

White Birch Lakes
Board of Directors Meeting Minutes
April 9, 2016

I. Call to Order:

President Bridges called the meeting to order at 10:00 a.m.

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

Board Member(s) absent: Director Allen, excused

Invocation: Dawn Holzer

The Pledge of Allegiance was recited by all present.

II. Additions to the Agenda:

New Business:

Director Holzer: Realtor Open House

President Bridges: Correspondence

Director Dombrowski: Annual Meeting Plans

Closed Session:

Director Holzer: Legal Matter

III. Approval of Minutes:

(1) Director Witchell moves to approve the March Meeting Minutes as presented, 2nd by Director Dombrowski.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

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

All Ayes, motion carried.

(3) Director Dombrowski moves to pay the bills for April as presented, 2nd by Director Bryant.

All Ayes, motion carried.

V. President's Report:

President Bridges reported the following:

“The carpet in the Secretary/Treasurer’s office has been installed and the entrance and hallway leading to the restrooms will be installed next week. We are about to request bids for the exterior of the Clubhouse repairs and hope to have it completed soon in late spring or early summer.”

“We have been busy getting ready for Members to return to WBLRA. I know that I have mentioned this before, but it bears repeating, remember to check the Birch Bark for the DNR campfire and burning rules. We will publish them for the next several months. Be sure to cut them out and post them in your camper or home so they are easily accessible. If you do burn, you must have a shovel or rake and a nearby water source. Smokey has resumed his post by the front gate to alert Members of the fire danger. This is important if you want a campfire or are going to burn brush. If you are burning brush, you must call for a burn permit. We did have a wild fire last year and about one and a half acres were burned and encroaching on a home. Thanks to neighbors and the fire department, a tragedy was avoided. Thank you to all for paying careful attention to these rules to make WBLRA fun for all.”

VI. Supervisor's Report:

Scott reported the following:

“Slowly but surely our Clubhouse is coming together. We have had some observations concerning the condition of certain items in our Clubhouse and those have been attended to, starting with our piano which has been recently professionally tuned. If you are looking to bang out some tunes up here, we now have that professionally tuned.”

“We understand the conditions of our roads have had some bumps and holes, we will attempt to smooth those out as the weather allows. The roads will be prepped for our initial dust control brine as early in May as weather and road preparation allows.”

“We are down to only a couple of boat slots remaining unspoken for and the Supervisor will be contacting Members who are currently on a waiting list for boat slots. There are currently eight (8) slots available for rent.”

“We recently picked up a sign jig for our Maintenance team to begin constructing new signs to replace those we may have lost over the winter.”

“Please be aware that we will be preparing to open the Campground Bath House this month. As you see activity around that building please don't assume that it is open. Our plan is to have it readily available for use at or on the same day that campers are allowed to move back to their lots on May 13th.”

“At this time I would like to mention that we had a Member turned away over the weekend for not being in good standing. This was an unfortunate event as it was due to timing of payment in accordance with when the list was updated. This turned out to be our issue and not the Member, but even though frustrated and disappointed, this Member handled the situation admirably and our hats off to everyone involved as this issue was corrected without a whole lot of anger or resentment. Once again we appreciate the Members of our Association and how they interact with their staff and we look forward to having an issue free and fantastic summer.”

VII. Committee Reports:

Campground Committee: Director Witchell reported that they are getting ready and a couple of things that he is going to try to do this year is put the rest of the posts and fencing up and painting the Bath House exterior that is getting pretty shabby looking. He also mentioned that the wall area around the floors in the bathrooms is pulling away from the wall creating a void and needs to be repaired. The shower walls will be looked at for repairs/replacement too. The winter storage areas will be looked at to provide more spaces for longer campers.

EPC Committee: Director Pryde reported there were 2 Tree Removal requests and 1 Contiguous Status request approved.

Bylaw Committee: Director Pryde stated the updated Bylaws draft was sent to all Board Members. Director Dombrowski stated that when the proposed Bylaws are made available for Members to approve, the changes be done in italics so they will know what is being updated. President Bridges suggested that only the pages with changes be sent to the Members to save on copies and postage.

No other committee reports were given.

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

IX. ManagerPlus Report:

Scott passed out 4 work orders to the Board Members that are outstanding right now. One is for the boilers to be inspected and Trouble Shooters is scheduled to come in next week to do that. Scott also mentioned that the bed rails on the pickup are deteriorating and need to be replaced.

X. Unfinished Business:

Ongoing Clubhouse Repairs:

President Bridges stated the bid for the purchase of new carpet for the Clubhouse that was approved at the March Board Meeting did not include carpeting for the office so an additional bid was received from Wood's Household Appliances, Inc.

*(4) Director Bryant moves to purchase new carpet for the office from Wood's Household Appliances, Inc. in the amount of \$909.89 with the funds to be transferred from the Capital Improvement Fund, 2nd by Director Witchell.
All Ayes, motion carried.*

Director Bryant and Scott will be getting together to finalize the Specifications regarding the Outside of the Clubhouse repairs so bids can be asked for from Contractors.

At this time, Scott provided the Board Members with 4 policy updates.

*(5) Director Holzer moves to implement the Swimming Pool Contingency and Emergency Action Plan policy with a policy number to be assigned at a later date, 2nd by Director Dombrowski.
Roll call vote,
Ayes – Directors Dombrowski, Holzer and President Bridges
Nays – Directors Bryant, Pryde and Witchell
Motion failed.*

Scott presented the Board Members with a written form for a policy entitled "Hazard Communication Program" which in part is already being implemented but no policy is in place. He would like this to become an implemented policy.

A policy entitled "Maintenance Staff On Call" was provided for the Board Members by Scott which has been revised per the Board's direction in March. President Bridges stated she will sign the revised policy.

The present policy entitled "Use of White Birch Lakes Recreational Association Work Truck" was presented to the Board Members by Scott for revision. He stated that per the Board's direction in March, the insurance company was contacted for their opinion and Arbury Insurance stated they don't have any issues with the work truck being taken home by the Maintenance staff when they are on call as long as they live within the Association. Scott was directed by the Board to get this approval in writing from the insurance company and present the revised policy at the next Board meeting.

XI. New Business:

Director Pryde presented the Board Members with an Asset list which needs to be further updated for the Accountant before the Annual Audit is done. More information will be gathered and the list will be updated.

Scott was directed to revise the hours for the Clubhouse and Pool for the Summer/Holiday season and email his suggestions to the Board for their approval.

*(6) Director Holzer moves to implement Michigan Law MCL 211.78K Section 5 (c) of General Property Tax Act on Annual Tax Sale Properties as follows:
“(c) That all liens against the property, including any lien for unpaid taxes or special assessments, except future installments of special assessments and liens recorded by this state or the foreclosing governmental unit pursuant to the natural resources and environmental protection act, 1994 PA 451, MCL 324.101 to 324.90106, are extinguished, if all forfeited*

*delinquent taxes, interest, penalties, and fees are not paid on or before the March 31 immediately succeeding the entry of a judgement foreclosing the property under this section, or in a contested case within 21 days of the entry of a judgment foreclosing the property under this section, or in a contested case within 21 days of the entry of a judgment foreclosing the property under this section". Assessments will be back dated to April 1st instead of the day of the tax sale when purchased, 2nd by Director Witchell. Roll call vote,
Ayes – Directors Pryde, Dombrowski, Holzer, Witchell
Nays – Directors Bryant and President Bridges
Motion carried.*

*(7) Director Holzer moves that the taxes NOT be paid on the following White Birch Lakes owned lots: Lots 160, 369, 774, 838, 1040, 1242, 1243, and 1244, 2nd by Director Pryde. Ayes – Directors Pryde, Dombrowski, Holzer, Witchell and President Bridges
Nays - Director Bryant.
Motion carried.*

President Bridges excused Director Pryde from the meeting at this time.

*(8) Director Holzer moves to approve the 2016 Application for Absentee Ballot for the election as presented, 2nd by Director Bryant.
All Ayes, motion carried.*

*(9) Director Bryant moves to accept the bid from County Wide for the 2016-17 season Porta Johns in the amount of \$130.00 per month, 2nd by Director Dombrowski.
All Ayes, motion carried.*

*(10) Director Bryant moves to accept the bid from K W Feeds, Inc. for the 2016-17 Rice Coal, 2nd by Director Holzer.
All Ayes, motion carried.*

*(11) Director Bryant moves to accept the bid from Fisher Sand & Gravel for the 2016-17 Road Gravel, 2nd by Director Holzer.
All Ayes, motion carried.*

*(12) Director Holzer moves to allocate \$150.00 for the May 21st Realtor Fair, 2nd by Director Dombrowski.
Ayes – Directors Dombrowski, Holzer, Witchell and President Bridges
Director Bryant recused.*

At this time President Bridges stated she received a petition from Members asking for Law Patrol Enforcement to be considered in the Association. After much discussion, it was deemed that more information needs to be gathered and discussed further.

The Board Members will get some information together to discuss plans for the Annual Meeting.

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

*(13) Director Holzer moves to adjourn the meeting at 1:28 pm to closed session, 2nd by Director Bryant.
All Ayes, motion carried.*

XIII. Closed Session:

A legal matter was discussed with no motions made.

The Board returned to open session at 1:58 pm.

XIV. Adjournment:

Meeting was adjourned at 1:59 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky
Secretary/Treasurer