

White Birch Lakes
Board of Directors Meeting Minutes
December 13, 2014

I. Call to Order:

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

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

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

II. Additions to the Agenda:

New Business:

Director Pryde – Preventative Maintenance

Closed Session:

Director Holzer – EPC Issue, Employee Manual and Foreclosure Sale Tax Payments

III. Approval of Minutes:

(1) Director Holzer moves to approve the November 8, 2014 meeting minutes, 2nd by Director B. Dombrowski.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

(2) Director K. Dombrowski moves to approve the financial reports for November 2014 as presented, subject to the Auditor's approval, 2nd by Director Allen.

All ayes, motion carried.

(3) Director Allen moves to pay the bills for December 2014 as presented, 2nd by Director Bryant.

All Ayes, motion carried.

V. President's Report:

President Bridges reported the following:

“Winter has come to White Birch. As I reported last month there is a salt shortage, we were able to get 50 tons of salt this year, our usual order is 100 and we paid twice the cost per ton. Needless to say we will be very careful with our allotment. So far it hasn't been too bad and hopefully the winter will continue its current action.”

“Thanks to Dorothy Nalepa, Dawn Holzer and Vicky for beginning the first steps in preparing the 2015-16 budget. The Board will review and recommend any changes and the final budget for next year will be approved in January. The staff and several Board Members have also begun work on the master plan which is a work in progress and we will continue with this project until finished hopefully sometime in the spring, keep tuned to this station regarding this.”

“Clubhouse renovations continue as we get information and can proceed in an orderly fashion. The Clubhouse building is over 40 years old and ongoing upkeep and upgrades were delayed or dismissed over the years. We are now in a fix it or lose it mode. Please stay tuned to this station too.”

“From the Board and staff at WBLRA, I would like to take the opportunity to wish you all the Happiest of Holidays and best wishes for the New Year.”

VI. Supervisor’s Report:

Alice reported the following:

“As Sharon mentioned we received our winter road salt a few weeks ago. We received half of what we normally order due to the salt shortage and the cost unfortunately almost doubled from what we paid last year per ton. Also as Sharon mentioned we are going to use it very sparingly just to be sure we get through February and March where we get much, much ice and if we don’t have any salt we are really going to be in a bind. We ask for your patience and understanding and just slow down a little bit and give yourself a little bit more time to stop and hopefully no one will have any issues.”

“I’m happy to report that all the aerators at all the lakes are functioning as they have been all along. We have new diffusers on them which makes them work much more efficiently and go deeper into the lakes with less surface bubbles. We have one at Timber Lake that Jeff has been babying all summer that has now been replaced. I know at last month’s Board Meeting there was some concern that they weren’t working.”

“The video surveillance system has been installed at the entrance and exit gates. The pictures are amazing. We should have no problem seeing if there is ever a problem there. We have a company we are working with on the gates. The mechanical foundation support system and the timing on the gate all need attention. At this time the gates are open, the exit side is not opening completely and it is quite inconsistent so we just have them open so we don’t have any issues where it is locked shut which would be a tremendous problem.”

“Jeff, Vicky and I had a Capital Improvements meeting a few weeks ago with interested Directors. We have a preliminary list of items that need attention. It was a good starting point in developing that plan.”

“Jeff and Tom are continuing work on clearing the roads and easements of brush and trees. The wood is being chipped and piled at the old Maintenance building off Elm Run. Any Member interested is welcome to take whatever chips they want at no cost at all.”

“I would like to thank Dorothy Nalepa for volunteering her time in organizing the cookie and ornament exchange and pot luck that had been scheduled for later on today. Unfortunately these events had to be cancelled due to lack of interest. I would also like to thank Dawn Holzer, Donna Cross, and Sally Keillor for decorating the Clubhouse and entrance for Christmas. Thank you ladies, you did a great job.”

“Lastly, I would like to thank our employees for the tremendous jobs they do day in and day out; Jeff and Tom in Maintenance, and Clubhouse Attendants, Pam and Shaina. Merry Christmas everyone.”

VII. Committee Reports:

EPC Committee:

John Pryde reported there was one (1) tree removal application approved for Lots 267 and 268. John also requested a Closed Meeting for an ongoing issue with EPC.

Campground Committee:

Director K. Dombrowski reported he did a visual inspection of the campground, camp sites and trailers and he didn’t see anything amiss. This is more of a courteous inspection than anything else. Kevin also reported he took some tape measurements and looked at issues regarding ventilation pending revamping of the ventilation at the campground. He discussed the issue briefly with Alice and she will get with the Maintenance guys in regards to checking on some items and starting to get some prices together. More will be known in the near future. Fred Witchell also reported he won’t be here for the next couple of

months. Fred reported there have been a lot of people canceling and redoing their sites for storage. There are a lot less in storage this year than there has ever been because some are leaving their campers on their lots. Notice was given to anyone who cancelled to make sure they realize if they cancel their storage site it opens that spot for anyone else to reserve it. Fred also commented that a lot of the open lots are smaller than some and if someone with a long camper cancels their current spot, there may not be a spot big enough next year to accommodate their camper.

Activities:

Director Holzer reported on the Hunter's Chili event in November stating there were 21 Members that ate soup and it was a good turn out.

Finance Committee:

Director Holzer stated the 2015-16 budget process has been started. There was a meeting Friday, December 12th. Dorothy Nalepa was available before today's meeting to get the results from Friday's meeting. Another meeting is scheduled for December 22nd. The budget will be presented to the Board at the January meeting for approval.

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

IX. Unfinished Business:

The Clubhouse insulation update has been tabled until a third bid is received and the electrical update has been completed.

*(4) Director Holzer moves to ratify the email vote to approve the bid from Heckman Electric LLC at a cost of \$766.00 for installation of a GFI circuit by the pool, the attic area electrical work, a receptacle for the heat tape at both roof valleys and a receptacle in the courtyard below the roof valley area, 2nd by Director Allen. Roll call vote,
Ayes – Directors Pryde, K. Dombrowski, Holzer, Allen, B. Dombrowski and President Bridges.
Nays – Director Bryant
Motion carried.*

The Clubhouse ventilation update has been tabled while a pool cover, duct work, and insulation in the pool area and attic area are being considered and bids are received. President Bridges asked Alice to get 2 (two) more bids on the duct work and 3 (three) bids on pool covers.

The Campground ventilation issue has been tabled pending information from Jeff and Tom in Maintenance as Director K. Dombrowski stated earlier.

Secretary/Treasurer McClusky gave a report in regards to the Foreclosure Sale that took place on November 19th stating that one (1) lot was sold and the remaining lots are reverting back to the Association with Sheriffs' Deeds and there is a 6 month redemption period in which the previous Members can redeem the lots.

X. New Business:

Alice reported the reason for the entrance and exit gates being left open is due to the mechanical foundation deterioration. It has been suggested that after the repairs are made the gates be left open from 7 to 9 am for less wear and tear on the system. President Bridges stated the daily opening will be tabled until after the repairs are completed.

*(5) Director Holzer moves to replace the entrance and exit gate mechanical system with a 5 year warranty LiftMaster Commercial High-Traffic DC Swing Gate Operator System from Reliable Door/Cisco in the amount of \$17,436.03 and money to be transferred from the Capital Improvement Fund for payment, 2nd by Director Allen. Roll call vote,
Ayes – Directors Pryde, K. Dombrowski, Holzer, Allen, B. Dombrowski and President Bridges
Nays – Director Bryant
Motion carried.*

At this time, President Bridges asked Alice to get bids on software to upgrade the gate system.

President Bridges explained that a Master Plan is a list of items that are being looked at to repair/replace and prioritizing them as to what order they need to be done. She also stated what the items are on the list. (If you are interested, this list can be seen in the office.)

Alice gave a 2014-15 Winter Storage report.

Director Holzer presented an Annuity Option for the Reserve Savings to earn better interest than the savings account. This has been tabled pending verification from the Auditor as to what type of account is best.

Director Pryde explained the need for a Preventative Maintenance Program that will correspond with the Master/Capital Improvement Plan and what it will entail. He will get more information and pricing to report further at another meeting.

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

At this time, the meeting was adjourned to Closed Session.

XII. Closed Session:

1. EPC Issue discussion.
2. Prorated Tax Sale Assessment fees discussed.
3. Discussion about how many WBLRA owned lots there are and tax amounts.
4. Payment for Foreclosure lot taxes.

No motions were made during the Closed Session.

XIII. Adjournment:

*(6) Director K. Dombrowski moves to adjourn the meeting at 3:05 pm, 2nd by Director Bryant.
All ayes, motion carried.*

Submitted by,

Vicky McClusky
Secretary/Treasurer