

**White Birch Lakes
Board of Directors Meeting Minutes
November 14, 2020
(Meeting conducted through GoToMeeting.com and at the Clubhouse)**

I. Call to Order:

President Bryant called the meeting to order at 10:03 am.

Board Members Present: President Bryant; Directors Dombrowski, Simons, Hassberger, Pryde and Allen also, Secretary/Treasurer Vicky McClusky and Office Administrator Bambi Christensen

Board Members Attending by Teleconference: None

Board Members/Others Absent: Director Brandle, excused

Note: There were 2 Members in Attendance and also 2 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/Changes to the Agenda:

New Business: Kevin Dombrowski - Move "2020-21 Budget Draft Review" to first topic discussed

Closed Session: President Bryant – Legal Matter

III. Approval of Minutes:

*(1) Director Dombrowski moves to approve the minutes from the October 10, 2020 Special Board Meeting, which was held to interview applicants for filling the Open Board seat, as presented, 2nd by Director Simons.
All Ayes, motion carried.*

1. In the October 2020 regular Board Meeting minutes, page 4, Vicky mentioned that in the 6th item, number 5 under the ManagerPlus report, the word "first" should be "last" so the sentence will read "Need areas for overflow which will be the last spots given out".

2. Director Simons mentioned that on page 5, the last paragraph regarding the Agenda item of "Holiday Lake Access" should read, "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".

*(2) Director Dombrowski moves to approve the regular October Meeting Minutes with the corrections above made, 2nd by Director Simons.
All Ayes, motion carried.*

IV. Income Statements - Treasurer's Report:

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

*(4) Director Dombrowski moves to approve the November Payables as presented, 2nd by Director Simons.
All ayes, motion carried.*

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

"Good morning to you all. Winter is upon us. The virus is relentless. We must follow the guidelines and practice social distancing, wear our masks and wash our hands. If you feel sick, stay home and stay away from others PLEASE."

"We have made changes in our staff here at White Birch. Jeff Wheeler is now the Maintenance Foreman and along with Jess will be working on recapturing our ditches and allowing Jeff to do what they were intended to do. During this period, you may expect a little roughness in the roads, that is temporary, give it a chance. It has to be in order to improve them. Bambi is now our Office Administrator and will be performing the duties of the needs of the Membership such as issuing Bathhouse keys, issuing Membership cards, issuing Storage, handling the Birch Barks and many, many more other issues. She has taken on this responsibility; she was

helping Jeff and was hired as the Administrator and I wish her all the luck. She is doing quite well so far. Thanks to all our employees for what they do. Sometimes it is a thankless job and please don't yell at them. They have feelings too."

"The camping season ended two weeks ago. The majority of you have followed the rules and removed your campers from the lots. Some have left illegal sheds and many other items. Those are supposed to be removed at the same time that the campers are removed. To those that have not removed the items, please do so now. You're not keeping the camper storage issue or the storage building issue that Jeff Simons and some of the other Members are trying to get passed to get passed by violating our current regulations."

"To those of you that have lost loved ones and those that are having health problems, our sympathy and our prayers. Good luck to the hunters, be safe."

At this time, Director Pryde asked if the correct title for Jeff Wheeler is supposed to be Maintenance Foreman or Lead Maintenance.

A photo of a very large beaver hut was passed around for the Directors to look at from Georgia Romine who lives on Teal Pond-Lake. The beaver has actually built the hut over top of her bench and wood pile for her fire pit.

VI. Office Administrator Report: Bambi reported the following:

"I would like to say thank you for giving me the opportunity to prove myself in this position of Office Administrator. I look forward to learning and working with all of you. I don't have much to report at this time."

"I have a couple of small storage sites available down in the Winter Storage and I haven't had any major issues that myself or Fred couldn't handle."

Director Dombrowski thanked Bambi for stepping up and mentioned that there is one camper that is way too long sticking out and one across from it that is creating a bottle neck. He asked Bambi if something could be done about that. She answered that the one Member was supposed to put his small camper on the site but ended up putting his larger camper in. Director Simons asked about some of the empty spaces and Bambi answered that some of the spaces are already rented out but campers are not there yet. She also stated that she goes down to check at least once a week. Director Dombrowski asked if there are still spaces available in either Campground or Storage and Bambi answered yes there are, maybe 2 in the Campground and around 5 in the back-storage area.

President Bryant stated that the storage situation should be addressed before the next season as far as size issues along with additional items that are being stored like trucks, cars, boats, etc. He also stated it is his understanding that it is for camper storage and before long there will be other things that shouldn't be stored there and not enough room for campers. Director Dombrowski stated that the entire storage system needs to be looked into and Director Pryde may be able to help with a program that will show the entire Campground and Storage area as far as how big the sites are and sizes for campers to be able to be stored to make the job a whole lot easier and make the smaller spots available for other items besides campers. Also, maybe more spaces can be made for campers.

Director Pryde stated that he believes the program we have has an area to be able to put the size of the site but the biggest problem is that what Bambi shows and what happens down at the Campground and Storage area aren't the same. He feels there needs to be someone down at the Campground and Storage area when Members are putting their units in storage to make sure everything is the same and the site is in fact the site that the unit is being placed.

Director Simons mentioned that the painted lines end up getting washed away or covered with leaves so something else needs to be done about that too so Members will know where the sites are actually at.

VII. Committee Reports:

EPC Committee: Dick Hassberger reported for the month of October there were 2 Contiguous Lot Requests- 1 was a new request and 1 was for Transfer of Ownership Only, 13 tree removal requests and 3 driveway requests. All were approved by the Committee. At the end of the camping season, as of October 9th, 10 letters were sent out for campers left on lots covering a total of 15 campers. There were also 15 letters sent out for temporary structures on lots in which 9 are Vacant Lot Owners and 6 are Home Owners.

Campground Committee: Director Dombrowski reported, as mentioned earlier, there are a few hunters up here and there are a few empty storage spots. The bathrooms look great and are nice and clean. Jeff Wheeler requested a cleaner for the shower walls due to some build up and Kevin stated he has a call into the company that installed the tiles before he lets Jeff know what to purchase. He also stated that the water is still on at the dump station and the one hose is leaking, dripping water and icing up.

VIII. 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.

IX. ManagerPlus/Maintenance Reports: Director Pryde reported that he has asked that nothing new be put into ManagerPlus until after the switchover to the Lightning Plus program. This will be good for training once the switchover is complete. This is scheduled to start on November 18th. Director Simons stated that the Maintenance Priority List could be updated and some items removed that have been finished. Director Pryde stated that the reports from Lightning Plus will take all the items from the Maintenance Priority List as well as others and show whether the items have been done or what still needs to be done. It was agreed that we can wait to see how the reports from Lightning Plus look and the priority list can be replaced with those reports after seeing the new reports.

X. Unfinished Business:

In regards to the Agenda item of "Coronavirus COVID-19 Update", President Bryant asked Bambi if she has received any updates. Bambi answered that Vicky sent her something the other day that businesses need to make sure that they have Protocols and Procedures to follow if anyone has been diagnosed or exposed to COVID. President Bryant directed Bambi to continue to stay updated of any further issuance of guidelines, etc. and keep the Board informed. Director Dombrowski stated that names shouldn't be mentioned due to the HIPAA rules and regulations. Director Simons asked if the employees are still monitoring for symptoms and are aware of what the symptoms are and Bambi answered that she has been taking her temperature and will make sure all employees are still self-monitoring for symptoms. President Bryant directed Bambi to make sure daily monitoring is being done by all employees.

In regards to the Agenda item of "Further Discussion Regarding Common Property Taxes", Vicky reported that our Attorney, Paul Blanco, stated he believes there is an update to this issue but has been off for a short quarantine due to COVID and hasn't been able to go into the office. He stated that once he can return, he will let Vicky know about any updates and the Board will be notified by email of the updates if any.

In regards to the Agenda item of "Further Road Gravel Projects Discussion", President Bryant reported that Jeff and Jess are recapturing our ditches as he reported in his President's report and there are areas that require gravel once the culverts and ditches are done. The funds are available for Jeff and he is continuing to work on the projects. Director Dombrowski asked if Members have been notified that they need to move their mailboxes that are close to the roads that are being reclaimed. No one had an answer to this. Director Simons indicated that it may become necessary to have both Jeff and Bambi at the monthly meetings to answer questions when asked.

In regards to the Agenda item of "Further Holiday Lake Level Discussion", Director Dombrowski stated he has a few questions regarding what our Attorney has been given regarding this issue and President Bryant stated he will contact our Attorney and make sure he has been given all the documentation that we have and to let him know that he is working with the County Drain Commissioner and hopefully they can come up with a solution and not have to proceed further with anything legal. This item will not be on the Agenda again unless Vicky is told there are further updates.

In regards to the Agenda item of "Letter Regarding Accessory/Storage Sheds on Vacant Lots", Vicky reported there were 864 letters sent out to Members on October 22nd and so far, there have been approximately 230 returned as of this date. Vicky also thanked Dawn Holzer for folding all of the letters and again also thanked Dawn Holzer, as well as Dorothy MacMillan, Marney Frank, Kay Firman and Bambi for helping with the mailing process. Director Pryde asked who is going to be doing the process of counting and tallying all the surveys. A notice will be posted of the date and time the surveys will be tallied so Members can be present during the process if they so wish.

*(5) Director Allen moves to approve the Revised Proposed "2021 Application for Absentee Ballot" with the necessary date change, 2nd by Director Hassberger.
All Ayes, motion carried.*

A short break in the meeting was taken and the meeting resumed at 11:10 am.

XI. New Business:

In regards to the Agenda item of "2021-2022 Budget Draft review", Dawn Holzer, Chairperson of the Finance Committee, reported the Directors all have a copy of the Proposed 2021-22 Budget in their packets. There have been 2 meetings with the Committee so far. Dawn stated that Line item #77, Dust Control (Brine), has \$10,000.00 added to cover a 4th brine if needed. Also, Line Item #139, Attorney Fees, was increased to \$10,000.00 because of the possible fees for the Common Area Property Tax issue. Line Item #161, Property Taxes, was increased to \$21,000.00 to cover the possibility of having to pay the taxes on the Common Properties that are in question. She suggested that if the additional monies are not used, those amounts could be added to the Capital Improvement/Contingency Fund. Dawn stated there are also payroll sheets included for the Directors to review for any recommendations. There will be another report done after the November financials are available to see if any changes need to be made

before the Budget is presented for approval by the Board in December. Dawn also thanked everyone on the Committee for their support.

(6) Director Hassberger moves to ratify the email motion to accept the offer to sell Lot 130, 2nd by Director Dombrowski. All Ayes, motion carried. NOTE: President Bryant did not vote because he was involved in the sale as a Realtor.

(7) Director Dombrowski moves to ratify the email motion made to hire an Office Administrator to replace Jeff Wheeler who is resuming his position of Maintenance Foreman, 2nd by Director Hassberger. All Ayes, motion carried.

(8) Director Dombrowski moves to accept the quote from Sargent Docks and Terminal to provide De-Icing Salt for the 2020-21 season as presented, 2nd by Director Pryde. All Ayes, motion carried.

(9) Director Dombrowski moves to approve the quote from Fisher Transportation Company for the Winter Sand as presented, 2nd by Director Allen. All Ayes, motion carried.

(10) Director Simons moves to approve the purchase of a \$75.00 Christmas Gift Card for each employee, 2nd by Director Hassberger. All Ayes, motion carried.

(11) Director Allen moves to change the starting time for the December through March monthly Board Meetings from 10 am to 11 am, 2nd by Director Dombrowski. All Ayes, motion carried.

In regards to the Agenda item of "Wish List Items", there were no requests given by Maintenance. Bambi presented the Directors with quotes for a new desk due to the one in the office falling apart. President Bryant stated he has a desk he would like to sell and asked Bambi to look at it before a decision is made. After much discussion, it was decided that Bambi will look into a better-quality desk and look at the desk President Bryant has. She will bring additional information back to the Board in December. Vicky stated she did not have any requests this year.

At this time, Director Simons questioned whether this is the time to explore replacing the 2000 Sterling Dump Truck before more costs are incurred in keeping it. This item was discussed and the Board decided to have Bambi find out from Jeff where we stand in regards to repairs done or are still needed and email the Board with the findings.

XII. 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.

(12) Director Dombrowski moves to go into Closed Session for 2 employee matters and a legal matter at 11:41 am, 2nd by Director Allen. All Ayes, motion carried.

XIII. Closed Session:

Two employee matters were discussed with no motions made.

A legal matter regarding a Member's payment was discussed with no motions made.

At this time, the issue regarding Jeff Wheeler's new title was discussed and the Board's decision is for the title to be "Lead Maintenance".

(13) Director Dombrowski moves to go back into Open Session at 12:39 pm, 2nd by Director Hassberger. All Ayes, motion carried.

(14) Director Allen moves to adjourn the meeting at 12:40 pm, 2nd by Director Simons. All Ayes, motion carried.

Submitted by,
Vicky McClusky, Secretary/Treasurer