

POA Board Meeting

June 11, 2008

Welcome-----John Shaw

Invocation-----Roy Dew

Consent Agenda Items & Discussion

Minutes May 13, 2008

Treasurer's Report

Property Manager's Report

Clerk's Report

Old Business

1. Road Project-----Roger Wright
2. Loan Proposals-----John Shaw
3. Financial Update Transfer-----Charles Atkinson
4. Lewis Update-----John Shaw

New Business

1. Geese Control-----John Shaw
2. Web Page-----George Starke
3. July 4th Celebration-----Charles Massey
4. Committees-----Board
 - Election Procedures
 - Architectural Committee
5. Dues Collection Policy-----Charles Atkinson

Executive Session:

Adjourn:

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, June 10, 2008 at 7:00 pm. The following Board Members were present: John Shaw, Charles Massey, Charles Atkinson, Dennis Ford, and Roy Dew. Others present were Tish Herrmann, POA Clerk and POA Members: George Starke, Herb and Phyllis Kimrey, Bob and Phyllis Latham, and Terry Packer.

Vice President Charles Massey called the meeting to order at 7:04 pm at which time everyone was welcomed to the meeting. Vice President Massey advised everyone that President John Shaw had an appointment that would not allow him to start the meeting but would be joining us as we worked through the agenda. Vice President Massey expressed his appreciation for everyone's attendance.

At Vice President Massey's request Roy Dew gave the invocation.

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

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

Secretary Dennis Ford presented the minutes for the prior month's meeting.

Approval of Financial Report (Attached marked Exhibit C)

Charles Atkinson 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 the monthly report. Roy Dew requested us to add to our report that the cleaning of debris from around the fire department dry hydrants was almost completed.

Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann presented 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 Atkinson and seconded by Roy Dew to approve all reports as presented. The motion was unanimously approved.

OLD BUSINESS

A. Road Project:

Vice President Massey advised that all roads in the community have been paved with the exception of the main road. He further advised Wells Construction was in the process of dressing up the ends of the pipes at the intersections and was to advise how this was to be done. Vice President Massey also advised that a meeting with available Board members and Mr. Terry Wells was scheduled for Wednesday morning June 11, 2008 to discuss the progress to date. Treasurer Charles Atkinson advised that the Corporation was also getting newly developed areas in Bay Tree paved. He advised that the trucks loaded with asphalt that arrive at the guard house were leaving receipts that were collected by Roy Dew. Each ticket/receipt specifies the total tonnage on the truck and whether it is billed to the POA's project or the Corporation's project.

B. Loan Proposals:

President Shaw advised that he accepted the proposal from First Citizens Bank after hearing back from Board members and returned the signed copy of acceptance of the terms on June 4, 2008. The interest rate will be 5.80% on a 10 year mortgage. The Board will have access to \$477,300.00 through this loan but does not anticipate the withdrawal of anywhere near this total amount to complete the project. The loan closing is scheduled on June 13, 2008. A motion was made by Charles Atkinson and seconded by Charles Massey to accept the loan from First Citizens Bank as presented. The motion was unanimously approved.

C. Financial Data Transfer.

Treasurer Charles Atkinson advised that Tish Herrmann had done an outstanding job on entering the required data for the Board. He also advised that he had been in discussion with Duncan Sessoms and that Mr. Sessoms is very familiar with Quick Books. Mr. Sessoms is not available for 2 weeks but is anticipated to be able to help the Board customize reports in Quick Books for our benefit. Treasurer Atkinson will report back in July with the progress.

D. Lot Mowing Update:

Property Manager Roy Dew advised that 78 of the 121 lots that need mowing have been mowed by the lot owners. The remaining lots — by policy — will be mowed and the property owners will be billed for this lot mowing. The POA will bill the lot owner \$65.00 for the mowing. The contractor mowing for the POA will be paid \$50.00 with the remaining \$15.00 to be applied to an administrative fee. Roy Dew was advised to proceed with the mowing according to the established policy.

E. Lewis Update:

President Shaw advised that he had the Amalgamation Agreement in hand for the lots that Stephen and Michelle Lewis wanted to join. This issue has been pending before the board for some time and has been in the hands of the attorney for process. This matter will be closed by the Board once the signatures are obtained and the document filed.

NEW BUSINESS

A. Geese Control:

President Shaw advised that he received an email from the community website regarding the geese. The letter was shared with all board members and property owners at the meeting. Steven and Connie Yarbrough advised in the email that the geese are destroying their property by eating their new grass and vegetable plants. The geese trampled down the wire and ravaged their property for 5 days while they were out of town. The poop left by the geese is a health hazard. The Yarbrough's requested that the board send another letter out to all homeowners advising the homeowners to not feed or encourage the geese. The letter advised that neighbors in the community are feeding the geese and that is why the geese stay in the canal near their home. The board decided to forward the letter to George Starke so he could publish it on the website. President Shaw was also going to personally respond to the Yarbrough's email. President Shaw also advised that he was going to report the number of nests added to the USDA Wildlife as required by law and needed the totals from Mr. Horrell before doing so.

B. Web Page:

George Starke advised that he needed to know the costs of the Labor Day pig picking so he could update the website. It was decided to leave the costs at \$6.00 per guest. George also requested to add a site map to the web site. He was going to try to get a map from Steve Jones and scan the map. He will report back to the board his findings. We also discussed the possibility of placing a policy and procedures location on the site for members to access.

C. Dues Collection:

Treasurer Atkinson passed out the Dues Collection Policy for all board members to review. This policy lists the POA Board's actions in the event a member does not remit dues. This policy discusses the letters to the homeowners requesting payment of dues, the lawyer's responsibility in the event a lien is requested for non-payment, and the interest charges that will be assessed to all members/property owners. The policy calls for no exceptions to the policy without the approval of the majority of the POA Board of Directors. Charles Atkinson made a motion to accept the policy as written and presented and was seconded by Roy Dew. The motion was unanimously approved.

D. Liability Insurance Review:

Charles Atkinson advised that he reviewed our insurance policy to get ready for the loan closing and noticed that our insurance might need a review based on present coverage. The Board authorized Charles Atkinson to proceed with quotes to get our insurance up to current standings for the benefit of all property owners. Charles Atkinson will report back to the Board on his findings.

E. Community Clean Up:

Terry Packer advised that he had not set a date for the community clean up and would wait until the paving project was completed. Terry projected the end of July for the clean up and will report back to the Board with a recommended date.

F. July 4th Celebration:

Phyllis and Bob Latham gave an update on the 4th of July activities for the community. Last year there were 400 hot dogs cooked and it was agreed to increase that number to 500 hot dogs for 2008. Each Board member was asked to bring (2) large bags of chips and (12) other folks were being volunteered to assist with bringing chips. The festivities for July 4th are as follows:

1. Fishing Tournament for children — Hector Reyes Begins at 9:00 AM
2. Kids Parade — Phyllis and Bob Latham Begins at 5:00
3. Food — Lennox Serve 5:30 to 7:00
4. Flotilla — Charles Atkinson Begins at dark
5. Fireworks — Chris Pack Begins at conclusion of Flotilla

The recently purchased sound system will be set up between the club house and the cabana. A patriotic CD will play during the fireworks display.

E. Committees:

President Shaw advised that Roger Wright had agreed to serve on the election procedures committee. No other names were submitted for other committees.

F. Other Business:

Bob Latham requested that members renting and using the club house be reminded to stack the chairs in the storage room 10 to 12 high so you could walk in the room to get other equipment when needed.

G. Improper Gate Card Entry

Roy Dew advised that on May 25, 2008 the guard noticed (4) vehicles with boats passing a gate access card back and forth in an effort to allow all vehicles entrance into the community. The guard found out that the property owner that the gate access card was issued to was not on the premises and had allowed someone to use his card. The gate policy prohibits any property owner from giving his gate access card to anyone to use when the owner is not physically on the property. The Board advised Dennis Ford to draft a letter to the property owner to remind the property owner of the gate policy.

Executive Session:

All Property Owner Association Members were dismissed and the board went into Executive Session at 8:10 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 8:42 pm by unanimous consent of all members and the board continued it's meeting at the end of the executive session.

Board Meeting Resumes:

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 8:43 pm.

Respectfully submitted,

Dennis C. Ford
Secretary
Bay Tree Lakes POA

Property Managers report for May 2008

Clubhouse:

- Completed the White sand hauling for the beach
- Replaced the front door handle

Cabana

- Replaced the screen door to the ladies restroom

Playground:

- Willie tilled the sand for the children's play area

Trailer storage area

- Started installing lot numbers on fence, installed regulation, and area layout signs on the fence gate

Boatlift

- Working with vender on design for the lift to go lower in the lake side

Lot Mowing

- 78 of the 121 lots have been mowed, 48 have not been mowed