

White Birch Lakes  
Board of Directors Meeting Minutes  
January 14, 2017

**I. Call to Order:**

President Bridges called the meeting to order at 11:04 a.m.

Board Members present: President Bridges, Directors Bryant, Pryde, Dombrowski, Holzer and Getz; also, Supervisor Lubs and Secretary/Treasurer McClusky

Absent: Director Allen

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: Website Update

**III. Approval of Minutes:**

*(1) Director Dombrowski moves to approve the December 2016 Meeting Minutes as presented, 2<sup>nd</sup> by Director Bryant.*

*All Ayes, motion carried.*

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

*(2) Director Bryant moves to approve the financial reports for December 2016 as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Holzer.*

*All Ayes, motion carried.*

*(3) Director Pryde moves to approve the January Payables as presented, 2<sup>nd</sup> by Director Bryant.*

*All Ayes, motion carried.*

**V. President's Report:**

President Bridges reported the following:

“By now you should have received a letter from White Birch marked “Urgent”. If you have not received it, please inform the office during regular business hours Monday, Tuesday, Thursday and Friday from 8:30 am and 4:00 pm. This letter informed you of your new PIN number to enter the gate. The numbers are random and are not sequential. Your neighbor’s number is not one number different than yours. You must treat this number as if it is a Debit card to keep it private. If you have visitors, you can get the weekly gate code number for them by calling the office. A new weekly number will be created on Monday to prevent numbers from being spread throughout the area. This is being done for the Association as a whole.”

“We are sorry for any inconvenience this may cause you, however, there are numbers in the community that allow people to come into White Birch who are not authorized. We have had people bring truckloads of garbage and dump them into the dumpsters at the Campground as well as fish our lakes. This costs all Members money. I know you are thinking about the tailgaters, we are also addressing that. The new software allows us to see if a PIN number is being excessively used and we can further investigate.”

“The office staff has had several unpleasant phone calls and visits from Members who are resistant to the change and being very rude to them. Please don’t shoot the messenger. Again, this

change is for the good of all. If you have a card to enter the gate, you can exchange for another card at no cost because you have already purchased a card. If you have never had a card, you can purchase one for \$10.00. We will also have a "clicker" which is like a garage door opener that you can purchase for \$35.00. You will get a \$10.00 credit if you have a card to turn in for a clicker."

"The software company will be coming to install the system soon but we do not have a date yet. Your current cards and PIN numbers will be deactivated after the installation and testing of the new software. Please be patient through this transition, in a hundred years it won't matter."

## **VI. Supervisor's Report:**

Scott reported the following:

"Happy New Year!! Now that winter is upon us, please understand that our Maintenance Team will be plowing snow. Snow will go where it wants to despite our best efforts to avoid placing it in your driveways or in front of your mailboxes. We apologize for these inconveniences, however, due to the volume and type of snow that has fallen, there is simply no way to avoid this outcome. In terms of productivity of your Maintenance Team in the amount of snow and ice that they do account for in the dead of night or in the early mornings we simply say "Thank you" Jeff and Bob and keep up the good work."

"For those Members looking to renew their boat slots, the deadline for this is the end of February. Please look for those invoices in your Assessment notices. Understand that there is a waiting list and if your boat slot is not renewed by the deadline, it can be rented to a Member from that list so please plan accordingly."

"Swimming lessons are a great way to promote growth and a certain confidence in a child or an adult. If there is a Member who knows of an individual or agency that would be interested in putting together a Swim Lesson or Lessons for Members and Guests of Members, we would love to hear from them."

"Thanks, and we wish you and yours a very healthy and fun start to 2017!!"

## **VII. Committee Reports:**

**EPC Committee:** Chairperson Sandy Getz reported the following:

There were 1 Tree Removal/Future Garage request and 1 Contiguous Lot-Transfer of Ownership Only request approved.

**Activities:** Sandy Getz reported that the Popcorn Popper and supplies that are present in the meeting room were purchased. She has been looking for a DVD/VHS combo player so Popcorn and Movie Night for Kids can be arranged. The player could also be used by Members to watch movies.

**Campground Committee:** Director Dombrowski reported that a visual inspection was done and all appears to be normal and the roads are plowed. He also stated to Austin Wood that if he is occasionally driving through there, it is a very nice thing for him to be doing.

At this time, Director Holzer offered a BIG thanks to Jeff and Bob for all the hard work they did the other evening when we had all the ice. They were out late, late, in the freezing rain. She also mentioned that the barrels on the corners within the Association have sand and salt in them to use. Many Members do not know about this.

President Bridges stated that getting the letters out about the new gate system was a monumental task and Dawn Holzer and herself spent 10 hours at the Clubhouse helping Scott and Vicky get them out. It would have been a monumental task for Scott to do that himself. She also thanked Board Members who spend a great deal of time on projects, Kevin Dombrowski with the Bathhouse ventilation, Dawn Holzer spent a lot of time on the Budget and other items, John Pryde spent a lot of time on software and

computer issues and Steve spent a lot of time getting the Clubhouse renovated. She also told Frank Getz that he will be involved in projects as well.

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

**IX. ManagerPlus Report:**

Scott presented the Board with a Work order for the Eco Grader in which Schunk's Enterprise will be doing the repairs necessary soon and that the cutting edges that were ordered for the Eco Grader have been delivered.

**X. Unfinished Business:**

The Agenda Item of Policy Updates has been tabled until the February meeting. President Bridges asked ALL Board Members to review the policy that was in the December 2016 meeting packets and provide any changes/additions to Dawn before then so it can be retyped if necessary.

In regards to the Agenda item of Pool Room Drywall and Painting Bids, Scott presented the Board Members with a bid that was received. This item was tabled until the February meeting for additional bids to be received. After much discussion and the Board Members physically looking at the area during the break, President Bridges stated that this item will be postponed until early 2018 for further planning.

It was mentioned that the painting of the pool heater register covers will still continue as motioned last month.

In regards to the Agenda Item of LED Lighting Bids, Scott stated that he contacted Consumer Energy and they suggested contractors be involved. This item has been tabled for further information from companies that Consumers suggested.

**XI. New Business:**

*(4) Director Holzer moves to set the 2017-18 Budget as presented with an amount of \$398,245.00 for Income and Expenses which includes a \$500.00 per month transfer to Capital Improvements, 2<sup>nd</sup> by Director Pryde. Roll call vote,  
Ayes – Directors Bryant, Pryde, Dombrowski, Holzer, Getz, and President Bridges  
Nays – None  
Motion carried.*

*(5) Director Holzer moves to set the Annual Assessment fee for 2017-18 at \$375.00 per lot noting there hasn't been an increase since 2002, 2<sup>nd</sup> by Director Bryant. Roll call vote,  
Ayes – Directors Getz, Holzer, Dombrowski, Pryde, Bryant and President Bridges  
Nays – None  
Motion carried.*

*(6) Director Dombrowski moves to approve the Realtor Bid Letter as presented and send it to Realtors as per previous practices, 2<sup>nd</sup> by Director Holzer.  
All ayes with the exception of Director Bryant who recused, motion carried.*

The added Agenda Item of "Website Update" was only a discussion topic. There were no motions made.

**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 at 12:50 pm to go into Closed Session, 2<sup>nd</sup> by Director Getz.  
All Ayes, motion carried.*

**XIII. Closed Session:**

NOTE: Director Bryant was not present for Closed Session.

*(8) Director Holzer moves to adjust Robert Luster's compensation per his Annual Review effective February 1, 2017, 2<sup>nd</sup> by Director Dombrowski.  
All ayes, motion carried.*

*(9) Director Holzer moves to revise the Employee Vacation Policy as presented, 2<sup>nd</sup> by Director Dombrowski.  
All ayes, motion carried.*

*(10) Director Getz moves for the Supervisors hours to increase to 32 hours per week effective immediately, 2<sup>nd</sup> by Director Dombrowski. Roll call vote,  
Ayes – Directors Pryde, Dombrowski, Holzer, Getz and President Bridges.  
Nays – None  
Motion carried.*

The Board of Directors returned to Open Session at 1:40 pm.

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

**XIV. Adjournment:**

Meeting was adjourned at 1:42 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky  
Secretary/Treasurer