

White Birch Lakes  
Board of Directors Meeting Minutes  
May 14, 2016

**I. Call to Order:**

President Bridges called the meeting to order at 10:02 a.m.

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

Board Member(s) absent: None

Invocation: Dawn Holzer

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

**New Business:**

Director Witchell: Dock for Holiday Lake

**Closed Session:**

President Bridges: EPC Issue

**III. Approval of Minutes:**

*(1) Director Witchell moves to approve the April Meeting Minutes as presented, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

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

*(2) Director Allen moves to approve the financial reports for April as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.*

*(3) Director Holzer moves to pay the bills for May as presented, 2<sup>nd</sup> by Director Bryant.  
All Ayes, motion carried.*

**V. President's Report:**

President Bridges reported the following:

“Welcome back Members to White Birch Lakes. Summer is near and fun for all is waiting. You will see changes in the Clubhouse. We have removed the dark wood paneling in the entrance and brightened it up with fresh paint. There is also new carpeting and the 1970 look is no more. The next big project is the outside of the Clubhouse with new siding, a few energy efficient windows and also a wall that must be replaced. We hope to get this started in the near future.”

“We have had new Members buys lots and houses in White Birch and a welcome to those Members as well. This is your community and it is wonderful when Members step up and step in to work for the good of all.”

“The Annual Member's Meeting is the third weekend in July. This year it is July 16<sup>th</sup>. Over the past several years the Annual Meeting has come from being a meeting where angry outbursts occurred and Members treating each other and the Board badly to one of an exchange of ideas and respect for one another. Over the years, attendance at the Annual Meeting has dropped significantly. We have had to call people to come to establish a quorum. **THIS IS YOUR MEETING!!** Please come to let the Board know what your wishes are for the future. The Board wants to represent all Members; we need to know what you are thinking. We will be serving a wonderful meal for Members at the Annual Meeting and we will have door prizes. You **MUST** be present to win.”

“To our new and younger Members, the people who are active currently in running the Association; Board Members, Committee Members and volunteers; are all adding years to their life and we need new blood. **AGAIN, this is your Association** and **YOU** are what drives White Birch to be the wonderful place it is. I and the Board thank you in advance for your participation.”

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

Scott reported the following:

“As Friday the 13<sup>th</sup> marked the first day back for a lot of our Members, we welcome in the warm weather with greetings to our returning staff Bob and Claudia. The Campground Bathhouse is open for the season.”

“Our first brine of the season has been brought in and our many thanks to our Maintenance team for preparing our roads at the last minute due to several equipment issues that made that task just a little more difficult.”

“For those of you that have not heard there have been visits from our local wildlife in the form of a Black Bear. Trail cameras and others have given us a couple of nice pictures of him. He's hungry from a long winter's nap so please don't approach him as he's probably a little cranky. Keeping your bird feeders empty and trash cans covered will encourage him to seek food elsewhere.”

“We also have our own Bear in the form of Smoky the Bear and he's very visible at the front of our property. Please take a quick glance to see where our Fire Danger is for our area and take precautions. Burn permits are available to apply for when applicable by phone 1-866-922-2876. And as always, “Only you can prevent forest fires”.

“As of this past week White Birch Lake, Timber Lake, and Holiday Lake all received a delivery of fish. My recommendation was to insure we have plenty of “Bobber Movers” in our lakes so the majority of this planting was Hybrid Bluegills as they are aggressive, fast growing and absolutely love a nice lively worm on a hook.”

“Please note that our Clubhouse Summer Hours Schedule will be starting on June 5<sup>th</sup>. These hours will extend your swimming times especially on Mondays, Tuesdays and Thursdays. Also there will be special hours for Memorial weekend to include additional swimming times on Sunday and Monday.”

“We all know that nothing here happens magically. An enormous amount of hard work and dedication is put in to keep this Association in pristine working order. If and when you see our staff, please take a few moments to thank them for the work they do.”

At this time Director Holzer stated that Jeff and Bob both did an awesome job at getting the brine done with the issues that were going on with driveways going in and equipment problems. They made sure that nothing was missed and the roads were ready to go.

President Bridges also stated that a wheel bearing had to be replaced on the grader and it was down for a couple of weeks which really put the guys behind in getting the roads prepared. They did as much as they could with the belly blade on the dump truck. They really worked to get ready for the brine and they didn't get done on Tuesday the 10<sup>th</sup> until 6 pm for the brine to be delivered on Wednesday the 11<sup>th</sup>.

## **VII. Committee Reports:**

**Election Committee:** Director Holzer stated that Pat Graham had to resign as Chairperson of the Election Committee due to health concerns but she will still remain active on the Committee. At this time, President Bridges appointed Claudia Pelfery as the Chairperson and Claudia accepted. Claudia added that the next meeting will be June 2<sup>nd</sup> at 1:30 pm in the Clubhouse and Vicky added that the P.O. Box has been rented for the Absentee Ballot requests and the Absentee Ballots.

**Safety:** Bob Pelfery stated basically we have new people coming in, campers coming in and kids coming in so have a little respect for the people and drive careful.

**Bylaw Committee:** Al Isaac stated that he gave the proposed By-Law changes to Director Pryde on a USB drive and President Bridges stated that the Board all have copies and will be reviewing them in Closed Session.

**Campground Committee:** Director Witchell reported the Campground Bathhouse is open and running. The dumpsters are back in for the season. He also is urging Members to **PLEASE** make sure that trash is thrown into the dumpster and that the lids are closed to deter wildlife getting into it.

**EPC Committee:** Director Witchell reported the following for Chick: There were 4 tree removals, 1 fence and 2 driveways approved. There were also 2 letters sent for issues. Currently there is a pole barn, a garage and an addition that are pending due to Township permit approvals before EPC can give final approval. Director Witchell also stated more Members are needed for EPC to help with the approvals.

**Activities:** Director Holzer reported there has been a new addition added to the Website called “The Wildflower Gallery”. She thanked the creators of the gallery; Rebecca Hastings, Anne Hobart and Phyllis Willoughby, who spent a lot of time taking pictures and naming the plants that exist in White Birch Lakes. She also thanked Dorothy MacMillan and Faith Pryde for helping with the selection of new goods that will be arriving for resale. There will be 2 styles of adult shirts, 2 styles of youth shirts, stainless steel mugs, beach bags, hats, and can coozies. This is a start and sales will help determine if it is successful enough to warrant future items.

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

**IX. ManagerPlus Report:**

Scott presented copies of Work Orders for items and equipment that need to be looked at. ManagerPlus is working fantastic and is helping to keep matters coming back that need attention. Any changes that are made to items are noted in the system so if something additional comes up, the changes are there to be looked at. He made mention to the John Deere tractor being on the reports in which Bob Luster was able to repair onsite instead of having to take it somewhere to be fixed. He also mentioned that the technician that was here from AIS was able to make recommendations for the tractor while here repairing the grader. Scott felt this was above and beyond his duties.

**X. Unfinished Business:**

**Ongoing Clubhouse Repairs:**

Director Bryant thanked Scott for all of his work and time in putting the proposal packet together that will be available for Contractors in regards to receiving bids for the Clubhouse exterior remodeling project.

*(4) Director Allen moves to rescind the motion made in October 2015 to hire a General Contractor with Commercial experience for the Clubhouse exterior improvements, 2<sup>nd</sup> by Director Witchell. Roll call vote, Ayes – Directors Bryant, Pryde, Holzer, Allen and Witchell  
Nays – Director Dombrowski  
Motion carried.*

At this time direction was given by the Board to Director Bryant and Scott to make the suggested changes to the letter that will be sent to Contractors and run advertisements in the local papers to solicit bids and for the cost of the ads to be transferred from the Capital Improvement Fund account.

Director Pryde stated that the Policy handout to the Directors has been updated to include all present policies and a Reference page has been added for easier finding.

Director Pryde explained the Asset list that was handed out to the Directors and stated that he will be providing additional work after he speaks with the Auditor in regards to the advantages of the list and how it affects depreciation.

Scott gave his recommendations to the Board in regards to the Summer and Holiday Hours for the Clubhouse and Pool.

*(5) Director Holzer moves to approve the Summer and Holiday Hours with Scott’s recommendations, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

President Bridges stated that the Police Patrol Petition was discussed in length at the last Board Meeting and she has spoken to the Under Sheriff, Dwayne Miedzianowski, and he has directed deputies to spend at least one hour a day within the Association increasing their presence significantly to enhance neighborhood watch. She also stated that she has expressed great appreciation to them in regards to this matter.

**XI. New Business:**

The playhouse outside the Clubhouse was discussed and Fred, Steve, Richard and Josh Bryant will evaluate the present playhouse and bring further information to the next meeting.

(6) Director Holzer moves to ratify the email vote to accept the offer for Lot 1313, 2<sup>nd</sup> by Director Dombrowski (At this time, Director Bryant recused himself for this matter and stated as a Board Member he should have been notified of the offer before the acceptance was voted on, not after.)  
All Ayes were cast by the remaining Directors, motion carried.

(7) Director Holzer moves for the June Birch Bark to be specifically for any election documentation and required notices along with the insertion of the President and Supervisor Reports, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.

(8) Director Dombrowski moves to add “Annual Member’s Meeting Cost Approval” under New Business, 2<sup>nd</sup> by Director Witchell.  
All Ayes, motion carried.

(9) Director Bryant moves to approve the bid from Dawn Fresh Catering for the Budget Meal with 3 meats at a cost of \$11.75 per person to be served at 11 am, 2<sup>nd</sup> by Director Witchell. Roll call vote,  
Ayes – Directors Bryant, Pryde and Witchell  
Nays – Directors Dombrowski, Holzer, Allen and President Bridges  
Motion failed.

(10) Director Dombrowski moves to serve breakfast at the Annual Member’s Meeting with the menu choice and vendor to be determined in a follow up motion, 2<sup>nd</sup> by Director Allen. Roll call vote,  
Ayes – Directors Dombrowski, Holzer, Allen, Witchell and President Bridges  
Nays – Directors Bryant and Pryde  
Motion carried.

(11) Director Dombrowski moves to accept the bid from Big R’s for breakfast at a cost of \$2,250.00 for 250 people, 2<sup>nd</sup> by Director Allen. Roll call vote,  
Ayes – Directors Dombrowski, Holzer, Allen, Witchell and President Bridges  
Nays – Directors Bryant and Pryde  
Motion carried.

(12) Director Bryant moves to accept the bid from Dallas Shull Excavating for Beach Sand at a cost of \$10.00 per yard for 90 yards, 2<sup>nd</sup> by Director Dombrowski.  
All Ayes, motion carried.

Director Witchell presented the Board with information regarding a dock for Holiday Lake. He will gather more information and report his findings at the next meeting.

The added Agenda Item of “Annual Member’s Meeting Cost Approval” is being postponed until the next Board Meeting per the Board’s request.

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

(13) Director Dombrowski moves to adjourn the meeting at 1:27 pm to closed session, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.

**XIII. Closed Session:**

Proposed By-Law changes were discussed with no motions made.

An EPC issue was discussed with no motions made.

(14) Director Dombrowski moves to adjust Robert Luster’s compensation due to a 90-day review, 2<sup>nd</sup> by Director Bryant.  
Ayes – Directors Bryant, Pryde, Dombrowski, Allen and Witchell  
Nays – Director Holzer

(15) Director Bryant moves to adjust Jeff Wheeler’s compensation effective with his anniversary date, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.

*(16) Director Bryant moves to adjust Vicky McClusky's compensation effective with her anniversary date, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

The Board returned to regular session at 2:32 pm.

*(17) Director Bryant moves to ratify the above motions made in Closed Session, 2<sup>nd</sup> by Director Allen.  
All Ayes, motion carried.*

**XIV. Adjournment:**

Meeting was adjourned at 2:33 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky  
Secretary/Treasurer