

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

I. Call to Order:

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

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

Board Member(s) absent: Directors Holzer and Bryant, excused

In lieu of an Invocation, a moment of silent prayer was asked for by President Bridges to think about all those people who are currently not doing well, her brother included. Director Dombrowski added all the people in Paris and Vicky also added all our Veterans.

The Pledge of Allegiance was recited by all present.

II. Additions to the Agenda:

Approval of Minutes:

President Bridges: Minutes from Emergency Board Meeting held October 30, 2015

Unfinished Business:

President Bridges: Computer and Scanner Purchase for Office

New Business:

President Bridges: HR Training Opportunity for Supervisor Lubs

President Bridges: Septic Tank Service

Director Witchell: ATV Regulations

Closed Session:

President Bridges: Employee Issue

III. Approval of Minutes:

(1) Director Witchell moves to approve the regular Board Meeting minutes for October, 2015, 2nd by Director Allen.

All Ayes, motion carried

At this time, Director Dombrowski stated the following correction be made to the minutes of the Emergency Meeting held October 30, 2015:

(1) A motion was made by President Bridges that the Emergency meeting was necessary and valid, 2nd by Director Dombrowski.

All Ayes, motion carried.

The other two motions listed in the presented minutes will be numbered 2 and 3.

(2) Director Witchell moves to approve the Emergency Board Meeting minutes with the above corrections, 2nd by Director Dombrowski.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

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

All Ayes, motion carried.

*(4) Director Dombrowski moves to pay the bills for November 2015 as presented, 2nd by Director Allen.
All Ayes, motion carried.*

V. President's Report:

President Bridges reported the following:

“We had another incident with the school bus. The gates closed on the bus; an open window caught the top of the gate and damaged it. The school talked again about picking children up on Old State Road; as you know that is a very dangerous location, cars come around the curve to the north at a fast rate of speed. Scott contacted the Superintendent's office and a meeting was scheduled with him, the bus driver coordinator, Scott and I. Scott had the incident on tape, thanks to our surveillance cameras. He was also able to show several other large vehicles going through the gate without incident. Without saying so it was determined that it was a bus driver error. The compromise is, the bus will no longer turn around at the bus stop and come out on Squirrel Run, but travel around Squirrel Run and come out onto White Birch Lane, turn left and proceed to the gate. This will allow the bus to come at the gate straight and then trigger the gate opening mechanism. Jeff and Tom have been directed to be sure that the road is open, salted and or sanded when the bus arrives to prevent any further incidents. Hopefully this will put an end to this ongoing problem.”

“The Board would like to thank the many Members who complied with the Court Order to remove campers from their lots by October 31st. I would like to report that there were 29 campers still on lots as of November 1st. On November 6th five had been removed and five had 14 day permits. Nineteen certified letters were sent out informing the lot owners that the camper had to be removed immediately or the Board would begin further legal action against those individuals. The Plaintiffs in this case have appealed to the Michigan State Supreme Court for further consideration. This case has already cost Members over \$60,000. We will continue to follow up on this issue and uphold the C & R's.”

VI. Supervisor's Report:

Scott reported the following:

“As of this date our Campground Full Service sites and Dump Station have been closed, locked and winterized. The Campground Bathhouse will remain open until December 1st, weather permitting.”

“Tom and Jeff will be completing our Clubhouse roof sometime in the next week weather permitting, with the addition of heating tape to further insure that there will be no ice up in the valleys.”

“We are currently planning to begin replacing the Women's Shower room partitions in the Clubhouse mostly because it needs to be done and also to make more available space in our Maintenance Building.”

“We continue to ready ourselves for winter as our first delivery of salt will take place on Monday the 16th and our Komatsu Grader will receive its first 500 hour servicing from AIS Construction Equipment at that time as well. At this time, I would like to thank Jeff and Tom for their tireless efforts in trouble shooting our salt spreader on the back of the dump truck that had a broken chain link. It saved us money and the headache of finding replacement parts.”

“Tom has continued his ongoing battle with leaf debris. It is imperative that we insure leaves are not piled up and left to freeze, especially in places where snow is plowed.”

“Our Clubhouse Attendant, Kathy West, notified me last week that this would be her last week working with us. We only had two candidates for the Custodial/Backup Clubhouse Attendant position. I contacted both of them and asked them if they were interested in Kathy's position but both declined. I have decided to hire one of them for the Custodial position and will notify her on Monday.”

“Per this time of year we once again remind Members that there is **NO HUNTING** in White Birch Lakes Recreational Association.”

“My thanks again to Tom, Jeff and Steven for their continued contributions for assisting us in keeping our facilities up and running. A special thanks to Vicky who continues to work tirelessly in helping our Supervisor make sense of it all.”

VII. Committee Reports:

EPC Committee: Chick Witchell reported the following EPC request approvals:

- 2 Tree Removal requests, Lots 1175 and 63
- 2 Contiguous Lot Status requests, Lots 319-320, and 100-101
- 2 Accessory Building requests, Lots 1361-1362 and 900
- 1 Deck request, Lot 1175
- 1 Accessory Building request has not been finalized yet because it is not staked out, Lot 421

At this time, President Bridges stated that Jerry Bridges has resigned from the EPC Committee due to his eye health at this time. She also stated that Chick Witchell has agreed to help Chair this Committee and asked the Board to consider some sort of stipend for the next fiscal year for someone to Chair this Committee if no one has stepped forward and volunteered to take over the Chairperson position before then. Director Pryde stated he would be willing to look at requests in December and January while Chick is gone if needed.

Activities: Vicky presented the following upcoming Activity report for Director Holzer:

A Member is asking the Board for approval to host an “Ugly Christmas Sweater Party” on December 12th from 4 – 7 pm in the Clubhouse.

*(5) Director Witchell moves to approve the Ugly Christmas Sweater Party on December 12th, 2nd by Director Allen.
All Ayes, motion carried.*

Please see the notice in the November Birch Bark which explains the party further. Contact Sandy Getz to RSVP at 989-954-8634. There is a sign up sheet in the Clubhouse also.

Financial Committee: Vicky reported the following for Director Holzer:

The Board Members all were given a “Rough Draft” of the 2016-17 Budget that is being worked on right now by the Financial Committee and the next meeting is Friday, November 20th at 1 pm at the Clubhouse.

Campground Committee: Fred Witchell reported the following:

This year there are a lot more campers in the Campground and Storage Area then the last few years because of the Court decisions. Everything is going well. There have been a few campers put in the wrong spots because some Members put them where they used to have reservations not realizing they needed to see if the spots were still available. Some campers were longer than stated and will have to be switched to different spots to accommodate the length next year. President Bridges asked for help to remember next season to come up with a solution for the Campground Full Hook Up sites for waste dumping.

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

IX. ManagerPlus Report:

Scott reported that he is still getting used to the system and some items have been put back in so the program is back up and running. Scott also stated that he has the notification portion of the system working again so he can start getting email notifications on what is due and what is not due again. Director Pryde stated that it is time consuming to get everything back in again so the Work Orders will be back up, running and can be printed out for maintenance and repairs again. He also stated that once Scott has a list of items that he feels he needs more help with understanding, they will contact ManagerPlus for their guidance. Director Pryde stated that additional hours may be needed for Scott to get this done. President Bridges asked the Board if they had any issues with this and the Board responded with their approval for additional hours if needed.

X. Unfinished Business:

Ongoing Clubhouse Repairs:

President Bridges reported there isn't anything new in regards to the Clubhouse Siding replacement and repairs at this time.

Director Dombrowski reported his findings in regards to the different applications and brands of carpet and/or tiles that he has found and Gwen Wood also reported that measurements were taken for the areas that need to be replaced in the Clubhouse and Office areas. Further measurements need to be taken to get a better idea of the square footage for the areas being looked at for replacement.

*(6) Director Pryde moves to purchase a new computer with specifications equal to the Supervisor's computer along with a Snap Scanner, professional installation and software at a cost of not more than \$2,500.00 for the Secretary/Treasurer office, 2nd by Director Allen.
All Ayes, motion carried.*

XI. New Business:

*(7) Director Dombrowski moves to discuss gift cards for employees in Closed Session, 2nd by Director Witchell.
All Ayes, motion carried.*

*(8) Director Dombrowski moves for the Supervisor to attend an HR training session on Tuesday, January 26, 2016 and reimburse mileage, 2nd by Director Witchell.
All Ayes, motion carried.*

At this time Scott reported on the Septic Service findings at the Campground and also reported that County Wide would be willing to start a service for Members to utilize for dumping during the camping season for a fee if the need warrants. Scott stated he will look into this further if Members would like more information.

*(9) Director Witchell moves to revise the current ATV Regulations pamphlet with the changes that were noted, 2nd by Director Allen.
All Ayes, motion carried.*

NOTE: A current ATV Regulation pamphlet and the revised pamphlet will be available in the office for viewing.

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

*(10) Director Allen moves to adjourn the meeting at 12:05 pm to closed session, 2nd by Director Witchell.
All Ayes, motion carried.*

XIII. Closed Session:

An employee matter was discussed with no motions made.

*(11) President Bridges moves to purchase Christmas gift cards in the amount of \$50.00 each at Walmart for current and seasonal employees, 2nd by Director Allen.
All Ayes, motion carried.*

At this time the Board returned to open session.

*(12) Director Dombrowski moves to ratify the above motion made in Closed Session, 2nd by Director Pryde.
All ayes, motion carried.*

XIV. Adjournment:

Meeting was adjourned at 12:35 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky
Secretary/Treasurer