

**White Birch Lakes
Board of Directors Meeting Minutes
December 8, 2018**

I. Call to Order:

President Bridges called the meeting to order at 11:01 am.

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

Board Members Attending by Teleconference: Director Getz (joined the meeting after the financial reports)

Board Members/Others Absent: None (Director Witchell left the meeting right before the President's Report)

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

II. Additions/Deletions to the Agenda:

There were no additions/deletions to the Agenda.

(1) Director Dombrowski moves to go out of order for the Agenda to move "2019-20 Budget Review" after "December Payables Approval", 2nd by Director Hassberger.

All Ayes, motion carried.

III. Approval of Minutes:

(2) Director Witchell moves to approve the November Meeting Minutes as presented, 2nd by Director Allen.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

(3) Director Hassberger moves to approve the financial reports for November as presented, subject to the Auditor's approval, 2nd by Director Holzer.

All Ayes, motion carried.

(4) Director Holzer moves to approve the December Payables as presented, 2nd by Director Dombrowski.

All Ayes, motion carried.

At this time, Director Holzer stated the second and final budget meeting was held yesterday, Friday, December 7th, and thanked the following for participating with the 2019-20 budget: Secretary/Treasurer Vicky McClusky, Supervisor Scott Lubs, Sharon Bridges, Shelly Obrzut, Dick Hassberger, Fred Witchell and Frank Getz. All Board Members have a copy of the budget for review and discussion.

(5) Director Holzer moves to approve the 2019-20 Budget as presented with an amount of \$402,255.00 for Income and Expenses also noting a \$1,000.00 per month transfer to the Capital Improvement Account, 2nd by President Bridges.

All Ayes, motion carried.

(6) Director Holzer moves to set the Annual Assessment fee for 2019-20, with no increase, at \$375.00 per lot noting there hasn't been an increase since 2002 (17 years), 2nd by Director Dombrowski.

All Ayes, motion carried.

At this time, President Bridges stated that Dawn spends hours and hours on the budget workup and thanked her for all her time.

At this time, President Bridges stated that Director Witchell is leaving the meeting for a family event but Director Getz is still in attendance by teleconference so there is still a quorum to continue the meeting.

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

"Another year gone by so fast. Remember when you were a kid how time went so slowly, it seemed like Christmas, your birthday or summer would never come. Now we keep getting older at a record pace."

"At White Birch, we continue to plow, salt and sand the roads for safe travel. Our roads are better cared for than the County dirt roads. Thank you to Jeff and Bob who are up in the middle of the night while we are sleeping so we will have safe passage in the morning. I would also like to thank our wonderful staff who are so dedicated to all of the Members of White Birch and to keep things running smoothly."

"I would also like to thank our new Activity Chairman, Shelly, for the effort she has made keeping us all busy. We had a fall color tour and cook out, a Halloween party for the kids, a Thanksgiving dinner, a kid's Christmas party coming up. Also, to all of the volunteers who assist her. Shelly does not live in White Birch but she keeps things going anyway with the assistance of her volunteers. If you want to assist in any upcoming events, please let the office know and they will pass on your name and phone number to Shelly."

"On behalf of staff, and the Board, I would like to wish you the Merriest of Christmas, Hanukah, Quansah, and a most Blessed New Year."

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

"Merry Christmas and a Happy New Year. Thanks to all our employees and Board Members for their hard work and dedication to White Birch Lakes."

"As of this date, your Campground Bathhouse is still open extreme weather permitting until the water heater is replaced at the Clubhouse. We apologize for the inconvenience. A Porta Jon will again be available for your convenience once the Bathhouse is shut down for the winter. The Campground dumpsters have been stored for the season. There are trash receptacles located in front of the Clubhouse but please note there is limited space. The Winter Storage area gate has been locked. If you want to access your property in the Winter Storage area, you need to let us know here at the business office during regular business hours. This area is scheduled last for snow removal so please approach with caution. Our Maintenance Team has completed setting out Sand/Salt barrels but if we have missed any areas of concern, please let us know."

"Please slow down, drive cautiously and approach all stop signs and the gate area in a safe manner. There is recent evidence that says Members are struggling with stopping in time. Please plan ahead and leave early if needed."

"Please note that we have aerators in all of the lakes and water does not freeze around those areas. As always, PLEASE USE CAUTION on ice covered lakes and note that there is absolutely no such thing as "safe ice"."

"We would also like to thank Directors Holzer and Witchell as well as Vicky and many others for decorating your Clubhouse for Christmas. Please come and take a peek as it's beginning to look like Christmas up in here."

VII. Committee Reports:

Activity Committee: Willa Coombe reported they had a Game Night and there was a Children's Christmas Party last night. There were only two children and nine adults that showed up but just to see how happy the children were was enough to warm your heart. They watched a movie and had milk and cookies. Each child was given a sweatshirt thanks to the Association donations. Willa feels that with more advertising next year there will be more people. Director Holzer stated that the Thanksgiving Dinner was awesome. There were 51 people in attendance. Willa also stated there will be a Christmas Carol Sing Along on December 22nd from 6:30 to 8 pm in the Clubhouse.

Campground Committee: Director Dombrowski stated that everything looks good and thanked Scott for keeping the bathrooms open. There are two other camp sites being used besides his site this weekend.

EPC Committee: Director Hassberger reported that for the month of November there were 2 contiguous lot transfer of ownership and 1 detached garage applications approved. As of yesterday, there were still 4 campers left on lots. Scott stated that 1 camper was taken care of and Fred will be moving it on Monday. The deadline is Monday, December 10th before they will be turned over to the Township for compliance.

At this time Director Holzer thanked the following for decorating the Clubhouse for Christmas: Fred Witchell for decorating the tree, and also Donna Cross and Dorothy MacMillan for helping with the rest of the decorations.

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

IX. ManagerPlus Report:

Scott reported that there is a shortage of salt this year for various reasons which resulted in a much higher cost this year. He asked the Membership to please bear with Maintenance this year because there will be more sand used this year to compensate for the salt

shortage. He also mentioned that in reviewing the tapes of the cameras at the gate there was an incident spotted where the individual went over the speed bump pretty fast and almost slid into the gate. Scott contacted the gate company we use to put some numbers together for an extra gate panel just in case we are forced to repair the gate again. He was also informed by Mr. Van't Hof that his company has been sold to Res Com and he doesn't know how much longer he or his service personnel will be available. Again, he is encouraging people to leave early if you can or at least **PLEASE SLOW DOWN AND STOP AT THE STOP SIGNS WHEN APPROACHING THE GATE**. Also, Scott stated that he has put a note in ManagerPlus to look into our salt situation in August yearly so it can be looked into earlier than in the past for any unforeseen problems with supply. Scott mentioned that there were approximately 400 pictures taken at the dumpsters by the Campground in a 10-day period of time in November before they were removed for the winter. Lastly, Scott explained the Work Order in the Director's packets that shows the problem with the 2000 Sterling Dump Truck plowing and grading our dirt roads and the upgrades that are needed to fit our needs.

*(7) President Bridges moves to allocate \$10,000.00 to upgrade the Sterling 2000 Dump Truck to be able to plow/grade dirt roads, 2nd by Director Allen.
All Ayes, motion carried.*

X. Unfinished Business:

*(8) Director Allen moves to approve the proposals from County Wide Septic for the Clubhouse septic lift station pump control panel installation in the amount of \$6,500.00 and \$5,500.00 for the Campground septic lift station pump control panel installation, 2nd by Director Hassberger. Roll call votes,
Ayes – Directors Holzer, Dombrowski, Hassberger, Allen, Getz and President Bridges
Nays – None
Motion carried.*

In regards to the Agenda item of "Planning for Expansion of the Maintenance Building", Scott explained the bid from Harsh Builders for the expansion based on the drawing provided by Director Witchell and stated that he has contacted two other builders in the area to obtain further bids which have not been received. This Agenda item has been tabled to January's meeting pending further bids.

In regards to the Agenda item of "Clarification of BOCA Code in Covenants and Restrictions", President Bridges read the opinion from the Attorney regarding changes being made to the Covenants and Restrictions. The Attorney stated that Article XV in the Covenants and Restrictions states that they may only be "changed in whole or in part by a majority of the voting members of the Association". The Board agreed with the Attorney that EPC can revise the EPC forms with a statement to reflect that "BOCA" is now "MRC" which stands for "Michigan Residential Code" and no changes will be made to the Covenants and Restrictions.

XI. New Business:

The Agenda item of "2019-20 Budget Review" was moved up and discussed after the December Payables Approval.

There weren't any further items to discuss.

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

*(9) Director Allen moves to adjourn the meeting at 12:55 pm, 2nd by Director Hassberger.
All Ayes, motion carried.*

Submitted by,
Vicky McClusky, Secretary/Treasurer