

**White Birch Lakes
Board of Directors Meeting Minutes
December 12, 2020
(Meeting conducted through GoToMeeting.com and at the Clubhouse)**

I. Call to Order:

President Bryant called the meeting to order at 11:11 am.

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

Board Members Attending by Teleconference/GoToMeeting: Director Simons

Board Members/Others Absent: None

(1) President Bryant moves to ratify the email motion for the December monthly business meeting to be held in person at the usual venue with all Member attendance to be via GoToMeeting as well as Directors who are unable or unwilling (Covid concerns) to attend, 2nd by Director Dombrowski.

All Ayes, motion carried.

Note: There were 4 Members listening to the meeting through GoToMeeting along with Director Simons.

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 – Short Term Rental Discussion

President Bryant – Sterling Dump Truck Hydraulic Tank

President Bryant – Holiday Hours for the Swimming Pool and Clubhouse (added during the Office Administrator's report)

III. Approval of Minutes:

*(2) Director Allen moves to approve the minutes from the November Board Meeting, 2nd by Director Hassberger.
All Ayes, motion carried.*

IV. Income Statements - Treasurer's Report:

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

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

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

“Merry Christmas and Happy Holidays to those that prefer that. We have experienced a crazy year here. It has been trying on everyone. My sympathy goes out to those that have lost family members and friends and diligence to continue to serve here at White Birch will continue.”

“Currently right now there are trees down all over the place. There are some areas that you can't get to from here because you can't get through. The roads seem to be in good shape other than the trees being across. Jeff and Jess are currently out working and they have done some really good things to a couple of the roads, Laurel Lane and Wolf, and those problem areas have been worked on. They will continue to work on those areas.”

“Stay safe as we are continuing to adhere to the Governor's rules in relation to the COVID. We have made this meeting for the Board Members only other than the virtual portion for the Membership. We will continue to do this virtual meeting and hope that we get more to join as it appears by the Board that we do have more than we did last month. I think we are getting it ironed out so it is where you can hear. Is that correct? (All that were listening stated they could hear well with Director Simons suggesting that the Board Members furthest away from the microphone speak up a little when talking).”

VI. Office Administrator Report: Bambi reported the following:

"I don't have much to report as far as the Clubhouse. Pool usage is pretty steady. We clean and disinfect a lot during the day. I was asked to ask if we would be closed Christmas Day and New Year's Day and if you plan on extending the hours through the Christmas break. Other than that, I don't have anything further as far as the Clubhouse goes."

At this time, President Bryant added "Holiday Hours for the Swimming Pool and Clubhouse" to the Agenda under New Business.

Bambi went on to state that the Directors have quotes for a document scanner that she was asked to purchase by Director Pryde for all the reports that are currently in her office so they can be scanned instead of having a file cabinet full of old documents and reports. Director Pryde stated he would like to see the same scanner that the Secretary/Treasurer has.

*(5) Director Dombrowski moves to allow Bambi to purchase the recommended/desired scanner up to \$500.00, 2nd by Director Allen.
All Ayes, motion carried.*

Director Pryde stated that Larry, our computer technician, will be brought in to make sure that all the computers are being backed up sufficiently with the above scanner included to make sure that nothing is lost.

VII. Committee Reports:

Financial Committee: Dawn Holzer stated that the 2021-22 Budget will be discussed later in the meeting during Unfinished Business.

Activities Committee: Marney Frank reported that there were 16 Trick or Treaters for the Halloween Event and 17 for Bingo in October. Activities for November had to be cancelled due to COVID and the December events are also cancelled due to COVID.

Campground Committee: President Bryant stated that Fred Witchell was present at the beginning of the meeting and stated that everything seemed to be running smooth. Director Dombrowski added that he is staying in the Campground and he noticed that the Storage Area was locked up but there was a vehicle parked there. He stated later in the day, he would check it out again to make sure there isn't anything pressing. He will let President Bryant know if he sees anything out of the ordinary.

EPC Committee: Dick Hassberger reported for the month of November there were 3 Contiguous Lot Requests for Transfer of Ownership Only, 1 tree removal and driveway request. All were approved by the Committee. Letters were sent out for campers still on lots at the end of the season and as of last Friday, there were still 4 campers on lots which were turned over to the Township. There were also 15 letters sent out for temporary structures on lots and they have until December 24th to comply before they are followed up on.

*(6) Director Simons moves that when violation letters from the EPC Committee are sent, copies are available and placed in the Director's packets monthly with a list of who they were sent to, 2nd by Director Dombrowski.
Ayes – Directors Pryde, Brandle, Dombrowski, Allen, Simons and President Bryant
Nays – Director Hassberger.
Motion carried.*

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/Lightning Plus Reports: Bambi reported the following:

Our data has been received by Lightning Plus which she sent to them on November 18th. After many emails to them, she just got an email this week stating they never received our data. Now they are stating that they have the data and they will be reaching out to her after the data is in the Cloud. Within the next couple of weeks, we should be going live with the program. Director Pryde asked Bambi to send them a note and tell them they have until this coming Friday to notify her that everything has been put in because it doesn't take them long to get that into the Cloud.

As far as Maintenance, Bambi reported that the Bath House has been shut down; the Portal Jon has been placed at the Campground; full hook-up has been winterized; the back Storage Area is locked; the Playground at the Campground has been cleaned up; the Salt/Sand barrels are out on the corners of the roads; a camera has been placed at the Guard House that points out to Old State Road; there has been dirt placed on the road to Holiday Lake; the dumpsters have finally been picked up after many, many calls; the cutting

edges for the Dump Trucks have been picked up and the heating issue has been taken care of in the Sterling Dump Truck; the Members sign at the Entrance was hit again and will probably be placed in the center island in the Spring; sand and salt won't be able to be used until the Hydraulic Tank is received and put back on the Sterling Dump Truck; and we are still waiting on the final authorization so the culvert can be started on Timber Lake.

President Bryant asked Bambi if there are Portal Jons placed at the lakes during the winter for ice fishing. She will ask Jeff if that is usually done. If not, Bambi was asked to find out what the cost would be to have them during the winter and report at the January meeting.

In regards to the monthly Maintenance Priority List, Director Simons stated we will go by what the Lightning Plus reports show from now on. The Priority List will not be used any longer.

X. Unfinished Business:

In regards to the Agenda item of "Coronavirus COVID-19 Update", Vicky reported she was asked by a Member if the Clubhouse can be rented for a Cub Scout Christmas Party. The Board answered that with the COVID restrictions no parties can be held. Vicky stated she would let the Member know. Bambi stated that the current restrictions have been extended through December 20th.

In regards to the Agenda item of "Further Discussion Regarding Common Property Taxes", Vicky read the following update from our Attorney, Paul Blanco:

"This week, I received the valuation disclosures from the Township, which I will forward to you. Per the Tax Tribunal's notices on the appeal files, I have until May 19, 2021 to file my prehearing statement and any valuation disclosure. There will be a two-week long 'prehearing general call' commencing August 16, 2021. I will be given one week's notice prior to my time to appear. As you can see, this process moves at a glacial pace. I expect to start drafting my legal argument shortly, since I now have the full township response. I will share my draft with you for review and comment before I submit it."

In regards to the Agenda item of "Further Road Gravel Projects Discussion", President Bryant stated this item is being moved to Closed Session.

In regards to the Agenda item of "Letter Regarding Accessory/Storage Sheds on Vacant Lots", Director Simons thanked Dick Hassberger and Steve Brandle for the counting of the surveys and the results that were received. Director Simons reported that the count was overwhelmingly in favor of sheds on lots but the responses were very low. It was very disappointing that several people chose not to even voice their opinion. As of right now, he doesn't have a clear decision on which way to go with this but he is open to discussion from the Board. He asked Director Hassberger to report the numbers from the counting of the surveys. Director Hassberger reported the following:

"Out of 864 surveys mailed, 346 valid responses were received, which is a 40% response rate. The 346 responses totaled 472 votes. Obviously, people have multiple lots. 88 of the respondents indicated that they were registered to vote in Lincoln Township. 369 responses were affirmative on the question and 103 rejected the question."

Director Simons stated that if we can't get our Membership to fill out a simple survey and return it, his concern is that we wouldn't be able to get any type of C & R change passed for sure. He stated this will have to have more discussion from the Board and hopefully he can do that with the Board in person instead of virtual very soon.

President Bryant allowed Secretary/Treasurer Vicky to state that Roger Carey, the Lincoln Township Zoning Administrator, was at a Board Meeting a couple of years ago and stated that an enclosed trailer, as long as it is licensed, would be allowed on vacant lots during the camping season for use of storage. Vicky stated Roger Carey was in her office earlier in the week and when asked about this, he restated that they would be allowed as long as they are removed at the end of each season **and that they are licensed** as a possible solution.

In regards to the Agenda item of "2021-22 Budget Review/Approval", Dawn Holzer mentioned that the Proposed Budget is in the Director's packets but with the possible additional costs of Portal Jons during the winter for the lakes, payroll figures and the property tax amounts, the Board may have to wait until January to approve it. This has been tabled to the January Board Meeting for approval.

*(7) Director Allen moves to allow the purchase of a Martin Furniture Desk and Return for the Office Administrator's office to include tax and expert assembly with the amount not to exceed \$1,050.00, 2nd by Director Pryde.
All Ayes, motion carried.*

A short break in the meeting was taken and the meeting resumed at 12:42 pm.

XI. New Business:

(8) Director Dombrowski moves to ratify the email motion to purchase new cutting blades for the Dump Trucks per the invoice up to \$3,000.00, 2nd by President Bryant.
All Ayes, motion carried.

(9) Director Simons moves to ratify the email motion to accept the offer for the sale of Lot 911, 2nd by Director Brandle.
All Ayes, motion carried.

In regards to the added Agenda Item of "Short Term Rental Discussion", the Board tabled this item to the January meeting to allow the Board Members to review our Attorney's opinion which was just received and presented Saturday morning right before the Board Meeting due to COVID issues by our Attorney.

(10) Director Allen moves to approve the quote from JD Metalworks, Inc. to build a new Hydraulic Tank for the 2000 Sterling Dump Truck in the amount of \$681.33, 2nd by Director Brandle.
All Ayes, motion carried.

(11) Director Hassberger moves for the Clubhouse and Swimming Pool to be closed for Christmas Day and New Year's Day and for the hours to remain the same as usual for the Christmas break, 2nd by Director Brandle.
All Ayes, motion carried.

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 Hassberger moves to go into Closed Session for an Employee Yearly Review and Road Gravel Discussion at 1:08 pm, 2nd by Director Pryde.
All Ayes, motion carried.

XIII. Closed Session:

An Employee Yearly Review was discussed with no motions made.

(13) Director Hassberger moves to approve and pay the invoice from Fisher Construction Aggregates in the amount of \$60,318.17 with \$30,000.00 to be taken from the Capital Improvement/Contingency Fund and the remaining \$30,318.17 to be taken from the Mercantile Money Market Account, 2nd by Director Pryde.
All Ayes, motion carried.

(14) Director Dombrowski moves to go back into Open Session at 2:16 pm, 2nd by Director Hassberger.
All Ayes, motion carried.

(15) Director Allen moves to ratify the above motion made in Closed Session, 2nd by Director Brandle.
All Ayes, motion carried.

(16) Director Hassberger moves to adjourn the meeting at 2:19 pm, 2nd by Director Dombrowski.
All Ayes, motion carried.

Submitted by,

Vicky McClusky, Secretary/Treasurer