

# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting April 11, 2013**

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, April 11, 2013. The following Board Members were present: Brenda Cherry, Troy Votaw, Junior Rideout, and Mick Robeson. Staff present was: Tish Herrmann (POA Clerk), Carl Cain (Property Manager). The following POA members were also present: Hank Howell, Mike Smith, Donovan Vinson, Chris Cherry, Dawn Polk, Mark Polk, Cathy Ross, Jim Crayton, Larry Barnes, Brenda Barnes, Debbie Kettle, Jon Hosking, Janet Hosking, Cindy Randall, Terry Randall, Kathy Bojanowski, Chet Bojanowski, Charles Massey and Neta Massey, J.R. Wise.

President Brenda Cherry called the meeting to order at 7:00 pm at which time everyone was welcomed to the meeting. She expressed her appreciation for everyone's attendance.

President Cherry gave the invocation.

**Approval of Previous Months minutes:** Mar.2013, J. Rideout 1<sup>st</sup>, T. Votaw 2<sup>nd</sup>.

**Approval of Financial Report:** (Attached as Exhibit B) M. Robeson 1<sup>st</sup>, T. Votaw 2<sup>nd</sup>.

Operations Checking: \$ 55825.42

Road Loan Checking: \$ 4126.93

Money Market Acct: \$ 55,607.97

Total Monies: \$ 115,560.32

Road Loan: \$ 0.00

Balance on the Road Loan was paid off: \$11563.07

Road Loan Account is down to \$4126.93

**Approval of Property Manager's Report:** (Attached as Exhibit C)

Carl Cain reported:

- 6 gate passes were issued in March; no windshield tags updated this month. Recommend a final (30) notice be posted to e-mail or notify the Property Manager with any other transfers OR tags not properly assigned.
- Fitness Center/Library update: 118 users have entered the room in March. Most users in one day was 8, average usage per day was 3.9. Average for last month was 3.8. 3 new users accessed the room this month.
- 911 gate operations was tested successfully, generator transfer switch tested successfully.
- All life safety devices in the Club House and playground equipment inspected for safety.
- Bad wire (underground) discovered for canal boat ramp night light, repaired.
- New club house and speed limit signs ordered, expected delivery in 2 weeks.
- Beach leveling completed.
- Cabana opened for the season.
- Have procured the hand held blower, Thank you to Clark Valentiner for the assistance.

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Discussion items Mr. Cain brought up during the meeting.

Introduction of the 2 Assistant Property Managers, and Pool Operator.

Proposal to re-establish the landscaping in the horseshoe shape mulched area in front of clubhouse, parallel with driveway. Will procure, install and maintain. Estimated cost to install \$400.00, not including re-mulching of beds. To be completed before the Annual meeting. **(Motion was made and board approved the above proposal)**

Recommendation from Rick Stuckman, Consultant, All About Ponds in reference to aquatic weeds in canals and grass carp. **(Should be coming later this week, Carl will forward to the board for review and discussion)**

Lot maintenance surveys will begin at the end of April.

Hole diggers in the playground sand box, parents need to intervene to motivate children to cover when completed. It is a fall hazard.

**Approval of Clerks Report:** (Attached as Exhibit D)

From the Clerk

April 11, 2013

March 31, 2013 Outstanding Dues: \$18,689.88  
March 31, 2013 Credit Balance \$6,765.27

April 1, 2013 Billing 2nd Quarter  
436.5 Lots \$54,999.00  
Interest 560.54  
Outstanding Dues 18,689.88  
Total \$74,249.42

**Business & Issues:**

- **Update to Pool:** President Cherry stated that the pool committee had submitted a set of rules and regulations for the board to review which would be done in closed session. She stated that the final payment on the road loan had been made and that the board has decided to leave the assessment for the pool at the same \$12.00/monthly figure that was being collected for the roads. We have closed on a 10 year, 3.75% fixed interest loan for the pool with Southern Bank. The amount borrowed is \$400,000 for the pool and cabana but the work on the cabana will start after Labor Day. The opening date has not been defined as yet. There were 3 questions raised: 1) What is the expected amount to be spent on the cabana? A) About \$30,000. 2) What will be done with the "Road Loan" account? A) It will be moved to the general fund as monies were taken from the general fund for the roads. 3) When will the pool assessment start? A) They started in April at the beginning of this quarter. They are listed as "Pool Assessment" on this most recent mailing.
- **Asst. Property Manager:** Mr. Carl Cain stated that we had advertised and interviewed 4 of 5 applicants. Mr. J.R. Wise and Mr. Steve Lewis were hired as Assistant Property Managers. Mr. Donovan Vinson will be our "Certified Pool Operator" and have pool responsibilities. President Cherry reiterated that all three will report to Mr. Cain.
- **POA Attorney Replacement:** The board has decided to use Mr. Kyle Melvin, an attorney in Elizabethtown, to handle our legal issues. Mr. Troy Votaw and Ms. Tish Herrmann will be meeting with him next week to introduce themselves and go over current issues. Mr. Melvin was recommended by Mr. Morgan Mehler who relocated to Wilmington. Mr. Mike Smith gave Ms. Cherry the name of another attorney who handles River Landing Community, who is located in Raleigh.

- **Annual Meeting Date:** The annual meeting will take place on May 18, 2013 and **NOT** May 11<sup>th</sup> as originally stated in the notification letter. The change is due to an oversight in scheduling and new post cards have been mailed out.
- **Cell Phone Policy:** President Cherry thanked Mr. Hank Howell, who has worked on creating a new cell phone policy to be used by the home owners in the community. Mr. Howell had expressed concern that the entire gate entry policy may need to be reviewed and modified. The board agreed and is in the process of re-writing the policy. The premise is to allow home owners, who currently have a land line the option of using a cell phone to gain entry through the gate. This **will not** be allowed to property owners that do not have a residence or land line in the community. The goal is to have the policy completed by the annual meeting.

### **Committee Reports & Issues:**

- **Rental Committee:** President Cherry stated that Mr. John Shaw had submitted a rental policy which she will forward to the rest of the board. Currently short term renters only get a gate card and long term renters are allowed a window sticker.
- **Swimming Pool Committee:** President Cherry thanked all those involve with putting together the rules and regulations together and that the board is reviewing them. She thanked Sonya Smith, John Ciccarelli, Mary Jo Ciccarelli, Michele Lewis, Dawn Polk and Mr. Alan Wells for their work.
- **Water Committee:** Mr. Mike Smith stated that the lake level is up and holding. He has been monitoring the level, it running between -14" and -16" right now. Mr. Smith also stated that the new covenants and restrictions recently submitted to the courthouse were incorrect. He stated that the time frames were wrong. President Cherry stated that she would follow up on it.

### **POA Member Comments & Concerns:**

- 1) Secretary Robeson stated that a letter was received questioning why the pool was filled it. President Cherry asked if anyone needed any additional information. There being none we continued.
- 2) There was a question from a realtor on dues amounts which was answered.
- 3) A new boat sticker design has been approved by the board and they are being ordered. There will be no cost to the property owners. Once the stickers arrive water vehicles including kayaks, canoes, motor boats and jet skis used in the canals and on Horsepen Lake will need to have a sticker.
- 4) Ms. Neta Massey requested that we eliminate gate attendants and use that money for the pool. President Cherry stated that the board had decided to stop using the sheriff's department for weekend coverage. We will look to use the assistants or

maybe hire a young adult that wants to make some money during the summer. We will look at our options.

- 5) Jon Hosking reminded everyone of upcoming CERT Training. It will be May 4<sup>th</sup> from 9:00am to 4:00pm. They will train on the use of compasses, GPS devices and understanding GPS coordinates for Search and Rescue Missions. Jon request that anyone that has a "Garmin ETERX 100" or equivalent to please consider loaning it them for the day. Anyone interested is welcome to attend.
- 6) The board has received two complaints on dogs being allowed to run loose in the community. The property owner involved will be issued their first warning according to the "Animal Control Policy". Others at the meeting related seeing various dogs roaming the community. The board will post on the bulletin board a reminder of the policy. A tracking system is being set up to monitor violations. Be warned!!
- 7) Mr. Jim Crayton requested anyone interested in forming a "Rod and Gun Club" in the community to please contact him at 670-1500 or e-mail [jecrayton@aol.com](mailto:jecrayton@aol.com) . He would like to see about setting up a shooting range. He also stated that he hopes that the board uses a balanced approach at the grass carp stocking when the recommendation comes back from Mr. Stuckman. Meaning that we also need to look at additional structure and food supply for the bass fish population in our canals.
- 8) Cathy Ross mentioned that a group in the community had recently taken a "Concealed Carry Course". And there may be more classes in the future. The cost is \$70 per person and the instructor is a retired Highway Patrolman.
- 9) Debbie Kettle asked if anything has been done on getting an address on houses that do not have one. President Cherry stated that we need to look at everyone getting the 911 signs.

There being no further business the meeting was adjourned.

Respectfully Submitted by  
Mick Robeson  
Secretary  
Bay Tree Lakes  
Property Owners Association

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

Agenda  
Thursday, April 11 2013

|  |                  |
|--|------------------|
| <b>Call to Order and Welcome Members &amp; Guests</b>      | Brenda Cherry    |
| <b>Invocation</b>  | Clark Valentiner |
| <b>Presentation of Consent Agenda Items:</b>               |                  |
| 1. Approval of Prior Meeting Minutes (March 2013)          | Mick Robeson     |
| 2. Approval of Prior Month's Financial Report (March 2013) | Clark Valentiner |
| 3. Property Manager's Report (March 2013)                  | Carl Cain        |
| 4. POA Clerk's Report (March 2013)                         | Tish Herrmann    |
| <b>Business:</b>   |                  |
| • Pool Update  | Brenda Cherry    |
| • Asst. Property Managers Intro.                           | Board            |
| • POA Attorney Replacement                                 | Board            |
| • Annual Meeting Date Change                               | Brenda Cherry    |
| • Cell Phone Policy  | Board            |
| <b>Committee Reports &amp; Issues:</b>                     |                  |
| • Rental Committee   |                  |
| • Swimming Pool Update                                     |                  |
| • Water Committee Update                                   |                  |
| <b>POA Member Comments &amp; Concerns:</b>                 |                  |
| • Question why Pool was filled in.                         | Mick Robeson     |
| • Question from Realtor on Dues                            | Mick Robeson     |
| • Question when Boat Stickers Available                    | Mick Robeson     |

Executive Session will be held immediately following monthly board meeting.

## **EXHIBIT B**

Bay Tree Lakes Property Owners Association  
Profit & Loss  
March 2013

### **Income**

#### **Non-Profit Income**

|                                |                   |
|--------------------------------|-------------------|
| Club Card                      | 60.00             |
| Dues                           | 2,832.08          |
| Gate Access                    | 60.00             |
| Rental                         | 800.00            |
| Roads                          | 1,090.00          |
| <b>Total Non-Profit Income</b> | <b>\$4,842.08</b> |
| <b>Total Income</b>            | <b>\$4,842.08</b> |

### **Expenses**

|                          |        |
|--------------------------|--------|
| Building cleaning        | 300.00 |
| Building fire protection | 55.00  |

### **Cost of Labor**

|                            |                 |
|----------------------------|-----------------|
| Clerk                      | 600.00          |
| Property Manager           | 656.25          |
| <b>Total Cost of Labor</b> | <b>1,256.25</b> |
| <b>Total Cost of Labor</b> | <b>1,256.25</b> |

|                           |          |
|---------------------------|----------|
| Gate                      | 1,606.75 |
| Legal & Professional Fees | 146.00   |
| Member Event              | 42.95    |

### **Office Expenses**

|                              |               |
|------------------------------|---------------|
| Bank Charges                 | 23.95         |
| Internet                     | 71.92         |
| Quick Books Online           | 26.95         |
| Supplies                     | 125.01        |
| Telephone                    | 154.58        |
| Web site                     | 60.00         |
| <b>Total Office Expenses</b> | <b>462.41</b> |

### **Repair & Maintenance**

|                                       |               |
|---------------------------------------|---------------|
| Clubhouse                             | 339.44        |
| Pest Control                          | 85.00         |
| <b>Total Repair &amp; Maintenance</b> | <b>424.44</b> |

|                          |       |
|--------------------------|-------|
| Trailer storage facility | 83.00 |
|--------------------------|-------|

**Utilities**

|             |        |
|-------------|--------|
| Electricity | 639.19 |
| Water/Sewer | 115.28 |

|                        |               |
|------------------------|---------------|
| <b>Total Utilities</b> | <b>754.47</b> |
|------------------------|---------------|

|                       |                   |
|-----------------------|-------------------|
| <b>Total Expenses</b> | <b>\$5,131.27</b> |
|-----------------------|-------------------|

|                             |                   |
|-----------------------------|-------------------|
| <b>Net Operating Income</b> | <b>\$ -289.19</b> |
|-----------------------------|-------------------|

|                   |                   |
|-------------------|-------------------|
| <b>Net Income</b> | <b>\$ -289.19</b> |
|-------------------|-------------------|

Monday, Apr 01, 2013 01:08:15 PM PDT GMT-4 - Cash Basis



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