

## Monthly Board of Directors Meeting

The Bay Tree Lakes Property Owners Association Board of Directors monthly meeting was held at the Bay Tree Lakes Clubhouse on Tuesday, April 8, 2008 at 7:00 pm. The following Board Members were present: Mr. John Shaw, Mr. Dennis Ford, Mr. Charles Massey, Mr. Charles Atkinson and Mr. Roy Dew. Others present were Tish Herrmann, POA Clerk and POA Members: Mr. Brian Wolf, George Starke and Danny Lytch.

President John Shaw called the meeting to order at 7:00 pm at which time everyone was welcomed to the meeting. President Shaw expressed his appreciation for everyone's attendance.

At President Shaw's request Mr. Dennis Ford gave the invocation at 7:02 pm.

President Shaw distributed the meeting agenda to all present. (Attached marked Exhibit A)

Approval of February 2008 Meeting Minutes (Attached market Exhibit B)

Secretary Charles Atkinson presented the minutes for the prior month's meeting.

Approval of Financial Report (Attached marked Exhibit C)

Treasurer Charles Massey presented the prior month's financial report.

Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented monthly report.

Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann presented the Board the monthly report to the board.

In order to expedite the Board meetings, members reviewed all reports prior to the meeting. President Shaw asked for any comments or questions regarding any of the reports, there being none, a motion was made by Charles Massey and seconded by Mr. Dennis Ford to approve all reports as presented. The motion was unanimously approved.

### Old Business

#### A. Security Committee

Mr. Brian Wolf advises project has been completed. Layout of parking spaces, informational and management forms has been prepared and are ready for use by members. He advises some members have actually parked several campers and boats in the faculty. Roy Dew advises the lock and non duplicating keys have been purchased as well. Mr. Dew reminds the board of the initial key deposit charge of \$25.00 and

\$35.00 charge for lost keys and asks how we should handle key returns and deposit returns. After a brief discussion regarding this issue, Mr. Roy Dew made a motion to refund key deposits when a member returned the original assigned key. Charles Massey seconded the motion and it was unanimously approved. It was also agreed to post the layout of the parking/storage area diagram as well as the forms required to use the facility on our website. Mr. George Starke agreed to update the site with this information. Roy agreed to email forms to Mr. Starke. Mr. Dew advises he has made corrections as previously discussed on the forms we are currently using. Mr. Massey stated we should encourage members to use this facility in hopes of improving the appearance of our community. Mr. Massey suggest we place a notice on the website's opening page advising everyone the trailer storage area is ready and available for use. Everyone agreed. Additionally, Mr. Wolf will make a brief presentation regarding this new amenity at the general membership meeting Saturday.

#### **B. Computer System Update**

President Shaw advises the computer data transfer from old system to new system has taken too long, hopefully; Everett will be have the data transferred at the end of this week. Everett did receive the updated data from Mr. Massey as requested, however he had experienced a problem converting the data into QuickBooks. Mr. Atkinson stated this had taken entirely too long and if Everett did not complete soon, we should hire someone else to covert the files, hire an individual to enter the data, or enter the data ourselves.

#### **C. Geese Control**

Mr. George Starke forwarded an email regarding this issue received thru our website to all board members. Mr. Roy Dew advises information regarding geese population and necessary paperwork for containing geese population has been difficult to obtain from the local USDA Wildlife Representative. Roy explained the local representative referred him to the Raleigh Office for information. George Stake advised Ed Stone could be helpful as he had handles all of the paper work and the addling of the nest year before last. President Shaw reminded everyone we must act quickly as we missed the opportunity last year. Mr. Shaw stated information was available on the internet regarding this issue. He stands we can restrict feeding and addling the nest are the best ways to control population of geese. Mr. Ford stated we can only addle nest on common property and on property in which the property owner has granted permission to addle. He also volunteered to contract an individual to obtain additional information on possibly hiring someone to trap geese. Additionally, he will try to ascertain how trappers or adblers are compensated for their services as well as how much it would cost to provide this service.

#### **Annual Membership Meeting**

President Shaw reviews a draft agenda for the upcoming Annual Membership Meeting scheduled for April 12, 2008. Mr. Shaw suggests several additions to the agenda (see below) Tish advises some proxy cards have been received from property owners, and request anyone having proxies to turn in as some as possible in order for her to update the records. She states it makes it easier for members to check in and receive the

proper number of voting lots for which they have obtained proxies. Brian Wolf inquires about nominations and the nominating procedure for nomination individual to serve on the board. Mr. Shaw informs all nominations must be received from the floor at the general membership meeting according to the POA by Laws. Mr. Wolf explains he has a concern because the last several years he feels the POA has made significant advances improving our community and the operation of our association and does not desire to have board members without the passion and commitment of the last several boards to be elected. Mr. Wolf asks if there is a possibility of forming some type of nominating committee to make recommendations for potential board candidates. Additionally, it would give the membership time to review the abilities of the potential candidates and their qualifications before casting a vote. Again, Mr. Shaw responds this could not happen at present, however; it could be handled by amending the bylaws at a later date.

Charles Atkinson request POA Clerk to present the list of all members present (at the annual meeting) as soon as possible after check in.

Revision 04-08-08

## **POA ANNUAL MEETING**

AGENDA

April 12, 2008

<b>Welcome</b>	<b>John Shaw</b>
<b>Invocation</b>	<b>Roger Wright</b>
<b>Minutes for April 2007 Meeting</b>	<b>Charles Atkinson</b>
<b>Financial Report</b>	<b>Charles Massey</b>
<b>President's Report</b>	<b>John Shaw</b>
Bay Tree Lakes Fire Department Update (Added)	Bob Latham
<b>Women's Club Report (Added)</b>	<b>Trisch Dilello</b>
<b>Old Business</b>	
Paving Project Update	Dennis Ford Roger Wright
Geese Population	Roy Dew
Trailer Storage Area	Brian Wolfe

## **New Business**

- Website & Calendar George Starke
- Other Items John Shaw
- Questions and Answers Members
- Election of New Board Members

Nominations for two Board of Director's vacancies (John Shaw & Charles Massey terms expire) for 2008-2010

Nominee 1

Nominee 2

Nominee 3

Nominee 4

Motion for nominations to be closed

Membership votes for two of the nominees

Election results announced.

Adjourn meeting

## **Executive Session:**

All Property Owner Association Members were dismissed and the board went into Executive Session at 7:55 pm. This session was held to discuss private matters, which could result in future potential legal actions by the board. The Executive Session adjourned at 9:07 pm by unanimous consent of all members and the board continued its meeting at the end of the executive session.

## **Board Meeting Resumes:**

Mr. Charles Massey made a motion to write off three thousand eight hundred ten dollars on the POA books for the amalgamation of Mr. Mac's property (lot number 98). Mr. Roy Dew seconded the motion. After a brief discussion regarding this issue the board voted unanimously to approve the motion.

President Shaw informs every one of new duties and responsibilities of our property manager, these changes are a result of moving the gate access duties from the POA clerk to the property manager and management of the new storage facility. Mr. Dennis Ford made a motion to increase the property manager's compensation from \$500 per month to 750 per month, retroactive to January 2008. Mr. Charles Atkinson seconded the motion. After a brief discussion regarding these additional duties, the board approved the motion by following vote: John Shaw (yes), Dennis Ford (yes) Charles Atkinson (yes), Charles Massey (no), and Roy Dew abstained.

President Shaw inquires if Roy need any help setting up for the general membership meeting on Saturday, Roy informs, Willie will assist in the set up, the Women's Club will also help, and he is

going to purchase some beverages. He believes everything is handled at this point. Charles Atkinson states he can donate some beverages left over from an event today; Roy will stop by and pick up before the meeting. Dennis Ford would like to run though the power point presentation on Friday evening and would like for anyone to join him that so desired.

Charles Atkinson inquires of firearm discharge issue. Mr. Massey advises he had a discussion with one of the young men's mentor's and the young folks discharging the firearms have agreed to "do better". Mr. Dew advises the young men have moved into the woods away from the developed area of our community.

Mr. Charles Massey stated the need to get control of the investment account. Roy Dew recollection is Mr. Bob Latham set up the account and maybe he could assist in this effort. Mr. Charles Massey will pursue this matter with Mr. Latham and report back to the board.

With there being no other business, a motion was made by Charles Atkinson and seconded by Dennis Ford to adjourn. Motion unanimously passed. Meeting adjourned at 9:18 pm.

Respectfully submitted,

Charles H Atkinson Secretary  
Bay Tree Lakes POA

**Exhibit A**  
**POA Board Meeting**  
**April 8, 2008**

Welcome-----John Shaw  
Invocation-----Dennis Ford Consent

Agenda Items & Discussion  
    Minutes March 11, 2008  
    Treasurer's Report  
    Property Manager's Report  
    Clerk's Report

Old Business  
    1. Security Committee-----Brian Wolf  
    2. Computer Update Transfer-----John Shaw

New Business:  
    1. Geese control-----John Shaw  
    2. Agenda for Annual Meeting-----Board

**Executive Session:**

**Adjourn:**

## Exhibit C

### Bay Tree Lakes POA Profit & Loss March 2008

	<u>Total</u>
Income	
Non-Profit Income	
Contractor Code	250.00
Dues	8,293.81
Gate Access	100.00
Misc. Income	10.00
Rental	200.00
Roads	3,312.00
<b>Total Non-Profit Income</b>	<b><u>12,165.81</u></b>
<b>Total Income</b>	<b><u>\$12,165.81</u></b>
Expenses	
Building cleaning	144.00
Cost of Labor	
Clerk	500.00
Property Manager	<u>500.00</u>
<b>Total Cost of Labor</b>	<b><u>1,000.00</u></b>
Gate	75.00
Grounds	160.00
Trash removal	<u>85.00</u>
Total Grounds	245.00
Office Expenses	
Bank Charges	8.95
Quick Books Online	19.95
Supplies	97.00
Telephone/Internet	209.66
Web site	<u>40.00</u>
<b>Total Office Expenses</b>	<b><u>375.56</u></b>
Repair & Maintenance	
Boat Lift	210.00
Pest Control	<u>90.00</u>
Total Repair & Maintenance	300.00
Taxes Paid	4,551.00
<b>Trailer storage facility</b>	<b><u>14,250.00</u></b>
Travel	24.30
Utilities	
Electricity	398.50
Water/Sewer	<u>112.08</u>
Total Utilities	<u>510.58</u>
<b>Total Expenses</b>	<b><u>\$21,475.44</u></b>
<b>Net Operating Income</b>	<b><u>\$ -9,309.63</u></b>
Other Expenses	
Penalties & Settlements	<u>600.00</u>
<b>Total Other Expenses</b>	<b><u>\$600.00</u></b>
<b>Net Other Income</b>	<b><u>\$-600.00</u></b>
<b>Net Income</b>	<b><u>\$ -9,909.63</u></b>

# Exhibit D

## Property Managers Report for March 2008

### Clubhouse:

Had red wood chips install around shrubbery and trees, Cleaned and trimmed the canal bank, playground, tennis court, and beach.

Have contacted Merritt Brother's about hauling white sand on the beach

### Entrance Gate:

The gate house is still at a stand-still with no progress being made to complete it.

### Trailer Storage Area:

All construction is completed, the berm around fence has been seeded.

Purchased special lock and key ( keys cannot be duplicated without the approval of myself or the POA president)

About 50 parking spaces have been marked off and ready for storing trailers.

## Exhibit E Clerk's Report

**April 8, 2008**

From the Clerk

### Lots reported sold in March 2008

<u>Buyer</u>	<u>Home</u>	<u>Lot No.</u>	<u>Seller</u>
Larry & Brenda Barnes	Four Oaks, NC	191	Ricky Price

### Dues

Outstanding Balance March 31, 2008: \$24,208.85

Outstanding Credit March 31, 2008: \$4,421.59

Dues billed April 1, 2008: \$54,873.00

Interest billed April 1, 2008: \$541.58

Outstanding Credit April 1, 2008: \$2,143.00

**Total billing April 1, 2008 \$79,623.43**

### Proxies

We have received 36 cards for the POA Board We

have received 23 cards for individuals