

White Birch Lakes  
Board of Directors Meeting Minutes  
October 8, 2016

**I. Call to Order:**

President Bridges called the meeting to order at 10:01 a.m.

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

Absent: Director Allen

Invocation: Director Holzer

The Pledge of Allegiance was recited by all present.

**II. Additions to the Agenda:**

**New Business:**

Director Holzer: New Road Signs

Director Dombrowski: Campground Fence

Director Holzer: Campground Bath House Painting

**III. Approval of Minutes:**

*(1) Director Holzer moves to approve the September Meeting Minutes as presented, 2<sup>nd</sup> by Director Pryde.*

*All Ayes, motion carried.*

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

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

*All Ayes, motion carried.*

*(3) Director Dombrowski moves to accept the October Payables as presented, 2<sup>nd</sup> by Director Bryant.*

*All Ayes, motion carried.*

**V. President's Report:**

President Bridges reported the following:

“Our fall projects are underway, pool painting will begin October 10<sup>th</sup>, hopefully, and the Clubhouse exterior repair is moving forward. All of these projects are planned for, and also, badly needed. Stop by and see the progress.”

“As mentioned last Board Meeting and published in the Birch Bark, the last appeal request at the Michigan Supreme Court level has been denied. The final result is that Judge Mienk's Final Order remains intact. That Order stated that the campers and trailers **MUST** be removed by **October 31<sup>st</sup>** of each year until Memorial Day weekend of the following year. Permits for temporary camping (but not storage) are available in the off-season. The Association **DOES NOT**, however, have the authority under the C & R's to make rules limiting the number of campers on a single lot to **ONE**. Campers and trailers **MUST** be removed by October 31<sup>st</sup> and failure to do so will result in immediate legal action by the Board.”

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

Scott reported the following:

“Fall is upon us and it’s time to gear up for winter. If you have not already contacted our office about winter storage, please do so as soon as possible as the deadline for removal of campers from lots is the 31<sup>st</sup> of this month. As a reminder, Members may request a 14-day permit to camp on your lot. These permits will be granted under reasonable accommodation, meaning this permit is for CAMPING. It DOES NOT extend your time to STORE a camper on your lot. You may start storing your campers in either the Campground or Winter Storage areas at any time. Please make sure that when you or your delegated mover put your camper in storage that it goes in the CORRECT spot. There are maps on the Campground bulletin board. Those sites remaining will be first come, first serve.”

“When the time comes for you to put your camper into storage, please do not wash your campers at the dump station. Soaps, detergents and additional water introduced into that system will cause it to slow down and/or fail. Nobody is denying you the right to clean your camper, just please use common sense and good judgment in not flooding areas where others are camping and leaving your refuse on the ground. In addition, with the sudden increase in traffic at our dump station, please be considerate for other Members and our staff and not dump affluent without washing it down with water. Please insure that the lid is down as leaves will collect in the opening and plug our lift station.”

“If you are interested in a boat slot, please contact the Supervisor as soon as possible.”

“As a quick reminder as your leaves begin to fall, we have a compost pile available for leaves only. Please don’t move your leaves into or across our roads as this will cause ditches and culverts to fail and flood your fellow Member’s driveways and wash outs will occur.”

“We appreciate your continued patience with us as we continue to work on the pool. Paint is only a small part of insuring that while the pool is not in operation we can continue to repair those items that usually cannot be reached during regular pool hours.”

“Many thanks again to all our staff for their hard work and dedication, especially Bob and Claudia Pelfery, as they will be leaving us at the end of the month for the season. We appreciate their hard work in keeping our facilities safe and clean.”

## **VII. Committee Reports:**

**EPC Committee:** Secretary/Treasurer Vicky reported the following due to a Chairperson not being appointed as of yet for this year:

There were 2 tree removal requests and 1 contiguous lot status that were approved for the month of September. No new C & R violations were documented for the month of September.

**Policy Update Committee:** Carolyn Neal presented the Board with 2 policies that the Committee is recommending updates be considered to include “Camping and Fire Pit Regulations” and “Violation Fines/Deadline Letters per the Secretary” along with recommendations for the updates.

**Activities:** Carolyn Neal reported there were 26 people in attendance at the Plant Exchange held October 1<sup>st</sup> with approximately 50 to 55 plants available and all plants left the area. She feels they had a good turn out and most of the food was eaten. There was rain but it was warmer this year. Carolyn also stated that Dawn Holzer, Donna Cross (and herself) planted the Clubhouse Island Garden and she stated they did an awesome job.

**Election Committee:** Claudia Pelfery stated people are signed up but no meeting has been held as of this date until the Committee Members are appointed.

**Campground Committee:** Director Dombrowski reported everything is being marked off for storage and President Bridges reported that Fred has new signs marking the storage spaces. Director Dombrowski also mentioned what Scott stated earlier about Members being considerate when dumping of the person waiting in line.

**Finance Committee:** Director Holzer stated a meeting is scheduled for Friday, October 21<sup>st</sup> at 1 pm. in the Clubhouse for the 2017-18 Budget workshop. Any Member is welcome to join in.

**Conservation/Grounds Committee:** Director Holzer stated that she has been involved with the Gypsy Moth Program again this year and the numbers are down a bit this year in the Association and also County wide as well. Dawn also mentioned that Donna Cross, Carolyn Neal and herself planted 53 annuals and 50 iris bulbs in the Clubhouse Island Garden. She also thanked Bob Fennimore for donating coffee grounds for the garden which really helped out with putting the new plants in. President Bridges also mentioned the White Birch Lakes sign that used to be on the Clubhouse is now in the Island Garden on posts.

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

**IX. ManagerPlus Report:**

Scott presented the Board with 2 items that just came up from ManagerPlus which are both for the new Eco Grader that was just purchased. The paint is not holding up as it should and also the bracket that holds the cylinder to the tongue broke. Both items are being taken care of by the manufacturer.

**X. Unfinished Business:**

The agenda item of “Holiday Lake Dock Replacement” has been tabled for more information.

President Bridges appointed the following for the 2016-17 Committee Members, Chairpersons and Board Liaisons:

**Election Committee:** Pat Graham, Phyllis Willoughby, Claudia Pelfery, Angela Bendell, Jeanne Briggs and Marilyn Perkins. Claudia Pelfery will be Chairperson and Director Allen will be Board Liaison. (See re-appointment for this Committee later in minutes)

**Finance Committee:** Director Holzer, Fred Witchell, Director Getz, Carolyn Neal and Director Pryde. Director Holzer will be Chairperson and Director Getz will be Board Liaison.

**Policy Update Committee:** Carolyn Neal, Jeanne Briggs, Director Holzer and President Bridges. Carolyn Neal will be Chairperson and Director Holzer will be Board Liaison.

**Covenants & Restrictions/By-Law (combined) Committee:** Jim Neal, Director Dombrowski, Al Isaac and Director Bryant. Al Isaac will be Chairperson and Director Dombrowski will be Board Liaison.

**Campground Committee:** Fred Witchell, Director Getz, Director Dombrowski and Director Allen. Fred Witchell will be Chairperson and Director Dombrowski will be Board Liaison.

**EPC/Conservation & Grounds (combined) Committee:** President Bridges stated appointments for this Committee is being postponed until later in the meeting.

At this time, President Bridges appointed Director Holzer to be Board Liaison for Real Estate transactions.

*(4) Director Pryde moves to ratify the email vote to paint the pool for a cost not to exceed \$1,600.00, 2<sup>nd</sup> by Director Getz.  
All Ayes, motion carried.*

(5) Director Dombrowski moves to upgrade the Entry Gate system per the proposal from Van't Hof Door & Gate Systems for a cost not to exceed \$20,000.00 with the funds to be taken from the Capital Improvement Fund, 2<sup>nd</sup> by Director Getz.

Roll call vote,

Ayes – Directors Pryde, Dombrowski, Holzer, Getz and President Bridges

Nays – Director Bryant

Motion carried.

## **XI. New Business:**

(6) Director Holzer moves to ratify the email vote for the sale of Lot 1072, 2<sup>nd</sup> by Director Dombrowski.

All Ayes, motion carried.

(7) Director Pryde moves to ratify the email vote to purchase the Eco Grader not to exceed \$6,020.00, 2<sup>nd</sup> by Director Holzer.

All Ayes, motion carried.

(8) Director Dombrowski moves to accept the bid from Jim's Body Shop in Clare for a new/used Pickup truck bed box not to exceed \$5,000.00 to include rust prevention, the replacement box not having major damage or rust and to include the right for a WBLRA representative to inspect the box before purchase, 2<sup>nd</sup> by Director Holzer.

Roll call vote,

Ayes – Directors Bryant, Pryde, Dombrowski, Holzer, Getz and President Bridges.

Nays – None

Motion carried.

The agenda item of “2016-17 Winter Salt Pricing” was removed at this time pending pricing and Scott was directed to email the price to the Board when he has it available.

The agenda item of “New Road Signs” was tabled pending Director Holzer receiving 3 bids.

(9) Director Dombrowski moves to approve funds not to exceed \$200.00 for fencing materials for the Campground per Fred Witchell's specifications, 2<sup>nd</sup> by Director Pryde.

All Ayes, motion carried.

The agenda item of “Campground Bath House Painting” was withdrawn at this time.

At this time, President Bridges rescinded her appointments for the Election Committee and replaced with the following appointments:

**Election Committee:** Pat Graham, Phyllis Willoughby, Claudia Pelfery, Jeanne Briggs and Marilyn Perkins. Chairperson will be Claudia Pelfery and Director Allen will be Board Liaison.

At this time, President Bridges appointed the following for the EPC/Conservation & Grounds Committee.

**EPC/Conservation & Grounds Committee:** Christine Palitti-Bailey, Jim Neal, Marty Perkins, and Gwen Wood. Sandy Getz will be Chairperson and Director Holzer will be Board Liaison.

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

(10) Director Holzer moves to adjourn the regular meeting at 12:44 pm to Closed Session, 2<sup>nd</sup> by Director Dombrowski.

All Ayes, motion carried.

**-XIII. Closed Session:**

A legal matter was discussed with no motions made.

The Employee Vacation Policy was reviewed for updating with no motions made.

The Board of Directors returned to Open Session at 1:45 pm.

**XIV. Adjournment:**

Meeting was adjourned at 1:46 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky  
Secretary/Treasurer