

## **Board Meeting Agenda for February 7, 2006**

### **Call to Order**

Note attendees and acknowledgment of any guests present

Steve Jones is expected

Reading of the January 3, 2006, Board Minutes

Reading of the Treasurer's Report

### **New Business:**

Entrance gate policy revision to include telephone requirements into the system

(Dew)

POA By-Law change proposal for Annual Meeting (Starke)

Meeting with accountant (Flutka)

### **Old Business:**

Continuation of work on 5 Year Plan — next meeting set

Proxy/Absentee ballot (Herrmann/Starke)

Status of Britt action

Status of Grooms action

### **Property Manager's Report:**

### **Clerk's Report:**

**Establish next meeting:** March 7, 2006

**Adjournment**

## **Minutes of February 7, 2006 POA Board Meeting**

Present: Ed Stone, Joe Flutka, Bob Brediger, Tish Herrmann, Roy Dew, Roger Wright and George Starke.

Guest: Kay Geisen

January meeting minutes approved as read.

January Treasurer's report approved as read.

### Old Business:

#### Update on Grooms litigation:

January 30<sup>th</sup>, 2006 trial date cancelled by Groom's lawyer. New date set for March 24<sup>th</sup>, 2006.

#### Update on Britt situation:

Mr. Hill has sent letter to Britt concerning covenant violation and consequences of not conforming.

#### Next step in budgetary process:

Meeting to further refine 5-year budget will be held February 21<sup>st</sup> at Clubhouse.

#### Clubhouse Cleaning:

Roger and Joe will check 2005 total cleaning costs before reviewing cleaning costs proposed by Zelly.

#### Roads:

Roger proposed a meeting with Mr. Jones for Feb. 16<sup>th</sup> 2006, starting at 4:00 PM. Since this date was acceptable to sub-committee members, Roger will inform Mr. Jones. In talks with Mr. Jones, Roger indicated road repair/construction will not begin until new sewer lines have been installed for new Phase (approximately 60 days). Mr. Jones indicated S. Horsepen road repair/construction is still the responsibility of Lake Bay East.

### New Business:

#### Clubhouse Rental:

Kay Geisen concerned about rental of clubhouse to, Relay for Life, for a fundraiser and ball. Her interpretation was this is not allowed as per the Clubhouse Rental Policy. After discussion by the Board, it was agreed that to cancel the event at this time would be inappropriate, however the Board agreed to review the Policy to make restrictions clearer to all Property Owners.

#### Gate Entrance Policy Revision:

Roy Dew indicated requests are being received by cell phone owners to use their cell number to activate front gate entrance. This would possibly allow activation from a remote site, which could lead to problems. Ed Stone made a motion to require a land phone with a 588 prefix in order to activate the front gate. The motion was seconded and approved unanimously. The statement will be added to the Gate Entrance Policy immediately (see attached).

Amending POA By-Laws:

George proposed amending the By-Laws to change the following:

1. Change Article III, Section 6 to allow voting by mail for POA Board of Director candidates.
2. Change Article IV, Section 2 to indicate members of the POA Board of

Directors must be members of the Bay Tree Lakes Property Owners Association.

The Board agreed to a sub-committee of Ed and George to investigate process involved.

Accounting: Joe Flutka

Joe proposed we move to a 1099 form for reporting income for service providers and POA staff. Also would eliminate the need for completing a W-2 form. Since this proposal will result in the provider/staff paying all taxes (SS, Federal, State), Joe will provide salary adjustments needed at the March meeting.

Property Manager Report: (see attached for full report):

Twenty-two Dry Hydrants have been installed. The VFD is in the process of filing the grant paper work.

Clerk's Report (see attached for full report):\_ Provided status of monthly Vs yearly dues payments.

Meeting adjourned 8:30 p.m.

Next meeting: March 7, 2006 7:00p.m.

Respectfully Submitted,  
George Starke

**Secretary POA Board of Directors**

## Property Managers Report For Jan 2006

- Fire Hydrant project is completed with 22 dry hydrants. The forest service representative has inspected them and Bay Tree could be a model for others communities. Bob Latham is in the process of filing the grant paper work. I will turn the file over to the Bay Tree Fire Dept for them to maintain the hydrants
- Willie cleaned the pine straw and combs around the clubhouse.
- Maintained the phone and gate entrance

## Clerk's Report

February 7, 2006

From the Clerk

### Lots reported sold January 2006

<b>Purchaser</b>	<b>Home</b>	<b>Lot</b>	<b>Seller</b>
Seth & Bianca Palmer	Raleigh, NC	Lot 245	Glen Dexter
Dale & Nancy Brudvig	Harrells, NC	Lot 157	Cain Builders
Dale & Nancy Brudvig	Harrells, NC	Lot 156	Larry Rabon
Jason Gruner & Todd Smith	New Bern, NC	Lot 933	Lake Bay East
Scott Cameron	Fayetteville, NC	Lot 515	Michael Felt
East Bladen Land Co.	Harrells, NC	Lot 311	Lee Herring
Tim & Kate Ginnis	Raleigh, NC	Lot 311	East Bladen Land Co.
Ronnie & Ellen Smith	Clinton, NC	Lot 168	Sean Scanlon
Ronald Ellis	Portsmouth, VA	Lot 638	John Olexa

## **GATE ENTRANCE POLICY**

Approved 2/7/06

Bay Tree Lakes is a private community. Entrance to the community and use of its' facilities is restricted to property owners and their guests. The following guest policies are hereby established to protect the privacy and security of property owners.

It shall be the responsibility of the host property owner to identify and admit guests. Host property owners must be present and shall be accountable for the conduct of their guests. Providing your gate card to a guest for his/her use when you are not with the guest or within the gated Bay Tree area is not permitted. All guests will register their boats, jet skis, etc. with the security guard upon arrival.

1. Guests will be permitted to use the phone at the gate to contact hosts for admission. Those who cannot contact their hosts will be denied admission.

2. Property owners who are hosting parties shall provide the security guard with a guest list and the start and stop times of the party. The guard will admit only those on the list. Guests whose names appear on the list will be checked off but will not be required to sign in.

3. Property owners may notify the guard that they are expecting guests and authorize the guard to allow guests to enter under their name. In the absence of a guest list, guests will be required to sign in and have their vehicle license numbers recorded.

4. Property owners may issue printed invitations for events they are hosting. A copy of the invitation should be on file with the security guard prior to the event. The invitation should show the host's name and phone number, location, time and date of the event. Guests with invitations will not be required to sign in.

5. Property owners must have a land phone with a 588 prefix in order to activate the front gate.