

**White Birch Lakes**  
**Board of Directors Meeting Minutes**  
**May 9, 2020**  
**(Meeting conducted through GoToMeeting.com)**

**I. Call to Order:**

President Bridges called the meeting to order at 10:13 am.

Board Members Present: Directors Holzer, Dombrowski, Simons, Hassberger, Witchell and Allen; also President Bridges, Secretary/Treasurer McClusky and Supervisor Wheeler  
Board Members Attending by Teleconference: All above  
Board Members/Others Absent: None

**Note: There were also 5 Members listening to the meeting.**

The Invocation was given by Director Hassberger.

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

**II. Additions/Deletions to the Agenda:**

Director Dombrowski asked for "Provisions for Future Annual Member Meetings during National Emergencies" be discussed under the Agenda item of Annual Meeting Planning.

**III. Approval of Minutes:**

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

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

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

*(3) Director Witchell moves to approve the May Payables as presented with the exception of the bill from EasyPro Pond Products due to the fish not being delivered yet, 2<sup>nd</sup> by Director Allen.*  
*All Ayes, motion carried.*

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

"Another month in this difficult time. We have endured this pandemic for only a few months but it has already changed our lives. It is no longer business as usual. The business part of White Birch has continued to function in spite of the Bathhouse and Clubhouse being closed to Members."

"Our Maintenance staff - Public Works have continued to function to keep the infrastructure of our Association sound. Our buildings still have to be monitored, our roads still have to be maintained, as well as day to day operations. Our Secretary-Treasurer still has to maintain the financial part of our Association. These employees have been deemed Essential Workers by the Guidelines set out by the Governor. Our employees must complete a daily form monitoring their temperature and other symptoms of this virus. This is to ensure their well being and fitness to work as well as to protect their co-workers. Jeff Wheeler tests everyone daily and documents the findings. On behalf of the Board and our Members, I want to thank our workers for their sacrifice."

"During this time the Board has voted to follow State and Federal Guidelines required during this difficult time. We have had to make very difficult decisions. We have no background on how to do this. We can only follow what medical experts say and the Government issued Orders and common sense of how they lead us. Please pray for us and keep all our Members in your prayers. Wear your mask to protect others, wear gloves when necessary, wash your hands, stay safe and well; we can get through this together."

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

Jeff started by saying he hopes everyone is staying safe and healthy. He went on to say that he had a Member that lives at the end of Clover Terrace contact him about people using what used to be an old trail that leads back to Hazel Trail. The Member stated that he had gotten into a confrontation with another Member that was opening up the trail. Jeff is wondering what the Board wants him to do about this issue. Jeff recommends closing the trail again.

Regarding gravel work on the roads, Fisher Construction Aggregates could not haul any gravel in until last Thursday. This didn't leave any time to work on the roads before the brine was brought in. There was hardly no time to even get the roads graded. Hopefully the roads can be worked on before the next brining.

As far as culvert work on Cherry Road, Miss Dig came in and the culvert needs to be picked up from Cadillac Culvert. It is 40 feet long so we have to rent a trailer to pick it up. Bob Luster has told Jeff he may have a trailer to use to go and pick the culvert up.

Regarding the high-water level at Holiday Lake, Jeff stated he did not see any culvert or any relief to put the water. He can see that the terrain is all up hill. The water we are getting is from Bertha Lake to the natural spillway that leads to Holiday Lake and Allen Lake. Jeff stated he will get with the Clare County Drain Commissioner to see what information he can provide.

The first brining has been completed. Jeff stated Beckman Production Services did a great job. He stated he knows there are some doubters out there but please remember the roads were super dry and soaked up the brine like a sponge. A little rain would help to settle the brine into the roads. Also, please drive slowly and drive in the brined area only to help with dust.

Director Dombrowski asked Supervisor Wheeler if he has been able to get with Steve Bryant regarding finding a spillway for relief of the water at Holiday Lake and reminded him that Steve has volunteered to help in finding it. If not, he recommends getting with him, getting with the Drain Commissioner, getting with the DNR or whoever because something has to be done. President Bridges stated she feels the water in the Great Lakes is coming through streams and making the water higher. Director Hassberger asked if anyone knows how high the water level is above the platted level. Director Witchell stated there is a stake but the water is so high you can't see the stake. Director Simons stated he heard that there was someone through MSU that could help with the issue. Director Witchell stated there are heights written down somewhere as to what height the water levels in the lakes should be. Director Simons stated there have been articles through the news that the water levels in a lot of the inland lakes are experiencing the same problems from the Great Lakes so Holiday Lake isn't the only lake with high waters. President Bridges stated that Director Hassberger, Director Witchell and herself will help Supervisor Wheeler with the issue and report their findings by email to the rest of the Board Members.

**VII. Committee Reports:**

**EPC Committee:** Director Hassberger reported that for the month of April there were 3 tree removal requests, 1 decorative split rail fence and 2 accessory building requests that were all approved. There was also another fence request that was denied because the plan was for the fence to be placed in the front yard. There was a hand full of early campers returning to lots and a couple of them had permits but most did not.

**Campground Committee:** Director Witchell stated he has been receiving a few calls from Members asking if they can return their campers to lots and as he was sitting there looking out his window, 7 campers went by. He wasn't sure if the dump station at the Campground was open or not. President Bridges stated that May 8<sup>th</sup> is the day set by the Board for campers to return to lots and the Board cannot stop Members from doing so because that is their property. Many Board Members stated the water and the dump station are operational.

No other Committee reports were available. President Bridges stated that all activities have been cancelled until further notice and Bob Pelfery will be starting back on Monday, May 11, 2020 for Safety Patrol.

**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 right now if requested.

**IX. ManagerPlus Report:** Supervisor Wheeler reported the following:

Jeff called EasyPro Pond Products/Stoney Creek about the fish stocking and they stated they can start deliveries now. Fish have been ordered. Hybrid blue gills, yellow perch and feeder minnows are what they recommended.

The Sterling Dump Truck is still running hot. Maintenance has tried all that they can to alleviate the problem so someone will have to be called in to find out what is causing it to run hot.

The transmission has been returned from Weller Truck Parts for the Old Dump Truck and Maintenance has it ready to be reinstalled. Quality Truck & Tire sent a check for \$300.00 towards the repairs due to problems that could have caused the issue from the last repair. Also, a refund from Weller Truck Parts who is the manufacturer is being requested.

A 2003 ¾ ton Chevrolet pickup has been purchased for a secondary vehicle for Maintenance. It has 106,000 miles on it and a ton of new parts. Jeff stated it drives really nice.

Wednesday, May 13<sup>th</sup>, PLM Management will be here to do the first lake treatments for the season. Please let Members know that this will be happening.

Maintenance are going to try to get the docks put in next week.

The water and the dump station are operational at the Campground.

The water testing has been done and approved at the Clubhouse and the Campground. Also, the septic tanks have been cleaned at the Clubhouse and the Campground.

A Member on Elm Run has requested that "Slow Down" signs be placed between Wolf Lane and Oak Run.

A poly tank is being looked at for the Dump Truck that can be used in between brining when it gets dusty. Jeff stated he found a 2200-gallon tank that is \$3,500.00. The elevator has Dow Flake at a cost of \$18.79 a bag but he doesn't know how many bags it would take per use. Further information will be researched. Director Dombrowski volunteered to help Jeff with this topic.

President Bridges allowed Jim Trojanowski to ask Supervisor Wheeler a question. He stated he had spoken with Supervisor Wheeler regarding purchasing Walleye for the lakes and wondered why they were not ordered. Jeff answered that Walleye are a Fall fish for purchase and years are alternated between Summer and Fall fish purchases. This year was a Summer fish purchase year so next year will be a Fall fish purchase year again.

At this time, President Bridges asked Supervisor Wheeler if a dock can even be put in at Holiday Lake with the water being so high. Jeff stated the dock at White Birch Lake will be put in and also another dock in front of the Clubhouse for now. Director Simons stated he looked into putting a longer dock in at Holiday Lake but has to get the actualy footage verified to see how long it can be according to the C & R's and maybe a variance can be gained to put a longer one in if needed.

#### **X. Unfinished Business:**

The Coronavirus issue was discussed with regards to the following:

Regarding the Agenda Item of "Coronavirus COVID-19 Update", President Bridges mentioned that the Governor has extended Executive Order 2020-77 through May 28, 2020. The closure of the Campground, for camping, was discussed and the Board Members mentioned that the Executive Order will be complied with and the Campground will remain closed for camping through May 28, 2020. As long as the Campground is ready to be open as of May 29<sup>th</sup>, it will be reopened, but also the Board is waiting to see what transpires with the Government Order to make sure it isn't extended again. The Supervisor was directed to contact all the Members who still have their campers in the Campground for Winter Storage and encourage them to remove them if they can so the Campground can be ready for camping when it is legal to camp and the Executive Order has been lifted. It was also stated that if a Member cannot come up and remove their camper, that the Association will work with them to accommodate their needs. Also, the Bathhouse and the Clubhouse will remain closed until after the Executive Order is lifted. Notices will be posted on the Website, Facebook and at the main gate when facilities are open again.

At this time, Vicky asked the Board to discuss the \$21.00 Service/late fee being waived for Members who are paying their 2020-21 Assessment fee in full right now due to the Coronavirus issue. After much discussion, the decision of the Board Members was to not waive the fee due to it possibly costing the Association more in Processing fees over the year.

In regards to the Agenda item of "Further Common Property Taxes and Survey Concerns", the Board is waiting for further guidance from the Attorney. No further updates are available at this time. This item is being tabled at this time.

Supervisor Wheeler reported specific road work he would like to do but has to determine where to start. The EPC Committee will work with Jeff regarding further road projects. This item is tabled for further discussion.

In regards to the Agenda items of "Annual Meeting Planning and Election Concerns", President Bridges mentioned that she had contacted Sarah from Big R's Hogs and Dogs and reserved July 18<sup>th</sup> for the catered meal. There was much discussion regarding the

Annual Members Meeting and the Election. It was determined by the Board that the Attorney needs to be contacted for legal advice if the date needs to be changed. The Board mentioned an alternate date of Saturday, August 15, 2020 just in case needed. Also, it was discussed that the catered meal be cancelled and replaced by a raffle for a \$500.00 gift card due to social distancing. Director Dombrowski stated that as a reminder to the Members, there will be a By-Law change proposed on the ballot to allow Absentee Ballots to be counted toward the quorum for the meeting.

*(4) Director Hassberger moves to designate Saturday, August 15, 2020 as an alternative date to hold the 2020 Annual Members Meeting and Election if necessary due to the Governor's Executive Orders, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

**XI. New Business:**

*(5) Director Dombrowski moves to accept the Summer and Holiday Hours as presented with the exception of removing the Memorial Day Hours and to post the schedule when the Clubhouse can legally reopen, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

*(6) Director Allen moves to cancel the meal for the Annual Members Meeting and replace the meal with a \$500.00 Gift Card drawing for the Voting Members in attendance, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

*(7) Director Holzer moves to accept the Special Election Birch Bark for June with the changes that were discussed, 2<sup>nd</sup> by Director Dombrowski. Roll call vote,  
All Ayes, motion carried.*

*(8) Director Simons moves to ratify the email vote to purchase a ditch bucket for the backhoe with the amount not to exceed \$1,800.00 and the funds to be taken from the Capital Improvement/Contingency Fund, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

*(9) Director Holzer moves to complete repairs of the transmission on the 2<sup>nd</sup> belly truck with the amount not to exceed \$1,000.00, 2<sup>nd</sup> by Director Allen. Roll call vote,  
All Ayes, motion carried.*

In regards to the Agenda item of "Discussion of Accessory Building Limitations" Director Hassberger stated that the total square footage and number of buildings in the EPC Lot Improvement Packet does not match the Lincoln Township Zoning Ordinance. This item has been tabled to the June meeting for further research and discussion.

In regards to the Agenda item of "Discussion Regarding Illegal Entrances and Exits", Supervisor Wheeler explained the problems with the end of Clover Terrace. The Board directed the Supervisor to block it off however he sees fit.

**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.

*(10) Director Hassberger moves to adjourn the meeting at 1:40 pm to go into Closed Session to discuss 2 Employee Yearly Reviews and additional hours for Don Twork, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.*

**XIII. Closed Session:**

*(11) Director Hassberger moves to adjust Don Twork's hours from 3 – 8-hour days per week to 4 – 7-hour days per week for 2 months to cover the Summer months for jobs that are behind schedule per the Supervisor's recommendations, 2<sup>nd</sup> by Director Allen.  
Roll call vote,  
All Ayes, motion carried.*

*(12) President Bridges moves to adjust Jeff Wheeler's and Vicky McClusky's compensation as discussed, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(13) Director Allen moves to go back into Open Session at 2:15 pm, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

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

*(15) Director Holzer moves to adjourn the meeting at 2:20 pm, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

Submitted by,

Vicky McClusky  
Secretary/Treasurer