

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

January 21, 2016

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, January 21, 2016.

Four of the Board members were present: Charles Atkinson, John Ciccarelli, Bob Latham, and Junior Rideout. Troy Votaw was unable to attend. POA Clerk Tish Herrmann, Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle and Cathy Ross.

President Charles Atkinson called the meeting to order at 7:13 pm and welcomed all POA members to the meeting. Mr. Atkinson then asked Bob Latham to provide us with the invocation.

Approval of Prior Meeting Minutes (December 16, 2015): A motion to approve the minutes of the December monthly meeting was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present. The minutes of the monthly meeting will be posted on the BTL POA website, www.baytreecommunity.com.

Approval of Prior Month's Financial Report (December 2015): Report was presented by Treasurer John Ciccarelli and is attached herein as Exhibit B. Motion to approve the report was made by Junior Rideout and seconded by Bob Latham. Unanimous affirmative vote by those present was made.

Financials as of December 31, 2015:

Operations Checking:	\$ 85,591.99
Second Checking	\$ 10,968.76
Pool Checking:	\$ 13,290.36
Money Market:	\$ 55,841.61
Total Monies:	\$165,692.72

Pool Loan Principal:	\$325,699.48
ADA Contract Principal:	\$106,807.47

POA Clerk's Report (December 2015): The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Main discussion centered on the collection of over \$10,000 of delinquent dues since letters were sent to delinquent property owners on October 1st and October 16th. A new list has been developed with the end of the previous quarter on December 31st. Appropriate letters are scheduled to go out following this meeting. Motion to approve the Clerk's report was made by Junior Rideout, seconded by John Ciccarelli. Unanimous affirmative vote by those present.

Property Manager's Report (December/January): The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present.

Old Business:

ARC Development. President Atkinson has had no further contact with Mr. Steve Jones, Jr. on this topic. Mr. Jones has not responded to calls made by Mr. Atkinson. At the previous Board meeting, members were asked to send to Mr. Atkinson their Top Ten concerns relative to appearance and quality of life in BTL that an ARC should address. Only one Board member had responded. Mr. Atkinson extended the deadline until the close of business on February 2nd, asking each Board member to provide their list by that time.

Boat Lift Modifications. Per the Property Manager's report, there has been no further progress on repairs to the Horsepen lift. One engineer has evaluated the main boat lift situation and is preparing a report and recommendation, to be ready prior to the next scheduled Board meeting, in February.

Clear Drainage Ditch on Horsepen. The status of this issue was covered in the Property Manager's report.

Foreclosures/Liens of Properties. Two accounts were turned over to the lawyer in December. One responded with a payment, and the other had a lawyer respond with a promise to pay within the next couple of months. [At a review in Executive Session following this meeting, two additional accounts were identified to be turned over to the lawyer for a third letter and lien.]

Sealing Cracks In The Roads. As was covered as part of the Property Manager's report, this project is nearly complete.

Re-keying Clubhouse Locks: As reported in the Property Manager's report, he had been asked to get an estimate of cost to change all of the Clubhouse locks to a single system. The locksmith responded with a bid just prior to this meeting, but the figures for numbers and types of locks did not match the request, so further clarification is needed.

Bay Tree Lakes Tree Lighting – 2015. Insufficient time to plan, prepare and execute the steps necessary to carry out this project for 2015 was available once the request was brought to the Board in December. Mr. Atkinson suggested that a permanent tree be planted for this purpose in front of the Clubhouse. He asked the Property Manager to investigate the effort necessary to get that done. The two POA members in attendance volunteered to lead the effort to prepare and carry out the efforts for this activity to happen in 2016; Cathy Ross to head the effort, and Debbi Kettle to arrange for refreshments. Target date for this event will be December 3rd, a Saturday.

Discussion then turned to other “holiday celebrations” for the POA in 2016.

Memorial Day Weekend: Celebration at the Pool on May 28, with a band or DJ, the pool opening to take place the week of May 16th, weather permitting, meaning POA members should plan to participate in a cleaning of the pool a week or so before that.

Fourth of July: Celebration all day on July 2nd, a Saturday, with the fishing tournament in the morning, followed by a parade around 5 pm, followed by Hot Dog and Ice Cream feast, followed by flotilla on the canal, followed by fireworks over the lake. The evening activities to be supported by a DJ at the Cabana or Pool.

Labor Day: Celebration on the Saturday before Labor day, September 3rd, with the annual pig picking catered by the BTL Volunteer Fire Department, also possibly supported by a DJ at the Cabana or Pool.

2016 Budget Preparation. Treasurer John Ciccarelli presented a preliminary report of Actual vs Budgeted Expenses in 2015. This report will be refined for presentation to the membership at the Annual Meeting on April 9th. He will prepare a draft of a budget for 2016 for the Board's consideration at the February Board meeting on February 18th. To do this, Mr. Ciccarelli asked the Board members to provide him with a list of proposed projects for 2016 with dates and associated costs. This list is needed no later than February 2nd. Regular budget items will consider expenditures by the POA in all categories over the last three years, as well as the projected income in the various categories. (Bob Latham proposed that the POA consider painting a striped line down the middle of the major roads in BTL. The Property Manager was asked to obtain an estimate of the cost for such a project.)

2016 Annual Meeting Preparation. The POA By-Laws call for the Annual Meeting to be held on the second Saturday of April. In 2016, that will be April 9th. John Ciccarelli agreed to prepare a report of actual versus budgeted expenditures in 2015, as well as all other financial matters. Mr Atkinson asked Bob Latham to prepare to present the achievements relative to dues collections, with explanations of the foreclosures and liens. All Board members were asked to review the lists of tasks that were to be done by the Board in 2015 and be prepared to comment on each one, including the recommendations of the GRC that were presented at the 2015 Annual Meeting.

New Business:

Animal Control Issues (e.g. Dogs): As reported by the Property Manager, a major incident involving a large dog loose in the community has been resolved. A review of policies and procedures, however, revealed that the existing POA Animal Control Policy does not state that in such an event, the first call should be to Bladen County Animal Control via 911. In May of 2014, the BTL Board agreed that when there are dog control issues, it is always the best policy to engage the Bladen County Animal Control department. The Property Manager will look at modifying the existing policy to reflect this advice

POA Audit of 2015?: Following discussion, the Board decided that since there was a thorough audit last year of POA financial activities in 2013 and in 2014, and financial matters in 2015 were relatively routine, no audit of POA financial activities in 2015 would be necessary.

Other Business:

Liability Insurance for Golf Carts/OHV's: Owners of such vehicles have made many logical objections to the requirement that such vehicles can only be registered in BTL if the owner carries liability insurance for said vehicle. After much discussion, the Board agreed with the objections and Charles Atkinson moved that the two subject policies be modified to remove that requirement, effective immediately. Junior Rideout seconded and the motion passed unanimously. Bob Latham was asked to produce the amendment for approval at the next Board meeting.

Kitchen Supplies Missing: Debbi Kettle reported that prior to the community social last Saturday, January 16th, it was discovered that many of the BTLWA supplies had been taken from the Clubhouse kitchen and all cabinets had been left unlocked. The key had been accessible by anyone using the kitchen, so a change was agreed whereby the president of the BTLWA would keep the key, making it available only to those approved

to use the kitchen facility, and a duplicate would be tagged and kept in the Clubhouse office for use in case of emergency.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by John Ciccarelli, and passed at 8:36 pm.

Respectfully submitted,

Bob Latham, Secretary

Bay Tree Lakes

Property Owners Association

Exhibit A

Board of Directors Meeting Agenda

January 21, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (December 16, 2015)	Bob Latham
Approval of Prior Month's Financial Report (December 2015)	John Ciccarelli
POA Clerk's Report (December 2015)	Tish Herrmann
Property Manager's Report (December 2015/January 2016)	Jim Crayton

Old Business:

1. ARC Development	Charles Atkinson
2. Boat Lift Modifications	Jim Crayton
3. Clear Drainage Ditch on Horsepen	Jim Crayton
4. Foreclosures/Liens of Properties	Bob Latham
5. Sealing Cracks in the Roads	Jim Crayton
6. Re-keying Clubhouse Locks	Jim Crayton
7. Bay Tree Lakes Tree Lighting – 2015	Charles Atkinson
8. 2016 Budget Preparation	John Ciccarelli
9. 2016 Annual Meeting Preparation	Charles Atkinson

New Business:

1. Animal Control Issues (e.g., Dogs)	Jim Crayton
2. POA Audit of 2015 ?	Charles Atkinson

Other Business:

POA Member Comments:

- ~ **Please note that POA members that would like to share comments must be recognized by the Presiding Officer.**
- ~ **Please note also that individual comments will be limited to three (3) minutes.**

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Exhibit B

Bay Tree Lakes Property Owners Association **Profit and Loss – December 2015**

	TOTAL
Income	(\$)
Non-Profit Income	
Dues	5,541.49
Rental	400.00
Total Non-Profit Income	5,941.49
Total Income	5,941.49
Expenses	
Building Cleaning	525.00
Cost of Labor	
Asst Property Manager – JC	175.00
Clerk	600.00
Prop. Mgr. Travel	200.00
Property Manager	800.00
Total Cost of Labor	1,775.00
Funds Transfer	
Interest Paid Pool	1,408.82
Principal Paid Pool	3,888.22
Total Funds Transfer	5,297.04
Legal & Professional Fees	1,560.00
Office Expenses	9.95
Internet	9.90
Postage	6.74
Quick Books Online	26.95
Supplies	287.00
Telephone	327.94
Total Office Expenses	668.48

Repair & Maintenance	101.11
Utilities	
Electricity	598.80
Sewer	75.20
Water	40.30
Total Utilities	714.30
Total Expenses	10,640.93
Net Operating Income	-4,699.44
Other Income	
Interest Earned	55.47
Total Other Income	55.47
Net Other Income	55.47
Net Income	-4,643.97

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Exhibit C: Clerk's Report

From the Clerk

January 1, 2016

December 31, 2015	Outstanding Dues	\$29,104.13
December 31, 2015	Credit Balance	\$ 1,294.57

Billing January 1, 2016

Billable 457.5 Lots	\$64,507.50
Interest	72.86
Outstanding	29,104.13
Total Billed	\$93,684.49

Lots reported sold in December 2015

Buyer	Lot	Home	Seller
Redbird Land Co. LLC	143	Harrells, NC	Kevin Walsh
Redbird Land Co. LLC	144	Harrells, NC	Kevin Walsh
Patricia O'Brien & Anthony Maulsby	70	Hope Mills, NC	Arnold Jones

Billable Lots 457.5

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Exhibit D Property Manager Report - Dec 2015/Jan 2016

I have issued only a small number of gate cards and passes this month. I have programmed system for several new cell phone numbers for new residents.

We are up to about 20 golf car/ATV registration and several of those are multiples for the same family.

To date, Red has still not begun to clean the ditch across from the clubhouse on Horsepen. I talked to him Wednesday and he was going to try to do it next week.

As you recall, our landscaper gave us a price of \$450.00 to edge and spray the sidewalks on Bay Tree Drive. I have instructed him to start. They began on Monday but the weather kept them away after that. Hoping they will be here today.

The crack seal project for the roads is mostly complete. It looks like they did a good job but missed one small area on East Island, due to it being too wet. The tennis courts repair was not part of the crack seal deal and would have been prohibitively expensive to fix and resurface. (\$10K-\$12K) I asked them to just fill the cracks when they come back. That will at least repair them. They are not in the main playing area anyway. They were planning on being here today (Thursday)

As of this writing, there has been no further progress on the Horsepen lift. I talked to Mike on Tuesday and he said he thought he now had all the parts and was going to come either Wed. or Thurs. of this week.

We had a large dog loose in the community last week. It bit Bob's son and bothered a number of other residents. Several attempts were made to catch the dog but they failed. We never located the owner and think the dog was likely not a Bay Tree dog. Animal Control came and set a trap but the dog did not cooperate. A couple of days later, I received an anonymous call that the dog "had been taken care of" and would no longer be a problem. It has not been seen since.

I met with locksmith from Rite-way in Fayetteville to get a price for changing all our locks to the same system. Several locks or cylinders will have to be changed to accomplish this. He recommended going to a Medeco lock system which is what we already have on the clubhouse front door and the trailer storage gate. These cylinders are very expensive but the advantage is that their keys are numbered and can only be duplicated by a locksmith and you have to show authorization to get that done. All our locks could have separate keys but a Master would open any of them. They keys out for the boat storage would not have to be replaced since that lock can be modified for a Master. The clubhouse & office would be changed to one key that only board members or staff would have. The gatehouse, pool & cabana would also be included in the new system. This will cost us about \$3,400. I think we can shave that some by not changing some of the locks that are not frequently used.

The Grace Britt property really looks bad. It clearly looks abandoned. I think we need to do what we can to correct this for the benefit of the neighborhood property values. The covenants give us the authority. I would suggest we bill the estate and immediately file a lien for that amount and any unpaid dues and other maintenance charges. This would also serve to set an example for others. The attorney handling the estate is Joel Starling from Clinton. I have talked to him but he says he has no funds for this.

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