

White Birch Lakes  
Board of Directors Meeting Minutes  
February 11, 2017

**I. Call to Order:**

President Bridges called the meeting to order at 11:02 a.m.

Board Members present: President Bridges, Directors Bryant, Pryde, Holzer and Allen; also, Supervisor Lubs and Secretary/Treasurer McClusky

Absent: Directors Dombrowski and Getz

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

None

**III. Approval of Minutes:**

*(1) Director Holzer moves to approve the January Meeting Minutes as presented, 2<sup>nd</sup> by Director Bryant.*

*All Ayes, motion carried.*

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

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

*All Ayes, motion carried.*

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

*All Ayes, motion carried.*

Vicky asked the Board Members if they should be paid \$1.00 per year or \$1.00 per meeting as the By Laws state.

*(4) Director Holzer moves that the Board Members be paid \$1.00 per meeting for the 2016-17 fiscal year and beyond, 2<sup>nd</sup> by President Bridges.*

*All Ayes, motion carried.*

At this time, Vicky stated that the invoices for fiscal year 2017-18 have been sent out. She went on to thank Dorothy MacMillan, Inez Bowers, Donna Cross and Dawn Holzer for volunteering their time to help with the stuffing of envelopes for mailing. Also, Dawn was thanked immensely for taking her time to fold all three of the inserts that were sent with the invoices and Scott for providing the boat slot rental invoices.

**V. President's Report:**

President Bridges reported the following:

“The ground hog said 6 more weeks of winter, if you look at the calendar that is when spring comes anyway. Things are quiet here.”

“The covers for the heaters in the pool room have gone to be powder coated. They were very rusty and when we painted them they became rusty again quickly due to the humidity in the pool.”

“The new gate hardware is in and will soon be operational. Remember to keep your PIN number close so you can get in the gate. Please, for security reasons, keep that number very private. If you have guests coming, or a service hired, get a weekly code from the office. This will prevent what we currently have with numbers in the community and unauthorized entry. We now have proxy cards available for your use. If you already have a gate card, you can exchange it during business hours. If you do not have one, it can be purchased for \$10.00. Your old code number will no longer work, nor will your old card. Because of the process required to activate a new card, a new one can only be acquired during business hours so keep that in mind. You can always use your new PIN number to get into the complex.”

## **VI. Supervisor’s Report:**

Scott reported the following:

“Good morning. For the first time in a couple of years we have had to order additional sand/salt as 2016 ended very icy and 2017 promises to be just as icy. As always, our Maintenance Team will do their very best to keep the roads safe but please take it slow and plan accordingly. Please take note that there are several sand/salt barrels available on some of our more difficult corners that can be used for additional traction.”

“Weather and technical difficulties have delayed the start of our new gate access system and we are anticipating this project to be finished beginning next week. We apologize for the delay but up to date we have entered 300 access cards and 33 transmitters into that system. If you haven’t contacted us about cards or transmitters please do so, for your convenience as your PIN number you received by mail will work but we encourage you to use the cards and transmitters as well.”

“We have sent out 90 plus Boat Slot Renewals; at least 10 of which are for multiple slots. Please remember that the \$10.00 per slot deadline is March 1<sup>st</sup>. If your name was placed on a waiting list, please contact us after March 1<sup>st</sup> for availability of Boat Lot Slots.”

“We had a visit from the Clare County Health Department on Friday, January 20<sup>th</sup>, concerning the status of our pool. Due to our Staff’s diligence and attention to detail we once again have passed our inspection with no violations. For those of you that have visited our pool lately, you would have noticed that the heating registers are missing. As of Tuesday, February 7<sup>th</sup>, they were in the process of being burned, they will then be sand blasted and powder coated. Hopefully, we will get a few more years use out of them that way. Please be patient with us as there is some caution tape surrounding the pool but the pool does remain open. There are now hanging shower caddies in the showers and a new splash guard in the pool room area behind the water spigot.”

“My thanks to Vicky for decorating for Valentine’s Day and to President Bridges and Director Holzer for assisting this Supervisor in sorting through insurance information. And a special thanks to Vicky for assisting with the funeral luncheon held Friday afternoon here at our Clubhouse and a quick shout out to Jeff who made a couple of passes in the salt truck for traction for folks navigating the road with arms full of food and loved ones.”

At this time, Director Bryant thanked the Road Staff for the fantastic job they are doing on the roads. He also stated that schools were closed for 9 days in a row but the guys are doing a great job. Director Allen also stated the roads are great. President Bridges stated that the county dirt roads are almost honeycombed with pot holes and yes, we do have pot holes in here but not nearly as bad as they are outside of the Association.

President Bridges thanked Jim Neal for his suggestion in regards to getting a trailer instead of another truck. That hadn’t occurred to them and in doing so it has saved a lot of money. The trailer will be outfitted with cabinets and shelves so the items necessary will be in there for Maintenance to save time in running back and forth from the Maintenance Building to where they need to be working.

**VII. Committee Reports:**

**Activities:** Carolyn Neal reported that Director Holzer and herself have been talking about ways to adjust the cushions on the wooden furniture in the Clubhouse so they won't slip down so much. Carolyn also stated she is going to start planning a 4<sup>th</sup> of July picnic and parade. She will get costs together and come back to the Board for approval of funding.

**EPC Committee:** Vicky reported there were 1 Contiguous Lot for Transfer of Ownership request approved and 1 Tree Removal request approved for the month of January.

**Campground Committee:** President Bridges (and Scott) stated that a power auger will be purchased soon to help alleviate issues with the sewer lines in the Campground, Bath House and Shower drainage system and keep them running more smoothly. It will also be used at the Clubhouse if necessary.

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

**IX. ManagerPlus Report:**

Scott stated that he has added the Enclosed Trailer to the Asset list in ManagerPlus. He also stated Maintenance is watching the clutch in the Dump Truck for possible repairs. The Entrance Gate is being handled.

**X. Unfinished Business:**

*(5) Director Bryant moves to make the revisions as discussed for the "Camping Requirements" policy, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(6) Director Bryant moves to create a new policy as discussed for "Fire Pit and Burning Requirements" for ALL Lots and Common Properties, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

*(7) Director Holzer moves to accept the revised "Vacation Policy" as presented with the minimum hours for eligibility to remain 30 hours, 2<sup>nd</sup> by Director Pryde. Roll call vote,  
Ayes – Directors Bryant, Pryde, Holzer, Allen and President Bridges.  
Nays – None  
Motion carried.*

The Board's decision is for the Website to show "Employee Manual and Policies" in the Policy section and when a Member clicks on that tab it will show "A Complete Copy of the Employee Manual and Policies is available for any Member to view".

*(8) Director Holzer moves to accept Ace Hardware's quote in the amount of \$1,738.00 with funding to be transferred from the Capital Improvement Fund for LED lighting, 2<sup>nd</sup> by Director Bryant.  
All Ayes, motion carried.*

**XI. New Business:**

*(9) Director Holzer moves to ratify the email vote for the sale of Lot 1242, 2<sup>nd</sup> by Director Pryde.  
All Ayes, (with exception of Director Bryant who recused from voting), motion carried.*

(10) Director Holzer moves to approve the email vote for the sale of Lot 447, 2<sup>nd</sup> by Director Pryde.

All Ayes, (with the exception of Director Bryant who recused from voting), motion carried.

(11) Director Bryant moves to accept the quote from Schumacher Agency Inc. for the April 2017-April 2018 Commercial Insurance policy in the amount of \$12,513.49 with the payment in full to be made in one payment, 2<sup>nd</sup> by Director Holzer.

All Ayes, motion carried.

(12) Director Pryde moves to accept Home Waters Recreational Real Estate and White Birch Realty as the 2017-18 Realtors for the WBLRA owned lots that are for sale, 2<sup>nd</sup> by Director Allen. Roll call vote,

Ayes – Directors Pryde, Holzer, Allen and President Bridges

Nays – None

(Director Bryant recused from voting)

Motion carried.

At this time, Director Pryde explained the need for a new computer system for the Clubhouse to handle all rentals, ex: Camping rentals, Clubhouse rentals, Pavilion rentals, Storage, etc. Director Pryde also stated that he is providing a computer program that his son is creating as a donation for this system.

(13) Director Pryde moves to approve up to \$1,000.00 for the purchase of a new computer system for all rentals with the funds to be transferred from the Capital Improvement Fund, 2<sup>nd</sup> by Director Holzer.

All Ayes, motion carried.

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

(14) Director Allen moves to adjourn the regular meeting at 1:33 pm to go into Closed Session, 2<sup>nd</sup> by Director Holzer.

All Ayes, motion carried.

**XIII. Closed Session:**

There was an ongoing legal matter discussed with no motions made.

The Board of Directors returned to Open Session at 2:03 pm.

**XIV. Adjournment:**

Meeting was adjourned at 2:06 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky  
Secretary/Treasurer