

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

November 17, 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, November 17, 2016.

All of the Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, Junior Rideout and Troy Votaw. Property Manager Jim Crayton, POA Clerk Tish Herrmann and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, George Starke, Elizabeth Gamble, Robert Gamble, Clark Valentiner, Ginny Ruark, Greg Ruark, Jill Stevens, Larry Barnes, Brenda Barnes, Phillip Warwick and Jeanne Dellinger.

President Charles Atkinson called the meeting to order at 7:00 pm and welcomed all POA members to the meeting. He then asked Bob Latham to provide us with the invocation.

Approval of Prior Meeting Minutes (October 20, 2016): Charles Atkinson announced one correction to the minutes as presented. That correction was to say in the paragraph, **Nextdoor.com**, under Other Business, the BTLWA maintains a list of people in the BTLWA for people in the BTLWA, not the BTL neighborhood. A motion to approve the minutes of the October monthly meeting, as corrected, was made by Junior Rideout, seconded by Troy Votaw. 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 (October 2016): Billy McGavock presented the report for October, which is attached herein as Exhibit B, and read the financial summary shown below. A motion to approve that report was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of October 31 , 2016:

Operations Checking:	\$100,623.11	(as of 9/30/16)
Second Checking	\$ 27,414.58	(as of 9/30/16)
Pool Checking:	\$ 15,037.15	(as of 9/30/16)
Money Market:	\$ 55,904.59	(as of 9/28/16)
Total Monies:	\$198,979.43	

Pool Loan Principal:	\$295,492.69	(as of 10/07/16)
ADA Contract Principal:	\$ 98,598.53	(as of 10/07/16)
Construction Loan	\$ 2,627.33	(as of 10/07/16)

POA Clerk's Report (October 2016): The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve the Clerk's report was made by Billy McGavock, seconded by Bob Latham. Unanimous affirmative vote by those present.

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

Old Business:

Foreclosures/Liens of Properties. In conjunction with the POA Clerk's report, Mr. Latham reported on three issues regarding outstanding dues owed. Conflicting reports have been received on the status of the Boykin property proceedings. One report is that the primary owner listed has deceased. Another is that multiple owners must be contacted before foreclosure proceedings can take place. Per the POA attorney, the settlement of the Britt Estate is going according to schedule, albeit slowly. Mr. Atkinson asked that the attorney for the Britt Estate be told that payment must be received by the POA or we will go forward with foreclosure. Amount owed on the Walsh property had decreased due to partial payment, but is now back to an unacceptable level. The Board agreed that if no lien has yet been filed on the Walsh property, then a lien should be filed immediately.

Horsepen Road Canal Overpass. Mr. Atkinson reported that work on the project had been progressing slowly due to the removal of the cranes to assist in the rebuild of several washed out bridges resulting from Hurricane Matthew, and also due to difficulty driving pilings through hard pan that was discovered about 12 feet down. This level of hard soil did not show up in the samples taken earlier. Nevertheless, the engineers are still optimistic for a completion by the end of this year.

POA Files Maintenance. Mr. Latham reported that organization of the files is

continuing, in general, but no progress has been made since the last Board meeting. The majority of the files that now need further examination are a large variety of financial reports and records.

Drainage on South Horsepen. The drainage problems on South Horsepen Road were brought up at the May Board meeting. As agreed, Mr. Atkinson has pursued this issue and obtained agreement from Mr. Steve Jones, Jr. of Lake Creek Corporation, in June, that Mr. Jones would produce a plan to remedy the problem. That plan is not yet available. Mr. Atkinson spoke again to the developer today and reports that the developer still intends to address the issue. The two will revisit the issue next week when checking on the Horsepen Boat Lift deed, which is awaiting legal review before donating it to the POA.

Trash Piles – Dumping and Burning Policy. A rough draft of a policy was presented by Mr. Atkinson at the October Board meeting for thought and discussion by Board members (See Exhibit E.). Several comments were made at this meeting, primarily suggesting a penalty for non-compliance, especially for garbage dumping, and clarification of the rules for contractors. Mr. Atkinson asked Hank Howell and George Starke to work together to improve the draft and present it at the next Board meeting.

Steve Jones, Senior Memorial. Mr. Atkinson suggested at the last Board meeting that the POA should consider the erection of an appropriate memorial for the Bay Tree Lakes founder, Mr. Steve Jones, Senior. Mr. Jones died on October 16th. Ideas to be considered include a statue, a stone with a commemorative plaque, a wall plaque, and so on. Several other ideas surfaced at this meeting and Mr. Atkinson asked for volunteers to form a committee to pursue further this idea. The committee was formed quickly, with Troy Votaw as chairman, and members including Jeanne Dellinger, Bob Gamble, Bob Latham, Brenda Barnes, Hank Howell and Clark Valentiner. The neighborhood is invited to comment and suggest, using the POA web site comments facility.

New Business:

Other Business:

BTLVFD Sign Donations. Jill Stevens suggested that POA members be invited to donate to the Bay Tree Lakes Volunteer Fire Department to pay for the new sign that has been purchased to replace the old sign destroyed by Hurricane Matthew. The total cost is expected to approximate six thousand dollars (\$6,000). There appeared to be general agreement though no formal vote was taken. A suggestion was made that the invitation

be included in the quarterly billing mailout coming up in January. Bob Latham agreed to work with Tish Harrmann to prepare the request.

Clubhouse Decorations. Debbi Kettle announced that the BTLWA is coordinating the placement of Christmas decorations in the Clubhouse. The decorating is scheduled for Sunday afternoon, November 20th.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Billy McGavock, and passed at 8:07 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

November 17, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (October 20, 2016)	Bob Latham
Approval of Prior Month's Financial Report (October 2016)	Billy McGavock
POA Clerk's Report (October 2016)	Tish Herrmann
Property Manager's Report (October/November 2016)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. Horsepen Road Canal Overpass	Charles Atkinson
3. POA Files Maintenance	Bob Latham
4. Drainage on South Horsepen	Charles Atkinson
5. Trash Piles – Dumping and Burning Policy	Jim Crayton
6. Steve Jones, Sr. Memorial	Charles Atkinson

New Business:

- 1.
- 2.

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 – October 2016**

	TOTAL
	(\$)
INCOME	
Non-Profit Income	
Dues	35,243.00
Interest Paid by Members on Dues	49.88
Pool	180.00
Rental	400.00
Total Non-Profit Income	35,872.88
Services	16,734.21
Total INCOME	52,607.09
EXPENSES	
Building Cleaning	675.00
Card Refund	500.00
Cost of Labor	
Asst Pool Operator – JA	150.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,750.00
Funds Transfer	4,012.71
Grounds	
Trash Removal	120.00
Total Grounds	120.00
Office Expenses	
Bank Charges	10.18
Telephone	353.21
Total Office Expenses	363.39
Repair & Maintenance	
Boat Lift	72.52
Gate	2,552.40
Pest Control	85.00
Total Repair & Maintenance	2,709.92
Road Repair & Maintenance	1,825.00
Taxes & Licenses	100.00
Utilities	
Electricity	1,103.09
Propane	179.80
Sewer	75.20
Water	38.29
Total Utilities	1,396.38
Total EXPENSES	16,077.40

NET OPERATING INCOME	38,529.69
OTHER INCOME	
Interest Earned	0.49
Total OTHER INCOME	0.49
NET INCOME	36,530.18

Exhibit C

Clerk's Report

From the Clerk

November 1, 2016

October 31, 2016	Outstanding Dues	\$43,550.26
October 31, 2016	Credit Balance	\$ 986.97

Lots reported sold in October 2016

Buyer	Lot	Home	Seller
James & Teresa Sopko	165	Fuquay-Varina, NC	Carolyn John
Richie & Melissa Brady	578	Princeton, NC	David Saad
Steve Tatum	156/157	Elizabethtown, NC	NuCom Mobility
Steve Tatum	158	Elizabethtown, NC	NuCom Mobility

Total Billable Lots 456.5

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Exhibit D: Property Manager Report October/November 2016

1. Club house checked for damage after storm. No serious problems detected. Discovered one tab of shingles missing near peak of roof. Having it replaced.
2. All black mats in exercise room have been removed to back porch due to swelling of floor. As you will recall, we had the crawl space under the clubhouse inspected previously (prior to Matthew) by State Pest and they advised we had standing water and that we needed a sump system. They gave us a price that seemed high so I shopped it and we are getting it done in the next few days for approx. \$700.00 (parts and labor), which is a good savings and includes the shingle work. We will leave the mats off until we get a handle on the swelling and can make necessary repairs to the floor.
3. Also, concerning the exercise room, US Fitness came to do PM in September and found no problems. They will return in December.
4. The pool and cabana have been fully winterized with anti-freeze added to all drains etc...and are closed and locked.
5. I have been replacing bulbs with LEDs as they burn out. When working on the back porch of the clubhouse I had difficulty getting globes off due to rust. I found a good all-weather LED unit at Lowe's that was not much more than the bulbs so I replaced all the back porch lights with a new LED unit @\$13 each. Bought a spare unit also. I am also working with our electrician to find a more logical way to control our exterior lighting.
6. Donovan had reported a leaking pump at the pool and in trying to repair it we discovered that the end of the motor shaft where the impeller attaches was almost completely corroded and thus not repairable. We have since met with Steve Linke from Wilmington Pools who has been advising us and he is checking on a price for a replacement motor. Pump is still good, it's just the motor. He also brought chemicals to control algae so we don't have to add 500 lbs. of salt. We will use that until the temperature gets below 55 degrees. He also told us he had made contact with the Kool Deck factory rep. and was going to bring him to look at our problem. He thinks they will help find us a cost effective means of repairing our deck.
7. I also have Southern Time checking on some lightly used gate pedestals for us. They have a contract to replace an entire parking deck in Wilmington and several of the "old" pedestals are nearly new and just like ours. Federal Signal, the mfg. is no longer in business and we will soon need some more parts.

8. I currently have two bids for cleaning and painting the main lift. I expect to have the third soon. I have it verbally but I want it in writing. I will be happy to show you what I have after the meeting.
9. I have also been investigating fixing up the area around the Horsepen Lift and got a price I could not refuse for removing all the small pine trees from the bank. We got it done by a couple of our resident/firemen for \$120. I will also be replacing some of the decking once we have the deed. I should be able to get that done for the cost of materials and a small labor charge.
10. I have checked pricing with the Bladen County Landfill and they normally charge \$45 per ton for trees, limbs etc... They are currently in a relaxed mode due to the hurricane but they normally do not accept anything over 3" in diameter. The average dump truck load they see usually runs around 1.5-2 tons.

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Yard Debris and Grass Clippings Disposal Policy

Bay Tree Lakes

Lake Creek Corporation and Red Bird Land Development Corporation have agreed to allow Bay Tree Lakes Property Owners Association members to use a designated area to dispose of shrubbery trimmings, grass clippings, small dead limbs, pine straw, pine cones, leaves and small trees (trees with a ground level diameter of less than six inches). Trees with a ground level diameter greater than six inches must have prior approval before being removed. (See Restrictive Covenants regarding tree removal). Under no circumstance will any building materials(s) or demolition materials be disposed in disposal site. Should a property owner have questions, please contact Bay Tree Lakes Property Manager for answers prior to disposal.

All approved yard debris (as defined above) may be placed in the disposal site located at the East end of the development. Use of this site is for property owners only, trimmings and grass clippings performed by contractors must be removed from Bay Tree Lakes properties at completion of the task.

In the event a property owner has a large project requiring a contractor, there will be a charge for use of this disposal site as well as prior approval by Bay Tree Lakes Property Manager is required. This fee will be based on the size of the truck(s) used and the number of loads dumped. The purpose of this fee is to assist in the routine maintenance of the disposal site.

Six wheel dump trucks \$100.00 per load (each load dumped)

Ten wheel dump trucks \$150.00 per load (each load dumped)

No tractor trailer loads will be allowed to dump at the site (anything over ten wheels)

Contractors will not be allowed to dump any approved materials generated from property outside the Bay Tree Lakes community.

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