

**White Birch Lakes
Board of Directors Meeting Minutes
October 12, 2019**

I. Call to Order:

President Bridges called the meeting to order at 10:02 am.

Board Members Present: Directors Witchell, Holzer, Dombrowski, Hassberger, Simons, and Allen; also Secretary/Treasurer McClusky and Supervisor Wheeler

Board Members Attending by Teleconference: President Bridges

Board Members/Others Absent: None

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

II. Additions/Deletions to the Agenda:

New Business: Director Simons – Discussion for a Culvert at Mockingbird Circle and Elm Run Intersection
Director Dombrowski and Simons – Unauthorized Access on Plum Terrace and also Pine Run
Director Simons – Campground Bath House

III. Approval of Minutes:

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

IV. Income Statements-Treasurer Reports:

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

*(3) Director Holzer moves to approve the October Payables as presented, 2nd by Director Dombrowski.
All Ayes, motion carried.*

V. President's Report: Vicky read the President's report for President Bridges as follows:

"Well Fall is here. The weather is crisp and cool, the smell of burning leaves is in the air and football games are the weekend activities. We at White Birch Lakes are busy getting ready for the close of the camping season at the end of this month."

"Remember you must have your campers off lots and into storage by October 31st per our C & Rs. The Township Ordinance is November 1st. All other camping items must also be removed from lots. You are allowed a wood pile covered with a brown or camo tarp. Please take down the clothes lines you may have up to protect the deer who run through."

"We have made many improvements over the last several years to White Birch Lakes; too many to mention here. We do plan on some more projects in the next budget year; improvements to the Campground Bath House shower rooms and to make more camper storage sites to accommodate the longer trailers. This will be a hard task as we have utilized almost all the grounds. Stay tuned for more information over the winter months."

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

"Bob Luster is back to work with us and he has been doing a good job at trying to catch up. It is a battle right now. I started training him on the grader and he is doing pretty good on it, he just needs a little more training. The rain has hurt us so we have to start all over again. We are trying to keep the roads up the best we can before winter flies. Bill and Jess have been going around and fixing some of the bad spots. Jess is getting more training on the backhoe. She is doing really good with that."

"Dave from Timber Men removed the cottonwood trees at Holiday Lake but he forgot one so he will be coming back to take care of that. Bill and Jess have all the other logs cleaned up. Dave did a really good job at keeping everything out of the lake. Bill and Jess have been working at Holiday Lake. They got some of the boat rack up and moved the boat launch back to where it was. They also moved the aerator box down by the orange fence."

"I heard there were ATVs and UTVs going in and out of Plum Terrace which it looks like a highway back there. Also, on Cedar Court and Wolf Lane, there was a house broken into about two weeks ago. There were helmets, BB guns, a fish finder, a remote-control tank, air pistols, etc. missing. I was told the door was kicked in. Bob Pelfery was informed of that yesterday. Keep your eye out, the remote-control tank will be obvious so if you see it out on the road or something let someone know. There was also a report of a home on Mockingbird Circle possibly being broke into but it appears that was a Pileated Woodpecker that had made a round hole in the door. There is a new Officer with the Sheriff's Department that came in about the homes."

VII. Committee Reports:

EPC Committee: Director Hassberger reported that for the month of September there were – 1 contiguous lot transfer, 7 tree removal requests, 2 accessory buildings, 1 deck, 1 driveway and 1 grading request that were all approved. The inventory of campers still on lots this year will be done on November 4th.

Safety Committee: Director Hassberger reported that the Committee has met 3 times with various people and they have gone from nothing to a pretty good outline of what the Committee is looking at. Chairperson Alyssa Gruber has a lot of experience in Security. The Committee is tackling everything at once. The Committee's plan is to have an outline all ready for the February Board Meeting. Between now and then, the Committee is planning to hold a work shop with the Board and Members to go over the outline for any questions and concerns so the final outline can be brought to the Board for approval. Bob Pelfery didn't have anything further to report beyond what the Supervisor had already reported.

Campground Committee: Director Witchell reported that new sites had to be added this year for Storage. There are about 150 units being stored this year. There are only a few left in the Storage area and only 1 left in the Campground Storage area. There are a couple of spots that could be made for storage but they are not near power. A better map will be made for next year that will show trees and other things so people can see the sites better and the lengths of the sites. Also, next year there will not be any time permitted after the deadline for people to reserve sites. If the sites are not reserved by the deadline, they may not be available.

Election Committee: No report.

Policy & Procedure Committee: Nothing to report at this time.

Activity Committee: Marney Frank reported there were about 50 people in attendance at the Community Color Tour & Hay Ride. There was quite a bit of food left over. Next year she stated she will know to cut the list down even further than it was this year so there isn't so much left. She invited the people who went on a side-by-side excursion this year to maybe stop down for coffee and donuts or food afterwards to gain more exposure to this event if their event is scheduled for the same date as the Hay Ride. She is thinking that maybe next year the event will start from the Clubhouse where people can be inside if it is cold so they aren't waiting outside for a ride and the event may be scheduled later in October for better color.

Marney also commented that there is a Halloween Trunk or Treat on October 26th in the Clubhouse Parking Lot from 3 to 4 pm and also a Halloween Party in the Clubhouse on October 26th from 3 to 5 pm. There will be hot dogs, sloppy joes, chips, popcorn, coffee, cider and donuts provided. There will be more games this year and the games will be for the young and the older so there is something for everyone.

There is a Thanksgiving Dinner being planned for November 23rd in the Clubhouse starting at 4 pm. There will be turkey and ham provided along with coffee, plates, napkins and cutlery. Everyone is being asked to PLEASE sign up on the sheet hanging on the bulletin board in the Clubhouse with how many will be attending and what dish you will bring so there will be plenty of food for everyone. You can also call Marney @ 248-310-0414 or Willa @ 989-289-4948 to sign up or if you have any questions.

VIII. Comments from the Floor: Available for viewing in the Office.

IX. ManagerPlus Report: Supervisor Wheeler reported the following:

"In regards to repairs to the 2000 Sterling Dump Truck, Maintenance installed new Thermostats to see if that would cut the overheating issue down. It helped but didn't solve the issue so the radiator will have to be worked on or replaced which was discussed last month. The old Dump Truck will have to have repairs to the transmission if the Board sees fit. I will be getting on the computer and looking at the schematics to see what can be done and will report further at the next meeting."

"The picnic tables will be removed from the Campground next week and put under the Pavilion for winter. There will be a few remaining on lots where we know Members will be camping."

“Bauer Construction will be starting on the reroofing of the Salt Sheds and Pavilion toward the end of October. I haven’t heard from DouGlass The Window Guys about the entrance door replacement so I will be calling them to see when the door will be replaced.”

“The roll-in docks will be removed at Holiday Lake and White Birch Lake but the dock at Timber Lake will remain for the winter.”

X. Unfinished Business:

In regards to the Agenda item of “Entrance Gate Monitoring”, Director Hassberger stated this issue will be part of the Safety Committee’s recommendations which will be presented in November to the Board.

President Bridges appointed additional Members to the remaining 2019-2020 Committees as follows:

Policy & Procedure Update Committee: Jeff Simons-Chairperson and Kevin Dombrowski-Board Liaison will get additional Members for this Committee seeing as no one new signed up.

Election Committee: President Bridges mentioned that Richard Allen will not be part of this Committee due to the fact that there was already a Board Member, Dick Hassberger, previously appointed to the Committee as Board Liaison. Richard agreed with the removal. (Sandy Getz remains as Chairperson of the Committee.) The additional Members appointed are as follows: Elaine Carrasco, Jamie Wheeler, Claudia Pelfery and Dorothy MacMillan. Marty Perkins was appointed as an Alternate in case one of the Committee Members cannot remain on the Committee throughout the year.

*(4) Director Hassberger moves to approve the Committee Member appointments made above, 2nd by Director Witchell.
All Ayes, motion carried.*

In regards to the Agenda Item of “Discussion of Members Renting Homes/Cottages, etc.” Director Hassberger stated this will also be part of the Safety Committee’s recommendations which will be presented in November to the Board.

*(5) Director Hassberger moves to table “Paving of White Birch Lane, the Clubhouse Parking Lot and Campground Bath House Area” until the April 2020 Board Meeting, 2nd by Director Dombrowski. Roll call vote,
Ayes – Directors Witchell, Dombrowski, Hassberger, Allen and President Bridges
Nays – Directors Holzer and Simons
Motion carried.*

XI. New Business:

*(6) Director Dombrowski moves to table the “Camping in WB Campground Policy” and for the policy to be referred to the Policy & Procedure Update Committee for review and recommendations, 2nd by Director Simons.
All Ayes, motion carried.*

At this time, Director Holzer stated Becky Taylor, the Lincoln Township Assessor, was in attendance and had a few questions for the Board. Becky was allowed to ask her questions regarding some of the Amenity properties that have buildings to further her evaluation for the Taxable values and Assessment values of the properties. Becky also stated that she will be going around the Association for the next couple of years to determine which lots (WBLRA owned and Member owned) have electric, wells and sewers as part of her Marketing Analysis determinations. Director Simons stated he did not feel that any Board Member should provide any information regarding Member owned lots and that Becky should get that information from the Member or the County. Becky stated that after she is finished with her Market Analysis on the Amenity properties that have buildings, she will email the record cards that will show what the Assessments will be to the Office so the Board can review them. It will all be preliminary at this point.

*(7) Director Holzer moves to ratify the email vote to accept the bid from DouGlass the Window Guys from Cadillac for a new entrance door for the Clubhouse up to \$3,500.00, 2nd by Director Dombrowski.
All Ayes, motion carried.*

The added Agenda item of “Discussion for a Culvert at Mockingbird Circle and Elm Run Intersection” was for discussion only. The Board directed the Supervisor to fix the grading, erosion and drainage issue when Maintenance has time and if a culvert is needed, to let the Board know with the cost of the project included.

The added Agenda item of “Unauthorized Access on Plum Terrace and also Pine Run” was moved to Closed Session by President Bridges and approved by the Board to do so.

Per Director Simons, the added Agenda item of "Campground Bath House" was to ask why the heat and power was left on later than December 1st last year until January and to see if maybe that could be done again this year. It was explained that the bathrooms at the Clubhouse were out of order due to painting last year. This will also be covered by the Policy & Procedure Update Committee's recommendations for the "Camping in White Birch Campground" policy update at the November meeting.

At this time, Comments from the Floor was reopened for further comments. (Available in the Office for viewing)

*(8) Director Dombrowski moves to adjourn the meeting at 12:08 pm to go into Closed Session, 2nd by Director Allen.
All Ayes, motion carried.*

XII. Closed Session:

There was discussion regarding the 2020-2021 Budget projections with no motions made.

An employee matter, and also staffing, were discussed with no motions made.

*(9) Director Simons moves for no Board Member or Employee to assist the Lincoln Township Assessor regarding private properties within the Association, 2nd by Director Witchell. Roll call vote,
Ayes - Directors Witchell, Holzer, Dombrowski, Simons and Allen
Nays - Director Hassberger and President Bridges
Motion carried.*

There was discussion regarding the "Unauthorized Access on Plum Terrace and also Pine Run" with no motions made. The Board authorized the Supervisor to talk to the outside land owners to see if we can post signs or put up a fence to show that it is private property when entering through those areas.

*(10) Director Hassberger moves to go back into Open Session at 1:05 pm, 2nd by Director Dombrowski.
All Ayes, motion carried.*

*(11) Director Simons moves to ratify the motion above made in Closed Session, 2nd by Director Dombrowski.
All Ayes, motion carried.*

*(12) Director Simons moves to adjourned the meeting at 1:08 pm, 2nd by Director Allen.
All Ayes, motion carried.*

Submitted by, Vicky McClusky, Secretary/Treasurer