

**White Birch Lakes
Board of Directors Meeting Minutes
September 8, 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 Supervisor Lubs and Secretary/Treasurer McClusky

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 to the Agenda:

New Business:

Director Holzer – Committee Descriptions

Director Witchell – Future Planning of Maintenance Building Expansion

Director Witchell – Lake Improvements

Director Dombrowski – New Beach

III. Approval of Minutes:

(1) Director Witchell moves to approve the August Meeting Minutes as presented, 2nd by Director Allen.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

Secretary/Treasurer McClusky mentioned the New Account listing of 013 Cap. Improvement-Chemical shown on the August Balance Sheet report which shows the transfer from prior reports showing Account 007 Cap Improvement Fund Merc and the deposit of the 2017-18 Annual Audit Surplus approved at the August meeting.

(2) Director Dombrowski moves to approve the financial reports for August as presented, subject to the Auditor's approval, 2nd by Director Holzer.

All Ayes, motion carried.

(3) Director Allen moves to approve the September Payables as presented, 2nd by Director Hassberger.

All Ayes, motion carried.

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

“As many of you already know speed bumps have been installed at the gate. We have had comments both pro and con regarding these and I would say that the pro comments outweigh the con comments. I would like to explain the rationale for the decision to install them. We have had numerous incidents of damage to the gate system, costing many thousands of dollars. Vicky told me that when I researched this it was \$78,000.00 spent over the years repairing and maintaining that gate because of vandalism or what have you to it. Some of the costs have been absorbed by insurance and some costs the Association have incurred. In May of 2017 the exit gate was hit by someone ignoring the STOP sign and trying to beat the closing of the gate. On video you can see she hit the gate when it was almost closed. The same thing happened about 6 weeks ago by someone trying to beat the closing. This was a larger truck and it also took out the stationary gate as well. We do not yet know if the operating system is damaged, and will not know until the repaired gate is in and the operators can speak to one another. There are two STOP signs at the exit gate, which some drivers think that it does not pertain to them.”

“Over the years we have had tailgaters follow cars into White Birch Lakes. Those tailgaters may or may not have been Members adding to the problems with theft and vandalism that we have had. We had someone enter the Association driving up toward the gate from Old State at a high rate of speed to make it through the gate and almost hit a child riding a bicycle. For the safety of all Members, the decision was made to install speed bumps at the encouragement of our insurance company.”

“We have had to become accustomed to speed bumps in apartment complexes, at Meijer’s and Walmart parking lots as well as other public places where traffic control is necessary. Unfortunately, it has also become necessary at White Birch.”

VI. Supervisor’s Report: Scott reported the following:

“Please note that your Swimming Pool and Clubhouse are now back on winter hours which means we are no longer open past 4 pm on Mondays, Tuesdays, and Thursdays. Our bus stop is open with the start of school so please slow down in that area of Squirrel and Wolf Lanes. For Members waiting at the bus stop, please turn off your headlights while parked in that area. Your fellow Member, Georgia Romine, is VOLUNTEERING her hours to watch the bus stop for your children and should be thanked properly for her giving spirit.”

“With the mandatory camper removal date looming on the horizon of October 31st please plan accordingly if you are still in need of winter storage for your camper. If you did not reserve your previous year’s site by August 1st, it’s likely no longer available. Storage in the Campground is \$75.00 and in the Winter Storage and sites without electricity it is \$40.00. There are approximately 27 Campground storage spots remaining out of the 79. There are approximately 56 Winter Storage spots remaining out of the 100. Please note that campers can be stored in Winter Storage at any time, but in the Campground, it will be starting on or after October 1st. There will be additional cameras placed in those areas and the Winter Storage area will be locked after December 1st for security reasons, so please plan accordingly.”

“As recent heavy rains have shut down any more scheduled brines for dust control this season we will now switch gears into preparing for the upcoming winter. This means humbly requesting that all Members refrain from blowing and/or moving piles of leaves across or into the roads. All Members are welcome to drop off their leaves and smaller branches at the Old Maintenance area. PLEASE, no stumps or firewood sized materials in that area and PLEASE insure that your tree contractors know this as well.”

“As you begin or continue winterizing your campers for storage, please understand that our Campground dump station will remain open throughout early fall but please be mindful of using plenty of water to chase down your camper affluent as you empty them. Please do not discard wipes, paper towels or cotton-based products so that we insure that backups will be limited and that area will continue to be clean for the next Member to use. If you are using a honey pot, please utilize a hose and not directly dump onto the station as others do have to stand and/or walk around in that area.”

“As fall is here this also begins hunting season which leads to the simple reminder that there is no hunting allowed in White Birch Lakes and consequently no discharging of firearms. Please hunt in appropriate areas outside of this Association. Your Maintenance Team will be placing no trespassing signs around our properties for the upcoming hunting season. Please note that we will also be fencing and/or re-fencing areas of concern that could be or have already been used as unlawful entry/exits to our properties.”

“Bless all of the White Birch Staff as it was a very busy summer and we thank all of them for yet another great summer and we look forward to seeing everyone back here next year.”

VII. Committee Reports:

EPC Committee: Director Hassberger reported that for the month of August there were 3 contiguous lot requests with 2 being for transfer of ownership and 1 a transfer of lot for building purposes, 6 tree removals and 1 septic permit that were approved. There were 4 potential violations with 1 being no violation, 1 was resolved and 2 were turned over to the Township. President Bridges asked if there was a request last month for a new building being put up at the corner of Laurel Lane and Elm Run. Dick answered yes and that there is currently an issue between the Township Zoning and Building Departments. Dick also presented copies of sample letters that the Committee will be sending out when necessary to the Board Members for their information. President Bridges stated that the Conservation/Ground Committee will become a Sub-Committee of the EPC Committee.

Campground Committee: Director Witchell reported that campers can start going into the Winter Storage area now. There are a couple of spots that can’t be used yet due to tree cleanup after the last storm but that is being taken care of. Director Allen stated that the Campground looks good with the exception of the tree cleanup. President Bridges directed Scott to acquire bids for the removal of any trees that need to be removed from the storm.

C & R/By Laws Committee: No report.

Election Committee: No report.

Policy & Procedure Update Committee: No report.

Finance Committee: Director Holzer reported there will be a meeting the last week of October to start working on the 2019-20 Budget.

Activity Committee: A Community Color Hay Ride event will be discussed later in the meeting.

Safety: Bob Pelfery reported there were a lot of people up for Labor Day weekend. There was one ATV with 2 kids on it that tipped over around the corner of Mockingbird Circle and Evergreen Lane but they were not hurt. Everything else is good. There was a lot of traffic for the Garage/Yard Sale. There were 4 different people that almost got hit at stop signs. There are a lot of people running the stop sign at Laurel Lane and Oak Run. Also, the stop signs at the corner of Elm Run and Laurel Lane.

At this time, Scott mentioned that he would like to put signs up on Elm Run between the corner from White Birch Lane and Laurel Lane to watch for children. President Bridges directed him to order them. He was also directed to put up more speed limit signs where needed.

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

IX. ManagerPlus Report:

Scott reported that after the incident on June 15th at the entrance/exit gate a camera was missing so he has now added camera maintenance so all cameras are inspected weekly. Scott also stated that he attended a Customer Appreciation event with the company that supplies our cleaning and paper supplies in which he talked with a representative about ice melt products on the new steps and walkway at the Clubhouse. He was advised that no salt should be applied in the first year and also second year. Scott stated that sand will be used instead of salt for traction this winter and possibly next. President Bridges also suggested caution signs be put up or close the step area off during icy times.

X. Unfinished Business:

In regards to the Agenda Item of "Upgraded Septic System for Clubhouse and Campground", Scott stated he is continuing to work with Wally Philips, the Engineer, for further information so he can prepare a quote packet to get bids for the projects.

In regards to the Agenda Item of "Update EPC Committee Procedures", Director Witchell stated that the sample letters given to the Board Members earlier in the meeting are replacing the information from the August meeting. No further updates are needed at this time.

In regards to the Agenda Item of "Gate Security and Manpower" Scott stated that the insurance company was asked if anyone who damages the gate could be held liable for supplying security and the answer was no. No further information was given at this time.

XI. New Business:

President Bridges appointed additional Members to the following Committees:

EPC & Conservation Committee: Steve Brandle and Thomas Warhus (Dick Hassberger-Chairperson and Fred Witchell-Board Liaison were appointed at the August 2018 meeting)

Campground Committee: Fred Witchell-Chairperson, Richard Allen-Board Liaison, Frank Getz, Kevin Dombrowski and Mike Morello

C & R and By-Laws Committee: Dick Hassberger-Chairperson, Kevin Dombrowski-Board Liaison, Donna Heiden and Tom Newman

Election Committee: Pat Graham-Chairperson, Dawn Holzer-Board Liaison, Dorothy Nalepa, Teresa Saleh, and Angela Bendell

Finance Committee: Dawn Holzer-Chairperson, Frank Getz-Board Liaison, Fred Witchell, Dick Hassberger, and Shelly Obrzut

Activities Committee: Shelly Obrzut-Chairperson, Fred Witchell-Board Liaison, Willa Newsome and Bill Coombe

At this time, President Bridges appointed Director Holzer to be the Board Liaison for all WBLRA owned property realty transactions.

The above appointments were approved by all Board Members. The Policy and Procedure Update Committee sheet will be put back on the bulletin board in the Clubhouse for Members to sign up.

*(4) Director Dombrowski moves to ratify the email vote to rescind the August 2018 motion to accept the bid from Kube Propane for the 2018-19 propane season and 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, 2nd by Director Allen.
All Ayes, motion carried.*

(5) Director Dombrowski regretfully moves to rescind the August 2018 motion for Members to be reimbursed credits received from the propane company, 2nd by Director Hassberger.
All Ayes, motion carried.

(6) Director Hassberger moves to approve up to \$750.00 toward expenses for a Community Color Hay Ride event to be held Saturday, October 6, 2018, 2nd by Director Allen.
All Ayes, motion carried.

The Agenda item of "Boating Restrictions" was for discussion only. The Board is reminding everyone that Article V, Section K, of the Covenants and Restrictions states the following:

Boating Restrictions. Power boating activities on all lakes will be limited to outboard type boats powered by electric motors only, horsepower of boats powered by electric motors to be limited to five (5) h.p. Rowboats, canoes and small sailboats (of the "day sailor" class) are also permitted. No boat shall be equipped with facilities which will discharge any waste materials into the lake.

The added Agenda item of "Committee Descriptions" was for discussion only in regards to Members asking what the functions of each Committee are. Committee Descriptions will be posted on the Committee Sign Up Sheets yearly and also published in the April and May editions of the Birch Bark so Members will be aware of each Committee's functions.

In regards to the added Agenda item of "Future Planning of Maintenance Building Expansion", Director Witchell presented the Board Members with a drawing for future planning of an addition to the existing Maintenance Building for better housing of WBLRA equipment. Scott, Director Witchell and the Maintenance Team will get together so a basic cost estimate and ideas can be presented at the October meeting.

In regards to the added Agenda item of "Lake Improvements", Director Witchell explained the need for dredging of the lakes in the near future. This was for discussion only and future planning of what can be done.

The added Agenda item of "New Beach" was for discussion only. Director Dombrowski suggested maybe adding a swimming beach somewhere on White Birch Lake. Scott suggested maybe improving the beach at Timber Lake instead.

At this time, President Bridges stated with the indulgence of the Board that "Employee Issue" be added to the Agenda under Closed Session.

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

(7) Director Holzer moves to adjourn the regular meeting to Closed Session at 12:49 pm, 2nd by Director Hassberger.
All Ayes, motion carried.

XIII. Closed Session:

(8) Director Hassberger moves per Scott's recommendation to make an exception to the existing Employee Holiday Pay Policy for an employee to be paid holiday pay after 90 days of employment instead of after one year of employment, 2nd by Director Allen. Roll call vote,
Ayes – Directors Witchell, Dombrowski, Getz, Hassberger and Allen.
Nays – Director Holzer
Motion carried.

The Board returned to regular session at 1:16 pm.

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

The meeting was adjourned at 1:20 pm.

Submitted by,
Vicky McClusky, Secretary/Treasurer