

White Birch Lakes  
Board of Directors Meeting Minutes  
November 8, 2014

**I. Call to Order:**

President Bridges called the meeting to order at 10:05 a.m.

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

Director Allen was absent and excused.

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

**II. Placement of Open Board Seat Member:**

*(1) Director Bryant moves to appoint John Pryde for the Open Board Seat vacated by Koren Treppa, 2<sup>nd</sup> by Director B. Dombrowski.*

*All ayes, motion carried. (At this time President Bridges invited John Pryde to take his seat at the table.)*

**III. Additions to the Agenda:**

New Business:

President Bridges: Internet Service

**IV. Approval of Minutes:**

*(2) Director Bryant moves to approve the October 11, 2014 meeting minutes, 2<sup>nd</sup> by Director K. Dombrowski.*

*All Ayes, motion carried.*

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

*(3) Director K. Dombrowski moves to approve the financial reports for October 2014 as presented, subject to the Auditor's approval, 2<sup>nd</sup> by Director Holzer.*

*All ayes, motion carried.*

*(4) Director Bryant moves to pay the bills for November 2014 as presented, 2<sup>nd</sup> by Director K. Dombrowski.*

*Roll call vote,*

*Ayes – Directors Pryde, Bryant, B. Dombrowski*

*Nays – Directors K. Dombrowski, Holzer and President Bridges*

*Motion failed. (President Bridges stated the Payables will be tabled until after the break so the Attorney billing can be further reviewed before approval.)*

**VI. President's Report:**

President Bridges reported the following:

“We have been very busy reviewing problems in the Clubhouse. Last year we had some leaks in the bulletin board area near the pool office. Several contractors felt that we needed to remove the metal roof and start over again. The Board was not comfortable with that costly solution. We were able to find a metal roof installer with over 25 years of experience who was able to remove the roof panels without damage. This was to find if the roof had been installed correctly; this is over the valley portion where the leak was coming from. The roof did have ice and water shield in the valleys which was a correct application. Our problem is with ventilation and insulation, there is none. The low ceiling areas in the

entrance hall, the Supervisor's office and the hallway to the bathrooms are not vented or insulated. Warm air from the Clubhouse moves into the attic area causing the snow to melt on the roof which causes ice dams. We had melting and refreezing, then causing leaks. We have added vents all around the eave soffits in this area and a ridge vent was also installed. We have found that ventilation to the bathroom areas for dehumidification has been disconnected sometime in the past for reasons unknown. When the pool was enclosed propane was much cheaper and proper insulation was not a concern, however, with propane costs as high as they are today it has become a major concern. We are paying roughly \$2,000.00 a month in the clubhouse, average, for propane costs. When all repairs are completed over time, the repairs will pay for themselves in propane costs."

"I would also like to propose that we have a committee of Board Members, staff, and appointed Members of the Association appointed to create a Master Plan for future projects in maintaining our buildings, our amenities. We have always acted in the past when we had a crisis. We have been reactive instead of proactive and I think that we can save a great deal of money if we become more proactive and developing a Master Plan. We have many areas that need to be repaired and some attention that maybe we can come up with; we're going to do this this year and that next year, and the following year we have some idea of what our costs are going to be for the year and we can budget accordingly. We have a wonderful facility at White Birch and we should preserve it for future generations."

"Winter is upon us, and guess what, there is a salt shortage. Capitalism will get us every time. The Supervisor will explain more fully what will be done this winter to groom and maintain the roads in White Birch. The bottom line is that we have to slow down our driving speeds and stop at all the stop signs. This is for the safety of all who enjoy this property."

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

Alice reported the following:

"As President Bridges mentioned in her report we will have a salt shortage for our roads this winter. Our supplier is receiving less than one quarter of his normal allotment which in turn has cut our portion of salt to half of what we usually get. Our plan is to use sand on the roads at the beginning of winter for traction to save the salt as much as possible for use when we get our ice storms later on in the winter. We will use the salt as sparingly as possible to be sure we don't run out in the middle of January. This means salt will be used on intersections, hills, curves, and valleys. All roads are not going to be salted at all times. We ask for everyone to just slow down and give yourselves some extra time. We ask for your understanding in this, it is beyond our control and we're just trying to deal with it the best we can."

"We received our fall shipment of fish last Tuesday which consisted of minnows and walleye. The walleye were a bit smaller this year due to the lack of warmth through the summer months so we ended up with a few extra because of the smallness of them."

"The Clubhouse roof valley areas where ice dams are a problem has been worked on with new vapor barrier, ice guard and soffit vents installed. We are now addressing the ventilation, swimming pool humidity and lack of insulation issues that have been major factors in the ice dams and leaks."

"Jeff and Tom continue to work on clearing the easements and roads of brush and trees as time permits. This is a project that will be ongoing for the next several years. The wood chipper and pickup dump box have made this task much easier and the guys' time much more productive."

"We have heard lots of guns shots recently here around the Clubhouse and throughout the Association. As a reminder there is **NO** hunting of any kind allowed at any time."

“Bob and Claudia Pelfery have left for the winter so their seasonal work for us has ended. I would like to thank them for the wonderful jobs they did as well as the rest of our employees; Tom and Jeff in Maintenance, and Pamala and Shaina here in the Clubhouse as Attendants. And, Happy Thanksgiving everyone.”

### **VIII. Committee Reports:**

Campground Committee: Fred Witchell reported that the Campground is closed as of this date. Fred also wanted to make sure everyone realizes that if you are seeing there aren't very many campers in storage this year, it is due to some people not storing their campers this year due to the lawsuit. Every time he or Alice hears from them they are being told that if they do not reserve the spot this year, they are subject to lose it for next year. That has always been the policy. Some spots may remain unused but may be reserved and paid for so the spot is not lost. Fred went on to state that a lot of campers now are 35 to 40 feet long and there isn't any place to store them other than where they were stored before. Fred also stated that he will only need about \$500 allotted for Campground Maintenance this next year as he only has needs for a volley ball net and a new cover over the little play house at the Playground area.

EPC Committee: John Pryde reported there was one (1) Contiguous lot application approved for Lots 552 and 553. Also one letter was sent out by John for an outdoor bathroom facility that appeared on a personal property.

#### Election Committee:

Pat Graham reported that the Election Policy changes will be discussed under Unfinished Business and she thanked everybody again for their help and expressed her appreciation to all.

#### Finance Committee:

Dorothy Nalepa reported the committee will be meeting in the next couple of weeks to start drafting next year's budget. She will let the Board, as well as Members, know what the dates will be and a presentation will be given at a workshop.

At this time, John Pryde asked if the applications for EPC requests could be put on the Website due largely to the change for hard covered driveways. A request needs to be pulled so it can be determined that the driveway doesn't extend too far out into the roadway. President Bridges stated the applications would be put on the Website and also a statement in the Birch Bark directing Members to the Website for the applications.

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

After a short break, President Bridges brought the issue regarding the approval of the November payables back to the floor. After reviewing the Attorney billing the following motion was made:

*(5) Director Bryant moves to approve payment of the November payables, 2<sup>nd</sup> by Director K. Dombrowski. Roll call vote,  
Ayes – Directors Pryde, Bryant, K. Dombrowski, B. Dombrowski and President Bridges.  
Nays – Director Holzer  
Motion carried.*

### **X. Unfinished Business:**

The Campground Bathhouse ventilation recommendations are being tabled for further information regarding the work to be done during the winter months.

*(6) Director Holzer moves to approve the proposal from Gilboe's Lock & Safe LLC for the Entrance Gate Surveillance at a cost of \$2,807.55, 2<sup>nd</sup> by Director B. Dombrowski.  
All Ayes, motion carried.*

Surveillance for the Campground area has been tabled to be included in the 2015-16 fiscal year budget.

*(7) Director Holzer moves to purchase the bill changer for the vending machine at a cost not to exceed \$125.00, 2<sup>nd</sup> by Director K. Dombrowski. Roll call vote,  
Ayes – Directors Pryde, Bryant, K. Dombrowski, Holzer and B. Dombrowski  
Motion carried.*

*(8) Director Holzer moves to accept the recommended Election Policy updates as presented from the Election Committee, 2<sup>nd</sup> by Director K. Dombrowski. Roll call vote,  
Ayes – Directors B. Dombrowski, Holzer, K. Dombrowski, Bryant, Pryde and President Bridges  
Motion carried.*

## **XI. New Business:**

At this time President Bridges asked if a Board Member or Association Member would be willing to take on the task of investigating internet service options. Director K. Dombrowski volunteered to do this.

Clubhouse repairs has been tabled pending receipt of further bids on electrical, mechanical and insulation costs.

*(9) Director Holzer moves to purchase Christmas Gift Cards in the amount of \$50.00 for each employee, 2<sup>nd</sup> by Director K. Dombrowski. Roll call vote,  
Ayes – Directors B. Dombrowski, Holzer, K. Dombrowski, Pryde and President Bridges  
Nay – Director Bryant  
Motion carried.*

*(10) Director Holzer moves to approve an amount up to \$60.00 for the Hunter's Luncheon expenses, 2<sup>nd</sup> by Director K. Dombrowski.  
All ayes, motion carried.*

*(11) Director K. Dombrowski moves to adopt the Employee Personnel Manual as prepared and presented to the Board Members, 2<sup>nd</sup> by Director B. Dombrowski. Roll call vote,  
Ayes – Directors Bryant, K. Dombrowski, Holzer, B. Dombrowski and President Bridges  
Director Pryde abstained voting.  
Motion carried.*

President Bridges removed “Development of Master Plan” from the Agenda at this time.

*(12) Director Holzer moves to approve Red's Repair, LLC to fix the tractor clutch, 2<sup>nd</sup> by K. Dombrowski.  
All ayes, motion carried.*

*(13) Director Bryant moves to accept the proposal from Fisher Sand & Gravel for the Winter Sand at a cost of \$4.85/ton, 2<sup>nd</sup> by Director K. Dombrowski.  
All ayes, motion carried.*

*(14) Director K. Dombrowski moves to allow the Supervisor to spend up to \$1,500.00 for entrance gate repairs and maintenance, 2<sup>nd</sup> by Director Holzer.  
All ayes, motion carried.*

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

**XIII. Adjournment:**

*(15) Director Bryant moves to adjourn the meeting at 12:55 p.m., 2<sup>nd</sup> by Director B. Dombrowski.  
All ayes, motion carried.*

Submitted by,

Vicky McClusky  
Secretary/Treasurer