

**White Birch Lakes
Board of Directors Meeting Minutes
October 10, 2020
(Meeting conducted through GoToMeeting.com and at the Clubhouse)**

I. Call to Order:

President Bryant called the meeting to order at 10:07 am.

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

Board Members Attending by Teleconference: None

Board Members/Others Absent: Director Allen

Note: There were also 4 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 to the Agenda:

Closed Session: President Bryant – Employee Matter

At this time, President Bryant welcomed John Pryde, who was appointed by the Board in the Special Meeting that was held just prior to this meeting, to fill the Open Vacancy from October 2020 to July 2021.

Director Dombrowski gave thanks to all 5 of the Members who submitted a Letter of Intent to fill the vacancy.

III. Special Guest: Larry from Clare Computers

President Bryant introduced Larry from Clare Computers who came to go over some information regarding new recording equipment for the gate and to bring the Board up to date about the Security Cameras.

Larry stated he was asked to bring a microphone with him to see if the audio quality could be improved on GoToMeeting and stated it should sound better for Members when someone is speaking. When Members are logging in, the screen shows who the person is, who is speaking and that the room is being recorded through the microphone and distributed through GoToMeeting.

For individuals on the other end of the line, there is no controlling that particular aspect. That person could have satellite internet, cell phone internet, or any other internet. There are too many variables for any guarantee to the Members for proper audio to all of them. The 4 Members listening said it had been improved through the microphone. If this meets the grade, the Board stated a microphone could be purchased and hard wired. Approximate cost for the new microphone would be about \$200.00 and could be mounted on an articulating arm on the opposite wall or ceiling which would be an additional cost.

Larry stated that the gate house has become an issue over the last 3 weeks based on some issues that have occurred in the neighborhood. When Jeff and Larry walked in the gate house door to go through the video, it was discovered that the unit had failed. Larry replaced the hard drive with a temporary unit and purchased a new hard drive which should effectively give 7 weeks of roll back time if not more. A couple new motion cameras will be installed also so that when a vehicle pulls up, the camera kicks in. It will make it a lot easier to look at a particular situation.

Larry reported that Jeff will go through a full-scale training, along with one other employee, to know how to operate the new system. Larry will be doing the training to help with any questions or concerns.

Larry will also be upgrading the cameras on the guard house for better surveillance. The Guard House needs better ventilation because the old fan was not working. The electronics need cross ventilation because it runs 24/7. This will be upgraded also.

Larry looked at the cameras at the dump station for improved surveillance of the dumpsters. He will be providing a quote for this project.

Larry did some research on internet to the community and Director Simon's stated that Charter/Spectrum has already been contacted and the answer was "NO" to get Charter/Spectrum throughout the Association.

Director Simon's asked about a private cell tower for internet like at other campgrounds in the state and Larry stated it is a high-powered cell amplifier/repeater. Larry suggested we contact Verizon to see if they would be willing to put a tower within White Birch. No idea on costs and it may not be affordable.

President Bryant thanked Larry for all the information and the upgrades that are being done.

IV. Approval of Minutes:

(1) Director Hassberger moves to approve the September Meeting Minutes as presented, 2nd by Director Brandle. All Ayes, motion carried.

V. Income Statements - Treasurer's Report:

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

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

Vicky was given a directive to pay the bills as they come in as in past practices unless there is a question about the billing.

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

"We are up here on a beautiful fall Saturday, colors are vibrant, near peak, I think. This summer we have been blessed by adding many new Members to our Association. Welcome to all of those that just joined this summer. We have a camper storage area issue. We are having some problems because of so many new Members in which some lots were not developed at all. Now that campers want to be in the camping/storage area, we need to develop more spaces in that storage area. Be patient and as Jeff has the time, he will be putting in some new spaces. The Storage Agreement needs to be clearer and have specific dates to move in and move out. It needs to be clearly stated on the Agreement so we don't have all the confusion for Jeff and Bambi and all these headaches they have. This has been a problem for several years and we are going to work on some new verbiage to include new dates to move in to make it more clear for next year."

"The beaver in White Birch has been damaging a lot of the shoreline and several trees, trapping is being scheduled. Jeff is working on getting the trapper in and for those Members who have expressed concerns on the number of trees that have gone down, it is in the process, the permit has been applied for through the DNR. Dale Schmidt has been lined up and we got a bid for \$400.00 for 1 beaver and \$450.00 for 2 beavers."

"With the amount of rain, we have had since the brining, it has taken a toll on our roads and Jeff and the crew are working diligently to get those problem areas rectified. We need to make sure that the drainage ditches work which will allow the water to run off the roads into the ditch, instead of running down the road creating caverns and wasting a lot of gravel. We also need the property owners help in maintaining their culverts. If the culverts aren't working, the water will run back out into the road, again causing great expenses and damage to the roads, so please keep your culverts cleaned out."

"**The dumpsters at the Campground are for household garbage only, not TV's, mattresses, dry wall, etc.** There are a lot of problems in that area and the cameras, I hope, will help to identify those that are using the dumpsters improperly. We have had additional expenses for added dump fees because people expect us to take care of that kind of garbage, which we shouldn't be. Please refrain for using those for your demolition dumpsters."

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

1. Jeff stated he has had some inquiries, asking if possiblely, there can be a curfew in here at night for ATV's/UTV's running up and down roads.

2. The place on White Birch and Pine, where the ATV's were stolen, had hung up cameras, but the burglars must have come back and tried to destroy them. They turned the cameras and cut the cables. whoever stole the ATV's may still be in here and who ever tried to steal the cameras, knew where they were at, so, keep your eyes open for this type of behavior.

3. Lot 287, on Elm Run and Wolf Lane, want us to do a little ditch work there. Jeff stated he has contacted Chad Bauer, who will be putting the culvert in, and a little ditch work will be done there. Chad will let Jeff know when the culvert is in.

4. President Bryant clarified the situation over on that corner and he stated that over the years, the road has shifted closer to the property line and has filled with gravel. Not the typical situation and it needs to be rectified so we don't continue to have road damage at that intersection.

5. Jeff stated he would like to see if he could put Don, one of the Maintenance Personnel, on full time for a 3-month probation period. At the end of 3 months, Jeff would evaluate his progress. He has already run all the equipment except for the grader. President Bryant stated that this was what he added to the agenda as an employee topic in Closed Session.

6. Jeff stated that Guests/Members that come into the Clubhouse should have a Membership card to identify them and their lot #. Many don't know their lot #'s, etc. and it causes some problems trying to identify their lot location within WBLRA."

7. Jeff reported that the corner of Elm Run and Laurel will need a 15inch culvert replacement, which is more costly in price, but this area has already been approved previously for culvert work. Also, the corner of Elm Run and Mockingbird Circle, does not even have a culvert and will also need some road build up after the culvert is installed. The corner of Squirrel Run and White Birch Lane doesn't have a culvert either.

8. 3 aerators have been installed at Holiday Lake and are up and running. There were 4 aerators and after discussion with Stoney Creek, they said that 3 is enough for Holiday Lake through the winter. Aerators at Timber Lake are also scheduled for repairs and upgrades, as time permits. 1 aerator at White Birch Lake has a rotten line and will also be repaired.

VIII. Committee Reports:

Campground Committee: Fred Wittchell reported that with more new Members more storage spaces were created, and at this time, everyone has been able to get a space to store their campers. President Bryant addressed the "camper storage" by stating now there are boats, pontoons, etc. being stored. Director Simons stated he addressed this issue last year and it was rumored that spaces were being rented by a Member and being used by Non-Members. **It was clarified that one storage rental space per dues paying Member per lot will receive spaces first.** Director Dombrowski stated that space is a premium, Membership is up, and we are looking at how to accommodate everyone. The storage lot can be used for more than just campers if that Member needs additional storage space.

Activities Committee: Marney Frank reported that there was a good turnout for the Plant Exchange and it went very well. There were 13 people for the September Bingo. There will be a Trick or Treat event, at the Pavilion in the Campground on Saturday, October 31st from 3-4PM. Trick or Treaters will be going around the outside of the Pavilion to collect the candy and adults will be passing out the candy. Social distancing and masks are required. Marney will also be getting great treats from the Association and any left overs will be used for Bingo prizes at a later date.

EPC Committee: Dick Hassberger reported there were 2 Contiguous Lot Requests- 1 was a new request and 1 was for Transfer of Ownership Only, 5 tree removal requests, 4 driveways requests, and 2 detached accessory building requests for the month of September. All were approved by the Committee with pending Township approval for the accessory building applications.

Goods for Resale: Dawn Holzer stated that the Board Members have an inventory list of remaining items left for resale in their packets. Dorothy MacMillan and Dawn Holzer did the current inventory and stated that there were funds allocated in the 2020-2021 budget to order, however, Covid hit and those items were not ordered. Also, the company we order from was closed for a few months because of the pandemic. Stock is very low. The Board approved a re-order of items such as sweatshirts, mugs, hats, etc. and an additional cabinet be purchased for items to be displayed in the Clubhouse.

Safety Committee: Bob Pelfery stated things have been quiet these last couple of weeks and stated once again the importance of **STOPPING at STOP Signs and to SLOW DOWN before anyone gets hurt.** The Community has a 25 MPH speed limit which is posted on the roads within WBLRA. A portable camera was ordered and received for Bob to use while patrolling. Director Hassberger stated that EPC will be putting a proposal together for Board approval regarding a "Quite" time from 1 AM to 7 AM. This is not prohibited but being suggested. President Bryant stated there is a State law about decibel levels on loud vehicles as well as ATVs/UTVs and dirt bikes without baffles on them for loud sound levels which needs to be addressed also. Director Simons mentioned that these would not be enforceable rules. Director Hassberger also stated that the police need a rule in place to come in and talk to people that would be in violation should someone file a complaint. Director Dombrowski stated the police **DO** come into WBLRA should someone call and they will enforce them.

IX. 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.

X. Manager Plus Report: Supervisor Wheeler reported the following:

1. The overheating problem with the Sterling Dump Truck has been narrowed down to the radiator problem. Cost would be around \$2,600.00 to fix the problem.
2. Cody Bauer from Bauer Construction has told Jeff that EGLE wants us to provide address labels so a letter can be sent from EGLE to all the home owners around Timber Lake so they are aware of the repair to the outlet culvert flow before they will issue WBLRA a permit to move forward with the repair to the culvert. Also, a letter of authorization from Mr. Robbins, who has the pond near Timber Lake, needs to be received before we can proceed with the repair. Cody Bauer would like to order the materials for this repair next week and he is asking for half down to place the order. Jeff asked for approval from the Board for the funds to be disbursed. This was discussed by the Board and the decision was for the funds not to be given or materials ordered until the permit is received from EGLE. Jeff was given direction by President Bryant, to contact EGLE himself to tell them that Mr. Robbins is not waterfront property on Timber Lake but the overflow does drain into his pond.
3. Director Pryde was asked to come in about Lightning Plus replacing ManagerPlus and Director Pryde stated that we have until October 31, 2020 to get a discounted price. This program is more user friendly for the monthly reports and has graphics for each asset. If the Board decides to go with this new program, there is a person assigned to WBLRA from the first step all the way through the process for 30 days to work out any problems, training, etc., and after that, the same person will be the contact person in the future. This program is Cloud based so we don't have to worry about losing any information. The cost would be \$3,000.00 to set up this year and then \$2,000.00 annually. John suggested Bambi and one other person be trained on this program to have back up personnel.

*(4) Director Simons moves to upgrade ManagerPlus to the Lightning Plus program at the cost indicated with the funds to come from the Capitol Improvement/Contingency Fund for the initial program and after that the annual fee for support will come from general funds, 2nd by Director Dombrowski.
All Ayes, motion carried.*
4. Jeff stated he has a lot of pictures started from the dumpster cameras and will go over that at the November meeting.
5. Jeff stated that with winter coming he is getting salt prices, cutting edges, and salt for treatments at the front gate. Midland Chemical has asked that we order the salt for the front gate now at a discounted price.

*(5) Director Dombrowski moves to purchase salt for the front gate area with the cost not to exceed \$550.00, 2nd by Director Brandle.
All Ayes, motion carried.*

6. Jeff went over camper storage with the Board per Bambi's recommendations on how to improve the process for the future:
 1. Need a contact person in case there are questions or concerns about storage when the Campground Chairperson is not available.
 2. Need bigger spots, 30ft to 40 ft spots and no more 20 ft spots are needed.
 3. All spots need to be named and then numbered and no more As, B's etc. This causes to much confusion.
 4. No more making changes without informing Bambi.
 5. Need areas for overflow which will be the last spots given out.
 6. All spaces need to be measured so Bambi will know what will fit in a particular spot.

The Board decided this information needs to be given to the Campground Committee for the list above to be handled. Jeff stated there needs to be a date set when camping is over and storage can begin because there has been a lot of problems with the 5 full-service areas due to people still wanting to camp. The spots are rented out for winter storage and Members want to store early. Camping has become very popular and people want to camp later and later each year.

XI. Unfinished Business:

In regards to the Agenda item of "Coronavirus COVID-19 Update", President Bryant stated there are some changes but no one knows what that means so there isn't anything to report further.

In regards to the Agenda item of "Further Discussion Regarding Common Property Taxes", Vicky reported that our Attorney, Paul Blanco, stated the Tax Board has not updated the docket or sent out any scheduling order and when he called, he had to leave a message asking for an update and/or scheduling order. He will update us further when he has more information.

In regards to the Agenda item of "Further Road Gravel Projects Discussion", Jeff reported that he will be ordering more gravel for road maintenance and they are working on Laurel Lane right now. When Ms. Dig is done, they will start work on Mockingbird Circle and Elm Run.

In regards to the Agenda item of "Further Holiday Lake Level Discussion", President Bryant reported that he and Vicky had talked with Paul Blanco, our Attorney, by phone. Paul provided his opinion on further procedures for the Board to discuss. Information has been sent to Paul and he will be doing some investigation on when and where the drainage culvert was put in and see what avenues we take from there. This will be on the Agenda for November so the Board Members have a chance to read Paul's opinion.

In regards to the Agenda item of "Letter Regarding Accessory/Storage Sheds on Vacant Lots", Director Simons reported that a survey letter for Accessory/Storage Sheds on vacant lots has been prepared with the help of Director Hassberger to be mailed to Members. Director Pryde suggested that maybe this should be addressed with the township first. Director Simons stated that this could take some time through the Township and if we don't have enough support to change our C&R's from the Members then we can't move forward with the Township. Director Dombrowski stated that having a stack of letters in hand to take to the Township for consideration, may carry some weight. Director Simons stated that if the majority of the letters come back as a "NO" then we don't have to budget for future mailings, etc. of possible C&R's changes. This will take a lot of time and effort to get the support of the Membership to change the C&R's. Director Simons asked Vicky if she will need help with this large mailing and Vicky stated she has a list of Members that volunteer to help with mailings and she will be contacting them. The Board set a deadline for these surveys to be returned and it will be November 30th, 2020.

*(6) Director Simons moves to approve the Survey Letter with the changes as discussed and send out to the Membership, 2nd by Director Dombrowski.
All Ayes, motion carried.*

In regards to the Agenda item of "Camera System Upgrade for the Entrance Gate", President Bryant stated this issue has already been discussed earlier in the meeting.

In regards to the Agenda item of "Discussion of Employee Manual Policy Updates", Director Dombrowski stated that the Employee Manual Policy updates are in process but will be an ongoing process. Things will be added as needed. When completed, it will be brought back to the Board for approval.

In regards to the "Maintenance Priority List", Supervisor Wheeler reported on the Priority List that aerators are being worked on, culverts are being scheduled for replacement, docks at the lakes are being taken care of, ditches are being dug, etc. This will be an ongoing process monthly. A report can be printed to distribute to the Board as projects are added and completed so things don't fall through the cracks. Director Simons will let Vicky know what to add/delete monthly until Lightning Plus is up and running. After that, the report will be generated from Lightning Plus.

In regards to the Agenda item of "Destruction of Trees by Beavers", President Bryant stated this item was already discussed earlier in the meeting.

*(7) Director Brandle moves to approve the repair up to \$3000.00 for the overheating issue on the Sterling Belly Truck, 2nd by Director Simons.
All Ayes, motion carried.*

XII. New Business:

*(8) Director Dombrowski moves that we designate the 2nd weekend in October for storing your RV in the Campground Area only. Campers will not be allowed to move into the Campground Area sites for storage prior to the 2nd weekend in October, 2nd by Director Simons.
All Ayes, motion carried.*

Note: This will be added to the Storage Policy and the Campground Storage Agreement that the Members sign. This motion only applies to storage in the Campground and does not affect storage in the Storage Area.

In regards to the Agenda item of "Holiday Lake Access" Director Simons stated it was reported that a WBLRA lot owner who also owns property on Jefferson is accessing the Association from his private property that adjoins Holiday Lake. Also, President Bryant mentioned there is a Member on Plum Terrace who is allowing people to cross his property to go out to the gas pipe line property when he is here. When not here, he has it gated. There is no authority to do that and a letter from EPC will be prepared and sent to both Members to help educate them regarding these issues.

In regards to the Agenda item of "Holiday Lake Tree Removal", Jeff was directed to remove the rotted and dead trees at Holiday Lake as needed and as time allows this year.

In regards to the Agenda item of "Discussion for a By-Law Revision" this was discussed because there isn't an "Article V". No changes can be made to the By-Laws without Member approval so this will be addressed the next time the By-Laws require changes.

In regards to the Agenda item of "2021-22 Brine Scheduling", Jeff received a letter from Beckman requesting verification to them that we will be using them for the 2021 brining of the roads to help them with their scheduling and to get the best price. The Board gave Jeff a directive to send a letter stating our tentative schedule for next year's brining but supplier will be dependent on pricing.

At this time, Director Simons had to leave the meeting.

In regards to the Agenda item of "Discussion for 2021 Election Changes", Vicky reported the Election Committee has recommended change/updates to the Election Policy concerning some areas, such as property address, deadline of Absentee Ballots and requests for Absentee Ballots.

1. The Committee is suggesting that a locked ballot box be made and be placed in the Secretary's office for Members to be able to request their Absentee Ballots for the election. This will give the Members an additional resource to apply in a timely manner if they can't get to the post office or something else occurs.

2. **All Absentee Ballots will still have to be MAILED to the Post Office box.**

3. Applications for the Absentee Ballot start going out in the April Birch Bark, also in May and June Birch Barks, and will be posted on the WBLRA Facebook page as well as the WBLRA website. Procedures are done to the best of the Election Committee's ability and Members need to be more pro-active and watch for the Election information to be posted starting in April.

4. Applications for Absentee Ballots cannot be mailed to the office, however, can be brought into the office and deposited in the locked Election box during business hours.

5. Whatever address is put on the application, is the address that the Absentee Ballots will be mailed to.

6. Vicky stated there has been an Attorney opinion that if you can verify that a Member belongs to the lot(s), the Letters of Intent or Application for Absentee Ballot can be accepted.

7. The 2021 Application for Absentee Ballot was presented for revisions but the Board asked for a couple more revisions. This application will be returned to the Election Committee and presented again for Board approval.

*(9) Director Hassberger moves to approve the recommended changes to the Election Policy, 2nd by Director Pryde.
All Ayes, motion carried.*

XIII. 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.

*(10) Director Dombrowski moves to go into Closed Session for an employee matter at 1:24 pm, 2nd by Dick Hassberger,
All Ayes, motion carried.*

XIV. Closed Session:

*(11) Director Brandle moves for Don Twork to be placed on a probation period of 45 calendar days working 24 hours per week before a final decision is made to work full time at 40 hours per week, 2nd by Director Hassberger.
All Ayes, motion carried.*

*(12) Director Dombrowski moves to go back into Open Session at 2:15 pm, 2nd by Director Hassberger.
All Ayes, motion carried.*

*(13) Director Pryde moves to ratify the motion above made in Closed Session, 2nd by President Bryant.
All Ayes, motion carried.*

The meeting was adjourned at 2:17 pm.

Submitted by,
Vicky McClusky, Secretary/Treasurer