

# *Bay Tree Lakes*

## *Property Owners Association*

### **Annual Meeting Minutes**

**April 8, 2017**

The Annual Meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) was held in the Clubhouse on Saturday, April 8, 2017.

President Charles Atkinson called the meeting to order at 10:04 am and welcomed all POA members to the meeting. Mr. Atkinson then asked Troy Votaw to provide us with the invocation.

**Approval of Prior Annual Meeting Minutes (April 9, 2016):** Board Secretary Bob Latham asked for any corrections or comments on the minutes for the previous Annual Meeting, the minutes having been posted for several months on the POA web site ([www.baytreecommunity.com](http://www.baytreecommunity.com)). There being none, Walter Pancoe made a motion to approve those minutes and it was seconded by Jim Crayton. The motion was passed by an affirmative vote by the majority of those present.

**Approval of Special POA Meeting (July 31, 2016):** Mr. Latham then presented the minutes of the Special POA Meeting held on July 31, 2016 to approve the construction and financing of the Horsepen Road bridge. Again, Walter Pancoe moved that those minutes be approved and the motion was seconded by Charles Atkinson. The motion was passed by an affirmative vote by the majority of those present.

**Financial Reports:** The Financial Report was presented by Treasurer Billy McGavock and is attached herein as Exhibit B. The report covered the POA's Actual Expenditures versus the Budget for 2016. A motion to approve the report was made by Billy McGavock and was seconded by Clark Valentiner. A unanimous affirmative vote by those present was made. Mr. McGavock then presented the 2017 Budget and explained the line items therein. That budget is included here as Exhibit C. Several questions arose from the assembly and were answered by Mr. McGavock and the POA President.

**BTL Volunteer Fire Department Report:** Bob Latham, Chairman of the Board of the BTL Volunteer Fire Department, provided a report on the highlights of the department's functioning over the past year. Key among these were the achievement by the department of an improved ISO rating, moving from a rating of "9s" to a rating of "6". The BTL VFD is the only volunteer department in Bladen County to achieve this rating. Based on this, the property owners in the BTL Fire District can expect around a 20% reduction in their annual homeowner insurance premiums.

Mr. Latham also announced the date of the annual Golf Tournament which is scheduled to be held this year on May 13<sup>th</sup>. This tournament is the major fund raiser for the department each year and all BTL property owners are asked to respond positively to the letter coming soon in the mail to solicit sponsors of the tournament.

Funds raised in previous years contributed to the acquisition this past year of another fire truck, a back-up pumper. This acquisition contributed significantly to the awarding of the new ISO rating of 6.

Last year, the department responded to many fires, automobile accidents, medical calls and miscellaneous calls (such as trees down in the highway during storms). The fire station served as the base for several volunteers in the community to prepare and serve meals during the power outages created by Hurricane Matthew in October of 2016, while some of the firefighters went on rescue missions, assisting people cut off by the flooding rivers on all sides of the fire district.

Lastly, Mr. Latham urged all residents to display the reflectorized house numbers to assist emergency responders to find the correct residence quickly. Those signs are available from the department and people could sign up to acquire them today in the lobby, at \$10 per sign. His final plea was for more property owners to volunteer to serve in the department. More younger helpers are always needed.

**BTL Women's Association:** Debbi Kettle, President of the BTLWA, summarized the activities of the association during 2016 and their plans for additional activities in 2017, including monthly dinners during the year (except for the summer months) at the clubhouse. The BTLWA serves in several other ways, such as the preparation and serving of hot dogs and ice cream at the annual 4<sup>th</sup> of July celebration.

**Concealed Carry Permit Class:** Maryellen Robeson summarized the accomplishments of this class which she led, articulating its benefits, and encouraged all to participate in the future classes to be scheduled.

**POA Accomplishments Last Year:** Vice President Troy Votaw reviewed the completed projects and improvements over the last year, including

- Adopted an operating budget
- Special POA Meeting to Approve Bridge Replacement Plan
- Completed Bridge Replacement
- Obtained Deed for Horsepen Lift
- Ordered Parts to Repair Horsepen Lift
- Consolidated Loans at Lower Interest
- Improved Collection on Delinquent Accounts
- Upgraded Office Filing System
- Modified Billing Software with New Options
- Held POA Member Events (DJ Pool Party, 4<sup>th</sup> of July, Labor Day Pig Pickin')
- Readied and Operated Swimming Pool
- Added Book Shelves in Library
- Revised Policies on Dues Collection, Golf Carts/ATV's and Yard Debris Disposal

**Plans for 2017:** Charles Atkinson next summarized the significant events planned for 2017. They included replacing the railings on the Bull Bay bridge, completing the repair of the Horsepen Lift, painting the main boat lift, negotiating several road drainage issues, acquiring roads ownership, completing the Steve Jones, Sr. memorial, and organizing the traditional POA member events.

**Election of Three Directors:** The final agenda item was the election of three people to the three open positions on the Board of Directors. Clerk Tish Herrmann confirmed that a proper quorum was present, in person or via proxy. Completing a two-years term and eligible for re-election were Charles Atkinson, Bob Latham and Troy Votaw. The floor was opened for nominations. Clark Valentiner nominated the three up for re-election and then moved that those three be accepted by acclamation. Of those that voted, all but two voted to pass the motion. Thus Mr. Atkinson, Mr. Latham and Mr. Votaw were each elected to serve another two-years term.

**Comments:** The floor was then opened for questions and comments, of which there were several. Key among those were announcements of the plans for the 4<sup>th</sup> of July Youth Fishing Tournament and request for volunteers to assist, an invitation to all POA members to participate in nextdoor.com, a plea for more participants in the 4<sup>th</sup> of July flotilla, an urging for the Board to consider paving the dirt roads leading to the East Island paved road, and a request to the Property Manager to remove a tree leaning over one of the dirt roads.

**50-50 Raffle Drawing:** Prior to and during the meeting, the BTLWA had sold tickets for a raffle drawing. The drawing was held as the last topic before the meeting adjourned.

**Adjournment:** There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Junior Rideout, and passed with no voiced opposition at 10:56 am.

Respectfully submitted,

Bob Latham  
Secretary

**Exhibit A:**

***Bay Tree Lakes***  
***Property Owners Association***

**ANNUAL MEETING AGENDA**

**APRIL 8, 2017**

<b>Call to Order and Welcome</b>	<b>Charles Atkinson</b>
<b>Invocation</b>	<b>Troy Votaw</b>
<b>Minutes Approval 2016 Annual Meeting &amp; Special (Bridge) Meeting</b>	<b>Bob Latham</b>
<b>Financial Report</b>	<b>Billy McGavock</b>
<b>BTL Volunteer Fire Department Report</b>	<b>Bob Latham</b>
<b>Bay Tree Lakes Women's Association</b>	<b>Debbi Kettle</b>
<b>Concealed Carry Permit Class</b>	<b>Maryellen Robeson</b>
<b>POA Accomplishments in 2016</b>	<b>Troy Votaw</b>
<b>POA Plans for 2017</b>	<b>Charles Atkinson</b>
<b>Election of Three Directors</b>	<b>Charles Atkinson</b>
<b>Comments</b>	

**Exhibit B:      2016 Budget vs. Actual Detail**

	<b>2016 Budget</b>	<b>2016 Actual</b>
<b>Income</b>		
Dues/Pool	\$258,030.00	\$234,642.22
Other Non-Profit Income	\$ 7,000.00	\$ 5,940.02
Interest Earned	\$ 500.00	\$ 481.88
<b>Operating Income</b>	<b>\$265,530.00</b>	<b>\$241,064.12</b>
<b>Total Income</b>	<b>\$265,530.00</b>	<b>\$241,064.12</b>
<b>Expences</b>		
Total loan payment	\$63,564.48	\$63,564.48
Total Labor	\$22,900.00	\$21,980.00
Total Grounds Maintenance	\$13,400.00	\$ 7,210.00
Total Office	\$26,924.00	\$19,427.34
Total Repaor & Maintenance	\$36,200.00	\$81,764.88
Total Utilities	\$14,300.00	\$17,562.21
Total POA Owner Events	\$ 8,600.00	\$ 6,507.39
Total Miscellaneous/BTLVFD	\$ 1,500.00	\$ 4,575.00
<b>Total Expenses</b>	<b>\$187,388.48</b>	<b>\$222,591.30</b>
<b>Total Income</b>	<b>\$265,530.00</b>	<b>\$241,064.12</b>
<b>NET OPERATING INCOME</b>	<b>\$ 78,141.52</b>	<b>\$ 18,472.82</b>

# END OF YEAR SUMMARY

2016 Year End Totals

<b>BB&amp;T Operations Checking</b>	<b>\$119,209.98</b>
<b>BB&amp;T Second Checking</b>	<b>\$ 33,130.57</b>
<b>Southern Operations Checking</b>	<b>\$ 15,849.32</b>
<b>Money Market</b>	<b>\$ 55,848.94</b>

## LOANS

<b>Pool</b>	<b>\$289,257.10</b>
<b>ADA</b>	<b>\$ 95,794.77</b>
<b>Construction</b>	<b>\$ 2,627.33</b>

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**Exhibit C:**

**2017 BUDGET**

**Income**

Dues \$321,000.00

Rental \$ 1,600.00

Other Non-Profit Income \$ 3,000.00

Operating Income \$325,600.00

Other Income – Interest Earned \$ 450.00

**Total Income \$326,050.00**

**Expenses**

Total Loan Payment \$108,477.54

Total Labor \$ 30,550.00

Total Grounds \$ 14,600.00

Total Office \$ 20,025.00

Total Repair & Maintenance \$ 82,400.00

Total Utilities \$ 18,580.00

Total POA Owner \$ 12,750.00

Total Miscellaneous \$ 5,500.00

**Total Expenses \$292,882.54**

**Net Operating Income \$ 33,167.46**

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