

**White Birch Lakes
Board of Directors Meeting Minutes
November 10, 2018**

I. Call to Order:

President Bridges called the meeting to order at 10:00 am.

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

Board Members Attending by Teleconference: None

Board Members/Others Absent: Director Allen

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 – Guest Speaker, Alan Craighead from Lapham Associates regarding roads

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

At this time, Supervisor Lubs introduced Alan Craighead from Lapham Associates regarding upgrades to the Association roads as to surveying and what needs to be done for better drainage and ditching for future planning. Alan gave his opinions on the different ways to survey the roads which would be Aerial surveying by plane done by Advanced Mapping Technologies, LLC from Traverse City versus ground surveying done by Lapham Associates and the approximate costs. Alan also explained the costs that would be involved for materials and work to be done per area. Aerial mapping would have to be done in the spring due to leaves on the trees and ground conditions. **This was for information only at this point.** Further planning and discussion will be done in the future before any decisions are made. President Bridges opened the floor to Members and the Board to ask questions in which Alan answered.

Alan was thanked for coming in and speaking to the Board and Members.

III. Approval of Minutes:

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

IV. Income Statements-Treasurer Reports:

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

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

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

“Well, winter is now upon us here at White Birch. I would like to thank Members who have removed their campers in a timely manner. The Storage area and Campground are almost full. Please be sure to lock your campers and remove all valuables including your batteries. We had several batteries stolen last year.”

“As I reported last month, our Supervisor spent many hours watching video and was able to identify a vehicle of interest. This information was given to the Sheriff's Deputy and the person was identified. This is still an open case. Much of the stolen property has been returned. If you are not a full-time resident of White Birch and your home or cottage is not occupied regularly or you are gone for the winter, I suggest you have property checks done by the Sheriff's Department. This will help to prevent further problems and protect your property. This is provided for free. They look at footprints around your property and when necessary, will check doors of the house and garage. The telephone number for the Sheriff's Department is 989-539-7166.”

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

"Happy Veteran's Day and safe travels to all during the coming Thanksgiving season. For those of you deer hunting the year, please have a safe and enjoyable hunting season. As a reminder for all Members/Visitors, there is no hunting in White Birch Lakes Recreation Association. Please note that any Member who witnesses an illegal hunting act in this Association can call the DNR Poaching Hotline at 1-800-292-7800, phone lines are open 24/7."

"Please plan accordingly as of this date our Campground Full Service sites and Dump Station have been closed, locked and winterized. If you need to utilize a Dump Station, there is one available in the city of Clare at the Pettit Park Entrance. However, the Campground Bathhouse will remain open until December 1st for Member convenience."

"Looking at the date range of October 9th through October 23rd, your front gate was commanded to open 10,733 times, that is 14 days. On average the gate was opened 375 times a day in that time period. Pin codes were used on average 30% less than gate cards or transmitters. Guest codes were used 34 times, and the incorrect pin number was used 265 times???. A vast majority of these mistakes included multiple entries from transmitters and cards that could have been attributed to the additional speed bump. That first speed bump has since been removed but the second bump will remain to insure the gate panels stay safe. If you still need and/or want a card or transmitter, they are available at the Clubhouse or contact the Supervisor to arrange for payment and pickup of these items. Cards are \$10.00 and transmitters are \$35.00. Believe it or not these do make great Christmas gifts."

"Our previous Lake Management provider PLM has finished their survey of our lakes and those results are available at the Clubhouse hanging on the bulletin board and there will be a condensed version available online."

"Your Clubhouse and heated indoor pool will remain open for the winter. There is plenty of space to plan a birthday or family get-together, however the Clubhouse will not be open on Thanksgiving so that means the Clubhouse will be closed on Thursday, November 22nd, so please plan accordingly."

"Our Maintenance team works tirelessly to continue their ongoing battle with leaf debris. Our Maintenance staff has put together a really nice, very large, compost pile at the Old Maintenance area that has resulted in some very nice black dirt. Please drop off your leaf debris in this area where the signs indicate and we can continue to make that work to your advantage and yes Maintenance was able to get down there this week and clean it up a little bit so there is now more room."

"My personal thanks to all Members who store their campers in our Winter Storage areas as there was very little confusion and a vast majority of campers were stored without a hitch. My thanks to Director Witchell for setting up those areas with proper signs and markings. With only a couple loose ends all campers were firmly set in storage for the winter. Please note if you have left your battery or anything loose around your camper that is unsecured, you may want to plan on returning and securing those items before the snow flies."

"With the forecasts calling for snow and icy conditions in the very near future, we humbly ask Members to slow down and plan accordingly for possible slippery conditions on our roads. Please note there are sand/salt barrels that will be conveniently located on corners around the Association in case of a need for additional traction."

"Our many thanks to our Board, volunteers and staff for their valued and continued contributions to assisting us in keeping our Association growing and moving forward."

VII. Committee Reports:

Election Committee: Chairperson Pat Graham reported that the Committee met to make revisions to the Election Policy which the Board Members have copies of in their packets. Pat also thanked Vicky, Pat Zakalowski, Teresa Saleh, and Phyllis Willoughby for the many hours that were spent to make the revisions.

EPC Committee: Director Hassberger reported that for the month of October there were 4 contiguous lot requests in which 3 were for transfer of ownership and 1 new request that were approved, 2 fence requests in which 1 was approved and 1 denied and 1 tree removal that was approved. As of last Monday, there were 13 campers still on lots in which 12 Members will be sent letters because we have already heard from one Member as to when the camper would be removed and it is now gone. Dick stated that he and Director Witchell drove around the Association and there are about 45 lots which need to be cleaned up in which letters will be sent out. This includes the 12 campers still on lots.

Campground Committee: Director Witchell added to the Supervisor's comments stating that this was the easiest year for everybody putting their campers in the correct spots for storage. There was one that had to be moved but everyone did a very good job. Director Dombrowski added that he took a drive through and there were himself and 2 other campers in the Campground this weekend.

Activity Committee: Willa Coombe reported there were 7 in attendance for Bingo and 3 Members for Game Night. The Thanksgiving Dinner is on Saturday, November 17th, at 1 pm, in the Clubhouse. Everyone is invited. There will be a Christmas party for children on December 7th from 6-8 pm and a Christmas Carol Sing Along on December 22nd from 6:30 to 8 pm in the Clubhouse.

Finance Committee: Director Holzer reported the first meeting was on Friday, November 2nd, in the Clubhouse for the 2019-20 Budget. There were a few revisions that need to be made. The next meeting is on Friday, December 7th in the Clubhouse to finalize the changes that were made so it can be presented to the Board in January for approval.

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

IX. ManagerPlus Report:

Scott reported that the water heater is being built but Ferguson's is stating that there are many around the country being reported with issues at this time. It should be back up and running this month. The Bathhouse is being kept open so Members can utilize it for showers if necessary, as long as the weather holds out. The expansion of the Handicapped parking area is being looked at and bids are being received. Something to keep in mind is our gate provider has suggested that we may want to have an extra gate panel on hand in case another incident happens so the gate won't have to be open while an existing one is being repaired.

X. Unfinished Business:

In regards to the Agenda item of "Upgraded Septic System for Clubhouse and Campground", Scott stated he has a quote from Security Septic and is waiting for a quote from County Wide Septic for the Control Panels and Pump Monitoring Systems to be installed for the Campground and Clubhouse systems. The Board directed Scott to email the bids when he has both due to time constraints so the updates will be in place before the 2019 season begins to monitor the usage for future repairs.

In regards to the Agenda item of "Planning for Expansion of the Maintenance Building", Scott stated he contacted Harsh Builders to supply a quote for the expansion based on the drawing provided by Director Witchell and will contact other builders in the area to obtain more quotes. Further information will be provided at the December meeting.

XI. New Business:

*(5) Director Holzer moves to purchase \$75.00 gift cards for Christmas for 8 employees, 2nd by Director Dombrowski.
All Ayes, motion carried.*

*(6) Director Dombrowski moves to change the start time for the December through March Board Meetings to 11 am, 2nd by Director Holzer.
Ayes – Directors Witchell, Holzer, Dombrowski, Hassberger and President Bridges
Nay – Director Getz
Motion carried.*

In regards to the Agenda item of "Clarification of BOCA Code in Covenants and Restrictions", Director Hassberger stated he feels wording should be added to the Covenants and Restrictions that BOCA Code is now known as MRC (Michigan Residential Code) so any new building will conform to the correct codes. The Board directed Vicky and Director Hassberger to contact our Attorney for an opinion regarding this matter.

In regards to the Agenda item of "Wish List Item Discussion" Scott stated he would like to see the Full Time Employees be paid for Memorial Day and Labor Day holidays. Also, that he be given a \$500.00 clothing allowance so he can purchase outer clothing for the Maintenance Team. Vicky stated she did not have any items for discussion.

*(7) Director Getz moves to approve \$500.00 total for work clothing for the 2 Maintenance staff, 2nd by Director Hassberger.
All Ayes, motion carried.*

*(8) Director Dombrowski moves to approve the Election Policy revisions as presented by the Election Committee and to include the suggested revisions as discussed by the Board, 2nd by Director Holzer.
All Ayes, motion carried.*

*(9) President Bridges moves to purchase a Case 580 Super M Backhoe from M. Nolan Farms, Inc. at a cost not to exceed \$40,000.00, with tax and delivery included, and the money to be transferred from the Capital Improvement Fund, 2nd by Director Hassberger. Roll call vote,
Ayes – Directors Witchell, Holzer, Dombrowski, Getz, Hassberger and President Bridges
Nays – None
Motion carried.*

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

*(10) Director Hassberger moves to adjourn the regular meeting to Closed Session at 1:40 pm, 2nd by Director Getz.
All Ayes, motion carried.*

XIII. Closed Session:

A legal matter was discussed with no motions made.

*(11) Director Hassberger moves for the 2nd Maintenance Team Member to be considered Full-Time at 40 hours per week, 2nd
by Director Getz.
All Ayes, motion carried.*

The Board returned to regular session at 2:35 pm.

*(12) Director Hassberger moves to ratify the above motion made in Closed Session, 2nd by Director Getz.
All Ayes, motion carried*

The meeting was adjourned at 2:37 pm.

Submitted by,
Vicky McClusky, Secretary/Treasurer