

White Birch Lakes  
Board Meeting Minutes  
May 8, 2010

**I. Call To Order:** President McNeil called the meeting to order at 10:07 a.m. Board members present were: Director McNeil, Director Briggs, Director Bryant, Director Dombrowski, Director Nalepa and Director Stephens, absent due to illness, Director Bridges. Also present, Secretary/Treasurer, Elaine Carrasco.

- A. Invocation led by Al Isaac.
- B. Pledge of Allegiance led by President McNeil.

**II. Additions to Agenda:**

- A. Director Briggs adds EPC Chair, new business.
- B. Director Nalepa adds Net Margin, new business.
- C. Director Nalepa adds Camper Violations, new business.
- D. Director Nalepa adds Nominating Committee Appointments.

**III. Approval of Minutes:** 1) Director Nalepa moves to accept the minutes as written, second by Director Briggs, all ayes, carried.

**IV. Income Statement- Treasurer's Report:** Treasurer reports income of \$62,771.47, expenses of \$25,969.01 and total of all accounts, \$338,962.75. 2) Director Nalepa moves to accept both March and April's financial report, 2<sup>nd</sup> by Director Briggs, all in favor, carried.

**Payables:** 3) Director Nalepa moves to pay the May expenses, second by Director Bryant, all in favor, carried.

**V. President's Report:** It's been another exciting month, but I must say I expected nothing less. I want to start by welcoming Elaine back, unfortunately Doug injured himself in January and now will be off to have surgery. So we had already ran an ad for a part time maintenance man for the summer months so from those applications we have hired a temp person to fill in for Doug and are in the process of hiring another part time maintenance man for the summer months. We are also in the process of hiring another Sec/Treasurer so we can have the checks and balances recommended by the auditor. And speaking of the auditors, they were here the week of April 26<sup>th</sup> and will be finishing up soon. In the process of getting ready for the auditors Elaine discovered that a deposit that she left to be deposited before she went on medical had not been deposited. The girls searched the office for two solid days as we

were sure it was just misplaced. After an exhaustive search in trash cans, closets, shelves, file cabinets, etc, we felt it was necessary and prudent to file a police report. Of course as soon as we made the report, Elaine discovered the deposit in a file for a closing that occurred around the same time Elaine left. We have never had an issue like this before, but we are using this as a wake-up call and have decided to make some changes in order to prevent this from ever happening again. I also want to make it very clear that we are not pointing any fault at anyone, and hopefully the changes we have made will prevent this from ever happening again.

On another note, while conducting the Supervisor's evaluation last month, Dawn informed the Board that she quit and gave us her two week notice. She decided it was time to spend more time doing the things she enjoys. So we are in the process of conducting interviews to find a replacement for her. It will be a difficult task to replace her and we will surely miss her smile. I might add, we will be spending a lot of time going over resumes, applications, and conducting interviews in the next few days. We are taking the hiring of new employees very seriously and feel that we as a board are responsible to the membership to ensure that we get the best quality employees and employee performance that we can . We will be looking very closely at the applicants qualifications and will not rush into any decisions. We will put the best interests for the association at the highest priority.

As I mentioned earlier, we would like to announce and welcome Jeff Wheeler as our newest addition to maintenance for the summer. He has heavy equipment experience and plenty of qualifications. We are thrilled to have him. He is probably over qualified for the position but we are not going to complain about that! Please if you see him out and about, say "hello" and make him feel welcome. We think he is a great match for WBL and are looking forward to working with him, and having him work for us. I would like to personally thank Bob and Steve for conducting the maintenance interviews, and if you are interested in Jeff's qualifications, please feel free to discuss it with Steve or Bob. As you can see, we have had some recent bumps in the road, but we are striving to not dwell in the past but to move forward. This board has set out some pretty lofty goals for the future and we are moving forward in a positive, efficient, and a mutually cooperative manner for all and we really want to thank everyone for their help and support. This is truly an amazing place with a truly amazing group of people.

Finally just a few more things to add: Due to an early dry spell, we decided to move up the brining of the roads by two weeks because the dust has been so bad. We want to thank Mark Connelly and Dawn, for their help in driving along in the truck. It really is a big help having someone in the truck to make sure all of the roads get brined and none are missed.

We have stocked the lakes with 100 walleye, 500 bluegills and some fat head minnows.

Doug did a "spring cleaning" of the maintenance area and it looks great! Kevin Dombrowski and Patrick Nalepa did a very thorough cleaning of the campground bathrooms and they look much better - Thanks guys!  
We sold the white truck and received 2007.00 for it, which was 507.00 more than the asking price.  
The campers will be back on their lots soon and before we know it the holiday weekend will be here! Hope you all have a safe holiday and I'll see you next month

**VI. Committee Reports:** Activities Committee: Sally Keillor reminds us of the Mothers Day Breakfast, May 9, from 9 to 11 a.m. Memorial Weekend is our annual Garage Sale, Saturday 29<sup>th</sup>, 9 a.m. to 3 p.m. Ads will be put in the local paper, maps will be available at the entrance. Bake sale on the same day at the bus stop, proceeds will be used for future activities. We welcome all donations, please bring donations to the bus stop between 8:30 and 9:00 a.m. We are selling raffle tickets for golf for two at Snow Snake golf course. Drawing at the Father's Day Breakfast on June 20, 2010. Scavenger Hunt has been rescheduled to August 21<sup>st</sup>. Pig roast July 3<sup>rd</sup>, celebrating our 40 plus years. Parade at 12:30, pot luck at 1 p.m. Games and cotton candy machine for the children. By-laws: Chuck Lutz reports they will be meeting soon. Campground committee: We will be up and operating next week. Bathhouse open and water on. Will be sealing picnic tables at the pavillon. Fred wants people to stay in their present storage sites so as not to cause confusion for this year. Signs will go up and it will be posted in the Birch Bark. EPC committee: Harry Thompson reports we had 9 tree removal requests, approved, one culvert request, approved, one request for a lean to, approved and we approved a new construction for a residence and a garage. Sent out a letter for camping violation and waiting to hear from the board as to whether there will be more. Port potty on a lot, been there since last year. Lot 600 thought he could put his camper on at Easter. Finance Committee: Dorothy Nalepa, chair, asks that the President reappoint Terri Obrecht to the finance committee. President McNeil reappoints Terri Obrecht and appoints Elaine Carrasco to the finance committee. **4) Director Bryant moves to accept the appointments as stated, second by Director Stephens, all in favor, carried.** Finance committee meeting on June 4<sup>th</sup>, time and place to follow. No security report.

**VII. Comments:** Available at the clubhouse.

Closed session is called at this time.

**VIII. Old Business:**

Webmaster was taken care of last month.

Holiday Lake, to prevent adverse possession, has been turned over to the Lawyer.

**IX. New Business:**

5) Director Bryant moves to change the lot improvement application form to read that well and septic locations are to be marked and approved on tentative site plans by the EPC Chair, copies of the well and septic are to be given to the association to keep in our files, second by Director Dombrowski, all in favor, except a nay by Director Briggs, carried.

6) Director Bryant moves to accept Lot #349 back after having title search done making sure there are no liens, and I volunteer to prepare the deed, second by Director Nalepa, all in favor, carried.

7) Director Dombrowski moves allow the campground committee liaison to approve campground improvement purchases up to \$500 and to stay within budget of up to \$2600 per year, second by Director Stephens, carried.

8) Director Briggs moves that EPC chair may act on behalf of the committee, to approve or deny applications for any of the following: 1. Culvert installation and Driveway construction, 2. Dock construction. 3. Deck construction. 4. Shed construction if the enclosed area is no greater then 100 square feet. 5. Removal of as many as 10 trees each greater then 3 inches in diameter, second by Director Bryant, all in favor, carried

9) Director Nalepa moves to allocate the Net income of \$101,727.67 as identified in the February Financial Statement as follows: \$50,000 to depreciation for the sole purpose of existing equipment replacement, \$50,000 in savings in case our operating fund should need a little boost and \$1,727.67 into the development fund, subject to the audit, second by Director Bryant, all in favor, carried.

10) Director Nalepa moves to send notice by certified mail of C&R violations and non compliance per court order related to camping on lots prior to the authorized dates and without the necessary approval in which the 14 days maximum has been breached thereby resulting in a fine of the current years assessments, second by Director Stephens, all in favor.

11) Director Nalepa moves to ratify the appointments to the nominating committee made by President McNeil, second by Director Stephens, as follows: Christine Van Pelt, Claudia Pelfrey, Carol Neal, Sharon Sonnichsen, Pat Graham and Kevin Dombrowski as chair, carried.

12) Director Bryant moves to hire a part time maintenance man Jeff Wheeler at \$11 an hour on 30 day probation, to be reviewed at that time, maximum possible pay of \$15, second by Director Dombrowski, all in favor.

13) Director Bryant moves to hire Rick Markvua the second part time maintenance job as temporary position, at \$9 an hour length of time to depend on Doug's availability in returning to work, limited to 31 hours per week, to clean baths if we have not filled that position, second by Director Dombrowski, Director Briggs, nay,

**Director Nalepa, nay, Director Bridges, Aye, Director Stephens, aye, Director Dombrowski, aye, carried, amended to hire Rick for the second part time maintenance person, as a temporary position, at \$9 per hour, for up to 31 hours per week, length to be determined by the availability of Doug or the board may extend, second by Director Stephens, all ayes, with exception of Director Bryant, nay. Motion carried.**

**14) Director Nalepa moves to offer Claudia Pelfrey the janitorial position at the campground bathhouse, at \$8 an hour, 2 hours a day, seven days a week, with the exception of holiday weekends where she will have up to 4 hours a day to clean. Beginning May 15<sup>th</sup> to October 10<sup>th</sup>, second by Director Briggs, all in favor, carried.**

**X. Comments From the Floor:** Available for membership at the clubhouse.

**XI. Adjournment:** 15) Director Stephens's moves to adjourn, second by Dorothy Nalepa, adjourned at 12:56 p.m.

**Submitted by,  
Elaine Carrasco  
Secretary**