

**White Birch Lakes  
Board of Directors Meeting Minutes  
August 11, 2018**

**I. Call to Order:**

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

Board Members present: President Bridges, Directors Witchell, Holzer, Dombrowski, Getz, Hassberger and Allen; also, Secretary/Treasurer McClusky

Board Members Attending by Teleconference: None

Board Members/Others Absent: Supervisor Lubs

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

**New Business:**

Director Witchell – Update EPC Procedures and Gate Security/Manpower

Director Holzer – Plant Exchange Funding

Director Dombrowski – Safety Patrol

**III. Approval of Minutes:**

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

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

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

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

*(4) Director Holzer moves to approve the August Payables as presented, 2<sup>nd</sup> by Director Getz.  
All Ayes, motion carried.*

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

“The Member’s meeting was well attended; we obtained our quorum quickly in spite of the threatening weather. Members expressed concern regarding the pileup of trash at the Campground dumpsters. I would like to remind Members that all trash must be bagged. Open the backside of the dumpster first then the front. Often the front is full of bags on top and the back is empty. **Building products, tires, TV’s mattresses, furniture, etc. are not allowed.** Also, trash left on the ground is not okay. The dumpsters have been moved closer to the Maintenance garage to better monitor them and soon they will be enclosed with fencing.”

“We need everyone’s cooperation to keep costs down and prevent trash from being spread about by wildlife. If American Waste has to pick up items outside of the dumpster itself, White Birch is charged extra. This is a waste of your money so **PLEASE** be mindful to keep WBLRA beautiful.”

**VI. Supervisor's Report: In Scott’s absence, Vicky read the following:**

“Summer is in full swing and we have seen evidence of this Association being as busy or busier on most weekends this summer than any of the holidays so far this year. This is fantastic and we hope to continue this trend into the near future. However, with all of the extra visits to our beautiful Association comes the extra trash. Despite our best efforts to control the amount of garbage, there never seems to be enough room for it all. We are currently working with American Waste on how to make these dumpsters less costly and less unsightly as possible. **PLEASE** limit your trash to garbage bags only and all other waste must be broken down to allow

for more space. In an effort to keep everyone honest, the dumpsters have been moved to an area that is under 24-hour camera surveillance. This is due to the cost of overages being charged to our Association and the fear that Members/non-Members are abusing this amenity. Please note that the amount in overage costs are the responsibility of this entire Membership.”

“Your Clubhouse Special Hours for Labor Day include Friday-Sunday until 8:30 pm and Monday until 7:30 pm.”

“With Labor Day coming up, there is still room in the Campground for camping. Please also note that reserving Winter Storage for campers is in full swing and unfortunately for those Members who reserved with us last year, your spot may be gone already. Please be sure to contact us about your storage needs as soon as possible.”

“Dust control brine is scheduled for the 22<sup>nd</sup> and 23<sup>rd</sup> of August, just in time for Labor Day. This is due to the constant need for us to continue grading the bumps and attempting to fix run-offs caused by excessive down pours in recent weeks. This constant grading will cause the gravel to loosen up which without rain will cause excessive amounts of dust.”

“Please note that we have been receiving reports of trespassing on Member lots and excessive traffic at late hours in the night from ORV’s. Members, PLEASE understand you have the responsibility to be sure you and your guests know where you are at all times. Please remember there is no legal entry or exit to our Association properties other than the gate. If you pop out anywhere else, you are on private property and you can and will be ticketed by local authorities.”

“Unfortunately, our exit gate was hit recently by an individual who failed to come to a complete stop. There are two stop signs at the exit gate and failure to come to a complete stop whether the gate is open or closed is inviting this very incident to happen to you. Please be aware that your staff are frequently working in that area and if the gate is open, it is by design. Your failure to stop at these signs is inviting the risk to seriously injuring one of your staff. PLEASE STOP!!! If you must, take time to read the marquee sign, it’s darn funny if I don’t say so myself.”

“Our sincere apologies for the delay in repairing the gate. Your patience has been much appreciated as we have been moving forward on the insurance claim and our Gate Service Provider will be working diligently to bring our gate system back on line.”

“Thank you and our many thanks to the WBLRA staff for the great job they do.”

At this time, President Bridges read a note that Scott left in regards to Swimmer’s Itch at Holiday Lake. This letter has been posted on the Website, Facebook and the bulletin boards in the Clubhouse and at the Campground for viewing.

## **VII. Committee Reports:**

**EPC Committee:** Director Hassberger reported that for the month of June there were 2 contiguous lot requests for transfer of ownership, 9 tree removals, 3 driveways and 1 garden enclosure that were approved. For the month of July there were 1 contiguous lot request for transfer of Ownership, 3 tree removals, 1 detached accessory building, 2 garage and 1 dock replacement that were approved.

**Election Committee:** Pat Graham reported that the Committee will be meeting in October before the Board Meeting to go over issues from the Annual Meeting and report any changes to the Board. Director Dombrowski asked Pat if the rearranging of the meeting created any issues with the Committee Members being ready for the election. Pat answered that this year it went well but it all depends on how well the Absentee Ballot counting goes yearly.

**Safety:** Bob Pelfery reported that everything is going pretty good except for some pretty late ATV’s running around the other night. The other day he seen a car go flying through the front gate which almost hit a kid on a bicycle. He thanked people who are stopping at the stop signs and asks that everyone else do the same.

**Activity Committee:** Carolyn Neal reported there will be a Plant Exchange on Saturday, September 29<sup>th</sup>, from 1 pm to 3 pm at the Campground Pavilion instead of in October because of cold weather in the past few years.

**Campground Committee:** Director Witchell reported everything looks good. There were a lot more than usual with people in the Winter Storage area not removing their campers when they should have so clean up for this year’s storage could be done. Plus, there was an extreme concern when a nest of ground bees was run into by Maintenance when mowing and the equipment had to be abandoned until the next day so proper care could be taken to ensure the safety of Maintenance. Fred also feels that signs need to be put up at the Winter Storage gates informing people that if they do not have a site in there, please do not drive through there.

**Conservation Committee:** Director Holzer reported for a Member that there have been sick raccoons seen in WBLRA recently in July and August. This Member contacted Animal Control and was told that distemper is the main illness and is wide spread in Clare County. Make sure your dogs and cats if they are out are up to date with their shots. Director Getz reported that there were sightings of a bear cub in the Campground area a few weeks ago and warned Members that where there are cubs, there are Mama bears.

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

**IX. ManagerPlus Report:** No reports in the packets and Scott was not at the meeting so no report was given.

At this time, President Bridges reported that there were 7 lots that went back to Clare County for back taxes and all 7 sold at the Public Auction. 4 of the lots sold for more than the tax sale listed them for.

**X. Unfinished Business:**

In regards to the Agenda Item of "Upgraded Septic System for Clubhouse and Campground", President Bridges read the note that Scott had in the packets that he is working with Tom Schunk from County Wide Septic and Wally Philips, the Engineer, for further information so he can get quotes and bids for the project. Scott hopes to have more information in the fall so the project can be completed by Memorial Day 2019.

**XI. New Business:**

At this time, President Bridges appointed Dick Hassberger and Kevin Dombrowski as the Members of the Board elected from the Annual Meeting election.

*(5) Director Holzer moves to ratify the email to Amend Motion #8 from the June Meeting Minutes for the New Salt Spreader to add an additional \$2,200.00 for the purchase of the salter with the final cost being \$12,671.89, 2<sup>nd</sup> by President Bridges. All Ayes, motion carried.*

*(6) Director Witchell moves to ratify the email vote for repairs to the 2000 Sterling Dump Truck in the amount of \$751.14, 2<sup>nd</sup> by Director Holzer. All Ayes, motion carried.*

*(7) Director Holzer moves to ratify the email vote to increase Bob Pelfery's hours as follows: 1 hour in the evening for Tuesdays and Wednesdays only plus the additional mileage, 2<sup>nd</sup> by President Bridges. All Ayes, motion carried.*

*(8) Director Holzer moves to ratify the email vote to accept Tommy Bauer Excavating's bid for the Holiday Lake parking area in the amount of \$4,880.00, 2<sup>nd</sup> by President Bridges. All Ayes, motion carried.*

*(9) Director Dombrowski moves to continue to use Sheryl Judd for the Website hosting in the amount of \$180.00 for 3 years, 2<sup>nd</sup> by Director Holzer. All Ayes, motion carried.*

*(10) President Bridges moves to hold the Fall Garage Sale on Saturday, September 1<sup>st</sup>, from 9 am to 3 pm, 2<sup>nd</sup> by Director Dombrowski. All Ayes, motion carried.*

*(11) Director Holzer moves to Amend Motion #8 above to include the second email vote for an additional amount of \$3,950.00 payable to Tommie Bauer Excavating for excavation and grading of gravel for the Holiday Lake parking area with the final total to be \$8,830.00, 2<sup>nd</sup> by Director Dombrowski. All Ayes, motion carried.*

*(12) Director Holzer moves to transfer the 2017-18 Annual Audit Surplus in the amount of \$48,636.00 from the Isabella Money Market Account to the Capital Improvement Fund, 2<sup>nd</sup> by Director Witchell. All Ayes, motion carried.*

*(13) President Bridges moves to transfer the Capital Improvement Fund Savings Account from Mercantile Bank to Chemical Bank in a Money Market Account due to FDIC insurance concerns, 2<sup>nd</sup> by Director Allen. All ayes, motion carried.*

*(14) Director Dombrowski moves to Amend Motion #13 above to include the dollar amount of \$103,245.00 plus any additional interest amounts, 2<sup>nd</sup> by Director Holzer. All Ayes, motion carried.*

(15) Director Allen moves to accept the bid from Ferrellgas for the 2018-19 propane season in the amount of \$1.459 per gallon or less for the Association tanks and \$1.399 per gallon for Members, 2<sup>nd</sup> by Director Witchell. Roll call vote,  
Ayes – Directors Witchell, Holzer and Allen  
Nays – Directors Dombrowski, Getz, Hassberger and President Bridges  
Motion failed.

(16) Director Getz moves to accept the bid from Kube Propane at the stated cost not to exceed \$1.32 per gallon for the Association tanks and Members for the 2018-19 propane season, 2<sup>nd</sup> by Director Dombrowski. Roll call vote,  
Ayes – Directors Dombrowski, Getz, Hassberger and President Bridges  
Nays – Directors Witchell, Holzer and Allen  
Motion carried.

**NOTE: A NEW EMAIL MOTION WAS MADE TO GO WITH HEINTZ PROPANE FOR THE 2018-19 PROPANE SEASON FOR THE CLUBHOUSE, MAINTENANCE AND CAMPGROUND TANKS AT \$1.189 PER GALLON AND \$1.599 PER GALLON FOR MEMBERS, WITH A PRICE CAP DATE OF JULY 31ST, 2019. IF A MEMBER SWITCHES OVER A \$50.00 CREDIT WILL BE GIVEN TO THE ASSOCIATION.**

(17) Director Dombrowski moves for the \$50.00 credit for Members that switch over to be given to that Member by Kube, 2<sup>nd</sup> by Director Getz. Roll call vote,  
Ayes – Directors Dombrowski, Getz, Hassberger, Allen and President Bridges  
Nays – Directors Witchell and Holzer  
Motion carried.

(18) Director Hassberger moves to approve the Fall/Winter Hour Schedule as presented, 2<sup>nd</sup> by Director Getz.  
All Ayes, motion carried.

In regards to the Agenda Item of “Garbage Dumpster Discussion”, President Bridges read the note that Scott had in the packets. This topic will be brought back in September for further discussion if necessary.

(19) Director Dombrowski moves to install speed bumps and warning signs at the Entrance and Exit Gates at locations determined and the cost not to exceed \$2,000.00 for the speed bumps, signs, hardware and unexpected installation costs, 2<sup>nd</sup> by Director Getz.  
Ayes – Directors Witchell, Holzer, Getz, Hassberger, Allen and President Bridges  
Nays – Director Dombrowski  
Motion carried.

At this time, the Board discussed the Annual Meeting Motions as follows:

1. Hot Tub Discussion: The Health Department referred Scott to DEQ. DEQ stated that Commercial Grade Installation would be required. The Board determined that the costs would be exorbitant and a hot tub would create clearance issues. The Board determined this is not feasible.
2. Changing Order of the Annual Meeting Agenda: This can be done at the Annual Meeting yearly by the Members.
3. Additional Dock at Holiday Lake: The Association already has dock sections that are not being used. Scott will be directed to complete this issue according to the C & R's and Township Ordinances.
4. Garbage Dumpsters: This item has already been discussed earlier in the meeting.
5. Replacement of Sand for Beach at Holiday Lake: This will be taken care of in the Spring 2019. At this time President Bridges recognized Donna Heiden, Lot 850, who asked the Board to also consider putting up a fence of some kind to keep Members from driving down on the beach. The Board responded that this would also be looked at in the Spring 2019.
6. Backhoe Purchase: Scott will be directed to get costs for this and report at September meeting.

At this time, President Bridges appointed Dick Hassberger as Chairperson of the EPC Committee and Director Witchell as Board Liaison so this Committee can handle any requests that come in. Further Members will be appointed at the September meeting. All Board Members voted Aye.

In regards to the added Agenda Item of "Update EPC Procedures", Director Witchell stated this item will be brought back to the September meeting pending further information after the Committee has a meeting.

In regards to the added Agenda Item of "Gate Security and Manpower", there was discussion of providing manpower at the gate for security when the gate has to remain open for long periods of time. President Bridges will direct Scott to contact our Insurance Company to see how that could be handled and this item will be brought back to the September meeting.

*(20) Director Holzer moves to approve up to \$100.00 for expenses of the Plant Exchange to be held Saturday, Sept. 29<sup>th</sup>, from 1 pm to 3 pm, 2<sup>nd</sup> by President Bridges.  
All Ayes, motion carried.*

In regards to the added Agenda Item of "Safety Patrol", Director Dombrowski proposed that some sort of a log system be utilized for Safety and Maintenance Items that need to be addressed so there is better documentation if items are/aren't taken care of and why. After much discussion, President Bridges stated that Scott will be directed to update the ManagerPlus program to implement better maintenance scheduling for items like Campground repairs, safety issues, etc. so repairs or replacements are documented and also maybe installing clip boards so Members can write down things they notice.

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

*(21) Director Getz moves to adjourn the regular meeting to Closed Session at 1:00 pm, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

**XIII. Closed Session:**

*(22) President Bridges moves to adjust Supervisor Lubs compensation regarding his annual review per recommendations, 2<sup>nd</sup> by Director Getz.  
All Ayes, motion carried.*

A legal matter was discussed with no motions made.

The Board returned to regular session at 1:30 pm.

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

The meeting was adjourned at 1:40 pm.

Submitted by,  
Vicky McClusky, Secretary/Treasurer