

White Birch Lakes  
Board of Directors Meeting Minutes  
December 10, 2016

**I. Call to Order:**

President Bridges called the meeting to order at 11:03 a.m.

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

Absent: None

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

**Unfinished Business:**

President Bridges: Gate Entrance

**New Business:**

Director Dombrowski: Septic System at the Campground

**III. Approval of Minutes:**

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

*All Ayes, motion carried.*

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

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

*All Ayes, motion carried.*

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

*All Ayes, motion carried.*

**V. President's Report:**

President Bridges reported the following:

“We have finally had a bit of snow here in White Birch. Jeff and Bob are keeping the roads safe, sanded and salted. The snow on the trees is a winter wonderland; making White Birch as wonderful in the winter as in the summer.”

“The Clubhouse exterior is done and looking beautiful. No major repair was required to the skeleton structure, which we were thankful for, Harsh Builders were competent and skilled at the job. And, while we weren't looking, the Clubhouse had a baby. The kiddie playhouse had many problems like termites and mold and it was removed and a new playhouse is in its place. It has the same siding and metal roofing as the Clubhouse. There are also window boxes on the house. We will have new furniture in it when the weather allows. Stop by and take a look.”

“As of this date, there were four (4) campers left on lots after October 31<sup>st</sup>. Legal action was initiated. Two (2) of the four (4) have complied with removal.”

“May I take this opportunity on behalf of the staff and Board of White Birch, to wish you all a Blessed Christmas and New Year. We are looking forward to a new season here at White Birch. We will be waiting for all of you to come back.”

## **VI. Supervisor’s Report:**

Scott reported the following:

“First of all, I would like to wish everyone a very Merry Christmas and a safe and prosperous New Year. Thanks to our employees for their hard work and dedication to White Birch Lakes with Jeff and Bob in Maintenance, and our Clubhouse Attendants Steven, Georgia and Sadie.”

“We have purchased and are implementing a new access control system for our entrance gates. There will be written notification in the form of a letter for everyone informing you about the process.”

“As of this date, our Campground Bathhouse is winterized and shut down for the season. There is a Porta-John available for your convenience. The Campground dumpsters have been stored for the season.”

“Our Maintenance team has completed setting out Sand/Salt Barrels but if we have missed any corners, please let us know. We have continued to hang new street signs to replace those signs that are wearing out or are too difficult to read. Please let us know if these signs are helping as our Maintenance team is working steady to insure those are up and ready for any extra holiday visitors so they don’t get too lost.”

“We will be picking up new plow blades for our snow removal equipment and have installed newer identification lights to insure all of our Members can see our Maintenance team out and about on the roads this winter.”

“We would like to thank Sandy Getz for volunteering her time in organizing the Children’s party featuring Santa that has been scheduled for later on today at 4 pm. For anyone who has ever put together a party it takes a lot of hard work and planning and we are very grateful when our fellow Members step up and make this happen for what should be a very fun time. I would also like to thank Dawn Holzer and friends for decorating the Clubhouse and entrance for Christmas. It looks beautiful and really makes our newly renovated Clubhouse look wonderful. Thank you, ladies, you did a great job.”

## **VII. Committee Reports:**

**Safety Committee:** No report at this time.

**EPC Committee:** Vicky reported the following for Chairperson, Sandy Getz:

There was 1 contiguous lot status which was a transfer for new Member purchase, 1 tree removal with a driveway request and 1 tree removal request that were approved for the month of November. No new C & R violations were documented for the month of November.

**Campground Committee:** Fred Witchell reported it’s cold and snowy. Fred asked if the Septic issue is something new? Scott answered that it is just an aging system. Director Dombrowski reported that there was a break in the fence in the Campground Storage area that has been repaired and new flags were installed on the fencing and he thanked Richard Allen and Dan Hopper for helping with these issues. Kevin also mentioned there is a broken post that needs to be repaired.

**Activities:** President Bridges mentioned the Christmas party that is scheduled for today at 4 pm with Santa Claus. Director Holzer thanked Carolyn Neal and Dorothy MacMillan for helping decorate the Clubhouse for Christmas.

**Bylaw and C & R Committee:** No report at this time.

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

**IX. ManagerPlus Report:**

Scott reported there are no new reports or issues at this time.

**X. Unfinished Business:**

A draft of a letter was presented to the Board by Scott and Vicky in regards to the new Entrance Gate System for their review and comments before it is sent to Members explaining the changeover that will be occurring in the near future. President Bridges made mention that an explanation as to telephone numbers and instructions should be added to the letter.

*(4) President Bridges moves to change the cost of the new proxy cards to \$10.00 each, 2<sup>nd</sup> by Director Holzer. Roll call vote,  
Ayes – Directors Dombrowski, Holzer, Getz and President Bridges  
Nays – Directors Bryant, Pryde and Allen  
Motion carried.*

Also, it was mentioned that a separate insert needs to be sent to explain how the new system will work. Scott stated he will contact Van't Hof so something can be sent with the letter.

*(5) Director Bryant moves that old proxy cards can be turned in and refunded at \$10.00 each, 2<sup>nd</sup> by Director Pryde. Roll call vote,  
Ayes – Directors Bryant, Pryde, Dombrowski, Getz, Allen and President Bridges  
Nays – Director Holzer  
Motion carried.*

*(6) Director Bryant moves to approve Gladwin Metal Processing's bid for the painting of the Pool Heater Register Covers and the additional covers from the Campground Bathhouse at a cost not to exceed \$600.00, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.*

*(7) Director Bryant moves to acquire bids for the pool area wall, between the pool and the kitchen area, to be drywalled, green board and painted with additional painting of the entire pool area walls, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

The Agenda Item of "Policy Updates" has been tabled until the January 2017 meeting so the Board Members and Carolyn Neal can email Director Holzer with revisions and suggestions.

**XI. New Business:**

Scott presented the Board with a report compiled by Gage Zinzer from Ace Hardware in Clare with regards to an approximate cost to change all fluorescent light bulbs over to LED bulbs and annual lighting savings. The Board directed Scott to acquire two (2) additional bids to be presented at the January 2017 meeting.

At this time, the Agenda Item of "Septic System at the Campground" was discussed. No motions were made.

Director Holzer stated that all Board Members have a "Proposed Budget for 2017-18" in their packets to review so it can be approved at the January 2017 meeting. After much discussion, Vicky was directed to provide a Proposed Budget from QuickBooks by email to each Board Member to review before the January 2017 meeting.

Scott explained the items from the “Wish List” for Maintenance that was provided to the Board Members.

*(8) Director Pryde moves to authorize \$10,000.00 towards the Wish List for Maintenance with the funds to be taken from the Capital Improvement Fund, 2<sup>nd</sup> by Director Bryant.  
All ayes, motion carried.*

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

*(9) Director Bryant moves to adjourn the regular meeting at 1:25 pm to go into Closed Session, 2<sup>nd</sup> by Director Holzer.  
All Ayes, motion carried.*

**XIII. Closed Session:**

Two (2) employee matters were discussed with no motions made.

The Board of Directors returned to Open Session at 1:57 pm.

**XIV. Adjournment:**

Meeting was adjourned at 1:58 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky  
Secretary/Treasurer