

**White Birch Lakes
Board of Directors Meeting Minutes
October 13, 2018**

I. Call to Order:

President Bridges called the meeting to order at 10:05 am.

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

Board Members Attending by Teleconference: None

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 Hassberger – Remove “Possible Revision to Camping Guidelines” at this time

Director Holzer – Add “Refurbishment of Angel Beach Bench”

*(1) Director Holzer moves to go out of order regarding the Agenda for our Guest, 2nd by Director Dombrowski.
All Ayes, motion carried.*

At this time, President Bridges introduced Lieutenant Michael Bailey and explained that he will be talking about the recent thefts in White Birch Lakes and possible deterrents that can be utilized by Members. Lieutenant Bailey spoke about the recent thefts and gave suggestions of items that every Member can use to help keep their possessions safe. Some examples are motion lights (which are placed high enough that a person cannot reach), game, trail or surveillance camera systems, alarm systems, locks that can't be easily cut with regular bolt cutters, and asking neighbors to watch when you are not around. He also emphasized that if you are protecting yourself with firearms, **be very careful and know what you are doing**. Also, secure your trailers. He asked if anyone had any questions and the Board allowed questions to be asked and all questions were answered by Lieutenant Bailey or Board Members. After all questions were asked and answered, Lieutenant Bailey stated if anyone has any further questions, please contact the Clare County Sheriff's Department at 989-539-7166 and ask for Lieutenant Bailey, Deputy Gruno or Deputy Gerbe.

Lieutenant Bailey was thanked for taking the time to speak to the Board and Members.

III. Approval of Minutes:

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

IV. Income Statements-Treasurer Reports:

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

*(4) Director Allen moves to approve the October Payables as presented, 2nd by Director Hassberger.
All Ayes, motion carried.*

V. President's Report: President Bridges reported the following:

“Even in our rural up north community we are not safe from crime of theft. With illegal drugs a huge problem in our country, we have become a victim. I am sorry to have to tell Members that we have had a significant problem with B & E's. Both trailers and homes have been hit. This has been a problem after Labor Day to the present.”

“All victims have been 2nd homes except one full time resident. We have been working closely with Members and the Clare County Sheriff Department. Because White Birch is such a large subdivision with unconventional neighborhoods, it has been difficult to gather information.”

"I recommend that Members who are absent from White Birch for a time to invest in some timers and leave lights on in your home, maybe several rooms, to look as if someone is home. Also, outdoor lighting, mercury lights, yard lights and motion lights would be a deterrent. Be sure to lock doors and outbuildings. Placing trail cameras can also be helpful. Some Members have invested in closed circuit systems that talk to your smart phone to alert you if there is a problem. The best way is to call the Sheriff's Department to ask for a property check. They do come and check doors and look for footprints in snow and that is free to all our Members"

"If you do purchase surveillance cameras, please let White Birch Lakes or the Sheriff's Department know. Any information captured on these devices may be helpful in arresting those responsible. This information will be kept confidential. Put identifying numbers (not Social Security numbers) on your property. Take pictures. Thank you."

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

"Good morning, autumn has begun and that means lots of leaves. Please be courteous and do not blow leaves on to or over the roads into the ditches. Please deposit your leaf litter at the Old Maintenance areas where it is clearly marked for leaf drop off. Furthermore, your additions of leaves to the compost pile will result in more black dirt for Members to use in the coming spring. You can see the benefits of this dirt as the grass around the new concrete steps and walkway for the Clubhouse has grass growing already."

"The exit gate panel has been replaced and gates are operating. Members, please be aware of your speed approaching the speed bumps and the speed bump sign. Please note that while avoiding the speed bumps seems like a great idea, there are objects in and around that area that could easily damage a vehicle or trailer. Again, please use caution while in the gate area."

"Out of the 179 storage sites, there remains 13 in the Campground and 23 in the back. Please note that these are first come, first serve and the deadline for removing campers from lots is this month, October 31st. Please note that the weather has been very reasonable but do not wait too long to begin prepping your campers for winter. In an attempt to assist Members who are winterizing campers, we will keep the water on at the full-service site with a hose attached as weather dictates. However, due to freezing overnight temperatures, we will be closing down the water towers very soon."

"Please be aware that there is **NO HUNTING** on our properties and that there is no public land associated with these properties. We have clearly posted no trespassing signs around our properties and anyone witnessing illegal hunting in any form should notify the authorities."

"Please note that Members' questions, concerns and reports about happenings in and around your properties are always welcome at our offices and if we cannot assist you with your question, we will find you the answer. There is a very active EPC (Environmental Protection Committee) that can respond to Member questions and concerns in reference to items pertaining directly to a Member owned lot. This office will be diligent in sharing these concerns to the EPC Committee as soon as possible. Thank you for your patience and understanding as this Association simply cannot function without the direct assistance from you as the Member."

VII. Committee Reports:

EPC Committee: Director Hassberger reported that for the month of September there were 1 contiguous lot request for transfer of ownership, 7 tree removals and 2 driveways that were approved. A call was received from a Member asking if railroad cars could be used for constructing a dwelling in which the Member was told as long as the C & R's, Township Zoning Ordinances and the Michigan Residential Building Codes were followed and Architectural drawings were submitted, it may be allowed.

C & R/By Laws Committee: No report.

Election Committee: Chairperson Pat Graham reported that the Committee met on Monday, October 8th to go over the Election Policy to make recommendations to the Board of items that need to be addressed or revised and those revisions will be presented at the November Board Meeting. Pat also thanked Pat Zakalowski, Phyllis Willoughby, Teresa Saleh and Vicky for a very good meeting.

At this time, President Bridges appointed Pat Zakalowski to the Election Committee and also appointed Teresa Saleh as Co-Chairperson. The Board approved these appointments.

Finance Committee: Director Holzer reported the first meeting will be on Friday, November 2nd, at 1 pm, in the Clubhouse to start working on the 2019-20 Budget.

Activity Committee: Shelly Obrzut reported there will be a Halloween Party on Saturday, October 27th. There will be a Thanksgiving Dinner in November and a kid's night in December before Christmas with a movie and cookies. There will also be game nights and bingo. The Committee is open to any suggestions. Volunteers to help with the events will be greatly appreciated as Shelly does not live here full time and may not be able to attend all the events that are planned. Sign-up sheets will be posted on the bulletin board in the Clubhouse when necessary. Director Holzer explained that there will be a separate line item in the budget for Activity Expenses separate from the Annual Meeting expenses so the Activity Committee will know how much they can spend during the fiscal year. President Bridges appointed Director Hassberger as the Co-Chairperson when Director Witchell is not available.

Bill Coombe reported there were about 100 people in attendance for the Community Color Hay Ride event. Bill thanked the following for all their help: Carl Buchholz for building the stairs for the hay wagon and providing the music, Nancy Buchholz for providing chili, Dick Hassberger for providing and driving the tractor, Carol Hassberger for photography, Steve and Jody Brandle for cooking the hot dogs, Scott Lubs, Vicky McClusky and Georgia Romine and all from White Birch Lakes for giving their support which is greatly appreciated. Also, the Maintenance Staff did a super job on making the wagon look like a new wagon again. Bill stated that everyone had a great time. Willa Newsome stated that Director Witchell cannot be forgotten. He made coffee and Bill stated he also made sure the wagon was ready and everything was provided and ready for the event.

Safety: Bob Pelfery stated he felt the Clare County Sheriff Lieutenant covered everything regarding the thefts but added that Members should really get to know your neighbors. Even if you just say hello so your neighbors know who should be there and what is going on around them.

At this time, President Bridges stated that hours have been added to Bob Pelfery's hours and he is patrolling in the wee small hours of the morning. If there are any volunteers that want to do that, you would be welcome. There was an incident that happened while he was patrolling with someone on their lot at 4:30 in the morning with flashlights that would not respond to his motioning to them so the Sheriff's Department was called and they came in and took care of it. It was actually the Member but with everything that has been going on, action was taken.

Campground Committee: Director Witchell reported that the Campground is set up now for storage. All the posts with numbers are in and the lines have been painted. He went on to say that with the leaves falling it is getting hard to see the lines. He will try to get them cleaned out so Members can see the lines again. Director Allen stated he went through the back storage area and everything looks good. Director Witchell mentioned that there are still bees in the ground so use caution and be careful.

VIII. Comments from the Floor (Agenda Items Only): Available for viewing in the office.

IX. ManagerPlus Report:

Scott reported that even with the Clubhouse hot water heater being checked by Maintenance once a month and periodically by Trouble Shooters, the hot water heater will have to be replaced. This does not affect the pool temperature or heat in the Clubhouse. As this unit mates with one of the boilers and is wired directly to one of the boilers, it is not a simple replacement. Trouble Shooters is building a replacement unit and the cost is around \$4,200.00. It will take approximately 10 days to build a replacement. In the meantime, there isn't any hot water for showers in the Clubhouse. Scott also stated that the SOS Yelp feature for Emergency Vehicle usage at the Entrance Gate has been repaired.

X. Unfinished Business:

In regards to the Agenda item of "Upgraded Septic System for Clubhouse and Campground", Scott stated he is still in contact with Wally Philips, the Engineer, for further information so quote packets can be prepared to get bids for the projects. Mr. Philips is going to try to get up here in October to look at the Campground system so quotes for both projects can be received at the same time.

In regards to the Agenda item of "Planning for Expansion of the Maintenance Building", Scott stated that Director Witchell has done a great job with a drawing for the expansion and Scott also stated that he has talked with a local builder in the Association. There will have to be a Commercial Drawing by an Architect so the expansion will be built to code. More information will follow at a future Board Meeting.

XI. New Business:

At this time, President Bridges added the following to the Agenda:

1. Ratify telephone vote to increase hours for Safety Patrol.
2. Ratify telephone vote to provide the Clare County Sheriff's Department with a Member list which includes address and telephone numbers to be kept as a Confidential matter for their usage if they are called into the Association in light of the recent thefts.

*(5) Director Allen moves to ratify the telephone vote to increase hours to Bob Pelfery's weekly hours for Safety Patrol in light of the recent thefts, 2nd by Director Getz.
All Ayes, motion carried.*

*(6) President Bridges moves to ratify the telephone motion for providing a Member list with addresses and telephone numbers to the Clare County Sheriff's Department to be kept in a Confidential matter, 2nd by Director Witchell.
Ayes – Directors Witchell, Dombrowski, Getz, Hassberger and President Bridges
Nays – Directors Holzer and Allen
Motion carried.*

In regards to the Agenda item of "Discussion of Traffic Calming Devices", Scott explained various different options that could be utilized to help calm down speeding and stopping at stop signs. This matter was for discussion only and no motions or direction was given at this time. Scott stated he will do more research and report any findings he feels can be utilized at a future Board Meeting.

In regards to the Agenda item of "Discussion on Roads", Director Hassberger discussed bringing in a Road Engineer to help with what needs to be done for the development a 5-year, 10-year, or maybe even longer, plan to get the roads and ditches back to a state so better drainage of standing water and wash-outs of the roads and driveways can be greatly reduced. Scott will research this topic further and report his findings at a future Board Meeting.

*(7) Director Getz moves to approve a donation in the amount of \$112.50 for the cost of materials for 50 children through the Clare County Sheriff's Office (made payable to Child Safety of America, Inc.) for their Annual Safety pup Program, 2nd by Director Allen. Roll call vote,
Ayes – Directors Witchell, Dombrowski, Getz, Hassberger and Allen.
Director Holzer voted present.
Motion carried.*

*(8) Director Holzer moves to refurbish the bench at Angel Beach for \$100.00, 2nd by Director Hassberger.
All Ayes, motion carried.*

XII. Comments from the Floor (For the Good of the Order): Available for viewing in the office.

*(9) Director Dombrowski moves to adjourn the regular meeting to Closed Session at 12:55 pm, 2nd by Director Holzer.
All Ayes, motion carried.*

XIII. Closed Session:

*(10) Director Getz moves to adjust Robert Keller's compensation per the Supervisor's recommendation regarding his 90-day review, 2nd by Director Hassberger. Roll call vote,
Ayes – Directors Allen, Hassberger, Getz, Dombrowski, Holzer, Witchell and President Bridges
Motion carried.*

The Board returned to regular session at 1:42 pm.

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

The meeting was adjourned at 1:45 pm.

Submitted by,
Vicky McClusky, Secretary/Treasurer