

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

**I. Call to Order:**

President Bridges called the meeting to order at 10:00 am.  
Board Members present: President Bridges, Directors Witchell, Dombrowski, Holzer and Getz; also, Secretary/Treasurer McClusky and Supervisor Scott Lubs.  
Board Members Attending by Teleconference: None  
Absent: Directors Pryde and Allen  
The Invocation was given by Director Holzer.  
The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

No additions were added at this time, however, "Camping Guidelines" was added under New Business during the Committee reports by President Bridges.

**III. Approval of Minutes:**

*(1) Director Witchell moves to approve the September Meeting Minutes as presented, 2<sup>nd</sup> by Director Holzer. All Ayes, motion carried.*

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

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

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

**V. President's Report:**

President Bridges reported the following:

"The trees are turning color and losing their leaves, there is a cool dip in the air, kids are busy with their school projects and eyes are turning to Halloween. Sadly, this also signifies the end of summer."

"To be in compliance with the Court Order and the new Lincoln Township Zoning Ordinance trailers and camping accessories must be removed by November 1<sup>st</sup> from vacant lots. The lots are to be returned to the wild, rustic atmosphere of the Association."

"We have a new numbering system in the Campground and Storage area. There will be no more duplicate numbers to make things confusing."

"Please refer to the newly adopted Zoning Ordinance on the Lincoln Township website at [lincolntwp.com](http://lincolntwp.com) to look at the new Zoning Ordinance, specifically Article 20.8 regarding recreational vehicles and temporary housing."

"Have a great holiday season, blessed winter and looking forward to your return in the spring."

**VI. Supervisor's Report:**

Scott reported the following:

"Good morning, fall in upon us and that means lots of leaves. Please be courteous and do not blow those leaves on or across the roads into the ditches. Please deposit your leaf litter at the old Maintenance area where it is clearly marked for leaf drop off. This will allow for those ditches to do their job and encourage water to flow away from your neighbor's driveways and yards. Furthermore, your additions of leaves to the compost pile will result in more black dirt for Members to use in the coming spring."

"The exit gate panel has been replaced and gates are operating but Members PLEASE take notice that the amount of traffic and the speed of those vehicles are making it very difficult for our Maintenance staff to work in this area safely. In addition, there is a bus stop there in that same area with students and parents. We humbly ask you to move through this area alert to the presence of both workers and students."

“Everybody likes a good rock to add to their garden or as a nice border. If you are out and about and you pick up a rock especially in or around where others will be walking, please be kind and fill in the hole left by the rock. Lots of these holes appeared in areas around the Campground and we have a lot of Members moving and cleaning their campers as well as Maintenance moving leaves and no one wants anyone injured because they found a nice-looking rock.”

“Out of 179 storage sites there remains about 13 in the Campground and 44 in the back. Please note that these are first come first serve and the deadline for removing your campers is this month, October 31<sup>st</sup>. Please note that the weather has been very reasonable but do not wait too long to begin prepping your campers for winter as we will be forced to shut down the dump station should temperatures begin falling below freezing.”

“Please note that your Supervisor has made the Clubhouse and Pool available on the first Wednesday of the month for Members to utilize in the evenings. The next open night is Wednesday, November 1<sup>st</sup>, and we will be open from 4 pm to 8 pm.”

“Please note that Member questions are always welcome at our WBLRA offices and if we cannot assist you with your question, we will find you the answer. However, there is a very active EPC Committee (Environmental Protection Committee) that handles Member questions and concerns in reference to items pertaining directly to a Member owned lot. The WBLRA office will be diligent in sharing these concerns to the EPC 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:** Dick Hassberger reported for the month of September there were 5 tree removals and 2 building additions approved. There weren't any Contiguous Lot or C & R violations reported.

**Election Committee:** Chairperson Pat Graham reported that the Committee met on September 28<sup>th</sup> with Pat Zakalowski, Phyllis Willoughby, Vicky, and herself present to go through the existing Election Policy for revisions that will be discussed later in the meeting with the Board for approval. Also, the dates for this next year were all set up for meetings, processing of the Absentee Ballots and Letters of Intent. At this time, President Bridges asked the Board for their approval to appoint Pat Zakalowski to the Election Committee with all present Board Members voting, Aye.

**Safety:** Bob Pelfery stated again this month that Members and Guests need to SLOW DOWN and obey stop signs. He noticed that the bus driver for RESD may be going a little over the speed limit and at this time President Bridges directed Vicky to call the driver of the RESD bus and mention to her to watch her speed. Scott was directed by President Bridges to look into renting a Radar Speed Limit Trailer.

**Campground Committee:** Director Witchell reported that the Campground is looking really good this year. He also stated there shouldn't be any confusion this year with Storage seeing as the Storage sites have been renumbered and there aren't any duplicate numbers to confuse Members. The sites have been lined in white and there are large white numbered signs to direct Members to the appropriate sites. There is also a map on the bulletin board in the Campground showing where the sites are located.

**Finance Committee:** Director Holzer stated that the first Finance Committee meeting regarding the 2018-19 Budget will be held Friday, October 20<sup>th</sup> in the Clubhouse at 1 pm.

**Activities:** Director Holzer stated that Michele Fennimore would like to report that the donations of dog food were taken over to the Clare County Animal Shelter and they were very appreciative. Dawn told them we would be collecting donations for cats in October and they are requesting canned food if we can because of the kittens. Also, they would like plain clay cat litter if possible. Dawn also reported that last month she forgot to include Brian Heiden and Judy Whidden when thanking Members for their help with the Labor Day events and thanked them this month for their help.

Carolyn Neal reported they had approximately 106-110 people at the Plant Exchange. The expenses came in under the budgeted amount. There weren't any plants left over. Next year's plant exchange will be scheduled for the last weekend in September due to the weather. Carolyn also asked if a Trunk or Treat could be scheduled for next year with Members using the Clubhouse parking lot or maybe even up by the bus stop. The Board approved an event like this for next year.

**Policy Update Committee:** Carolyn stated she didn't have anything new because Marty Perkins was meeting with EPC for the Camping Policy. The Neal's will be leaving in November so there won't be any policy updates until they return in the spring.

**Auto Sticker Committee:** Director Witchell reported that the Committee met to discuss the type of Auto Stickers/Tags to be used and when the invoices are sent out next year Members will also be getting stickers/tags for their vehicles.

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

**IX. ManagerPlus Report:**

Scott reported there weren't any reports at this time. Director Holzer asked Scott about the status of the Dump Truck repairs and Scott explained the items that were needed and are being repaired. The truck will be picked up on Monday. Scott is still searching for a possible replacement for the present truck.

**X. Unfinished Business:**

*(4) Director Holzer moves to ratify the email vote to approve Dancer and Son's Well Drilling to drill and put the water well in at the Maintenance Building with the funds to be taken from the Capital Improvement Fund, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.*

The Agenda item of "ATV Rules & Regulation Brochure Revisions" was discussed and is tabled until the March 2018 meeting for revisions. Vicky was directed to see if she can get some of the booklets that are available from the State.

Vicky updated the Board, and Members present, in regards to the Agenda item of "Electric Escrow Agreement Update". The Board approved Vicky to proceed with the Attorney to draft an updated Agreement with terms and conditions to mirror the original Agreement in essence.

In regards to the Agenda Item of Auto Stickers/Decals, Director Witchell stated in addition to the discussion above under Committee Reports, companies are being contacted in regards to types and prices. It was discussed at their Committee meeting that the words "White Birch" do not appear in the sticker/decal and maybe use the logo instead so it is not so identifiable outside of the Association.

**XI. New Business:**

*(5) Director Holzer moves to approve the revisions to the Election Policy as presented by the Election Committee, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.*

At this time, Pat Graham, Chairperson of the Election Committee, asked if some sort of a partition that can be used as a voting booth can be constructed so it will make the voting a little more private. Scott stated he will work with the Maintenance team and come up with something.

The Agenda Item of "Camping Guidelines" is tabled until the November meeting to allow the suggested revisions to be made before final approval of the revisions is given.

*(6) Director Witchell moves to ratify the email vote to pay the invoice from Lincoln Township in the amount of \$990.00 for the development of a new district for White Birch Lakes, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

The Agenda item of "14-day Camping Permit Issuance" was discussed and the Board Members present agreed the Association will stay in compliance with Section 20.8 of the Lincoln Township Zoning Ordinance which supersedes WBLRA Covenants and Restrictions.

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

**The Board directed Vicky to insert the following Comment from the Floor into the minutes:**

Pat Graham, Lot 1302, wanted to let everyone know that there was an incident with a Member that was left alone for 4 days on her floor before anyone discovered she had fallen after getting out of the shower. Pat thanked Supervisor Scott Lubs for getting involved, Pat Zakalowski, Patrick Nalepa, Mike, Fred Witchell and others for their efforts in getting the Member the help she needed. Pat would like to see a group (for example Round Robin) form for others in the Association that may be living alone so something like this doesn't happen again. Pat has agreed to take charge of forming a group like this if there are others that would like this to begin. If anyone is interested please contact her or the Clubhouse.

*(7) Director Holzer moves to adjourn the meeting to Closed Session at 12:15 pm, 2<sup>nd</sup> by Director Getz.  
All Ayes, motion carried.*

**XIII. Closed Session:**

The Board approved Scott's recommendation regarding employee reviews.

There were no motions made.

The Board returned to Open Session at 1:28 pm.

*(8) Director Holzer moves to adjourn the meeting at 1:30 pm, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

Submitted by,

Vicky McClusky, Secretary/Treasurer