



# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting September 21, 2010**

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday September 21, 2010. The following Board Members were present: Charles Atkinson, Clark Wooten, Clark Valentiner, and Junior Rideout. Dennis Ford was unable to attend due to personal business. Others present were Tish Herrmann (POA Clerk) and Roy Dew (Property Manager). The following POA members were also present: Hank Howell, George Starke, Robert Walton, and George Conklin.

President Charles Atkinson called the meeting to order at 7:01 pm at which time everyone was welcomed to the meeting. President Atkinson expressed his appreciation for everyone's attendance.

Clark Wooten gave the invocation.

President Atkinson distributed the agenda. (Attached as Exhibit A)

#### **Approval of August 10, 2010 minutes** (Attached as Exhibit B)

There were no corrections.

#### **Approval of Financial Report** (Attached as Exhibit C)

There were no corrections.

#### **Property Manager's Report** (Attached as Exhibit D)

There were no corrections.

#### **Clerks Report** (Attached as Exhibit E)

There were no corrections.

#### **Approval of Consent Items**

In order to expedite the meeting, members reviewed all reports prior to the meeting. President Atkinson asked for any comments or questions regarding any of the reports. There being no other comments a motion was made by Clark Wooten and seconded by Clark Valentiner to approve the reports as presented. The motion was unanimously approved.

**POA Member Comments & Concerns:**

George Conklin inquired if the security gate could be opened with a cell phone as some folks were beginning to drop the land lines at their homes. Charles Atkinson advised this feature was not available with our system at this time. He advises the security committee felt using a cell phone to open the gate would cause us to lose the security we gained when we did away with the card system previously used to open the gate.

**Business:**

**Lake and Canal Issues:**

**Committee Report on Lake and Canal Study:**

Charles Atkinson advised that the Board continues to work on and monitor the water issues at Bay Tree. He indicated that we are working with several professionals and getting a better idea about how water moves in our community.

**Horsepen Lift and Channel Marking:** Clark Wooten, Roy Dew and Junior Rideout will get the permanent channel marking project completed before our next meeting.

The channel that was dug to help property owners access the lift area from the Horsepen Lake side has not been marked. Clark Wooten is going to gather information on what is required to complete that task in Horsepen Lake.

**Policies:**

The Board postponed the adoption of the proposed rules and regulations for the use of the exercise room until the next board meeting.

**Buildings and Grounds:**

**Road issues:**

Roy Dew presented a diagram of the proposed project to stabilize the roadway on Horsepen. Clark Wooten discussed the need to place sod along the side of the road at the bridge on Horsepen Drive because of erosion. Clark advised the cost for the sod would be approximately \$1600.00 and Roy advised the equipment and labor would be approximately \$750.00. Roy stated the Corporation would probably provide the soil. A motion was made by Charles Atkinson and seconded by Junior Rideout to approve \$2350 for the project. Clark Wooten did not vote due to his company providing the sod for the project. Motion approved by a vote of 3 for 0 against one not voting.

There are several areas where the side of the walk needed some sod because it was beginning to erode and undermine the walk. Clark Wooten indicated that he would also look at those areas and report back.

Additionally, in some areas, we have grass beginning to grow on the walking path. Roy Dew will contact Danny Lynch to determine as to how this can be controlled with chemicals. Clark Wooten suggests we look at a growth inhibitor as well.

**Buildings:**

Charles Atkinson indicated that he was willing to hear suggestions on how to sell the foosball and pool table. No action taken at this meeting. There was a suggestion to give the items to the fire department to sell as another source to raise funds.

## **Other Reports & Issues:**

### Report from Security Committee/Larceny:

No information was discussed.

### Architectural Study Committee Update:

George Starke indicated that he was waiting on Steven Jones to contact him again regarding further discussion. George said that on June 12, 2010 he met with Stephen Jones Jr. to discuss the Architecture Guidelines revisions. As a result of that discussion Stephen Jones Jr. indicated that he would provide our committee newly revised Guidelines shortly. On July 14, 2010 George sent an email asking Stephen Jones Jr. if he had a chance to include his revisions in our updated document. That same day Stephen Jones Jr. responded by email that he might be able to provide the revised Guidelines in the next few days. On August 3, 2010 George sent another email to Stephen Jones Jr. asking him if he had a chance to revise the Guidelines. Later that day Stephen Jones Jr. indicated by email that it may be a few days before he can get to the Guidelines. George sent another email September 15 inquiring as to the status of the Corporation input and review of the guidelines as of the meeting time; George said that he had not heard further from Stephen Jones, Jr. Charles Atkinson thanked George Starke for his hard work on the Guidelines and asked George to stick with it because this was a very good thing that helps protect our community.

### Several Requests to Review Minutes:

Charles Atkinson advised that the Board has received several requests to review minutes. Three property owners have inquired in July and August. Charles Atkinson advised that any property owner can look at any record that we have. He indicated that one request was for five years of minutes that would take time to prepare. Charles Atkinson suggested a new procedure that will allow property owners to see what they want to see and not be so labor intensive on the Board. George Stark informs the board the cost to include the last five years meeting minutes on the website is minimal as suggest the board consider this as an answer to all the recent inquiries. George has all of the minutes except the calendar year 2007. Charles Atkinson will look and see if he has the minutes and will provide these minutes to George. Clark Wooten made a motion to post the most recent five years on the POA web site, Clark Valentiner seconded the motion, and the board approved, 4 to 0.

### Exercise Room:

No action taken

Board adjourned the meeting at 7:40 PM with executive session to follow.

### **Executive Session:**

Executive Session began at 7:57 and ended at 8:40 PM.

**Adjourn:**

With there being no other business, at 8:41 PM a motion was made by Junior Rideout to adjourn seconded by Clark Wooten. The motion carried.

Respectfully submitted,  
Dennis Ford  
Secretary  
Bay Tree POA  
(By Charles Atkinson)

**Exhibit A**  
**Bay Tree Lakes Property Owners Association**  
Board of Directors Meeting

Agenda  
Tuesday, September 21, 2010

**Call to Order and Welcome** Charles Atkinson

**Invocation** Dennis Ford

**Presentation of Consent Agenda Items:**

- |   |                  |
|---|------------------|
| 1. Approval of Prior Meeting Minutes (August 10, 2010)          | Dennis Ford      |
| 2. Approval of Prior Month's Financial Report (August 10, 2010) | Clark Valentiner |
| 3. Property Manager's Report (August 2010)                      | Roy Dew          |
| 4. POA Clerk's Report (August 2010)                             | Tish Herrmann    |

**POA Member Comments & Concerns:** (Three minute time limit per member)

**Business:**

- |   |              |
|---|--------------|
| Lake and Canal Issues:                          |              |
| 1. Committee Report on Lake & Canal Water Study | Clark Wooten |
| Channel Marking                                 | Clark Wooten |

**Policies:**

1. Review of rules to develop a policy for use of exercise room  
Board

- Buildings and Grounds: Roy Dew
1. Road Issues
    - a. Roadway shoulders and walking path repairs
    - b. Roadway cracking on Bay Tree Drive and Horsepen
    - c. Sod for North Horsepen Drive shoulders
  2. Buildings
    - a. Disposition of Pool table and Foosball table
    - b. Clubhouse roof repairs

**Other Reports & Issues**

1. Report from Security Committee Brian Wolf
2. Architectural Study Committee George Starke

**Exhibit C**  
 Bay Tree Lakes Property Owners Association  
 Profit & Loss  
 August 2010

	<b>Total</b>
Income	
Non-Profit Income	
Dues	6,941.27
Gate Access	255
Key Deposit	25
Misc. Income	42
Mowing Income	540
Rental	400
Roads	2,822.00
Total Non-Profit Income	11,025.27
Total Income	\$11,025.27
Expenses	
Advertising	589.84
Building cleaning	710
Cost of Labor	
Cost of Labor	
Clerk	500
Guard	1,680.00
Prop Mgr Mileage	519.2
Property Manager	1,093.75
Total Cost of Labor	3,792.95
Total Cost of Labor	3,792.95
Funds transfer	15,230.00
Gate	456.84
Grounds	
Mowing & cleaning	1,675.00
Trash removal	150
Total Grounds	1,825.00
Legal & Professional Fees	25

Office Expenses	
Bank Charges	48.15
Internet	71.4
Postage	199.4
Quick Books Online	24.95
Telephone	147.05
Web site	29.9
Total Office Expenses	520.85
Repair & Maintenance	
Cabana	366.48
Clubhouse	2,285.36
Pest Control	90
Playground	156.47
Total Repair & Maintenance	2,898.31
Taxes & Licenses	32.44
Trailer storage facility	79
Utilities	
Electricity	747.55
Water/Sewer	142.99
Total Utilities	890.54
Total Expenses	\$27,050.77
Net Operating Income	(\$16,025.50)
Other Expenses	
Miscellaneous	11,290.00
Total Other Expenses	\$11,290.00
Net Other Income	(\$11,290.00)
Net Income	(\$27,315.50)

### **Exhibit D**

#### Property Managers Report for August 2010

Clubhouse:

- Repaired shingles on clubhouse roof

Grass Mowing:

- Property owners have done a good job of maintaining their lots. About 45 letters had to be mailed, as compared to over a 100, a lot of improvement has been made.

Boat lift:

- The boat lift to Horsepen has been worked on by the Corporation, and understand is working better according to Red.

Playground:

- Someone is putting their household trash in the two (2) containers at the playground, the containers have to be emptied twice a week, this is costing the POA to haul off someone's trash.

Exhibit E  
From the Clerk

September 1, 2010

Dues:

Outstanding Balance August 31, 2010: \$33,400.68

Credit Balance August 31, 2010: \$4,127.12

Lots reported sold in August

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Stephen Coles	35	Harrells, NC	Charles Donaldson
Brenda Cherry	36	Harrells, NC	Charles Donaldson
Devane Builders	630	Elizabethtown, NC	Charles Donaldson
Betty Smith	301-B	Harrells, NC	Ronald Draughon
Jon Hoskings	625	Peabody, MA	Raymond Martin