

White Birch Lakes  
Board of Directors Meeting Minutes  
November 9, 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 President Bridges, Secretary/Treasurer McClusky and Supervisor Wheeler

Board Members Attending by Teleconference: None

Board Members/Others Absent: None

The Invocation was given by Director Hassberger.

The Pledge of Allegiance was recited by all present.

**II. Additions/Deletions to the Agenda: None**

**III. Approval of Minutes:**

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

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

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

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

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

"Here at WBLRA we have already had our first snow on Halloween night and it has snowed every day since! We are in for a cold and snowy winter, Brr."

"The campers have removed their rigs and are awaiting next May when they can come back again for fun, family and friends. We only have a few rigs left on lots and letters have been sent. Remember, it is also against Township Zoning Ordinance for camping units to be on vacant lots after November 1<sup>st</sup>."

"The Activity Committee is planning the 2<sup>nd</sup> annual Thanksgiving Dinner on November 23<sup>rd</sup>, at 4 pm, at the Clubhouse. Meat is provided by the Association, bring a dish to pass. There is a sign-up sheet on the bulletin board in the Clubhouse. Last year we had a crowd and a great time was had by all. Sign up and enjoy if you can."

President Bridges added the following after the Supervisor's Report: "Please stay back away from the snow removal equipment, at least 30-50 feet, because small rocks can be thrown out and you are not safe behind them if you are too close."

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

The roof on the salt shed and the pavilion is complete. There is a big dip in the roof on the pavilion which you can see now that the steel has been put on. Cody Bauer said it is because of the way it was built and there aren't any problems with it. Cody also stated in a few years the salt sheds will need to be replaced.

The snow guards have been put on the Clubhouse. A lift was rented from Resource Rental to make the job easier and faster.

Bill and Jess have the Holiday Lake project mostly completed and it is looking really nice. The beach looks good and the boat launch has been put back where it should be. The boat rack still needs to be finished and some more clearing and cleanup will be done.

Maintenance is getting ready to start tree trimming soon. If you see anything or know of any bad trees that need to be trimmed, let Maintenance know.

Two new employees have been hired. Debby Warhus has been hired as our Office Assistant and Kathy Jerred has been hired as a Clubhouse Attendant. Both ladies live in White Birch Lakes. A part time Maintenance person will also be hired.

There has been one accident already (on White Birch Lane) with the snow starting to fall. **PLEASE SLOW DOWN!!** There are children that walk to the bus stop so please watch for them. Director Witchell stated at this time that there was also an accident on Maple Drive.

The generator at the Clubhouse will be hooked up to the propane on Monday, November 11<sup>th</sup>. After that, Dan Rahl will come in and test it to make sure it is working properly.

Please watch for the Dump Truck when they are spreading sand and salt and stay back at least 30 feet. It does throw the sand and salt which could damage your vehicle if you are too close. Also, they have to back up sometimes at the corners so PLEASE use caution when you see the trucks and grader.

## **VII. Committee Reports:**

**EPC Committee:** Director Hassberger reported that for the month of October there were – 1 request for Transfer of Ownership only Contiguous Lot Assessment Exemption, 1 tree removal request and 1 detached building that were all approved. On Monday, November 4<sup>th</sup>, there was an inventory of campers on vacant lots done. There were still 11 campers still on lots. 10 campers still remain as of today and letters will be going out. There are also 16 lots that will be notified of excessive items still left on lots. There are still 14 lots with temporary structures. There was a Member in the Clubhouse that was inquiring about building on her lot and Dick explained to her that the EPC Committee as it stands today are going by the C & Rs as well as the Township Ordinances for the sizes and types of homes/cottages that are built.

**Activity Committee:** Director Holzer read the following for Chairperson Marney Frank:

“We had 22 Members at our October Bingo. A good turn out again. The next Bingo is November 16<sup>th</sup>.”

“Our Halloween Party had at least 50 (about 18 children) who attended and the Trunk or Treat had about 10 cars handing out candy. We had a couple of Members who passed out their candy inside to the children as well. I think everything went well and hopefully we can make this an annual event.”

“We purchased decorations for Thanksgiving at Hobby Lobby and decorated the Clubhouse. We were able to get all the decorations at 50% off.”

“The Thanksgiving Dinner will be this month on November 23<sup>rd</sup> at 4 pm. We have about 33 Members who have signed up to come and bring a dish to pass so far. The sign-up sheet is on the Members bulletin board, so if you will be attending and haven't signed up yet, please do so in advance so we can have enough tables and chairs set up besides having enough meat, etc. that is being provided. The turkey, ham, water, coffee, cider, plates, napkins and silverware will be provided.”

“The Christmas Party will be on December 14<sup>th</sup> from 5 pm to 7 pm. We are asking Members to bring their favorite cookie recipes and a sample of them for people to taste. Members who like what they just tasted will be able to go home with the recipe so they can make them and share with their families. From 5 pm to 6 pm, besides cookie sampling, we will have finger foods; meatballs, cocktail sausages, fresh fruit, veggies and dip, etc. We are asking Members to bring something to share if they want to. We are still working on all the details for that. Caroling will be starting at 6 pm so those who don't want to sing can come eat, enjoy the fellowship of the other Members and participate in the first part of the party and if they want, stay and listen to the Caroling.”

“In December we will have Bingo on the 21<sup>st</sup>.”

“In January, we are planning a Chili cook-off besides Bingo.”

**Election Committee:** Chairperson Sandy Getz reported the following:

There was a meeting held Friday, November 8<sup>th</sup> to go over this year's election that was held and some of the issues that require changes. The Absentee Ballot Application was reviewed and a few changes were made to make it clearer this year as to the Name and Address section so we don't have the same issue again for the 2020 Election. All dates have been changed and Vicky will be revising the Application for approval at the December Board Meeting.

**Campground Committee:** Director Witchell reported that everyone who requested a Storage Site was able to get a site. There are a few left yet so if anyone else comes in, they will be able to get a site, however, they will not be able to get power. More spaces cannot be created with power. Director Dombrowski stated that in the back-Storage area it looked like someone had pulled a camper out pretty recently. Director Witchell stated he would check it out after the meeting.

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

**IX. ManagerPlus Report:** Supervisor Wheeler reported the following:

Maintenance feels they can fix the transmission on the Old Dump Truck, and if so, it won't have to be sent anywhere to be fixed.

Full hook up at the Campground has been shut down and winterized.

Catch-M-Cams came in and a new night vision camera has been installed to view the generator area at the Clubhouse, another camera to view the lake side of the Clubhouse was installed and the cameras in the Clubhouse have been changed to motion detected to save space on the recorder. Our computer technician is looking into a system to be able to view the gate from the Supervisor's office.

New trail cameras have been purchased and will be put out soon in different areas.

**X. Unfinished Business:**

In regards to the Agenda Item of "Camping in WB Campground Policy Revisions", Director Dombrowski and Director Simons discussed the current policy and many revision suggestions were made. This item is being tabled to the December Board Meeting for approval of the suggested changes.

**XI. New Business:**

In regards to the Agenda item of "Safety Committee Recommendations", Director Hassberger stated that there is nothing new to report at this time and this item is being tabled to the December Board Meeting.

*(4) Director Hassberger moves to accept the quote from Dorothy L. Howard, PLLC, for the next three years for the Annual Audits at a cost of \$4,000.00 per year, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(5) Director Dombrowski moves to accept the bid from Sargent Docks and Terminal for the Winter Salt at a cost of \$110.00/ton plus tax and surcharges up to 100 ton for the 2019-20 season, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(6) Director Dombrowski moves to accept the bid from Fisher Transportation Company for the Winter Sand at a cost of \$9.00/ton plus tax up to 100 ton for the 2019-20 season, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.*

*(7) Director Holzer moves to ratify the email motion to sell Lot 523, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.*

In regards to the Agenda item of "Winter Storage Agreements for Campground and Storage Areas", the Agreements have been referred to the Policy & Procedure Committee for suggested changes and to be brought back to the Board at a future meeting for approval before the next season.

*(8) Director Hassberger moves to approve Gift Cards for Christmas for all employees as discussed, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(9) Director Hassberger moves to change the starting time of the Board Meetings for December, January, February and March from 10 am to 11 am, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

In regards to the Agenda item of "Wish List Item Discussion", Supervisor Wheeler stated he would like the Board to consider purchasing an ATV/UTV for Maintenance. The Board directed Jeff to get prices to present to the Board.

In regards to the Agenda item of "2020-2021 Budget Draft Review", Director Holzer mentioned that the Directors all have a copy of the Budget Draft in their packets for review and if any Director has any questions or concerns to please email her before the December Board Meeting. This item will be brought back to the December Board Meeting for approval.

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

10) Director Hassberger moves to adjourn the meeting at 12:08 pm to go into Closed Session, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.

**XII. Closed Session:**

An employee matter was discussed with no motions made.

There was discussion regarding a legal matter with no motions made.

A matter regarding an employee's 90-day review was discussed.

(11) Director Holzer moves to adjust Jessica Johnson's compensation per the Supervisor's recommendation in reference to her 90-day review, 2<sup>nd</sup> by Director Hassberger.  
All Ayes, motion carried.

(12) President Bridges moves to increase the annual Assessment fee effective March 1, 2020, from \$375.00 to \$425.00 per lot, 2<sup>nd</sup> by Director Hassberger. Roll call vote,  
Ayes - Directors Allen, Simons, Hassberger, Dombrowski, Witchell and President Bridges  
Nays - Director Holzer  
Motion carried.

(13) Director Allen moves to go back into Open Session at 12:55 pm, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.

(14) Director Hassberger moves to ratify the motions above made in Closed Session, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.

(15) Director Allen moves to adjourn the meeting at 12:58 pm, 2<sup>nd</sup> by Director Simons.  
All Ayes, motion carried.

Submitted by, Vicky McClusky, Secretary/Treasurer