommendation report will be sent back to the Safety

Committee for revisions after reading and listening to all the input from the Members and the Directors. The revised recommendations will be resubmitted to the Board for any revisions deemed necessary, then presented to the Membership, then back to the Board to be voted on.

In regards to the Agenda item of "Further Holiday Lake Gazebo Discussion", Director Simons reported he has not had any returned calls for bids. He will continue to search further. President Bryant asked for a drawing with details so he can contact builders also. This item will be brought back next month.

In regards to the Agenda item of "Further Campground Bathhouse Discussion", President Bryant stated he has a Contractor that will be getting with him next week and he will have further information next month regarding this topic. It was mentioned that the urinals at the Clubhouse and the Bathhouse could be looked at as well.

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

*(5) Director Hassberger moves to renew the Commercial Insurance Package for 2021-22 with Auto Owners Insurance Company through Schumacher Agency Inc. as presented in the amount of \$13,329.56 subject in increases based on employee payroll with the payment to be made in full, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

*(6) Director Hassberger moves to allow Vicky to rent P.O. Box 839 for the 2021 election, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

In regards to the Agenda item of Brine & Dust Control Discussion, this item is tabled for more information with a possible email decision, however, this item was revisited later in New Business with the following motion being made:

*(7) Director Simons moves to accept the quote from Michigan Chloride Sales, LLC at a cost of \$.224 per gallon for the 2021 season, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

*(8) Director Hassberger moves to accept the bid from PLM Lake & Land Management Corp. for three years with the maximum cost of \$9,000.00 per year and for Director Brandle to work with them as a Board Liaison, 2<sup>nd</sup> by Director Pryde.  
All Ayes, motion carried.*

*(9) Director Dombrowski moves to accept the bid from County Wide Septic, LLC for 3 Portal Jons plus 2 additional on the holiday weekends in the amount of \$1,998.75 for the 2021 season, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

*(10) Director Pryde moves to accept the bid from Johnson Septic Services, LLC in the amount of \$687.50 for the 2021 Septic Tank Cleaning at the Clubhouse and the Campground, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

In regards to the Agenda item of "Boiler Inspection/Chimney Repair Quotes", Bambi stated she has not been able to get quotes as of this date. Trouble Shooters has not been in yet and Martin Heating & Cooling has been in but has not gotten back with her with a quote yet. This item is tabled to April for bids or further information.

A short break was taken at this time.

In regards to the added Agenda item of "Meeting Recordings", Director Dombrowski mentioned that Members are asking if the meeting recordings can be downloaded to the Website, Facebook or other Social Media so they can be listened to if a Member so wishes after the meetings. Vicky stated she will get with Sheryl Judd, our Website Host, and Bambi will check into putting them on Facebook. Director Simons mentioned that we may be able to set up our own YouTube site. More information will be provided at the April meeting.

*(11) Director Brandle moves that a motion is to be made before documentation or policy changes under consideration by the Board are posted on the official WBLRA Facebook page or the WBLRA Website, 2<sup>nd</sup> by Director Pryde.  
Ayes – Directors Pryde, Brandle, Hassberger and President Bryant  
Nays – Directors Dombrowski and Simons  
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 if requested.

*(12) Director Hassberger moves to go into Closed Session for Employee Yearly Reviews at 2:28 pm, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

**XIII. Closed Session:**

Employee yearly reviews were discussed for the Clubhouse Attendants, Safety and Campground.

*(13) Director Brandle moves to increase the current Clubhouse Attendants, Safety and Campground personnel compensations per Bambi's recommendations, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

Director Pryde mentioned that the Directors have a document in their packets that is marked as "Draft" which consists of a sample job description and an "Employee Performance Review" for the Directors to review to make sure that all Employee Reviews are being done the same in the future. This was for discussion only and no motions were made.

*(14) Director Pryde moves to go back into Open Session at 2:56 pm, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

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

*(16) Director Dombrowski moves to adjourn the meeting at 2:57 pm, 2<sup>nd</sup> by Director Pryde.  
All Ayes, motion carried.*

Submitted by,

Vicky McClusky, Secretary/Treasurer