

**White Birch Lakes
Board of Directors Meeting Minutes
April 13, 2019**

I. Call to Order:

President Bridges called the meeting to order at 10:00 am.

Board Members Present: President Bridges, Directors Witchell, Holzer, Hassberger and Allen (arrived during Financial Reports); also Supervisor Wheeler and Secretary/Treasurer McClusky

Board Members Attending by Teleconference: Directors Dombrowski

Board Members/Others Absent: Director Getz

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

II. Additions/Deletions to the Agenda:

New Business: Director Holzer – Sale of Lot 695

III. Approval of Minutes:

*(1) Director Witchell moves to approve the March Meeting Minutes as presented, 2nd by Director Hassberger.
All Ayes, motion carried.*

IV. Income Statements-Treasurer Reports:

*(2) Director Hassberger moves to approve the financial reports for March as presented, subject to the Auditor's approval, 2nd by Director Holzer.
All Ayes, motion carried.*

*(3) Director Allen moves to approve the April Payables as presented, 2nd by Director Hassberger.
All Ayes, motion carried.*

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

“One more month to go!! We are getting ready for everyone’s return to White Birch for fun and relaxation. We all need to pray for sun and 70’s. We had ice and snow again on Thursday. Winter just does not want to lose its grip. This is one of the worse winters we have had in several years.”

“We have purchased new furniture in the fireplace room in the Clubhouse, looks very lodge like, as well as a fireplace insert to provide the much-needed atmosphere. Come and see how we have modernized it for the years to come.”

“The building has begun on the addition to the Maintenance building; there will be more on that issue in the Committee reports. As soon as the weather permits the guys will begin to ready the Campground. The Clubhouse bathrooms and changing rooms are to be painted next week.”

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

“Maintenance is going to start prepping our roads for our first brining. They will start grading the roads around April 22nd. The first brining is scheduled to be done the 14th and 15th of May, weather permitting.”

“Please be aware that we are planning to open the Campground Bathhouse this month so if you see activity around the Bathhouse, it does not mean that it’s open yet. I will put a sign on the door when it is open. The dumpsters will be out around May 1st.”

“For those Members cleaning their lots of leaves and brush, remember we have a compost area but please put limbs in the burn pit and leaves in the compost area. Please DO NOT bring stumps or building materials to this area.”

“For those Members that burn their yard waste, please be aware there is a sign at the entrance gate to inform you of our area burn warnings. There is a new Smokey at the entrance gate. If you are in need of an updated burn permit information, that number is 1-866-922-2876 and answer the question of what County you are in and be prepared to identify yourself as being in Lincoln Township. If you do decide to burn, make sure you have a water source and shovel handy and be respectful with your neighbor while burning.”

“I have few boat slots left if anybody is interested, please call me.”

VII. Committee Reports:

EPC Committee: Director Hassberger reported that for the month of March there were 4 EPC requests that were approved: 2 Tree Removal, 1 Building and 1 Tree Removal/Lot improvement. April is shaping up with a lot of people coming up and removing trees. There are still 2 campers left on lots, one has been turned over to the Township to handle and the other may be just a tow out if the Member wishes. Director Witchell added there is one camper near the Campground Storage area that will be towed out after the Sheriff's Department releases it.

Election Committee: Vicky reported for Pat Graham, who was absent, that part of the Committee met on Thursday to go over the revisions of the 2019 Application for Absentee Ballots so it can be placed in the April, May and June Birch Bark.

*(4) Director Holzer moves to approve the 2019 Application for Absentee Ballots with the recommended revisions from the Election Committee, 2nd by Director Dombrowski.
All Ayes, motion carried.*

Activity Committee: President Bridges stated that there is an Easter Egg Hunt with a dinner following later today. She also stated that Jeff has been directed to never schedule events at the Clubhouse on the Board Meeting Saturdays unless the event starts at 6 pm to close. Events at the Pavilion are fine with the exception of the 3rd Saturday in July due to the Annual Members Meeting and Election.

Campground Committee: Director Witchell stated there will be a lot of work being done this year due to down branches and leaves. Also, all campers are to be removed as of Monday, May 20th, so the Campground can be prepared for the Memorial Day weekend.

*(5) President Bridges moves for approval to add a new Committee, called Project Committee, and appoint Jerry Bridges as Chairperson and Director Witchell as Board Liaison, 2nd by Director Allen.
All Ayes, motion carried.*

Project Committee: Chairperson Jerry Bridges gave a presentation and drawing for the Maintenance Building Expansion and also gave his recommendations for a few changes and additions to the original approved Contract to both the existing and expansion of the Maintenance Building.

*(6) Director Holzer moves to approve an additional cost up to \$16,000.00 for the submitted changes and additions to the existing and new expansion of the Maintenance Building as recommended by the Project Committee with the funds to be taken from the Capital Improvement Fund, 2nd by Director Allen.
All Ayes, motion carried.*

VIII. Comments from the Floor (Agenda Items Only): Available for viewing in the office.

IX. ManagerPlus Report:

Jeff stated the inside entrance gate operators need to be raised up to eliminate the ice and snow from freezing inside and stopping the gates from opening and closing and also replace the outside reverse loop and shadow loop at a cost of \$2,880.00 total.

*(7) Director Dombrowski moves to approve the proposals from Van't Hof Door & Gate Systems in the amount of \$2,880.00 to replace the outside reverse loop and shadow loop and also raise the inside gate operators up at the Entrance Gate, 2nd by Director Allen.
All Ayes, motion carried.*

Jeff went on to mention that Maintenance had to replace a vane pump in Teal Lake so another one will have to be ordered as an extra on the shelf in case another one is needed.

The CSD-1 inspections by the State were performed on the boilers and everything passed but the rust on the chimneys is causing concern.

Lake treatments are supposed to start 5/13/19 weather permitting so notices have been given out to Members around the lakes and also placed on the bulletin boards in the Clubhouse to notify Members.

Jeff was given direction to obtain a bid from Trouble Shooters for the work to be done on the boiler chimneys.

Jeff mentioned that the Backhoe should be done next week and returned to the Association as soon as possible.

X. Unfinished Business:

In regards to the Agenda item of "Campground Bathhouse Shower Wall & Floor Tile Bids", Director Dombrowski stated this item is being tabled until September so further bids and more information can be gathered before this project is started.

(8) Director Witchell moves to accept the bid from Ridenour Drywall & Remodeling in the amount of \$950.00 to paint only the T1-11 wall on both sides in between the Clubhouse Meeting and Fireplace Rooms, 2nd by Director Holzer.

Ayes – Directors Witchell, Holzer, Hassberger, Allen and Dombrowski

Nays – President Bridges

Motion carried.

In regards to the Agenda item of "Ice Machine Purchase", this item was tabled due to no further information available at this time.

(9) Director Allen moves to ratify the telephone and email vote to authorize Red's Repair for the required repairs of the Backhoe at a cost of \$2,700.00, 2nd by Director Dombrowski.

All Ayes, motion carried.

XI. New Business:

(10) Director Holzer moves to accept the bid from Fisher Construction Aggregates for the 2019 season for 22A Road Gravel in the amount of \$10.60 per ton, 2nd by Director Dombrowski.

All Ayes, motion carried.

(11) Director Holzer moves to accept the bid from County Wide Septic in the amount of \$150.00 per month for 2 Portal Jons and the additional Portal Jons for 4th of July weekend and Labor Day at the prices quoted for the 2019 season, 2nd by Hassberger.

All Ayes, motion carried.

(12) Director Hassberger moves to accept the estimate from Security Septic Tanks in the amount of \$685.00 for both the Clubhouse and Campground septic tanks, 2nd by Director Holzer.

All Ayes, motion carried.

(13) Director Witchell moves to approve up to \$500.00 for expenses regarding a Mother's Day Breakfast to be held May 12, 2019 from 8 am to 11 am, 2nd by Director Allen.

All Ayes, motion carried.

In regards to the Agenda item of "Annual Meeting Planning", President Bridges will get bids for the meal and provide them at the May Board of Directors Meeting.

(14) Director Holzer moves to accept the offer to sell Lot 695, 2nd by Director Witchell.

All Ayes, motion carried.

At this time, the Agenda item of "Common Property Tax Discussion is being moved until after Comments from the Floor and Closed Session

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

(15) Director Hassberger moves to adjourn the meeting at 11:43 pm for lunch and to go into Closed Session, 2nd by Director Witchell.

All Ayes, motion carried.

XIII. Closed Session:

(16) Director Hassberger moves to accept the WBLRA Medical Emergencies Policy as written and to be inserted into the Employee Policy, 2nd by Director Witchell.

All Ayes, motion carried.

(17) Director Holzer moves to go back into Open Session at 12:43 pm, 2nd by Director Witchell.

(18) Director Hassberger moves to ratify the motion above made in Closed Session, 2nd by President Bridges.

All Ayes, motion carried.

Open Session continued with discussion regarding the Agenda item of "Common Property Tax Discussion". In attendance as guests were Paul Blanco, the Association's Attorney; Mary Jean Abbott, Lincoln Township Zoning Administrator; and Becky Taylor, Assessor for Lincoln Township. It has been presented by the Assessor that some of the Association's COMMON Properties have NEVER had an assessed value and disputes the fact that Member's taxable values have reflected the value of the common properties in question. The Assessor has been asked to gather all information needed to determine Assessed Values and tax amounts for the properties in question. The Association's Attorney along with some of the Board Members have offered their assistance to the Assessor while information is being gathered. More information will be presented when available.

The meeting was adjourned at 2:33 pm.

Submitted by,

Vicky McClusky, Secretary/Treasurer