

White Birch Lakes  
Board of Directors Meeting Minutes  
December 9, 2017

**I. Call to Order:**

President Bridges called the meeting to order at 11:00 am.

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

Board Members Attending by Teleconference: Director Pryde

Absent: None

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

Closed Session:

Director Dombrowski: Theft

**III. Approval of Minutes:**

*(1) Director Allen moves to approve the November Meeting Minutes as presented, 2<sup>nd</sup> by Director Witchell.*

*All Ayes, motion carried.*

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

*(2) Director Witchell moves to approve the financial reports for November as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Holzer.*

*All Ayes, motion carried.*

*(3) Director Allen moves to approve the December Payables as presented, 2<sup>nd</sup> by Director Holzer.*

*All Ayes, motion carried.*

At this time President Bridges introduced and welcomed Mary Jean Abbott, Lincoln Township Zoning Administrator, and her husband for coming to the meeting.

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

"Thanks to all of you who removed your RV in a timely manner. There were several RV's left that have since been removed. Currently, there are 3 left on lots. Letters have been sent out to lot owners from the EPC Committee as well as Lincoln Township Zoning Administrator. It is a Township Ordinance violation. Legal actions will occur if these RV's are not removed."

"Ongoing complex cleanup and getting ready for next year's camping season are underway. We now have a light blanket of snow right for snowmobiling and ice is now forming on the lakes for ice fishing. We have a beaver problem again this year and we are addressing that."

"Have a wonderful Holiday Season and a Blessed New Year."

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

"First and foremost, I would like to wish everyone a very Merry Christmas and a safe and prosperous New Year. Thanks to our employees for their hard work and dedication to White Birch Lakes with Jeff, Mark and Bob in Maintenance, our Clubhouse Attendants, Georgia and welcome our newest employee Barb Woodry who will be replacing Steven as the other Clubhouse Attendant."

"As of this date our Campground Bathhouse is winterized and shutdown for the season. There is a Porta Jon available for your convenience. The Campground dumpsters have been stored for the season or soon will be. There are three trash receptacles located at the front of the Clubhouse but please note there is limited storage so please plan accordingly. Our Maintenance team has completed setting out Sand/Salt barrels but if we have missed any corners or areas please let us know."

"For those traveling back and forth in our Association please note that the road conditions can change hourly and despite our Maintenance crew's best efforts there will be slippery spots occurring anytime and anywhere. PLEASE SLOW DOWN and drive cautiously and approach ALL stop signs in a safe manner to avoid ditches and other drivers. Please plan ahead and leave early if needed."

“We recently purchased a replacement for our plow truck. This newest edition of plowing equipment will have a tighter turning radius for a more accurate and quicker snow removal on our dead ends as well as an automatic transmission for ease of operation for those longer periods of snow removal time.”

“We would also like to thank Director Holzer, Dorothy MacMillan, Director Witchell and Chick Witchell as well as our own Vicky for sprucing up the Clubhouse with Christmas decorations. Please come down and take a look as it is absolutely beautiful and really makes our Clubhouse look wonderful. Thank you, ladies and sir, you did a great job.”

At this time, Vicky thanked Scott and the Maintenance crew for painting the office. She stated that it looks wonderful, nice and bright and fresh, and she loves it. Vicky also mentioned that the color was picked out by Director Holzer, Dorothy Nalepa and herself.

## **VII. Committee Reports:**

**EPC Committee:** Chairperson Marty Perkins reported for the month of November there were 3 Contiguous Lot and 1 tree removal. Marty also stated that the Committee went around and went into “Phase 2” for cleanup of the Association. Pictures were taken and names and addresses were obtained to send out letters to 22 people in the Association. He stated there are so many violations that this task will have to be done in phases. Marty also asked the Board to step up and make a decision on the temporary buildings that are not allowed. He also asked the Board to approve the “Camping Guidelines” which is on the Agenda. Dick Hassberger added that the 22 people stated above are the most egregious violations in the Association.

**Campground Committee:** Director Witchell reported that everything is closed up and working fine. He also stated there are only a few storage sites left for Winter Storage.

**Finance Committee:** Director Holzer reported there isn’t anything new at this time. The 2018-19 Budget will be presented later in the meeting.

**Activities:** No report.

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

## **IX. ManagerPlus Report:**

Scott reported that he did a Webinar Training session last Friday, Dec. 1<sup>st</sup>, that was very informative. He had a 3 or 4 page report versus individual item maintenance pages which streamlines the process. He stated he can also do some counting for items that have been handled for periods of times. The scheduled work orders that were done for this year up to date was 1,674. Out of those only 92 were items that needed attention or repairs that were not scheduled. He stated this means that they are keeping an eye on items and doing maintenance and inspections before things break down or need repairs.

At this time, President Bridges thanked both Director Pryde for purchasing the program and Scott for learning, updating and managing the system. She feels this program has proved that being Proactive instead of Reactive is paying off. Scott added that one item that was just replaced was the Circulation Pump for the boilers that provides heat to the Clubhouse restrooms. He suggested that he have the ability to purchase pumps to have on hand for quicker replacement.

## **X. Unfinished Business:**

Director Witchell presented pricing and the recommended type of sticker/decal that the Auto Sticker Committee is suggesting to the Directors regarding the Agenda Item of Auto Stickers/Decals. This topic was discussed in length. This item has been tabled until March 2018 for further information regarding the procedures or guidelines on how the program will be enforced and be managed.

*(4) Director Witchell moves to approve the revised “Camping Guidelines” as presented, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

## **XI. New Business:**

The Agenda item of “2018-19 Budget Review” was for updated information only. The 2018-19 Budget will be approved at the January 2018 Board Meeting.

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

*(5) Director Allen moves to adjourn the meeting to Closed Session at 12:45 pm, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

**XIII. Closed Session:**

An employee matter was discussed.

*(6) Director Holzer moves to purchase a Christmas Gift Card in the amount of \$25.00 for new employee Barbara Woodry, 2<sup>nd</sup> by Director Allen.  
All ayes, motion carried.*

The added Agenda Item of "Theft" was discussed with no motions made.

A legal matter was discussed.

*(7) Director Allen moves that a Member on Red Fox Run constructing a dwelling has met the requirements of the Court Stipulated Order dated October 18, 2017, 2<sup>nd</sup> by Director Getz. Roll call vote,  
Ayes- Directors Allen, Getz, Holzer, Dombrowski and Pryde.  
Nays – Director Witchell and President Bridges.  
Motion carried.*

*(8) Director Allen moves to go back into Open Session at 3:00 pm, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

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

The meeting was adjourned at 3:02 pm.

Submitted by,  
Vicky McClusky, Secretary/Treasurer