

White Birch Lakes
Board of Directors Meeting Minutes
March 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:

Unfinished Business:

President Bridges – Boilers & Swimming Pool Room Insulation

New Business:

Director Holzer – Easter Egg Hunt Fund Request

Closed Session:

WBLRA Owned Lots for Realtor Meeting

III. Approval of Minutes:

(1) Director Holzer moves to approve the February 14, 2015 meeting minutes, 2nd by Director Allen.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

(2) Director Allen moves to approve the financial reports for February 2015 as presented, subject to the Auditor's approval, 2nd by Director Bryant.

All ayes, motion carried.

(3) Director K. Dombrowski moves to pay the bills for March 2015 as presented, 2nd by Director Bryant.

All ayes, motion carried.

V. President's Report:

President Bridges reported the following:

“Happy March. Spring is just 6 days away and we have already had a taste of it here at White Birch.”

“We can already tell there is a significant difference in how warm the bathrooms, hallways and Alice's office are since Phase I of the insulation and repair have been completed and we will be on to Phase II shortly.”

“We have replaced the pool cover and I was also in the pool and could tell how much warmer the water felt then when the pool cover wasn't there. There is also less humidity felt in the morning and less moisture on the windows before the pool cover is removed.”

“As previously mentioned there are numerous repairs needed for the Clubhouse and we will continue with these repairs and keep Members informed.”

“Just a reminder, this is the last Board Meeting on winter hours. The next meeting is April 11th and will start at 10 am.”

“Later on in the meeting we will be nominating our Election and Teller Committee Members. We have several new Members in our Association and we would like those folks to come forward and volunteer for some of our Committees. We need people for the Annual Election of Officers and the Teller/Election Committee. If you see those new people, introduce yourself to them, welcome them and encourage them to become involved.”

“Also, at the last meeting Roger Carey who is the Zoning Administrator for Lincoln Township was here in regards to the LandPlan committee that the Township is undertaking. I went to that meeting and it is kind of a formation committee talking about what they are going to be doing. The Township is going to be writing new ordinances, cleaning them up and making them a little bit more user friendly. They want input from residents in the Township and the next meeting is April 27, 2015 at 3:30 pm at the Township Hall. White Birch is at least half if not a little bit more for property owners with endeavors of Lincoln Township and we could be better represented in the Township but it does take involvement of our residents.”

VI. Supervisor’s Report:

Alice reported the following:

“It seems as if winter may finally be over with spring on its way. The muddy roads are testament to that. Due to Jeff and Tom’s diligence we’ve been able to get through the winter so far with our limited road salt supply. They deserve a lot of credit and we also want to thank our Members for your help slowing down and giving yourselves a little more time in getting through the roads.”

“As a reminder you are required to be current with your assessments in order to use the amenities including the swimming pool. We recently had an unpleasant situation with a Member trying to use the pool and being turned away. The Member was angry and loud. The Clubhouse attendant on duty was made to feel extremely uncomfortable with the verbal attack. We are only enforcing the rules and regulations of the Association that do require you to be a Member in good standing. We don’t have your financial information, if you ask us how much you owe or what you need to pay in order to use the pool, we don’t have that information. Vicky is the only one that has that confidential information. We only have a list that is updated weekly of who is and who is not delinquent. So, I urge you to check with Vicky if you have any questions on where your assessment status is.”

“As Sharon mentioned, the Phase I insulation in the Clubhouse has been completed. It included the Maintenance attic; bathrooms; shower and changing rooms; and Jeff, Tom and my office. We noticed a dramatic difference in the hall ways and in the back area of the Clubhouse. It was a great, great investment.”

“The swimming pool covers and reel systems have been installed. It was a wise decision to go with the 2 (two) separate covers. One person can handle them very easily and there has been a noticeable difference in the humidity and warmth in that also.”

“The ventilation fans have been installed in the Campground bathrooms. We still need to do the electrical work and the connecting duct work. That’s going to be going forward here before too much longer. We definitely should have that in operation before May when the bath house opens.”

“Director John Pryde and I have been continuing work on the ManagerPlus Preventative Maintenance program. We have had 2 (two) training sessions that were very productive. We’re now inputting the frequency detail and types of inspections and maintenance that our assets require. It has taken a lot of time and work and John has been extremely helpful and patient. I would like to thank him for all of his time and effort that he put forth with that.”

“I would also like to give a big thank you to a Member, Gary Smith. Gary redrew our Campground Winter Storage map. The storage sites, the pavilion and the bath house are now in proper position and proper scale. It should be easier to follow. I would like to thank him for volunteering to do that. It was very nice of him.”

“We are planning an Easter Egg Hunt on Saturday, April 4th from 1 to 3 pm here at the Clubhouse. We do have a sign up sheet on the bulletin board if you are interested in volunteering or helping out with that event.”

“Lastly, I would like to thank our employees; Jeff and Tom in Maintenance, Shaina and Pamala here in the Clubhouse as attendants. They do a great job for us each and every day.”

VII. Committee Reports:

Campground Committee:

Director K. Dombrowski expanded what Alice reported in regards to the Campground ventilation stating the duct work was completed as of about Noon on Friday but hasn't been picked up yet and the cost came in under budget. He also stated that sometime in the next couple of weeks either he or Director Allen will be picking it up and getting it to the Maintenance guys. He also wants to go over the installation with the guys. An unofficial inspection of the Campground by Director Allen and Director K. Dombrowski was done and everything looks good. He thanked the Maintenance guys and stated he looked at the fans reporting that they look fantastic and professional. He also thanked Alice for her help in getting it all taken care of.

EPC Committee:

Director John Pryde reported 1 (one) contiguous lot approval for Lots 894 and 895 which was presented in 2014 but was not approved until Assessments were brought current in February of this year. The contiguous status was approved to start as of March 1, 2015.

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

IX. Unfinished Business:

Director Pryde presented pricing and plans from HughesNet for an internet upgrade due in large to the problems and time he and Alice encountered with the ManagerPlus program downloads. He will get pricing and plans from other companies as well and inform the Board Members by email for approval. He would also like to see MicroSoft Word and Excel upgraded in both offices.

Director Pryde explained the reports and Maintenance Work Orders he and Alice included in the Board packets that will be generated each month and also the Schedule Profile sheet that lists every asset of the Association. Director Pryde asked for the Board's approval for 16 more hours for Alice to finish putting the data in to ManagerPlus and also for a 1 (one) year Service Agreement for ManagerPlus.

(4) Director Pryde moves to accept the ManagerPlus 1 (one) year Software Service Agreement at a cost of \$499.00 and an additional 16 hours allotment for Alice to input the final information necessary at a cost of \$197.76, 2nd by Director Bryant. Roll call vote, All Ayes, motion carried.

(5) Director Holzer moves to proceed with the presented WBLRA brochure with any Board Member changes given to her by March 30th and to purchase 200 brochures from Clare Print and Pulp not to exceed \$225.00, 2nd by Director Pryde. All Ayes, motion carried.

Possible replacement of the boilers was discussed as the next phase of the ongoing Clubhouse repairs. The Board asked Alice to have an inspection of the boilers done to get recommendations.

Insulation of the swimming pool area roof and gable ends was discussed for information purposes only.

X. New Business:

At this time President Bridges appointed the following Members to the 2015 Election and Teller Committee: Pat Graham, Chairperson; Claudia Pelfery; Phyllis Willoughby; and Director Holzer as Board Liaison. Also Al Isaac will sit with Alice at the check-in table on the day of the election. Jeanne Briggs also volunteered at this time to be on the Committee. Any other Member that would like to volunteer is encouraged to do so. All Board Members voted "Aye" for the above appointments.

(6) Director Holzer moves to ratify the email vote for the purchase offer on Lot 473, 2nd by Director Pryde. Roll call vote,
All ayes, motion carried.

(7) Director Holzer moves to authorize the Association Secretary and a Member of the Nominating Committee to rent a PO Box for the Absentee ballots for the 2015 General Election and to secure the key with both signatures until ballots are retrieved for the July General Election per the Election Policy, 2nd by Director Bryant.
All Ayes, motion carried.

(8) Director Bryant moves to accept the presented bid from Beckman Production Services using mineral brine for the 2015 road brining, 2nd by Director Holzer.
All Ayes, motion carried.

The Road Grader Preventative Maintenance agreement was tabled pending further information to be presented at the next meeting.

(9) Director Holzer moves to approve up to \$100.00 for the Easter Egg Hunt event, 2nd by Director Allen.
All ayes, motion carried.

President Bridges presented the invitations that were purchased for the Realtor Fair for the Board to view.

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 1:15 pm.

XII. Closed Session:

1. EPC issue discussed. No motions made.
2. Employee overtime compensation was discussed. No motions made.
3. WBLRA Owned Lots for Realtor Meeting was discussed. Two motions were made. Both motions were determined to be contractual conflicts and deemed invalid. The motions will not be acted upon at this time.

XIII. Adjournment:

(10) Director Allen moves to adjourn the meeting at 2:25 pm, 2nd by Director Pryde.
All ayes, motion carried.

Submitted by,

Vicky McClusky
Secretary/Treasurer