

White Birch Lakes  
Board of Directors Meeting Minutes  
February 14, 2015

**I. Call to Order:**

President Bridges called the meeting to order at 11:00 a.m.

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

Board Members Absent: Director B. Dombrowski; excused

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

New Business:

President Bridges – Landplan Meeting Announcement from Roger Carey, Lincoln Township Zoning Administrator

Unfinished Business:

Director Pryde – Preventative Maintenance Program Update

**III. Approval of Minutes:**

*(1) Director Holzer moves to approve the January 10, 2015 meeting minutes, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

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

Director K. Dombrowski asked if there is any place that shows how much interest the Annuity is making and Director Holzer asked if the actual deposit amount of the Annuity could be shown on the Balance Sheet before any interest is added. Director K. Dombrowski suggested that the actual amount be shown as part of the description of the account before interest is added. The Balance Sheet will show this information on future monthly reports.

Vicky also explained the report in the packets that showed the closing of the Reserve Savings which was Account 003 and the opening of the new Cincinnati Life Annuity, Account 010.

*(2) Director K. Dombrowski moves to approve the financial reports for January 2015 as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Allen.  
All ayes, motion carried.*

Vicky explained the additional sheet in the packets as to the number of invoices that were sent out for the 2015-16 Assessment fees, how many Auto pays were already set up and the amount that has been paid to date for the 2015-16 Assessments.

Also, Vicky thanked the volunteers who helped in getting the Assessment invoices out which included Alice, Sharon Bridges, Dawn Holzer, Jeanne Briggs, Dorothy MacMillan and Pam Herber.

*(3) Director Holzer moves to pay the bills for February 2015 as presented, 2<sup>nd</sup> by Director Allen.  
Ayes – Directors Pryde, K. Dombrowski, Holzer, Allen and President Bridges  
Director Bryant abstained voting.*

## V. President's Report:

President Bridges reported the following:

“Well the groundhog saw his shadow and we will have six more weeks of winter. If one looks on the calendar it is six weeks until spring. We have had two heavy snowfalls so far this winter at White Birch, much less than last year. If one lives in Michigan you have to expect snow. It should only be a few more months until our snowbirds return and the campers return to enjoy our beautiful property.”

“A structural engineering report was done this summer to help us develop a master plan to direct us and future Boards in continued management of the assets of the Association. As recommended in this report, we will be finished with phase one of the clubhouse remodel next week. The metal roof has been inspected and repaired. Vents have been placed in the eaves and the roof ridge for proper ventilation. The tangle of electrical wires in the attic have been tamed and deemed safe. The ventilation for the woman's bath and changing room has been reconnected (it had been disconnected years ago to place the chimney for the boilers and never reconnected). The closed cell foam insulation will be sprayed in the attic, bathrooms, hallway and entrance area. We hope to see a difference soon in the warmth of the building (that spray will happen next week). The next phase will be the pool area with spray foam insulation and a new ceiling installation. The pool cover will be installed next week to help retain pool water heat and prevent excess evaporation and humidity into the pool area. Steve and I, along with Jerry Bridges, have been coordinating the phase one clubhouse remodel. Kevin is working along with Jeff and Tom on the campground bathroom ventilation, which will be completed by season opening.”

“Our gate operating system replacement has been completed and the gates now open faster than before and the system will operate better in the cold weather. Some will also notice that tree stumps have been placed where people are coming into and leaving White Birch. I need to remind all Members that the only way to enter and leave our community is via the front gate. Lincoln Township Fire Department has a key for the emergency gate for entry into the back part of the subdivision for faster on scene arrival. If we should ever need to evacuate, the emergency gate will be opened for egress if needed for Members.”

“John has been very busy researching a preventative maintenance software program to better track and maintain our assets. A program was selected last month and our Supervisor has been working along with Jeff and Tom inputting information to implement the new program. It will better follow and document activity of our assets. This is to protect our investment for insurance reasons and have a record of proper care and maintenance. This program also follows buildings to tools and already over 500 items have been entered into the program.”

“Dawn, Vicky and I have been busy working on next years' budget to keep on track. This is the thirteenth year in a row we have not needed to raise Assessments. Invoices have been sent out for 2015-16 Assessments and as you can see already mentioned improvements have been completed because people are paying their dues. Vicky has also been busy working with Members who are past due to bring their Assessments up to date. We have had a foreclosure on some properties and liens have been placed on properties that are past due more than one year.”

“These are some of the improvements that have been accomplished in the last fiscal year: The new grader was delivered in May of 2014 and is doing a great job without band aid fixes, new lights in the Clubhouse meeting room as well as a fresh coat of paint, we installed new culverts at Laurel Lane and Holiday Lake, we refurbished the Putt Putt Golf Course, new fence at the campground and enough picnic tables and fire rings as well for all campsites, new cedar posts at the clubhouse parking lot, new dump box for the truck, a new drinking fountain at the clubhouse and a heater/air conditioner unit in the Supervisor's office. All of these improvements would not have been possible without the financial support of ALL White Birch Members.”

“Per our engineering report, other repairs to the clubhouse need to be done in the next few years. Boilers need to be replaced, the drainage system to the septic tank is crumbling and must be replaced with a plastic liner, insulation in the meeting room/fireplace/office wing are a few of the improvements that will need attention in the future. If you think of any other amenities that you would like to see added, please talk to a Board Member so it can be added to the list for consideration.”

At this time, Director Holzer added that with the work of President Bridges and Members effort of going to the school and calls to the Superintendent of Farwell Schools, the reinstatement of the bus pickup for the children is now at the Bus Stop instead of Old State.

President Bridges added the installation of the surveillance cameras at the Entrance Gate to the list of improvements above.

## **VI. Supervisor's Report:**

Alice reported the following:

“It has been an incredibly busy month here as Sharon mentioned with a lot of projects that we have going now and that we have completed. The electrical upgrade in the attic of the mechanical room, and outlets in the courtyard areas have all been upgraded and finished. The disconnected duct work has been reconnected. Jeff and Tom also built a walk way in the attic so they don't have to walk on the new insulation that is going to be placed. We are now ready for the next step which is the insulation. That work is scheduled to begin this coming Monday, February 16<sup>th</sup>. It should take about three days or so to complete.”

“The operators for the entrance and exit gates were installed a couple of weeks ago. The technicians came back last week to do some fine tuning on the system after it was in operation. Everything is working wonderfully and it is nice that it opens much faster. You have to be ready to go when the gates open. You used to have to sit there for several minutes and now you can't which is a nice upgrade.”

“I sent out 78 invoices for boat slot renewals; 68 single reservations and 10 for Members with more than one spot. The renewal deadline is March 1<sup>st</sup>, the same as the Assessment due date, the cost is still \$10.00 per slot. We do have open slots on all three of the lakes. If anyone is interested, see me if you are interested or have any questions on that.”

“Director John Pryde and I have been working on the Preventative Maintenance ManagerPlus Program. We have all the major assets logged and the next step is training with the specifics of how the program works. Jeff, Tom and I spent a few days gathering any required information. The assets needed to be individually assigned an asset ID number, description, asset group, asset category, asset type, manufacturer, model number and serial number, in order to get everything documented properly in the data base.”

“We are planning on getting the swimming pool covers and reel systems in place next week. We attempted to do it this last week and found that part of the parts were not the right parts that we needed. We have the correct parts now and plan on getting that installed next week.”

“Our employees continue to do a great job for us; Jeff and Tom in Maintenance especially with the snow storms we have had recently, and Pam and Shaina in the Clubhouse. Thanks to you for all you do for us. Happy Valentine's Day to everyone.”

## **VII. Committee Reports:**

### EPC Committee:

John Pryde reported there were four (4) contiguous status requests approved; Lot 175 switched the status from Lot 174 to 176 due to dual ownership, Lots 90-89, 1299-1298, and 124-125 were transferred into new ownership. There was one application approved for a garage on Lots 850-884 and one application approved for tree removal on Lots 914-15.

### Campground Committee:

Director K. Dombrowski reported the only update he has will be discussed in Unfinished Business. He stated that he didn't drive through there because Director Bryant has been doing that.

### Activities:

President Bridges stated that just as an FYI, the Super Bowl party was cancelled due to no one signing up.

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

**IX. Unfinished Business:**

President Bridges reported that the Clubhouse Repair Updates were already discussed in the President's report.

Director K. Dombrowski reported on Campground Ventilation and Humidistat with options and recommendations (along with suggestions and opinions from Jeff in Maintenance) regarding the fans needed and also stated that variable speed motion sensors would be used instead of humidistats.

*(4) Director K. Dombrowski moves to purchase VES12C ES Shutter Fans, duct work and related supplies for installation of Campground Ventilation for male and female bathrooms not to exceed \$1,500.00 with transfer of funds to come from the Capital Improvement Fund, 2<sup>nd</sup> by Director Allen.*

*All ayes, motion carried.*

*(5) Director K. Dombrowski moves to accept the bid from Heckman Electric for the electrical updates needed for the Campground Ventilation in the amount of \$491.00, 2<sup>nd</sup> by Director Bryant.*

*All ayes, motion carried.*

Director John Pryde reported on the Preventative Maintenance program stating that there are 304 items that have been entered into the program so far and it takes a lot of time in entering them. There were quite a few problems getting the program downloaded due to our slow internet speeds. The technicians for the program that he and Alice have talked to are very knowledgeable and polite. He presented a test sheet for the Board to look at to see how things are being set up and the way Service Items are listed. The program is progressing on schedule.

**X. New Business:**

Roger Carey, Zoning Administrator for Lincoln Township provided the Board with information on the first New Zoning Ordinance meeting that will be taking place on February 23<sup>rd</sup> stating that he suggests that the 2<sup>nd</sup> meeting which may be scheduled sometime in May be the meeting that the Board attend. A copy of the information he provided is available in the office for viewing or Members can go to the Township website to see the schedule of the meetings.

Secretary/Treasurer McClusky presented the Board with Membership information from Clare County and Farwell Chamber of Commerce that was received. This was for information only for any future marketing ideas that may be planned.

*(6) President Bridges moves to pay the 2013 taxes on Lots 363, 364 and 901 which are White Birch Lake owned lots before February 28, 2015, 2<sup>nd</sup> by Director K. Dombrowski. Roll call vote,*

*Ayes- Directors K. Dombrowski and President Bridges*

*Nays- Directors Pryde, Holzer, and Allen*

*Director Bryant abstained voting.*

*Motion failed.*

*(7) Director Holzer moves to hold a Realtor Fair on Saturday, April 25, 2015 from Noon to 4 pm to provide information and promote White Birch properties with an amount up to \$650.00 for lunch, brochures and promotional item purchases, 2<sup>nd</sup> by Director Pryde.*

*Ayes – Directors Pryde, K. Dombrowski, Holzer, Allen and President Bridges*

*Nays – Director Bryant*

*Motion carried.*

The Agenda item of "Birch Bark Newsletter" was withdrawn from the Agenda at this time.

(8) Director K. Dombrowski moves to accept the bids from Condell Wonderland Realty and Homewaters Recreational Real Estate to be the Realtors for the White Birch Lakes owned lots for the 2015-16 fiscal year from the letters received from Realtors and also for the real estates to draw lots randomly to divide them for listing purposes and to be completed by April 1, 2015, 2<sup>nd</sup> by Director Holzer. Roll call vote,  
Ayes – Directors Pryde, K. Dombrowski, Holzer and President Bridges  
Nays – Directors Bryant and Allen  
Motion carried.

(9) Director Allen moves to accept the bid from PLM Lake & Land Management for the 2015-16 fiscal year lake treatments with the 3 year pricing incentive option in the amount of \$10,250.00, 2<sup>nd</sup> by Director Bryant.  
All ayes, motion carried.

(10) Director Allen moves to purchase a Telescoping Pole Saw from Ace Hardware of Clare at a price of \$583.00 for Maintenance, 2<sup>nd</sup> by K. Dombrowski.  
All ayes, motion carried.

(11) President Bridges moves to purchase the current Lanier copier/printer that is in the business office at a buy out cost of \$3,253.88, 2<sup>nd</sup> by Director Pryde. Roll call vote,  
Ayes – Directors Allen, Bryant, Pryde and President Bridges  
Nays – Directors Holzer and K. Dombrowski  
Motion carried.

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

The meeting was adjourned to Closed Session at 2:15 pm.

**XII. Closed Session:**

1. Member correspondence discussed.
2. EPC Issue discussed.

No motions were made during the Closed Session.

**XIII. Adjournment:**

(12) Director K. Dombrowski moves to adjourn the meeting at 2:45 pm, 2<sup>nd</sup> by Director Holzer.  
All ayes, motion carried.

Submitted by,

Vicky McClusky  
Secretary/Treasurer