

**White Birch Lakes
Board of Directors Meeting Minutes
August 10, 2019**

I. Call to Order:

President Bridges called the meeting to order at 9:57 am.

Board Members Present: Directors Witchell, Holzer, Dombrowski, Hassberger, Simons, Allen and President Bridges; also Secretary/Treasurer McClusky and Supervisor Wheeler

Board Members Attending by Teleconference: None

Board Members/Others Absent: None

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 – Plant Exchange and Labor Day Picnic

Director Dombrowski – Card System at the Campground Bathhouse (added later in the meeting)

(1) Director Dombrowski moves to change the order of the Agenda as needed when needed, 2nd by Director Holzer.

All Ayes, motion carried.

III. Approval of Minutes:

(2) Director Holzer moves to approve the June Meeting Minutes as presented, 2nd by Director Simons.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

(3) Director Witchell moves to approve the financial reports for June as presented, subject to the Auditor's approval,

2nd by Director Hassberger.

All Ayes, motion carried.

(4) Director Hassberger moves to approve the financial reports for July as presented, subject to the Auditor's approval,

2nd by Director Holzer.

All Ayes, motion carried.

(5) Director Allen moves to approve the August Payables as presented, 2nd by Director Simons.

All Ayes, motion carried.

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

“The summer is two thirds over and the kids go back to school in Farwell in a few weeks. Hopefully Members can spend Labor Day here for fun and relaxation prior to going into Autumn mode. Remember we will have the DJ again for the Labor Day weekend. This has been a fun activity for Members this summer. I am sorry that I have not been able to attend due to all of the problems that I have had with my hip surgeries. I hope to be there for the next event.”

“Our Annual Meeting went well. We had very hot and humid days prior to that Saturday, however, that morning it was very much cooler and overcast. The rain did hold off until after the meeting and lunch. The sky opened up about two o'clock. We always have door prizes and a fifty-fifty drawing. We collected monies to go toward playground equipment up at the Clubhouse.”

“After the holiday, we will be working on getting more information on the bathhouse showers. We want to tile them for a more lasting and pleasing look.”

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

“I want to start by congratulating the Board Members that were voted in. I have had reports of two cars roaming around in the Association, especially around the Campground area. One is goldish-brown in color and the other is black in color. One of them, according to the Sheriff's Department, is living on Laurel Lane with a family and the other has not been caught up with yet.”

“Three employees have been hired. Two Clubhouse Attendants and one Full Time Maintenance Personnel. If you have a chance to, please stop in and say hi. Both Clubhouse Attendants names is Jessica. Jessica J. will be put on permanently and Jessica V. will be on-call.”

“Campground storage is going well. There have been a few little snags but we got through them. One thing we have to remember with campers is we are starting to get bigger ones and we are running out of space. Something we need to think about is extending some of the sites or whatever. One camper is 42 feet and we are trying to find a spot for it.”

“We will be burning the brush at the Old Maintenance Building area as soon as we deem it to be safe. We need a little bit better weather to do that.”

“We have had a battery stolen down in the Storage area sometime around Memorial Day. We have had a couple of B & E’s in the Association. They have been reported and there are police reports on them.”

“In talked with Maintenance, we are getting a lot of our corners getting torn up by side-by-sides and four wheelers. Please be respectful because you are only causing us money by doing that.”

“The gentleman that hit the dock has paid for the damages.”

“It has been a pretty good summer so far and I want to thank all the volunteers, Members and Board Members for everything and all their hard work. There is a Member, Anita, that wants to start Water Aerobics in the pool.” (After some discussion, the Board approved this as long as there isn’t a charge and it doesn’t interfere with other swimmers. A sign-up sheet will be put up for Members that are interested.)

“I called PLM Management on the Swimmer’s Itch issue and they informed me that DNR will not allow anyone to use Copper Sulfate anymore. When PLM treats for algae, they also treat a little for this issue. The issue is caused by snails.”

“I have talked with Sharon and also Bob Pelfery a little about having someone stationed at the gate to check people in and out to try to eliminate public from entering and to stop the tailgating issues. This is just for the Board Members to think about at this time.” (President Bridges stated this will be postponed for now to give the Board Members a chance to think about how this will be implemented and this item will be on the Agenda for the September Board Meeting.)

VII. Committee Reports:

EPC Committee: Director Hassberger reported that for the months of June and July there were – 15 tree removal requests that were all approved, 1 deck, 1 dock, 3 driveways, 1 dog run and 1 cement apron in front of an existing garage also approved. There was 1 tree removal request that was approved after negotiating how many trees would be removed. Also, there is one tree removal request pending a meeting with the Member to negotiate the number of trees requested to be removed.

Campground Committee: Director Witchell reported that this is the busy time of year with Winter Storage and the biggest problem is we have about 1/3 of Members that had sites last year, have not reserved for this year if they still want the sites. The deadline was July 31st and if someone else comes in and wants a site, you may lose your site. Please contact the Supervisor as soon as possible so you do not lose your site!! Fred stated there is one trailer in Storage that no one knows who it belongs to. It will be left there unless someone wants the site.

*(6) Director Simons moves for a 30-day notice to be placed on the trailer in Storage Site 116/117 and after 30 days, the trailer will be removed at the Owner’s expense, 2nd by Director Holzer.
All Ayes, motion carried.*

Activity Committee: Willa Newsome-Coombe stated that she and Marney Frank signed up on the Committee Sheet to co-chair the committee. She asked if Members host events that they aren’t aware of ahead of time, does the allocated money come out of the Activity budgeted amount. She was assured by the Board that should the amount allocated for all activities go over the budget, the Board will approve the amounts requested. Willa also stated that Bill Coombe is planning a Color Tour again this year to be held on October 5th from Noon – 5 pm. Bill presented a request for funds to the Board Members to host this event.

*(7) Director Allen moves to approve up to \$750.00 towards expenses for a Color Tour, 2nd by Director Simons.
All Ayes, motion carried.*

During Comments from the Floor, Rose Boos reported there is a Gardening Event in honor of Carolyn Neal being planned for September 21st from 11 AM to 1 PM at the Clubhouse. She asked the Board to approve \$100.00 for expenses.

*(8) President Bridges moves to approve up to \$100.00 for expenses toward the Gardening Event, 2nd by Director Dombrowski.
All Ayes, motion carried.*

Safety Committee: Alyssa Gruber stated she doesn’t have anything new to report at this time. She stated that the Safety Committee could set up guidelines for the spot checking at the gate if the Board approves them to do that.

Bob Pelfery stated that Supervisor Wheeler already spoke about most of the issues but he stated that there have been a lot of questions from Members about motors on boats lately that he wanted to bring to the Boards attention. President Bridges mentioned that maybe the Safety Committee could also look into this. Director Witchell mentioned that there have been 3 rescue/medical type runs by the Fire Department in the Association involving ATVs with underage riders, under 16, that ran off the road and hit trees. All three did not have any adults with them. President Bridges again suggested that the Safety Committee could maybe look into this issue also.

NOTE: Members are to be reminded that the Association has adopted “The Handbook of Michigan Off-Road Vehicle Laws and Riding Basics” as published by the DNR as our guidelines for ATV’s, etc. while riding on the Association roads. If you do not have a copy, please pick one up in the Office or from the Clubhouse brochure rack.

VIII. Comments from the Floor (both Agenda Items and For the Good of the Order): Available for viewing in the office.

IX. ManagerPlus Report:

Supervisor Wheeler reported he does not have anything new that isn’t on the Agenda to discuss.

X. Unfinished Business:

The Agenda item of “Steel Roof Bids for Salt Sheds & Pavilion” is tabled until the September meeting for further bids. So far Jeff has only received two bids.

The Agenda item of “Paving Bids for Entry at White Birch Lane, Clubhouse Parking Lot and Dumpster Areas” is tabled until the October meeting for further bids. Bids will only be for White Birch Lane entry and the Clubhouse Parking lot due to the Dumpsters being moved back to the original cement pad area. (also, it has been requested that bids include the Campground Bathhouse parking area.)

In regards to the Agenda item of “Upgrade to Bathhouse for Power Outages”, Dan Rahl, Rahl Electric, was in attendance. He stated that it is very challenging to quote a generator due to where the electrical box is located at the Bathhouse. This item is tabled until the April 2020 meeting for further information.

In regards to the Agenda item of “Upgrade to the Clubhouse for Power Outages, the only bid received so far is from Rahl Electric. The two Contractors that came to the Clubhouse with a Generac generator system never responded with bids.

(9) Director Simons moves to accept the bid from Rahl Electric for a Generac generator in the amount of \$9,043.00 to be installed at the Clubhouse for power outages, with the total cost not to exceed an additional \$2,000.00 for the propane hook up, and the funds to be taken from the Capital Improvement Fund, 2nd by Director Witchell.

Ayes – Directors Witchell, Holzer, Simons and Allen

Nays – Directors Dombrowski and Hassberger

Motion carried. (President Bridges did not vote)

In regards to the Agenda item of “Revisions of Camping Policy”, the Board directed Vicky to make the necessary changes discussed and add a signature page for Members to sign when camping.

XI. New Business:

In regards to the Agenda item of “Appointment of Board Members from the Annual Meeting, President Bridges stated that the Board Members who were elected at the Annual Meeting are Richard Allen, Jeff Simons and herself.

(10) Director Holzer moves for the 2018-19 Annual Audit surplus in the amount of \$53,411.00 be transferred from the Isabella Money Market Account to the Capital Improvement Fund Account at Chemical Bank, 2nd by Director Witchell.
All Ayes, motion carried.

In regards to the Agenda item of “Electric Escrow CD Renewal” Vicky stated this was for information purposes only as it has already been automatically renewed.

(11) Director Hassberger moves to approve the quote from Coyne Oil for the 2019-20 propane season as follows, 2nd by Director Allen:
Fixed Price of \$.979 for the Association Owned Tanks
Fixed Price of \$159.9 for Members
Members switching over - \$100.00 goes to the Member paid by Coyne Oil
Price cap date of July 31, 2020
All Ayes, motion carried. (See sheet posted on the bulletin board in the Clubhouse for full information.)

(12) Director Holzer moves to approve the Fall and Winter Clubhouse/Pool Hours as presented, 2nd by Director Dombrowski.
All Ayes, motion carried.

Discussion on the Annual Meeting Motions:

1. Vicky mentioned that the page from the August 11, 2018 Board of Directors meeting regarding last year's Annual Meeting motions was in the Board Members packets to show that all motions were discussed and the actions that were taken.
2. **Electrical Upgrade at the Pavilion:** Director Holzer provided information from Rahl Electric as to what is needed. The Board directed Jeff to get bids to present at the September meeting.
3. **Handicap signs for the Pavilion area:** The Board directed Jeff to order signs and install them.
4. **Tree down in Teal Pond:** This item was discussed and Jeff mentioned this was being handled between the Member and the Association. President Bridges stated because of this unique situation the Association is paying \$250.00 towards the cost due to the tree being in the pond on Association Owned property. The Board directed Vicky to issue a check to the Member for \$250.00.
5. **Amendment to the By-Laws to include Absentee Ballots to meet a quorum for the Annual Meeting:** No action will be taken at this time. This should be handled by the By-Law Committee for presentation to the Members at the 2020 Annual Meeting for approval.
6. **Improvements at Holiday Lake beach area:** Materials have been purchased for the Aerator box to be rebuilt and moved. Director Witchell stated that a new boat rack needs to be built and the old one removed.

(13) President Bridges moves to approve up to \$5,000.00 for materials to make improvements to the beach area at Holiday Lake, 2nd by Director Simons.
All Ayes, motion carried.

7. **Paving of the Clubhouse Parking Lot:** This item was discussed earlier in the meeting and has been tabled for further bids.
8. **Purchase Sand to Create a New Beach at Holiday Lake:** A motion was made above to include this item,
9. **Condition of the Gazebo at Holiday Lake:** This item was discussed as to what is the best way to handle this situation.

(14) Director Allen moves to remove the Gazebo at this time with discussion at a later date to build a new one, 2nd by Director Simons.
All Ayes, motion carried.

(15) Director Dombrowski moves to relocate the Gazebo from White Birch Lake to Holiday Lake at a location determined by the Supervisor, 2nd by Director Holzer.
All Ayes, motion carried.

The Agenda item of "Pickup Truck Repairs vs. Trade-In" was discussed and a quote was presented by Director Simons of a pickup as an estimate of how much a new pickup would cost. After much discussion, the Board directed Jeff to get additional quotes for a new pickup and email the Board for a decision on whether to repair or replace the pickup.

(16) President Bridges moves to ratify the telephone approval to repair the well at the Campground, 2nd by Director Allen.
All Ayes, motion carried.

The added Agenda item of "Plant Exchange" was discussed under Activities.

In regards to the added Agenda item of "Labor Day Picnic", Director Holzer mentioned that a Labor Day Picnic with hot dogs and chips provided is being planned for Saturday, August 31st, at 5 PM for the picnic and DJ music by Steelhorse at 6 PM. Members are being asked to bring a dish to pass.

(17) Director Holzer moves to approve the Labor Day Picnic with funds up to \$300.00 for food and supplies, 2nd by Director Dombrowski.
All Ayes, motion carried.

The added Agenda item of “Card System for the Campground Bathhouse” has been tabled until the October meeting for more information.

At this time, Comments from the Floor regarding Agenda items and For the Good of the Order was reopened for further comments. (Available in the Office for Viewing)

*(18) Director Allen moves to adjourn the meeting at 1:50 pm to go into Closed Session, 2nd by Director Simons.
All Ayes, motion carried.*

XII. Closed Session:

*(19) Director Dombrowski moves to adjust Robert Keller’s compensation with regards to his yearly review per the Supervisor’s recommendation retroactive back to his Anniversary date of July 9th, 2nd by Director Hassberger.
All Ayes, motion carried.*

Wages for all employees was discussed with no motions made.

The Board returned to Regular Session at 2:05 pm.

*(20) Director Hassberger moves to ratify the motion above made in Closed Session, 2nd by Director Allen.
All Ayes, motion carried.*

The meeting was adjourned at 2:08 pm.

Submitted by, Vicky McClusky, Secretary/Treasurer