

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**April 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, April 21, 2016.

All of the Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, Junior Rideout and Troy Votaw. POA Clerk Tish Herrmann, Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, Clark Valentiner, George Starke, Mick Robeson, Brenda Barnes, Larry Barnes and Diane Becker

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

**Introduction of New Officers:** President Atkinson introduced the new officers of the POA that were elected at an Executive Session of the Board earlier that day and will serve through the Annual Meeting of the POA in 2017. They are

President	Charles Atkinson
Vice President	Troy Votaw
Secretary	Bob Latham
Treasurer	Billy McGavock
Director At-Large	Junior Rideout

**Approval of Prior Meeting Minutes (March 17, 2016):** A motion to approve the minutes of the March monthly meeting 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](http://www.baytreecommunity.com).

**Approval of Prior Month's Financial Report (March 2016):** Report was presented by President Atkinson and is attached herein as Exhibit B. Motion to approve the report was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present was made. It was noted that Billy McGavock will need to contact

former Treasurer John Ciccarelli and arrange for the transfer of signatory authority on the existing bank accounts. Former Treasurer Clark Valentiner informed the group that one of the banks will require a letter from the Board and a copy of the minutes of the meeting in which the election of the new Treasurer took place.

Financials as of March 31, 2016:

Operations Checking:	\$105,631.43
Second Checking	\$ 16,463.90
Pool Checking:	\$ 13,896.24
Money Market:	\$ 55,861.76
Total Monies:	\$191,853.33

Pool Loan Principal:	\$316,721.23
ADA Contract Principal:	\$104,092.62

**POA Clerk's Report (March 2016):** The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Discussion on the list of property owners with outstanding dues as of the start of April, a new quarter, led to the identification of two that should be turned over to the lawyer to receive a third letter and possible lien placement. Motion to approve the Clerk's report was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present.

**Property Manager's Report (March/April):** The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Troy Votaw, seconded by Junior Rideout. Unanimous affirmative vote by those present. In the written report, Mr. Crayton suggested that the next notice to be mailed to POA members contain copies of the policies on Lot Maintenance, Fishing and Golf Carts. Mr. Atkinson counter-suggested that in the notice reference be made to the policies on the POA web site, saving on significant additional postage. Mick Robeson informed the Board that the policy on Fishing needs to be updated to say that a fishing license is now required in order to fish from a boat in the canals. Also, Mr. Crayton urged the Board to approve funds to repair and clean up the property now belonging to the Grace Britt estate, as it is in severe disrepair and the legal proceedings are prohibiting collection of money spent by the POA to remedy the situation. Troy Votaw moved that the Board approve spending up to \$300.00 for this purpose. The motion was seconded by Junior Rideout and approved unanimously by all members of the Board.

## **Old Business:**

**Boat Lift Modifications.** The status of the repairs to the Horsepen lift and the upgrade to the main lake lift were covered in the Property Manager's report. In response to a question, Mr. Crayton estimated that it would cost about another \$9 thousand to finish the repairs to the Horsepen Lift. Mr. Atkinson asked that before the work is completed, Mr. Crayton determine the warranty period for the work, and the lifting capacity in pounds.

**Foreclosures/Liens of Properties.** Mr. Latham updated the Board on the status of the outstanding accounts placed with the lawyer. Mr. Atkinson asked that Mr. Latham provide the names, and Ms. Herrmann determine the additional funds to be added to each outstanding account for legal and processing fees. The Board agreed to initiate foreclosure procedures on the Patel Lot #637, the one he owns, for a cost of the legal process of \$1,200. Also, foreclosure procedures should be initiated on the Boykin Lot #237 if it does not have an outstanding mortgage. Finally, Mr. Latham was asked to obtain the lawyer's advice as to how to proceed on the lot belonging to the Grace Britt estate.

**Re-keying Clubhouse Locks.** The status was covered in the Property Manager's report.

**2016 Annual Meeting Review.** Review of last month's Annual Meeting quickly evolved to the main topic of that meeting, the Horsepen Road Canal Overpass.

**Horsepen Road Canal Overpass.** Mr. Atkinson reviewed his efforts in pursuit of a structural engineer to examine the situation and provide a recommendation. All fingers pointed to one individual in Wilmington, Mr. EB Pannkuk with Andrews Consulting. That gentleman met this day, prior to the Board meeting, with Mr. Atkinson and Mr. Crayton, looking at all of the three bridges in Bay Tree Lakes. He is expected to provide a written proposal, to engineer a solution, to the Board within the next 10 days. Meanwhile, Mr. Crayton was asked to obtain an estimate of cost to pave the East Island road being used as a bypass, and also to look at putting up barricades on both sides of the current "sinkhole." A decision to post on the web site the slides of the various options for bridges, as well as updating the status of the project on the web site, would be made after reviewing the proposal from Andrews Consulting in the next week to 10 days.

**POA Files Maintenance.** Mr. Latham reported no action to date on the proposal to organize and maintain the POA files in the office. Mr. Atkinson asked Mr. Latham to identify tasks for each Board member, rather than expect one individual to assume this responsibility.

**Pool Cleaning and Repair.** The status was covered in the Property Manager's report.

**Memorial Day Celebration Plans.** The status was covered in the Property Manager's report.

**New Business:**

**Pier Covering Bids.** The Property Manager reported that one bid had been received for this work effort, in the amount of \$4,840. A few other potential bidders were suggested to the Property Manager for follow-up. This topic was then tabled until the next meeting of the Board.

**Other Business:**

**Bay Tree Women's Association.** Debbi Kettle reported that the BTWA needs more volunteers. At this time, most organizational and participation tasks are centered in just a few people. A small discussion about ways to encourage more women to take part resulted in Mr. Atkinson promising that if Ms. Kettle will compose a letter to the membership on this subject, it will be included in the next membership mailing.

**BTL Volunteer Fire Department.** The Board was reminded that the BTL VFD is holding its annual golf tournament as a fund-raiser in May and that the BTL POA usually leads the community in sponsorship, as a Gold Sponsor. The Board included an amount of \$1,500 in the 2016 budget for this purpose. Bob Latham moved that that amount be approved as a donation to the BTL VFD. The motion was seconded by Charles Atkinson and approved unanimously by all members present.

**Library Bookshelves.** Debbi Kettle reported that the POA library in the Clubhouse has acquired many more books and the current shelves are overflowing. The Board asked the Property Manager to add more shelves in the library for this purpose.

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Junior Rideout, and passed at 8:50 pm.

Respectfully submitted,

Bob Latham, Secretary

**Exhibit A**

***Bay Tree Lakes***  
***Property Owners Association***

**Board of Directors Meeting Agenda**

**April 21, 2016**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Introduction of New Officers	Charles Atkinson
Approval of Prior Meeting Minutes (March 17, 2016)	Bob Latham
Approval of Prior Month's Financial Report (March 2016)	John Ciccarelli
POA Clerk's Report (March 2016)	Tish Herrmann
Property Manager's Report (March/April 2016)	Jim Crayton

**Old Business:**

1. Boat Lift Modifications	Jim Crayton
2. Foreclosures/Liens of Properties	Bob Latham
3. Re-keying Clubhouse Locks	Jim Crayton
4. 2016 Annual Meeting Review	Charles Atkinson
5. Horsepen Road Canal Overpass	Charles Atkinson
6. POA Files Maintenance	Bob Latham
7. Pool Cleaning and Repair	Jim Crayton
8. Memorial Day Celebration Plans	Jim Crayton

**New Business:**

1. Pier Covering Bids	Jim Crayton
-----------------------	-------------

**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.

~ ~ ~ ~ ~

## Exhibit B

### Bay Tree Lakes Property Owners Association Profit and Loss – March 2016

	<b>TOTAL</b>
<b>Income</b>	<b>(\$)</b>
Non-Profit Income	
Dues	10,064.56
Total Non-Profit Income	10,064.56
Total Income	10,064.56
<b>Expenses</b>	
Building Cleaning	300.00
Building Fire Protection	75.00
Cost of Labor	
Clerk	600.00
Total Cost of Labor	600.00
Funds Transfer	
Interest Paid Pool	1,325.60
Principal Paid Pool	3,971.44
Total Funds Transfer	5,297.04
Grounds	
Mowing & Cleaning	400.00
Total Grounds	400.00
Meals & Entertainment	2,000.00
Office Expenses	9.95
Quick Books Online	26.95
Stationery & Printing	59.78
Supplies	81.00
Telephone	328.04

Total Office Expenses	505.72
Repair & Maintenance	25.61
Clubhouse	163.54
Exercise Room	300.00
Gate	174.00
Horsepen Lift	1,426.00
Total Repair & Maintenance	2,089.15
Utilities	
Electricity	926.97
Propane	50.50
Sewer	75.20
Water	35.28
Total Utilities	1,087.95
Total Expenses	12,354.86
Net Operating Income	-2,290.30
Other Income	
Interest Earned	296.97
Total Other Income	296.97
Net Other Income	296.97
Net Income	-1,993.33

~ ~ ~ ~ ~

**Exhibit C:**

**Clerk's Report**

From the Clerk

**April 1, 2016**

March 31, 2016	Outstanding Dues	\$25,552.10
March 31, 2016	Credit Balance	\$ 7,995.60

**Lots reported sold in March 2016**

**None**

**Billable Lots 458.5**

**Billing April 1, 2016**

Billable 458.5 Lots	\$64,648.50
Interest	747.46
Outstanding	25,552.10
Total Billed	\$90,948.06

~ ~ ~ ~ ~



## **Exhibit D      Property Manager Report March/April 2016**

April 21, 2016

1. I have done 3 Golf Car/ATV registrations so far since the last report. It is still going slowly.
2. Contract for the band for Memorial Day has been executed and a tent has been ordered to cover the "stage".
3. I have tentatively hired Wilmington Pools (as discussed previously) to assist us with getting the pool up and running. The only thing I am waiting for is a written proposal that will include their insurance info. Assuming that it comes this week, we will probably begin work sometime next week. If all goes well, we may be able to open unofficially by mid-May. We need to get some use in order to stabilize the chemicals. I will also be ordering a whole pallet of salt which will hopefully get us open and thru the summer. He has given us an excellent price. My plans also include purchasing some type of outdoor cabinet for use as a lost and found. This will help avoid some clutter and keep people out of the pump room.
4. Our landscaper has resumed his work and is continuing to edge the sidewalks. He is working up a plan for us to improve the area around the tennis courts and in front of the clubhouse.
5. I completed the first lot survey and Tish has sent out the letters. Response so far has been positive but we still have a few days left in the grace period. I am anticipating that we may get some pushback from some of the owners with partly overgrown lots and that we will have to cut and bill a few of them. Several have called to advise me of problems making the deadline and I am working with them. My intent is to enforce the new policy.
6. Little Dock Loop has been paved.
7. I spoke with Rite-Way again today about our re-key project and was advised that the lock shipped yesterday.

8. Given the issue with the bridge I have not pushed our engineer on the main boat lift project. At last talk he was waiting for Mike Smith's report.
9. I would recommend that we make a decision and move forward with finishing the Horsepen lift project before we get into the "Bridge" meeting.
10. I have been doing quite a bit of traffic directing due to the bypass. Also, Red has made some improvement to it since the Annual Meeting.
11. I would also recommend that when we send out the next meeting notice, we include copies of our newer policies ie: Lot Maintenance, Fishing and Golf Car. We have quite a few new people in the community and this would help me with enforcement.

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~