

**White Birch Lakes**  
**Board of Directors Meeting Minutes**  
**September 11, 2021**  
**(Meeting conducted through GoToMeeting.com and at the Clubhouse)**

**I. Call to Order:**

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

Board Members Present: President Boos; Directors Heiden, Bryant, Cooley and Simons  
also, Secretary/Treasurer Vicky McClusky, Office Administrator Bambi Christensen and Jess Johnson, Maintenance  
Board Members Attending by Teleconference/GoToMeeting: Director Barnes  
Board Members/Others Absent: Director Brandle

**Note: There were 8 Members listening to the meeting through GoToMeeting and approximately 15 Members in Attendance at the Clubhouse.**

The Invocation was given by Dawn Holzer.

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

**II. Additions to the Agenda:**

New Business: Director Simons – Smokey the Bear Sign at Entrance Gate

**III. Approval of Minutes:**

*(1) Director Heiden moves to Amend motion #25 of the August Board Meeting Minutes to include "with the funds to be taken from the Capital Improvement/Contingency Fund", 2<sup>nd</sup> by Director Barnes.  
All Ayes, motion carried.*

*(2) Director Simons moves to approve the minutes from the August Board Meeting as amended, 2<sup>nd</sup> by Director Heiden.  
All Ayes, motion carried.*

**IV. Secretary/Treasurer's Report:**

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

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

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

"I would like to acknowledge at this time the great work the Maintenance staff and the volunteers did at Holiday Lake and Timber Lake. The docks were relocated and the new picnic tables were put in place. Also, a rock garden was established with a solar light to shine on the painted rocks at Holiday Lake."

"I would like to thank Georgia for doing the bus stop every morning at no charge to White Birch. She also cleaned the bus stop and purchased supplies for the kids."

"The Activities Committee and volunteers put on a great Labor Day celebration. The band, the DJ and the food were all excellent. They also had a rock painting party. The rocks will be, in time, placed at Holiday Lake."

"Due to the efforts of Jeff Simons and Sandy Getz, the fundraiser for Travis was a success."

"As requested by our Members, I looked into the pricing of Coyne Propane. The Members are getting a price of \$1.699 per gallon. The White Birch Association is paying \$1.149 per gallon, keeping in mind that the propane usage at White Birch is around 15,000 gallons of propane and we own our own tanks. Coyne Propane Company said they gave us their best price. Outside of White Birch customers are paying \$1.849.

**VI. Office Administrator's Report: Bambi reported the following:**

"Things are going good here at the Clubhouse. This past weekend Georgia and Christina were so busy, and they did their best to keep the place tidy, but with the amount of people coming in they said they had a hard time keeping up. It does help if the Members do clean up after themselves and don't purposely

make messes so we can make sure that this place does stay clean.”

“From the email that I sent you guys a few weeks ago, the floor scrubber sale was no longer available. I did price the Commercial one out at \$740.00 for the pair and that is on Amazon. It includes tax and free shipping, and from the Manufacturer it would be \$750.00 for the pair and that is only if the Commercial site offers the 20 percent off because Oreck has two different websites; one for Commercial and one for household stuff”

*(5) Director Simons moves to approve an additional amount, for the total amount not to exceed \$750.00, for the purchase of 2 (two) Oreck Orbiter Ultra Multi-Purpose Floor Machines with the funds to come from the General Fund, 2<sup>nd</sup> by Director Cooley.  
All Ayes, motion carried.*

## **VII. Committee Reports:**

### **a. Additional Appointment of 2021-22 Committee Members:**

**Technology Committee:** Teresa Stephens, Chairperson and Ben Guthrie.

**Activities Committee:** Lori Schaeffer and Holly Brown.

*(6) Director Cooley moves to approve the additional Members to the Committees as stated, 2<sup>nd</sup> by Director Heiden.  
All Ayes, motion carried.*

**NOTE: Director Simons mentioned that at any time, Members can join these Committees or if someone wants to help, that would be great. Director Heiden mentioned that the Technology Committee could use more Members because improvement to the communications at White Birch is greatly needed.**

### **b. Committee Reports:**

**Finance Committee:** Dawn Holzer reported that she reached out to the Members who signed up and the first meeting will be on Thursday, October 7<sup>th</sup> at 1 pm. There will be two more workshops after that so they can present the finished Budget to the Board in January.

**Safety Committee:** Steve Biechele reported that he has talked with Anita McNamara and Matthew Robertson and he has met with Bob Pelfery and Fred Witchell. The plan is to review the last Safety Committee Recommendations and then go from there. There will be summary report submitted and a detailed report that shows all the information they have received during the month.

**Activities Committee:** Lisa Cooley reported there were over 75 people for the Rock Painting event. They had a blast. Director Simons added thanks to everyone who was involved in that event and Director Heiden thanked the many volunteers for volunteering their time.

**EPC Committee:** Director Simons reported that for the month of August there were several tree removal requests, 1 deck request, 1 septic request, and two Contiguous lot requests - 1 for transfer of Ownership and 1 new request. All requests were approved.

**Policy & Procedures Committee:** Director Cooley, for Marie Sherry, reported the following:

The Policy Committee has been communicating via email for the past few weeks. The Policy Book available at the White Birch Office has been scanned and is available to all committee members via the Dropbox app. Committee members are currently reviewing these policies.

Our first Zoom meeting is scheduled for September 16<sup>th</sup>. At this meeting, we will set a meeting calendar and discuss how to proceed. I would like to focus in these next six months on reviewing and consolidating existing policies into a format that is easy for the Board, membership, and employees to use.

Committee members have also identified new policy issues that they would like to explore. We will be discussing these through the course of our work, with close communication with our Board liaison and the entire Board, when necessary.

On behalf of my committee members, I thank the Board for our appointments. I feel confident that I can speak on behalf of all of us that we are committed to the betterment of this community, and we look forward to working with Mr. Cooley and the rest of the Board.

**Safety Committee (continued):** Bob Pelfery reported that Labor Day weekend some things were good and some things were bad. This was the worse year he has ever seen with many people running the stop signs, speeding and tearing up the roads. He is asking for people to **PLEASE STOP AT THE STOP SIGNS!!** There are stop signs for a reason. He stated he was really disappointed over the weekend. People have no respect for the roads or the stop signs. Something needs to be done to stop these issues. Fred Witchell reported that being on Fire/Rescue there were 15 runs in White Birch out of 57. 12 runs were medical runs but 3 were major golf cart accidents in which the victims were transported out of White Birch.

**Campground Committee:** Fred Witchell reported that for the next six weeks it is a mad house for storage. He confirmed with Bambi that everyone who wants to get in for storage can and he will be marking the lines, especially in the storage area. It is a paint and he has to put some angles on them so Members will know how to put the campers in the spaces. He stated he would be getting with Maintenance to get the gates back up and functional. Fred stated again this month that there are some fence posts around the area that need to be replaced and hopefully they can be replaced this year and if not at least next year. The posts that need replacing cannot be matched because no one is making them anymore. It was suggested that maybe they could be replaced with posts like the ones that were just installed down at Holiday Lake.

#### **VIII. Comments from the Floor:**

1. Dawn Holzer, Lot 1102, mentioned that the Budget is always a little high during the summer months because of the extra hours that the Clubhouse is open and for the Board to not be alarmed by the Budget being over. It will even out later.

2. Dave Conley, Lot 756, mentioned that Bob Pelfery stated it well. He has never seen anything like it with the activity on the roads. Members don't want the cops in here but something needs to be done before someone gets killed. He suggests some signs with basic rules for riding on the roads. Also, maybe a quiet time. He stated it is up to the homeowners and campers to inform their guests what the rules are for riding on the roads. It is an accident waiting to happen in here.

3. Jenny Baker, Lot 731, asked if anyone has considered paving the roads. She feels that maybe if the roads were paved, people wouldn't tear up the roads and maybe would find trails elsewhere.

4. Lisa Cooley, Lot 419, suggested that maybe addressing the property owner with their guests' actions by way of a letter or something would help with these issues.

5. Bob Pelfery, Lot 527, suggested stickers for the ATVs, etc. to show what lots these people belong to.

6. Steve Bryant, Lot 1, stated that Members guests should have identification and that as it stands right now, guest's units are not allowed in White Birch.

7. Teresa Stephens, Lot 1323, stated that she herself has stopped at the gate and made whoever is behind her enter a code or call somebody. She has seen countless cars come through behind someone without stopping. Nobody stops and makes people enter a code. That is one way to stop people from coming in here. If they don't enter a code, they can't come in. She and a few others stopping people will not stop the problem, everybody, every Member has to do that. She urges all Members to stop and make others enter a code.

8. Jeff Simons, Lot 290, cautioned Teresa and others about stopping someone. There was a Member about a month ago that did that and had a bad experience. It can cause anger and he would hate to see something violent happen over someone getting in here.

9. Bob Pelfery, Lot 527, asked how many people know that there is a stop sign at the gate. He stated he stops even if the gate is open. Someone blew their horn at him one day because he stopped when the gate was open. He asked how many people even know what a stop sign means.

#### **IX. Manager Plus/Lightning Reports: Bambi stated the following:**

"The subscription for Lightning is up on October 19<sup>th</sup>. I would like to suggest that we switch programs. Maintenance and myself think that this program is not very user friendly for a small business like White Birch. The interface is not easy at all to use. Maintenance has problems syncing the program to the tablet in the morning. These people are a nightmare to get ahold of. I think out of the many times that I have tried to contact them since our initial setup, I have only gotten in contact with them twice on the phone. I did find and have tried out another program on a trial basis and Jess downloaded it on her phone. It is a lot cheaper, a lot more simple and while she was actually in the field, I made and sent her a message and a work order; it has a messaging app in it; and within minutes I was notified on the computer that she had completed the work order after she me a message back. The price for Manager Plus/Lightning is \$2,142.00 a year. For the program that I tested out, and we get an extra user on it, is \$1,950.00 a year. There isn't any onboarding cost because that is stuff that I would put in during the slow months. I would enter that all by hand so we can set it up the way it needs to be set up. To do one thing in Lightning, you have to go through five steps where as the other one it's just simpler for White Birch. We are paying for so much stuff on Lightning that we don't even use. The other program is simpler to use and is what we are looking for."

Jess added her thoughts as to why the other program would be more beneficial for White Birch and stated that during the trial basis it was much easier to use and complete work orders. Bambi went on to say that the information that was originally entered in Manager

Plus/Lightning is still on her computer so she could make sure everything is entered into the other program and all the information would remain on her computer even if Lightning is not renewed. Also, the other program would allow for five users and Lightning only will allow four users.

*(7) Director Simons moves to approve up to \$2,500.00 for the renewal of Lightning or the purchase of Maintainx, 2<sup>nd</sup> by Director Heiden. All Ayes, motion carried.*

Jess added the following:

“Trapper Dale set beaver traps on Tuesday at Timber. Hopefully no more trees get damaged.”

“We just redid the potable water hose at the Dump Station so it shouldn’t be leaking anymore but people aren’t shutting it off. Steve Bryant was called by a Member who stated he couldn’t get any water out of it. You have to turn it on and pull the hose down and water will come out. They don’t have to disassemble them to make them work. The other day I was called and the hose was completely ripped off there and was just laying there.” (It was suggested that signs be made to show people how to use the water. Jess went on to say that signs were made but she would like to see signs with pictures which describe how to use it.)

“The Chevy went in for repairs. It wasn’t getting out of first gear at all. It went to Rosebush to a transmission place and they said the transmission was perfectly fine and they didn’t charge us. It was taken to Evergreen and pretty much they said they didn’t want to deal with it because it was electrical and they didn’t charge anything either. We then took it to C.N.T. Auto off Surrey Road and they found a power wire from the top of the transmission came down and that was broke. They changed the oxygen O2 sensor also. The Dodge got an oil change so it is doing good.”

“I know that we discussed doing a fourth brine and I have discussed it with Jeff. I asked him what does he think and he said we would see after he grades the roads. Bambi needs to know because they are asking for it to be scheduled.” (It was discussed as whether there is still money in the budget or not. Dawn Holzer stated we are already over budget but if the fourth brine is needed... She also said that she knows that when Jeff grades the roads, it brings the brine back up.)

Director Simons mentioned that after the big rain there were quite a few wash-outs on the roads. He told Jess that if there are culverts or something needed on certain roads, or anything like that, to make a priority list like what was done in the past so the Board can discuss and make decisions on jobs like that.

Director Bryant mentioned that he has been paying attention to the roads for quite some time and he has noticed after these major rains that what it boils down to is we need to continue reshaping and reclaiming the ditches and eliminate the shield that is on the edge of the roads allowing it to run down. We have to concentrate on keeping that going. Jess stated that they try to do that in the spring because of the brine and anything is put back on from the ditches. Director Simons also mentioned that maybe Members who do not have culverts, which is affecting the roads, could be contacted or sent a letter to see if that would alleviate some of the wash-outs. Jess was told if she sees something like that to let the Board know so they could discuss how to handle it.

A short break was taken at this time and the meeting resumed at 11:32 am.

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

In regards to the Agenda item of “Common Property Taxes Update”, Vicky reported that our Attorney, Paul Blanco, sent an update stating the following:

“Two weeks ago I attended a scheduling conference by phone with the Judge and the Township attorney. The purpose of this meeting was to set out some general time frames for the case, which will not be heard until after the new year. We discussed the status of the case, and the Judge agreed that I could submit a motion for a summary disposition arguing the legal basis of our position that might resolve the case without a hearing I told the Judge I could have a motion ready soon (since I have already been working on it in various forms for a while now). He said I could file it anytime I was ready. I am hoping to have it fully ready this month. I will provide a copy for review before filing to verify some facts.”

“In the meanwhile, I do not yet have the scheduling order from the Court, which it would have prepared after the scheduling conference. I checked the Tax Appeal docket and they have not even yet listed that we had the meeting - the last entry is the Court sending the notices of the scheduling conference out some months ago.”

In regards to the Agenda item of “Further Campground Bathhouse Repair Discussion”, President Boos stated this item will be tabled and taken off the agenda until further information is received.

In regards to the Agenda item of “Further Trash Pickup Discussion/Bids”, President Boos stated that he met with Discount Dumpsters as suggested by several Board Members. He also stated that GFL has been taking better care of us lately and it is obviously cheaper for us to stay with them for now. This item is being tabled for additional findings until the October Board Meeting.

A 2<sup>nd</sup> letter to Lincoln Township regarding Temporary Structures that was drafted by Tim Vajcner, a Member of the C & R and By-Law Committee, was discussed and a couple of changes were made. The following was decided:

*(8) Director Simons moves to send the letter regarding temporary structures to Lincoln Township with the changes as discussed, 2<sup>nd</sup> by Director Heiden.*

*Ayes – Directors Heiden, Barnes, Cooley and Simons, also President Boos*

*Nays – Director Bryant*

*Motion carried.*

In regards to the Agenda item of “Discussion of Annual Meeting Motions”, President Boos stated that the comments regarding Air B&Bs will be sent to the Policy & Procedure Committee for review and the suggestion regarding additional docks at the lakes will be sent to the Conservation & Grounds Committee for review.

In regards to the Agenda item of “Survey to Members Re: 2 Campers/Trailers on ¼ Acres Lots Discussion”, President Boos stated the email he received would be sent to all the Board Members for review and brought back to the October Board Meeting for discussion.

In regards to the Agenda item regarding “Attorney’s Opinion/Interpretation of C & R “Right of First Refusal” Section, this item will be brought back to the October Board Meeting for discussion to allow the Board Members time to review the opinion as the opinion was just received and presented at this meeting.

**XI. New Business:**

*(9) Director Simons moves to ratify the email motion to approve up to \$200.00 for a rock painting event and a solar light to be displayed at Holiday Lake as part of a landscape project, 2<sup>nd</sup> by Director Cooley.*

*All Ayes, motion carried.*

*(10) Director Heiden moves to ratify the email motion to release \$500.00 for the purchase of hoodie sweatshirts per request of Member Dawn Holzer to replenish stock at the Clubhouse of those already sold and the cost has and will be recovered upon sale of these items, 2<sup>nd</sup> by Director Simons.*

*All Ayes, motion carried.*

*(11) Director Simons moves to ratify the email motion to order the cornhole boards with the WBLRA logo included on the boards and the cost not to exceed an extra \$500.00, 2<sup>nd</sup> by Director Heiden.*

*Ayes – Directors Heiden, Barnes, Cooley and Simons, also President Boos*

*Nays – Director Bryant*

*Motion carried.*

*(12) Director Heiden moves to approve lights to be installed on all three flag poles as needed with the cost not to exceed \$500.00, 2<sup>nd</sup> by Director Cooley.*

*All Ayes, motion carried.*

In regards to the added Agenda item of “Smokey the Bear Sign at the Entrance Gate”, this item was discussed and will be referred to the Conservation and Grounds Committee to look into what changes need to be made.

**XII. Additional Comments from the Floor:**

There were no additional Comments from the Floor.

The meeting was adjourned by President Boos to Closed Session at 12:08 pm.

**XIII. Closed Session:**

There were two Employee Matters discussed with no motions made.

Vicky discussed the collection of a Member’s Assessments.

*(13) Director Bryant moves to allow Dick Hassberger to help Vicky process a Small Claims Court case to collect a Member’s Assessments, 2<sup>nd</sup> by Director Simons.*

*All Ayes, motion carried*

Jess Johnson's Annual Review was discussed.

*(14) Director Simons moves to adjust Jess Johnson's compensation per her Annual Review as discussed, 2<sup>nd</sup> by Director Cooley.  
All Ayes, motion carried.*

A third Employee Matter was discussed with no motion made.

*(15) President Boos moves to go back into Open Session at 1:35 pm, 2<sup>nd</sup> by Director Cooley.  
All Ayes, motion carried.*

*(16) Director Bryant moves to ratify the motions above made in Closed Session, 2<sup>nd</sup> by Director Heiden.  
All Ayes, motion carried.*

*(17) Director Bryant moves to adjourn the meeting at 1:37 pm, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

Submitted by,

Vicky McClusky, Secretary/Treasurer