

White Birch Lakes
Board of Directors Meeting Minutes
February 13, 2016

I. Call to Order:

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

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

Board Member(s) absent: Directors Witchell and Allen, both excused.

Invocation: Dawn Holzer

The Pledge of Allegiance was recited by all present.

II. Additions to the Agenda:

Old Business:

Director Pryde: Scan Program

New Business:

President Bridges: Pool Certification

III. Approval of Minutes:

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

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

(2) Director Dombrowski moves to approve the financial reports for January as presented, subject to the Auditor's approval, 2nd by Director Pryde.

All Ayes, motion carried.

At this time Vicky reported that the delinquent tax printout in the Clare County Review was reviewed to make sure that all lots WBLRA owns and pays taxes on did not appear in the list.

A report for the 2016-17 Fiscal year was given by Vicky to include how many invoices were sent out and how much income has been received to this date for the new year. Also, the approved budget report for 2016-17 Fiscal Year from QuickBooks was presented to the Board Members and available for Association Members present at the meeting. Vicky thanked Dawn Holzer for the time spent to help with the input of figures into QuickBooks.

Vicky thanked the following Members for volunteering and helping with the invoice mailings:

Jeanne Briggs, Dawn Holzer, Sue Helm, Sally Keillor, Donna Cross,
Dorothy MacMillan, and Mary Alice Harrington

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

All Ayes, motion carried.

V. President's Report:

President Bridges reported the following:

“By now you should have received your invoice for 2016-17 Assessments. Many may wonder what is done with this money. Much of the money is used to maintain our roads, plowing, salt and sand in the winter months and brine in the summer. We purchased our new grader a few years ago for over \$90,000.00 dollars. We also have a dump truck with a belly blade that is also used for road maintenance. Payroll also plays a large portion of our budget. We have two maintenance personnel, about ten years ago the Secretary and Treasurer positions were combined into one position; we previously had two people in those positions.”

“The Secretary/Treasurer collects all revenue, pays bills, does collections, maintains Member records, manages and balances bank accounts, provides reports of the financial status of the Association to name but a few of her responsibilities.”

“Our Supervisor manages the day to day operations of the Association. He supervises personnel, deals with vendors, obtains bids for supplies, oversees the ManagerPlus program which tracks our amenities and those are only a few of his duties.”

“Our Clubhouse Attendants provide service to Members when the Clubhouse is open after the Supervisor leaves and on weekends. Safety and Bath House Attendants provide services to Members during the camping season.”

“We also have many volunteers who assist in the special projects and events at White Birch. Many thanks to all who play a role in keeping White Birch a wonderful place.”

“Our budget for 2016-17 is available at the Clubhouse for your review. The budgets for the last 13 years have been able to keep assessments at \$375.00 in spite of rising costs. About ten years ago some drastic cuts were made and since that time our reserve accounts have become much more solvent. This action has allowed us to update and maintain our amenities like the things we have done in the past few years to the Clubhouse. The Board continues to watch spending to maintain our status.”

VI. Supervisor's Report:

Scott reported the following:

“Good morning. First off I want to welcome Bob Luster to our White Birch Lakes staff, he is our new General Maintenance staff member. My apologies on behalf of Bob, as it turned out he could not be here today. Originally we were going to try and have him here today to meet most of you but unfortunately he could not make it today due to his schedule. Bob is replacing Tom Alsup who stepped down in January to pursue other opportunities. We interviewed three people for this position and found Bob to be the most qualified. Bob is a retired custodian from Farwell schools and has been a Member of White Birch Lakes for about 14 years.”

“I was recently afforded the opportunity to attend a Human Resources seminar on Tuesday the 26th of January. This was an informative seminar and directly led to certain changes in our employee manuals and policies that will eventually bring us up to date on our Federal, State and Local labor laws.”

“We sent out 90 invoices for Boat Slot Renewals; 80 single slot renewals and 10 renewals for Members with more than one slot. Please remember that March 1st is the deadline for those renewals at a cost of \$10.00 per slot. If you have been waiting for an open boat slot, please contact us after March 1st as lot owners may have changed and the new owners may not want those boat slots anymore.”

“Director Holzer recently brought to my attention that there was another vendor for purchasing our janitorial supplies. That purchase saved our Association \$100.00 in comparison with our current vendor. Before we make a permanent switch we would appreciate any feedback from our Members on any changes if any to their experience with any of those products, especially the paper.”

“We had a visit from the Clare County Health Department on Thursday the 14th of January concerning the status of our pool. Once again due to our staff's diligence and attention to detail we are once again one of the better maintained indoor pools in this area. Thanks again to all our Clubhouse staff and Maintenance for keeping our pool clean and healthy for our Members to enjoy. Our swim

noodle/toy policy is working fantastic. During our routine maintenance we did discover a miniscule amount of foam in the filter. This was an indication that the noodles that were in play needed to be replaced. Our old noodles lasted approximately three months. We have a lot of Members using these and we have enough in stock for one year at that rate of usage. We are open, however, to anyone who may have ideas or suggestions on how to make use of the old noodles.”

“We are keeping a close eye on salt/sand usage for the year. We will be ordering an additional load of salt and sand in the very near future if needed. Our Maintenance team picked up our latest order of replacement cutting blades to scratch up those tougher spots on our roads. So far our 2016 winter has resulted in a tremendous amount of additional effort from our staff to keep the roads relatively ice free but at a cost of excessive wear and tear on both our staff and equipment. So once again, PLEASE take it easy, plan ahead and expect delays as road conditions can change from hour to hour.”

“Once again, it is never old or redundant to thank our Maintenance team and Clubhouse Attendants for the jobs they do to keep our Association spinning like a top, and as always, my special thanks to Vicky for assistance in keeping this Supervisor from getting too lost.”

VII. Committee Reports:

EPC Committee: Director John Pryde reported there were two (2) tree removal requests approved and one (1) Contiguous Lot request approved.

Campground Committee: Director Dombrowski reported he did an informal drive through inspection before the meeting and everything looks good.

No other committee reports were given.

VIII. Comments from the floor (Agenda Items): No comments were made.

IX. ManagerPlus Report:

Scott reported there are no open work orders at this time that need to be reported. He is continuing communication with ManagerPlus and is getting good results. Also, Scott reported he is getting more familiar with where to put items.

X. Unfinished Business:

Ongoing Clubhouse Repairs:

*(4) Director Dombrowski moves to accept the bid from Herschel's Floor Contracting for the removal and replacement of the carpet in the Clubhouse at a cost of \$3,400.00 using Bolyu DGT35 Celery 24 x 24 Carpet Tiles and an additional amount up to \$500.00 for the disposal of the old carpeting by the Association with the total cost not exceeding \$3,900.00 and the funds to be transferred from the Capital Improvement Fund, 2nd by Director Pryde.
All Ayes, motion carried.*

*(5) Director Bryant moves to allow up to \$800.00 for replacing drywall, trim, paint and ceiling tiles to repair the Clubhouse entrance and hallway areas with the funds to be transferred from the Capital Improvement Fund, 2nd by Director Dombrowski.
All Ayes, motion carried.*

*(6) Director Bryant moves to replace the door by the restrooms at the end of the hallway with the cost not to exceed \$750.00 with the funds to be transferred from the Capital Improvement Fund, 2nd by President Bridges.
All Ayes, motion carried.*

At this time, Scott was directed to get bigger copies of the drawings for the Clubhouse siding project so Contractors can provide bids. Project is tabled for further information.

Director Pryde reported there is enough money left from the approved amount of \$2,500.00 for the Scan Program for 52.8 extra hours so Vicky can work on getting old documents in the offices scanned into the program.

XI. New Business:

*(7) Director Dombrowski moves to ratify the email vote for the payment of taxes on Lots 1313, 1314, and 1315; 2nd by Director Holzer.
All Ayes, motion carried.*

The letter that was received in regards to purchasing lots in the Association was discussed and Dawn will provide the email she sent in response to the letter for future reference.

There was discussion in regards to whether there are any additional security measures that can be taken for the back of the Association to keep vehicles from entering.

Updates and revisions to the Employee Manual and Workforce Drug-Free Policy & Procedure were discussed and Scott was directed to make the changes and revisions as presented and provide new copies to all current employees.

Scott discussed an upcoming Pool Certification class he would like to attend and he was directed to explore additional classes and dates that may be closer and provide his findings to the Board.

(8) Director Dombrowski moves to accept the bids from Homewaters Recreational Real Estate and White Birch Realty to be the Realtors for the White Birch Lakes Recreational Association owned lots for the 2016-17 fiscal year per the provided proposals and for the lots to be divided by lottery drawing by each selected Realtor to divide them for listing purposes, 2nd by Director Pryde.

Roll call vote,

Ayes – Directors Pryde and Dombrowski

Nays – Director Holzer and President Bridges

Director Bryant recused.

Motion failed.

(9) Director Dombrowski moves to table any further discussion regarding the selection of the Realtor(s) for 2016-17 until the next Board meeting, 2nd by Director Pryde.

Ayes – Directors Pryde, Dombrowski and Holzer

Director Bryant recused.

Motion carried.

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

(10) Director Pryde moves to adjourn the meeting at 1:45 pm to closed session, 2nd by Director Holzer.

All Ayes, motion carried.

XIII. Closed Session:

*(11) Director Bryant moves to continue the Custodian position, 2nd by Director Pryde.
All Ayes, motion carried.*

A delinquent Assessment matter was discussed with no motions made.

*(12) Director Pryde moves to adjust the compensation packages for the
Secretary/Treasurer and Supervisor, 2nd by Director Dombrowski.
All Ayes, motion carried.*

The Board returned to open session at 2:47 pm.

*(13) Director Bryant moves to ratify the above motions made in Closed Session, 2nd by
Director Pryde.
All Ayes, motion carried*

XIV. Adjournment:

Meeting was adjourned at 2:53 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky
Secretary/Treasurer