

White Birch Lakes
Board of Directors Meeting Minutes
September 12, 2015

I. Call to Order:

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

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

The Invocation was given by Director Holzer.

The Pledge of Allegiance was recited by all present.

At this time, President Bridges introduced the Associations new Supervisor Scott Lubs and stated she would let him speak about himself in his report.

II. Additions to the Agenda:

Unfinished Business:

Director Witchell - Campground Fencing

New Business:

Director Dombrowski – Campground Storage

III. Approval of Minutes:

(1) Director Allen moves to approve the August 8, 2015 meeting minutes, 2nd by Director Witchell.

All Ayes, motion carried.

IV. Income Statements-Treasurer Reports:

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

All ayes, motion carried.

(3) Director Holzer moves to pay the bills for September 2015 as presented, 2nd by Director Witchell.

All ayes, motion carried.

V. President's Report:

President Bridges reported the following:

“Well another Labor Day has come and gone, the kids are back in school, and we have a short rest period before we all ramp up for the Holiday Season. Sorry to bring this up.”

“We have had some major events happen at White Birch. Our Supervisor, Alice, resigned to go to another job that better suited her needs. One Clubhouse attendant graduated from high school and took a full time job, and the other Clubhouse attendant resigned. The Board has been busy interviewing, hiring and training new employees. We are glad to have them all here. Please be patient with us all while we move through the transition.”

“Scott Lubs is our new Supervisor and he will tell you a little about himself in his report. Kathy and Steven are our new Clubhouse attendants and they are learning their jobs too.”

“I want to thank everyone who stepped up to help out. Jeff, Tom, Claudia and Elaine Carrasco worked as Clubhouse attendants. John helped out with the computer (Oh yes, the Supervisor's computer crashed on Scott's first day). The information was backed up but there is information we hope to get off

the crashed hard drive. Vicky also stayed over to man the pool and helped to orient Scott to the routine. We are all a bit shell shocked but we lived through the worse part of it (that was the Holiday).

“The Board will continue to work on Clubhouse remodel and other projects that are part of the Master Plan. We need all of our Members to help out with the committees so please look on the bulletin board for sign up sheets in the areas you have interest.”

VI. Supervisor’s Report:

Scott reported the following:

“First off I want to recognize that White Birch Lakes has made me feel very welcome. Everyone has been a great assistance to me in my first whole ten days as your Supervisor. Especially the Board and Vicky who has graciously and very patiently helping me learn the ropes.”

“I live in the area, I actually live west of Lake George. I was part of Big Norway Lake Association for quite a few years. I was the President there. I love to bass fish, I love to hunt, when I get time, because it is kind of funny, after my third daughter was born I thought I would have more time to hunt and fish but it turns out that is not the case.”

“I graduated from CMU with a BS in Outdoor Rec. and a minor in Natural Resources. I am a combat veteran. In fact I had a chance to go to a Clare High School football game last night where they honored us veterans, EMS workers and police officers. I pride myself on being professional but if I’m not having any fun, I get cranky. As Vicky, some of the staff and the Board have experienced I am the first one to laugh at myself when I make a mistake but I do however take great pride in not repeating those mistakes.”

“Winter hours for operation of the pool and Clubhouse are posted. They are running smooth not withstanding one of my mistakes of not calculating the Attendant’s hours correctly. I looked at the pool hours and not the actual Clubhouse hours. That is all straightened out, thank goodness.”

“The pool is running at acceptable levels. We did have a contaminate in the pool over the holiday weekend. It was attended to by our Maintenance staff very quickly and very professionally. We had the water immediately tested and everything is at acceptable levels, however, when we tried to get the pool started again, the pump failed. Upon inspection our Maintenance guys discovered it was a capacitor which got over heated due to the extremely hot temperatures over the weekend. My recommendation is in the future when feasible to keep the storage room cracked open with a fan running especially during the hotter months or days to keep that from happening again. We have talked about perhaps venting that room but that wouldn’t be recommended because of the chemicals for the pool that are stored in there. I do what to thank and recognize Tom Alsup as I witnessed personally myself him troubleshoot that capacitor. There was a point and time at which we had the new capacitor hooked up and it wasn’t operating and thankfully Tom took one more step and discovered there was a loose wire. He reconnected that and put it back together again so I was very impressed with that.”

“Again, ManagerPlus, John will talk about that and I do appreciate his valuable contribution to that project as we are trying to get that up and running.”

“Storage sites are coming together and thanks to Fred who graciously put together a nice map for us to let folks know how big of trailers go into what lot which has been very helpful as we have had a lot of phone calls concerning this. Thank you Fred”

“I want to thank our employees and our new employees Kathy and Steven who are learning the ropes and doing a good job. Bob and Claudia are keeping me informed as to what is going on down at the Bathhouse and again, thank you in making me a welcome addition to White Birch Lakes.”

VII. Committee Reports:

Activities: Carolyn Neal reported the following:

Kylee Berger from Clare County Conservation gave a lecture in regards to Oak Wilt which went very well. She did verify that there is Oak Wilt in White Birch Lakes. There is information in the brochure rack at the Clubhouse on this topic. The plant exchange is October 3 at 1 p.m. in the Pavilion. Everyone is welcome even if you do not have plants to exchange.

Election Committee: Pat Graham reported the following:

It was reported that there was a discrepancy regarding the election results in the July Annual Meeting minutes which were printed in the July Birch Bark that resulted in the Election Committee holding a meeting to verify where the discrepancy was. It was determined by the Committee that the error was in the number of Absentee ballots received. Following are the results as printed and the corrected results after verification:

Previously Printed:

Absentee Ballots sent: 119
Absentee Ballots received: 72
Absentee Ballot requests rejected: 7

Meeting Ballots issued and returned: 72
Meeting Ballots rejected: 0

Nomination Results:

John Pryde – 146 votes (3 year term)
Kevin Dombrowski – 139 votes (3 year term)
Fred Witchell – 131 votes (1 year term)

By-Law Amendment Results:

Yes – 120 votes
No – 33 votes

Corrected Total:

Absentee Ballots sent: 119
Absentee Ballots received: 98
Absentee Ballot requests rejected: 7

Meeting Ballots issued and returned: 72
Meeting Ballots rejected: 0

John Pryde – 146 votes (3 year term)
Kevin Dombrowski – 139 votes (3 year term)
Fred Witchell – 131 votes (1 year term)

Yes – 120 votes
No – 33 votes

The above correction will be made in the July Annual Meeting minutes and presented for approval at the July 2016 Annual Members Meeting.

Safety: Bob Pelfrey reported the following:

Before and during the holiday there were people tearing up the roads with ATV's, etc. by doing doughnuts in the roads. The police were called in over the holiday for a disturbance at the Campground which ended with civil results. The police also responded to an intoxicated driver. There have been gun shots reported but verification as to where they are coming from cannot be made.

Director Holzer asked how the bathhouse looked during and after the holiday. Bob reported that there weren't any major issues other than sticks and blocks being put in the doorways so kids could go in without adult supervision and someone taking a dog into the shower to be washed. There was also a person washing horses down at the dump station.

Campground Committee: Fred Witchell reported the following:

Our new Supervisor is in training and is doing very well. All spaces in the Campground for storage with power are pretty much filled. There are still a lot of spaces in the Storage area available. Fred will be getting the stakes and marking done so everyone will know where their spot is. Fred also stated that Craig and Belinda Wilson who volunteered are starting to paint the playground equipment. One of the fence posts that the horses were tied to broke so Fred will be replacing that post.

EPC Committee: Director Holzer reported the following:

Lot Improvements:

Tree Removals: 5
Septic Systems: 1
Fences: 1

Structures:

Accessory Building/Garages: 1
Accessory Building/Garage Renewal: 1
Additions/Remodels: 2
Turned Over to WBL Attorney: 1

Total EPC Activities & Permits: 12

Conservation Committee: Director Holzer reported the following:

A seminar on Oak Wilt was held by Kylee Berger from Clare County Conservation as Carolyn Neal reported earlier. She read a letter from Kylee Berger in regards to Oak Wilt which will be published in the September Birch Bark and also stated that information is in the brochure rack and on the website.

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

IX. ManagerPlus Report:

Director Pryde reported that when the Supervisor's computer crashed it took out everything from ManagerPlus. Everything from the crashed computer backup was able to be put on the new computer with the exception of ManagerPlus. The computer technician is trying to pull the information from the crashed computer hard drive. If that cannot be done, all the prior information will have to be entered again. If that can be done and he can get the ManagerPlus technicians to enter all the information for the Association, it will be up and running again. If not, it will be a lengthy process to reinstall everything. Once this is back up and running, John will be starting to work on record retention.

X. Unfinished Business:

President Bridges reported the following in regards to Ongoing Clubhouse Repairs:

Revised sealed bids are being received in regards to Clubhouse siding. Currently one has been received. This item is tabled until next month.

The agenda item of Discrepancy of Annual Election Results was handled under the Election Committee report above.

Director Witchell reported his findings for pricing on materials to finish the Campground Fencing. He has a price of approximately \$285.00 for 120 feet. The Board advised Fred that money has already been put in the 2015-16 Budget for this and he can get the materials when he sees fit.

XI. New Business:

*(4) Director Dombrowski moves to ratify the email vote to purchase a new computer for the Supervisor's office not to exceed \$750.00, 2nd by Director Pryde.
All ayes, motion carried.*

The agenda item of Campground Storage was discussed. Director Witchell stated that in prior years the earliest date to be able to move campers to winter storage in the Campground was October 1st. The Board advised Supervisor Lubs that this practice will remain the same and if a Member wants to camp before the end of the camping season which is October 31st, the camping fee per night needs to be paid.

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

*(5) Director Bryant moves to adjourn the meeting at 12:02 pm to closed session, 2nd by Director Pryde.
All ayes, motion carried.*

XIII. Closed Session:

*(6) Director Holzer moves that the Assessment Collection Schedule & Policy be amended per the Secretary's recommendation, 2nd by Director Allen.
All ayes, motion carried.*

Employee compensation was discussed. No motions were made.

At this time the Board returned to regular session

*(7) Director Allen moves to ratify the above motion made in closed session, 2nd by Director Witchell.
All ayes, motion carried*

XIV. Adjournment:

Meeting was adjourned at 1:35 pm with all Board Members voting Aye.

Submitted by,

Vicky McClusky
Secretary/Treasurer