

White Birch Lakes
Board of Directors Meeting Minutes
September 12, 2020
(Meeting conducted through GoToMeeting.com and at the Clubhouse)

I. Call to Order:

President Bryant called the meeting to order at 10:06 am.

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

Board Members Attending by Teleconference: None

Board Members/Others Absent: Director Allen

Note: There were also 6 Members listening to the meeting through GoToMeeting.

The Invocation was given by Director Hassberger.

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

II. Additions/Deletions to the Agenda:

New Business: Director Simons – Lake Aerators

Director Dombrowski – Mobile Camera for Safety Patrol

III. Approval of Minutes:

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

All Ayes, motion carried.

IV. President's Report: President Bryant reported the following:

“Welcome everybody. Fall is in the air and it is near October. The other bad news that I have to report is we have thieves entering our development or community and stealing four wheelers., quads, etc. from our Members. A couple were recovered and a couple more were attempted to be stolen but they failed. The police are on it and I understand that they have some present leads. We as Members need to be alert and watchful of the neighborhood. If you see anything or anyone that seem strange or unfamiliar to you, report it or check into it if you can be safe. If you can, get a description or a picture of the vehicle that they may have and a license plate if possible. Take precaution and in the meantime secure your belongings as best you can.”

“Jeff and Jess have worked hard to prepare the roads the last couple of weeks for the brining we had a week ago. Good job Jeff and Jess on those roads, you have made some real improvement with hazardous areas where erosion was getting formed and it is my understanding that you are continuing to do that and the crowning of the roads. Good job. Sometimes it takes a couple of days and gradings to get them smoothed out when you recuperate the ditches. Please don't get on Jeff about having bumps or the roads are too wide. That is what he is supposed to be doing. He is saving us lots of money by making those roads and ditches perform their job getting water off the sides.”

“We have many new Members as shows by this past weekend. I can't remember in a long time a busier weekend then we had this past weekend. All people seem to be enjoying our paradise. Please inform your guests of rules of the Association and ask them to be respectful of your neighbors.”

“Finally, we are glad to have those of you here at the meeting or those on the GoToMeeting. If you want to speak on a particular subject on the Agenda, there is a time for Comments from the Floor. I will be dividing the Comments from the Floor into two areas in that first session. Number one will be on Agenda items and after we have gotten all of you that want to participate on the Agenda items, we will move to For the Good of the Order items. At the end of the meeting we will also have an area for Comments from the Floor. It is important that you understand when there is a motion on the floor being discussed by the Board that it is for the Board. You can raise your hand but we are trying to keep it as a Board meeting and you may participate in the areas that I just described above. Comments from the Floor is purposely placed on the Agenda so you have an opportunity, especially those on Agenda items, to express your thoughts about that particular item.”

“One other thing is that on social media I have seen a pretty good response from folks that are sharing their thoughts and ideas and their love for White Birch. That is a great thing. You have to remember that there are rules and regulations that we all fall under. This Board is charged to enforce those rules. The Board's other responsibilities are to keep our finances in order and make sure we live within our budget the best we can. To violate those rules to try and get a change is not the way to go about things. There is a set of rules on how you can get things done and changed, please follow those rules. Thank you.”

V. Income Statements-Treasurer Reports:

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

*(3) Director Hassberger moves to approve the September Payables as presented, 2nd by Director Simons.
All Ayes, motion carried.*

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

"Following up on what President Bryant was saying about the ATVs being stolen, we have looked at the cameras up at the Guard House and we haven't seen anything. Steve got the experience of going frame by frame by frame and the many hours of trying to see something. If you can get a time frame and day, it will help a lot. The police have been notified and they have been seen back there doing some research but I don't know where they are at with it."

"In talking to the Fire Department, there have been 4 or 5 runs in here on accidents: ATVs flipping over and a kid went through the windshield on one. It is getting worse and worse and if Members don't start stepping up, somebody is going to get hurt really bad."

"Winter Storage has been going pretty good. There are still a few people who haven't paid so we have been instructed to give the spaces as a first come-first serve from here on out. There is a long waiting list that Bambi is working on. There are a lot of new Members."

"We have hired a new Clubhouse Attendant. His name is Lyle and he lives in Harrison. Please say hello to him, he is working today."

"Brining went really good. They did a good job and really soaked the roads down heavy this time. We will see how long this will last, if the rain would cooperate a little bit."

"We are getting some complaints from some Members about kids at the Campground over the holiday weekend. A letter was sent from a Member which the Directors all have a copy of. They were disrespecting Association property and Members, swearing, cussing and other kids who live here were scared to go down there and be around them. We do know where they came from and it isn't too far away from the Campground." (Bob Pelfery stated he tried to talk to the parents and they didn't want to hear what he was saying)

VII. Appointment of 2020-21 Committee Members and Committee Reports Combined:

Additional Committee Appointments:

1. **Campground Committee:** No new Appointments.

2. **EPC & Conservation Committee:** Additional appointments are: Tom Boos and Robert Robertson

3. **Financial Committee:** No new appointments.

4. **Election Committee:** Additional appointments are: Steve Brandle, alternate Board Liaison if needed, and Dorothy MacMillan, alternate if needed.

5. **C & R and By-Laws Committee:** No new appointments.

6. **Activities Committee:** No new appointments.

7. **Safety Committee:** New appointment is: Fred Witchell

8. **Policy & Procedure Update Committee:** No new appointments.

NOTE: The Committee Sign-Up sheets will be put back up on the bulletin board in the Clubhouse for more Members to sign-up and additional Members, if any, will be appointed at the October Board Meeting.

*(4) Director Simons moves to appoint Steve Bryant, Steve Brandle and Kevin Dombrowski as the 2020-21 Executive Committee, 2nd by Director Hassberger.
All Ayes, motion carried.*

(5) Director Brandle moves to appoint Vicky McClusky as Secretary/Treasurer, 2nd by Director Hassberger.
All Ayes, motion carried.

Committee Reports:

Activities Committee: Rose Boos announced that there will be a Plant Exchange on September 26th from 1 pm to 3 pm at the Pavilion. She is requesting \$150.00 for the banner that is at the front gate, door prizes and a craft that will allow the Members to spend a little time together.

(6) Director Bridges moves to approve up to \$150.00 for the plant exchange expenses, 2nd by Director Simons.
All Ayes, motion carried.

Campground Committee: Director Dombrowski stated that there isn't anyone utilizing the Campground this weekend and he stated that Jeff made a nice repair to the sewer line and it is his understanding that there was a bigger problem than was thought which was also fixed. The Campground looks nice and the lines are painted for Winter Storage. It has been suggested that maybe next year the storage lines can be angled to allow easier access to the sites. President Bryant stated that he received an email stating that a person who had a site in the Campground was told that they could not move their unit into storage until November 1st. Supervisor Wheeler stated that it is a balancing act this year because Members still want to camp and if a camper is there for storage, the site cannot be rented for camping. This will have to be looked into for revisions to the current policy before next year.

EPC Committee: Director Hassberger stated there were 2 Driveway requests, 6 Tree Removal requests. 2 Accessory Building requests, 1 Residential Addition request and 3 Contiguous Lot Requests for Transfer of Ownership Only that were all approved.

Finance Committee: Dawn Holzer stated that there will be a Committee Meeting on Friday, November 6th at 1 pm in the Clubhouse to start working on the 2021-22 Budget.

Conservation Committee: Dawn Holzer stated there will be a millage request for the November election. Funds will be for future spraying control of gypsy moths in the area. There aren't any funds left right now for spraying. Registered voters in Clare County hopefully will vote yes on this proposal. There are egg mass counters out right now in the County collecting data for the Clare Conservation Department in case the millage is passed and spraying can begin in the spring of 2021. A site visit was completed in WBLRA with the administrator, Melissa Townsend, of the Conservation Department and she discovered a natural pest on the egg masses. It is called a parasitic wasp and they look like gnats on the mass because they are so small. They lay their eggs in the gypsy moth egg masses and the offspring eat the eggs. This will offer some control but not enough. Dawn also mentioned that Dennis Zimmerman, Lincoln Township Supervisor, has stated that if the millage doesn't pass, he is working on funding for the Township to be sprayed. Control will take a couple of years to complete before it gets better.

At this time, Marney Frank, stated there were 13 in attendance for Bingo and everyone had a good time. She also stated if the Governor lifts more restrictions, she will have more activities. The Board stated that as long as social distancing is practiced, masks are worn and the guidelines are followed, more events can be scheduled and held.

Safety Committee: Bob Pelfery stated there are a couple of ladies off Pine Run on Plum Terrace that are getting tired of people going through their property to exit and enter the Association and are requesting that something be done about it. He also stated yet once again that Members are speeding on the roads and someone is going to get seriously hurt in here. Members are also going through the stop signs without stopping and there are young kids riding ATVs, etc. in here that are not old enough to be riding by themselves. He feels something needs to be done before someone gets hurt or killed.

The Board is reminding all Members that if you see something going on, call the police and be willing to file and sign a complaint to get things changed.

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 if requested.

(7) Director Bridges moves to allow Larry from Clare Computers to be at the next meeting regarding the set up of GoToMeeting, 2nd by Director Dombrowski.
All Ayes, motion carried.

At this time, Director Dombrowski asked the Board to allow "Destruction of trees by Beavers" to be put on the Agenda for discussion under New Business. The Board agreed to allow this item to be added.

*(8) Director Bridges moves to allow Don Griffith, Lots 1350-1351, and herself to draft a letter to be sent to Spectrum, and/or other providers, requesting cable and cell phone service, 2nd by Director Dombrowski.
All Ayes, motion carried.*

IX. ManagerPlus Report: Supervisor Wheeler reported the following:

1. The ManagerPlus program will be changing over to Lightning. He will be getting more information as to what it is going to cost and so forth. He also stated that Bambi has said she may be able to utilize Excel for something like the program we are using. He will inform the Board when he has more information.
2. The sewer at the Campground was dug up and electrical wires were discovered that no one knew were there. This area was fixed and everything is up and going again. He also stated that Tom House has the schematics of the wiring down there and he is going to see if he can get a copy of that. Dan Rahl helped Maintenance with his time, expertise and some of his equipment for the repairs at no cost to the Association. (The Board asked that a letter of appreciation be sent to Dan)
3. AIS was brought in to look at the Sterling Dump Truck for the overheating issue again. The recommendation was to put a new clutch fan in which was done but Maintenance hasn't had a chance to run it yet to see if that takes care of the problem. A quote for the brakes has been given to the Board Members to discuss.
4. Aerator work needs to be done on the lakes. The boat launch needs to be done at Holiday Lake. Maintenance has a spot picked out that will be on higher grounds. The boat launch will also be moved. The dock at White Birch Lake was changed over to a wooden dock and a section that was there may be placed down in front of the Clubhouse.
5. The DVR for the camera system up at the Guard House crashed and Larry from Clare Computers replaced the fan and also the hard drive to get the system working again. Larry recommends that cameras that can read license plate numbers be installed.
6. The pool is now open but restrictions are in place. There is a limit to 15 people in the pool area at one time and swim time is being limited to 1 hour so everyone can be accommodated. Members are being asked to please practice social distancing. The saunas will remain closed.

X. Unfinished Business:

Regarding the Agenda Item of "Coronavirus COVID-19 Update", President Bryant mentioned the Governor has allowed the pool to be open again with 25% of our normal capacity of the pool and we are going by those guidelines. He stated he put out a directive that the saunas remain closed because you can't maintain 6-foot distancing in there and it would have to be cleaned after each use. Also, social distancing is being required at the bus stop and masks are required. Disinfectant spray and bleach water will be used in the shower and bathroom areas.

In regards to the Agenda item of "Further Discussion Regarding Common Property Taxes", Vicky reported there hasn't been any further updates from our Attorney other than the appeal has been filed and the Township has answered so far. The taxes have been paid on the properties in question with separate checks for each property according to our Attorney's advice along with the regular property taxes.

In regards to the Agenda item of "Further Road Gravel Projects Discussion", Supervisor Wheeler stated Maintenance will be starting the project at the corner of Mockingbird Circle within the next couple of weeks. A culvert needs to be put in that area. Ditches are continuing to be dug out and the shoulders cleaned out. He would still like to investigate using dow flake and a watering system in between brining when necessary.

*(9) Director Hassberger moves to approve the changes to the "WBLRA Accessory Buildings Regulations" page that is part of the "Building and Land Use Permit" packet as discussed with the title to be changed to "WBLRA Accessory Building Guidelines", 2nd by Director Bridges.
Ayes – Directors Brandle, Dombrowski, Bridges and Hassberger
Nays – Director Simons
Motion carried.*

In regards to the Agenda item of "Holiday Lake Level Discussion", Vicky reported our Attorney stated he will look at the information he was given and provide his thoughts on how to proceed further. President Bryant stated he will contact our Attorney to discuss this matter.

(10) Director Bridges moves to accept the bid from Martel for a Panasonic Digital Hybrid IP-PBX used telephone system with the amount not to exceed \$3,000.00 and the funds to be taken from the Capital Improvement/Contingency Fund based on the phone system being able to take care of the phone line change when communicating with the entrance gate system, 2nd by Director Hassberger.
All Ayes, motion carried.

(11) Director Simons moves for a letter to be drafted by Director Hassberger and sent to all Members with a polling for sheds on vacant lots up to 120 square feet with a portion to say Yes or No and a signature and date to be sent back and to include the cost of mailing the letter to all Members, 2nd by Director Dombrowski.
All Ayes, motion carried. NOTE: A notice will be put in the Birch Bark and the website alerting Members that the letter will be sent

XI. New Business:

(12) Director Dombrowski moves to ratify the email motion to accept the offer for the sale of Lot 504, 2nd by Director Hassberger.
All ayes, motion carried.

(13) Director Bridges moves to a ratify the email motion to accept the offer for the sale of Lot 466, 2nd by Director Hassberger.
All Ayes, motion carried.

In regards to the Agenda item of "Camera System Upgrade for the Entrance Gate", this item was tabled to the October meeting for a quote and also for the quote to include cameras at the dumpster area.

In regards to the Agenda item of "Discussion of Annual Meeting Motion #8 Regarding Brining the Roads", the Board agreed to direct the Finance Committee to include the cost for a 4th brine if necessary. Supervisor Wheeler and Director Dombrowski will still explore the option of a water tank and dow flake to be used when needed in between brinings.

(14) Director Dombrowski moves to review and update the White Birch Lakes Recreational Association Personnel Manual, 2nd by Director Brandle.
All Ayes, motion carried.

(15) Director Hassberger moves to approve AIS Construction Equipment to repair the brakes on the 2000 Sterling Dump Truck with the amount not to exceed \$4,500.00, 2nd by Director Dombrowski.
All Ayes, motion carried.

(16) Director Dombrowski moves to issue a Voucher for \$240.00 for a Guest of a Member to use for camping for the 2021 season in lieu of a refund request, 2nd by Director Simons.
All Ayes, motion carried.

In regards to the Agenda Item of "Campground Dumpsters and Cameras", direction was given to Supervisor Wheeler to leave all 3 dumpsters in place until the end of the season and "Cameras" was moved to Closed Session.

In regards to the Agenda item of "Maintenance Priority List", Director Simons asked that a running list of motions and directives be given at each meeting to make sure that everything is being taken care of and items will be checked off as they are completed. Direction was given to Vicky to provide that list in the packets for each meeting and an Agenda item will be added to discuss the list.

In regards to the added Agenda Item of "Lake Aerators", this item was discussed earlier in ManagerPlus Report by Supervisor Wheeler.

(17) Director Dombrowski moves to approve up to \$100.00 for a portable Camera to be purchased by Safety for patrolling purposes, 2nd by Director Hassberger.
All Ayes, motion carried.

In regards to the added Agenda item of "Destruction of Trees by Beavers", this item was discussed earlier in Comments from the Floor. President Bryant stated he will contact the local trapper to come in and take care of the issue.

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.

*(18) Director Hassberger moves to adjourn the meeting to Closed Session for Employee Matters and Security Cameras at 2:15 pm, 2nd by Director Dombrowski.
All Ayes, motion carried.*

XIII. Closed Session:

There was discussion regarding placing Security Cameras throughout the Association and Supervisor Wheeler was directed to provide pictures of violations to the Board for their decision of action, if any, to be taken.

There were a couple of employee matters that were discussed without any motions.

Director Bridges left the meeting during employee matter discussions.

*(19) Director Brandle moves to go back into Open Session at 4:12 pm, 2nd by Director Hassberger.
All Ayes, motion carried.*

*(20) Director Brandle moves to adjourn the meeting at 4:14 pm, 2nd by President Bryant.
All Ayes, motion carried.*

Submitted by,
Vicky McClusky, Secretary/Treasurer