

**White Birch Lakes
Board of Directors Meeting Minutes
February 12, 2022
(Meeting conducted through GoToMeeting.com
and at the Clubhouse)**

I. Call to Order:

President Boos called the meeting to order at 10:00 am.

Board Members Present: President Boos; Directors Brandle, Heiden, Simons, Cooley and Bryant also, Secretary/Treasurer Lisa Trojanowski, and Manager Michelle Waters

Board Members Attending by Teleconference/GoToMeeting: Director Barnes

Board Members/Others Absent:

Note: There were 6 Members listening to the meeting through GoToMeeting and approximately 12 Members in Attendance at the Clubhouse.

The Invocation was given by President Boos.

The Pledge of Allegiance was recited by all present and listening through GoToMeeting.

II. Additions/Deletions to the Agenda:

New Business: Director Simons - Vending Machines and Campers returning.

III. Approval of Minutes:

1. *Director Bryant moves to approve the minutes from the January Board Meeting as presented, 2nd by Director Simons, All Ayes, motion carried.*

IV. Secretary/Treasurer's Report:

Lisa Reported that the Annual Assessment invoices were sent out for the 2022-2023 Fiscal year which are due March 1, 2022. They were sent out on Tuesday, January 25th and Thursday January 27, 2022. A special thank you to Dawn Holtzer for folding over 850 invoices and 2 inserts plus the letter as well as helping to stuff envelopes. There were 1,147 invoices sent out totaling \$487,475.00 in potential income this year. We also sent out 107 Boat Storage invoices totaling in \$1070.00 in potential income.

2. *Director Bryant moves to approve the financial reports for January as presented, subject to the Auditor's approval, 2nd by Director Cooley. All Ayes, motion carried.*

3. *Director Simons moves to approve the January Payables as presented, 2nd by Director Brandle. All Ayes, motion carried.*

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

With the all the excitement of the Super Bowl and Presidents Day, I would like to wish everyone a Happy Valentine's Day. I would like to thank Marty Perkins for doing a nice job repairing the seats in the sauna. The staff is also busy by freshening up our clubhouse. The pool attendant area was painted along with the cabinets, the ceiling grid was painted, the hallway as well as new trim in the men's shower. A good refreshed look. Thanks to the staff. The trees have been removed at the Holiday Beach to provide additional parking. In the Spring we hope to finish it with some gravel. Many members have inquired about the house on 5005 White Birch, the board is working with the township on this ongoing problem and will continue to get a resolution."

VI. Manager's Report/Maintenance: Michelle Waters reported the following:

“Van't Hoff was here last Friday and replaced a motor and board on the entrance side closest to the guard house. The original quote was \$2440, the actual price will be \$1990 because both parts were installed the same day. We saved \$450.”

“The Sterling hydraulic leak is being monitored and they are trying to get through February without pulling the cylinders. We are expecting a storm this week and do not want the truck to be down for that.”

“We had to call Martin heating and cooling out for a boiler that was not heating an area of the clubhouse at the end of January. They had to replace a switching relay. It was replaced and it is working fine. At that time, it was suggested we order the pressure and burp valve for all the boilers. 2 of them have been discharging more water than they should out of the release valve. I asked then to order the valves for all 4 boilers. I did not check the price at that time. The cost is \$ 289.10 per boiler which would total \$1156.40.

4. Director Simons made a motion to repair the boilers at a cost up to \$1200. 2nd by Director Cooley. All Ayes, motion carried.

“Martins was also out here this past Wednesday to install new base board heater covers in the pool area. The technician was not able to replace the corners due to a height issue but said that they are not rusting through and we have a few more years before they will need to be replaced. There will be an adjustment on our bill, Martins is expected to be here next Wednesday to finish the install in the men's room and will have the new bill at that time.”

“As Tim has said we have been working on refreshing up the Clubhouse, and I think it is looking really good, with the light snow we have had, Jess and Justin have been able to work on that.”

We have 2 urinal screens and 1 bathroom stall that needs to be replaced. They are rusted out on the bottoms and whenever it is touched rust falls on the floor. In the back of your book, you will see 3 quotes to purchase these items. The lowest bid is from All Partition out of Chicago and we have used them before. Our maintenance staff is able to do the repairs. The Cost is \$651 including taxes.

5. Director Heiden made a motion to order the supplies at the cost \$651 for the bathroom repair. 2nd Director Simons and then asked if the campground bathrooms had also been looked at. Director Heiden withdrew his motion.

The decision was made to check the campground bathrooms and send an email to the board with the new pricing.

“We have been notified by our website host that she is retiring this year and we need to find a new one. If anyone knows a good one, please let us know.”

“Jess has given me the maintain X tablet and I have been working in it a few times a week.”

“I had a request by a member for a years' worth of guest codes. I asked the Board if this was common practice, and no one responded that it was. I believe the prudent answer would be to give out a months' worth at a time, in case ownership changes.” President Boos stated that we would agree with the managers decision.

“We sent out letters to the 5 members that still have trailers on their lots. One person responded, that he had not removed it after hunting season and he had gotten sick in December and now it has snowed and he cannot move it. We have not had a lot of snow and it is felt he can remove it and will be notified that he is not a member in good standing with White Birch.” Director Brandle does not feel that this will stop the Township from accessing a fine.

Director Heiden asked how much we pay our Web host at this time. We pay \$60 a year and if there are little additions or changes, we pay \$5 or \$10 at that time.

Director Simons asked if we can take a look at the cylinders that are leaking and see if they may have common cylinders to look into purchasing a spare. We did talk about this and Jess is sick today and was not able to come in and she was going to address this with you. Director Cooley asked if we would be replacing or rebuilding the cylinders. We are planning on rebuilding at this time.

VII. Committee Reports:

Safety Committee: Steve Biechele, Lot 1321, reporting off the report he received from Officer Hubbard from the Clare County Sherrif Department. “For Lincoln Township, there was 268 incidents and for Clare County for the month of January there were 2477. Some of the highlights as far as quantities, ambulance and rescue – 10, general patrol – 18, general assistance – 8, intimation and stalking – 3, motor assist – 3, obstructive of justice – 5, paper service -16, property checks – 175, suspicious persons all binary – 8, traffic control – 6, traffic stops -5, and all the categories were at – 1. He will be getting this every month from Officer Hubbard.” This report does not break down specifically White Birch calls. The Safety committee has been looking at last year’s Safety committee recommendations, and should have a report out to you next month. “Steve would also like to establish an email specifically for the safety committee, for people to contact with concerns that can be carried on to each year.

C & R and By-Laws Committee: Tim Vajcner briefly reporting “We have been focusing on the White Birch current C&R on allowing temporary canopies on camping lots. We have gathered a lot of data and are at a point where we would like to review it with the executive committee outside of the board meeting, to go through the background and some of the things we are seeing and propose some recommendations. It was decided to wait until after the Lincoln Township meeting and a time would be set up to meet. Director Bryant stated we need to make this meeting public and notify members that a meeting is taking place. Director Brandle agreed that this is a transparency situation, but we also cannot make any decisions, that all we can do is make recommendations back to the board. Tim Vajcner feels that this is more of an education thing.

Finance Committee: Dawn Holtzer reporting that “the annuity is coming due and I have done some research, the gentleman that is handling our existing annuity is on vacation and will get back to me next week. And I reached out to our insurance company Schumacher and they gave me a quote as well, I have some information and I don’t know if you want a copy of it now to kind of review it, if you have any questions that I can relay to Steve on what we are going to do with this annuity and how much we are going to reinvest. We need to have this buttoned up by March.” It was decided when Dawn gets all the information, to email the board with the information. “Schumacher at this time, has a 6-year annuity, the interest rate is guaranteed at 1% currently is 1.35% however, if we go with them, they will give us a 2% annual discount on our insurance. If you figure that it, we are getting 2% interest for 2 years and after each year if we needed to take money out the surrender fee would be less. We are getting approximately 2% interest right now, we have made approximately \$16,000 in 7 years, so you do the math. The thing is with our insurance agent at the time that gave us Cincinnati Life gave us no extra perks for the association by putting our money there but they gave us a good rate. So, if anyone has any questions, they want me to ask the gentleman, just send me an email.”

EPC Committee: Marty Perkins stated “We got this notification in the email, the board all got it. There is a page and a half of violations, camping violations. We all know this, the EPC wanted to defuse what happened last year with the township and with all the new, people, half the people, do not even know the rules. So, we thought we would try to get the trailers all off this fall. This spring, we are going to go around and address this to every person that is on this list, shake their hand and talk to them and tell them why they are in violation, instead of being stomped by the township with a legal letter, we are trying to take care of this inside.” President Boos added “Just to give an update this letter came about noon yesterday to myself and Marty. The letter was written by a group that stated what the EPC actually reads, “About nothing on the camping lots.” They went around and surveyed all the camping lots and wrote on this list.” Marty stated he has this list too. President Boos stated that “they qualified themselves as a group but the way it is worded and the way it was done, we know who the group is.” The email came from White Birch Preservation Group. Marty stated “We all know this and we have all talked about this and remember we were going to take care of this in the spring, more education, talk to them and calm everyone down.” President Boos stated he will contact this group. Marty stated “We have had 1 garage approved and 2 contiguous lots.” Director Heiden would like to put on record that he would like to apologize to Lot 472, that we accidently sent them a camping letter. “Me and Marty both drove around and I did cross off 472 and put 473, but somehow in getting the information transferred it was lost. I contacted them by phone and they emailed Tim and I apologized. “I’m sorry you don’t have a camper on your lot and we are going to send a letter to the correct lot.” President Boos has also emailed them and apologized for the error.

Policy Committee- Marie Sherry reporting “It is nice to see you in real life, I have been trying to get up here earlier but just wasn’t able to. So, hopefully you all got an email that I had sent last month, just to give a recap for those who were not privy to

the email. Since we have started, we have been reviewing all of the policies that were in the policy book here in the office. We kind of broke them into different groups to assign people to look for redundancies and things that were no longer valid or things that were kind of confusing and created kind of an outline of things we think need to be cleaned up. What we are looking to do is to create some kind of document that puts all of the policies in one place for the membership to see so that they are very clear what the policies of the association are and then we can put them on the website as one document. At this point, what we are looking for now is 2 things direction from the board that you agree with kind of our vision of where we want to go with this and then also if there are any policy that are not in the policy book that we should be aware of to include in our report. We talked about going through old minutes but, we as a committee don't have the time to do that. So, at this time those are the 2 things we are looking for some direction. I think once we start moving on the actual consolidation, we should have something fairly quick, by summer. I think there is a lot of overlap with the bi-laws and some of the policies. We decided not to go there yet or to the personnel related policies yet, we thought that just doing the membership was a big enough chunk to bite off. "Director Simons stated "I would not want the employee ones looked at, I mean whatever affects the members, there is a liability to the personal information." Mary stated she is "looking for some agreement in direction of cleaning up these policies and creating a single document for the membership to be able to see. We just don't want to go forth and do more work and then all of a sudden, the board goes, why are you doing that?"

Activities Committee: Lisa Cooley stated that there is Bingo tonight 4:00 to 5:30 in the Clubhouse. Also, she would like to "Welcome Marty Perkins to the Activities committee. And the committee is looking for some fun activities to do."

Conservation Committee- Director Simons received a message that stated White Birch will be sprayed by the county in late May, depending on when the Gypsy Moths hatch. Detailed maps of all designated spray areas will be posted on Clare County Conservation website near the end of February. We will try to post the White Birch map on the Facebook page. Opt out letters will be going out around February 22, and all opt outs must be in no later than April 1st. If someone is wanting to know if their property is by an opt out they must present a Freedom of Information form to Toni Maize at the Clare County Conservation department by email or brought into the office. Claregmco@ macd.org.

VIII. Comments from the Floor:

1. Marie Sherry, Lot 714-715, "Just want to comment briefly on the short-term rentals issue, when I first heard about the short-term rentals, especially what happened to that one being new this summer, I was like off with their heads, we don't need them. But since then, I have met people that have short-term rentals here. When I think short-term rentals, I think about some businesses just renting them out and that they don't care about the community. Come to find out, that some of these short-term rentals, this is actually how these people are able to afford to bring their families here to White Birch. It is helping them make the payment on their 2nd home. So, I just want to ask that the Board be cognizant/ aware that it is important that we try to keep these people as part of our organization."

2. Tim Crook, Lot 517-518, "In reference to short- term rentals, I just want to encourage you to uphold our current rules and governing documents, instead of personal gain or financial opinions, there are rules to go by and if these rules change in the future, so be it."

3. Steve Biechele, Lot 1321, "I know that Jeff put on the agenda the camping dates and I think we discussed this at either the September or October board meeting, that instead of giving the 2 weeks early permission that the board can do. We should move it to May 1st, to align better with the county/township ordinance."

IX. Unfinished Business:

In Regards to the Agenda item of "Common Property Taxes Court Docket," There is nothing new, it is in the judges' hands and we are waiting for him to review it. For information wise, Dawn had found some minutes dated 1983, stating that the bank signed over everything to White Birch and it stated a date. We had no legal documents and did forward that on to the attorney for his review.

In regards to the Agenda item "Short Term Rental Legal Opinion," We referred this back to the attorney to see if he would head up this campaign so people would have to report back to the attorney instead of the board. We have not heard back from him at this time.

In regards to the Agenda item “EPC Policy/Fines Update,” We requested from the attorney an opinion on how we could incorporate fines into our violations and he has not responded back at this time. We will stay on the attorney and hopefully get something back for the next meeting.

X New Business:

6. Director Heiden moves to ratify the email motion to approve the 22-23 budget as submitted by the Finance Committee with the amount of \$487,804.00 in income and \$487,804.00 in Expenses, and to set the 22-23 annual assessment fee, with no increase at \$425.00 per lot. 2nd by Director Cooley. All Ayes, motion carried.

7. Director Brandle moves to ratify the email motion to add Marty Perkins to the Activities Committee. 2nd Director Heiden. All Ayes, motion carried.

8. Director Heiden moves to ratify the email motion to approve the repair of the gate with the expenditure of \$2,440.00 to be taken out of the Capital Improvement Fund. 2nd Director Brandle. All Ayes, motion carried.

9. Director Heiden made a motion to withdraw the email motion to repair the cylinders on the Sterling at the low bid by Kings Mechanic. 2nd President Boos. All Ayes, motion carried.

10. Director Heiden makes a motion to repair the cylinders on the Sterling not to exceed \$1000,00. 2nd Director Cooley. All Ayes, motion carried.

11. Director Bryant made a motion to take funds for the repairs on the vent covers from Capital Improvement. 2nd Director Heiden. All Ayes, motioned carried.

Lisa reported that our current Auto Owners Insurance covers each employee 100,000.00 bond included and the Executive Committee is also covered at no additional charge. President Boos stated that Lisa has agreed to become a Notary Public. Director Simons asked if there was a fee for this. The fee for Notary and Bonding is \$10 for the county of Clare, \$10 for the State of Michigan and \$60 to the insurance company for bonding 6-7 years depending on where your birthday falls.

12. Director Simons made a motion for Lisa to become a Notary Public at the Associations cost. 2nd Director Cooley. All Ayes, motion carried.

In regards to the addition to agenda “Vending Machines” Director Simons contacted a vending machine that is local and take in the Shepard area, they are willing to come in and take over the vending machines. “If everyone is not aware our vending machine is broken and it is expensive to try and get someone in here to fix it. And we make very little on the machines so, it is not even worth our time.” This company is willing to come in and manage the entire thing and manage the snack machine and soda machine. Maintain it, stock it and take responsibility for expired items. The only condition that they have is that they want to have a pop and snack machine. If it is just one, they do not want the business. Just checking in with the board to see if the agree to the conditions of bringing in two machines. We were kind of walking around a little bit looking at breakers and things like that and where we could put them. Even if we don’t make any money off of this, we don’t lose anything, we are providing a service to members and freeing up employee time.” It was suggested that we ask if in camping season, we put a machine down in the campground. There is no fee.

13. Director Heiden made a motion to proceed with this company in bringing in the vending machines. 2nd Director Cooley. President Boos, Director Brandle, director Simons, and Director Barnes Ayes, Director Bryant Nay, motion carried.

Next item on the agenda is returning campers to camping lots. Members will be able to bring their campers back on May 13, 2022. Which is only approximately a week after the Township. We can only allow what our C &Rs allow us to do. We are proposing a blanket permit to allow campers to come back at that time, instead of each camper coming into the office to apply for a permit.

14. Director Simons made the motion to allow campers to come back to the property on Friday, May 13, 2022. 2nd Director Brandle. All Ayes, motion carried.

XI. Additional Comments from the Floor:

Tim Vajcner, Lot 34,” I just want to highlight the discrepancy in starting of camping to the prior 2 seasons.” Two years ago, the board allowed a blanket camping approval starting on May 7. So, that is different than the blanket 2 week camping rule. Last year, the camping was made May 14. But the board also allowed individual members to get a 14-day permit prior to that. Many of us moved in on May 1st last year. Just pointing out the discrepancies.”

Marty Perkins, Lot 1095-1096, “My comment to the floor is we need to get back to doing things the right way. You just approved and made a motion to approve these vending machines. Did you get three bids? Other companies may have wanted those bids. Its just a question. Also, I think you are all doing a great job and I appreciate it.”

Dawn Holtzer, Lot 1103, “3 things, I think that the board should consider Michelle be a Notary as well because when Lisa is on vacation and there is not anyone to notarize anything. One the comments about the board allowing campers to come back on May 7, that was an error and was clarified in the next meeting that the date was wrong. It was allowed to happen because it was already out there and they didn’t realize until the next meeting it was an error.”

Marie Sherry, Lot 714-715, “I just wanted you to know in my professional life I am a level 3 assessor, I don’t have recreational property in my jurisdiction but if you have any questions involving the tax properties, please feel free to reach out and maybe I can ask someone and get the answer.”

Steve Biechele, Lot 1321, “Quick question for Tim and Marty. If someone brings their camper in on May 6, which is the first Friday in May, what happens? Would you require the EPC committee to send a notice of violation or notify the township if someone is in violation? If someone brings in their camper on May 6, which is 5 days after the township allows, understanding it is a C&R violation, would you request someone to enforce it for corrective action?”

Noah Slatinsky, Lot 987-988, “Regarding the camping regulations, to change that C&R would that vote be done at the Summer Meeting? What would it take to change the C&R?”

Marty Perkins, Lot 1095-1096, “My comments are on the rentals and how much I disagree with a business being ran inside of White Birch when it is a single-family dwelling. We gave Tom such a hard time about his trucks being in his driveway. He didn’t run a business out of here he just drove them home. We gave him hell for running a business inside of White Birch, in fact Sharon Bridges instructed me to go up front to take the Avon sign down. We are going to nit-pick these little things, but then let these rentals come in here, let these strangers come in.”

Steve Bryant, Lot 1, “I was made years ago to take my Real Estate sign down, even though it occupied in a different office. I was forced to take down my sign.”

A short break is taken at this time 11:21 am.

15. Director Simons made a motion to adjourn the regular meeting at 11:30 am and go into Closed Session, 2nd Director Heiden. All Ayes, motion carried.

XII. Closed Session:

Employee matters were discussed regarding Michelle Waters and Lisa Trojanowski’s 90-day employment review.

16. Director Bryant made a motion to ratify the motions made in closed session and to adjourn closed session at 11:50. 2nd Director Heiden. All Ayes, motion carried.

17. Director Simons made the motion to adjourn meeting at 11:51 am. 2nd Director Cooley. All Ayes, motion carried.

The meeting was adjourned at 11:51 am.

Submitted by Lisa Trojanowski, Secretary/Treasurer