

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

May 19, 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, May 19, 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 Kevin Keshler, Danny Kissam, Debbi Kettle, Jeanne Dellinger, Jill Stevens, Phyllis Latham, Butch Conklin, Donovan Vinson and Clark Valentiner.

President Charles Atkinson called the meeting to order at 7:03 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 (April 21, 2016): A motion to approve the minutes of the April monthly meeting, plus the minutes of the Executive Sessions of April 21, 2016 and May 1, 2016, was made by Troy Votaw, seconded by Junior Rideout. 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 (April 2016): Delays in the transition from the previous Treasurer to the current Treasurer, caused primarily by a bank's requirement for multiple signatures and official documents, have delayed the production of the Financial Report for April. President Atkinson requested that the report be produced and sent to the Board members via email, and he would then seek approval via email. That report was produced, approved and is contained herein as Exhibit B.

Financials as of April 30, 2016:

Operations Checking:	\$116,695.67
Second Checking	\$ 21,967.21
Pool Checking:	\$ 25,071.35

Money Market:	\$ 55,869.32	
Total Monies:	\$219,603.55	
Pool Loan Principal:	\$313,731.27	(as of 4/14/16)
ADA Contract Principal:	\$104,092.62	(as of 4/08/16)

POA Clerk's Report (March 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 Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present.

Property Manager's Report (April/May): 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 Troy Votaw. Unanimous affirmative vote by those present.

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. The Horsepen Lift repairs are waiting on the deed for that property to be turned over to the POA from the Lake Creek Corporation.

Foreclosures/Liens of Properties. Mr. Latham updated the Board on the status of the outstanding accounts placed with the lawyer. The foreclosure procedure has begun on the Patel Lot #637, and a title search has begun on the Boykin Lot #237 with the intent to foreclose if no mortgage exists for the property. Mr. Latham and Ms. Herrmann had determined the additional funds to be added to each outstanding account for legal and processing fees and those fees were added to the figures in the confidential report provided by the Clerk to the Board.

Re-keying Clubhouse Locks. The status was covered in the Property Manager's report. This project is complete.

Horsepen Road Canal Overpass. Mr. Atkinson reviewed the efforts of the Board relative to this issue since the Annual Meeting in April. As previously reported the Board solicited a proposal from Mr. EB Pannkuk, with Andrew Consulting Engineers of Wilmington, to engineer a solution. This proposal was received on April 28th and sent to the Board members for review. An Executive Session of the Board was held on May 1st to discuss the proposal, and a second Executive Session was held on May 2nd to discuss the proposal and the scope of work with Mr. Pannkuk. The following day, the Board voted unanimously to hire Andrew Consulting Engineers to provide the design for a Span Style bridge, and a signed contract was mailed. Three days later, engineers were

on site to mark soil boring sites on each side of the bridge approach. Mr. Pannkuk advised the Board that there may be a requirement for a permit from the Army Corp of Engineers, at an additional cost of approximately \$1500. The Board voted to proceed with the permit, if needed. A few days week later, the Board received drawings for a bridge over a 18' versus a 26' wide channel. Due to the significant additional cost, the Board voted to increase the channel width to only 18'. On May 16th, engineers were on site to do two soil borings (80') on each side of the bridge. The next day, Mr. Pannkuk was on site for inspections of the two existing bridges, above and below, and produced recommendations for future improvements for each one. Also, a surveyor was on site preparing details for the proposed bridge. It is anticipated that the engineering results, the construction drawings, will be available by the end of June, or before, and they can then be sent out for bids. At that time, the call for a membership meeting of the POA can be made, with the required 30 days notice.

The Property Manager had tried to obtain an estimate of the cost to pave the East Island road now being used as a bypass. The representative of Lake Creek Corporation was not able to identify just where such a road should be laid, the current path certainly not being it. Thus, obtaining an estimate of cost cannot be done at this time.

In response to a question from an attendee, Mr. Atkinson said that POA members will be able to view and comment on the plans before they go out for bids. They will be available for viewing in the Clubhouse upon request.

POA Files Maintenance. Mr. Latham reported that organization of the files is underway. A POA Files outline has been set up and the existing files are being examined and re-filed accordingly. Several key files are being kept in the Gatehouse and they will not be duplicated, but notated as to their whereabouts. Mr. Atkinson reminded that other Board members are available to assist and are waiting further instructions from Mr. Latham.

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. Debbi Kettle added that the BTWA will post signs on the Bulletin Board.

Pier Covering Bids. The Property Manager previously reported that one bid had been received for this work effort, in the amount of \$4,840. No other potential bidders had responded. The Board seemed to favor going with the one bid, but one additional bidder, Chad Devane, was suggested and the Property Manager agreed to pursue that option.

Library Bookshelves. It had been 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. This has been done.

New Business:

Other Business:

Drainage on South Horsepen. Property owner Danny Kissam questioned when the drainage problems on South Horsepen Road would be addressed by the Board. The point was made that the POA does not own the roads in Bay Tree Lakes, but there is a genuine interest in, and a need to know more about the problems, by the Board. Thus, Mr. Atkinson agreed to meet with Mr. Kissam in the next few days to examine the problems and discuss possible solutions.

Walkway Railings on Bull Bay Bridge. Mr. Latham reported that the railings alongside the Bull Bay Road bridge need attention, probably replacing. This was discovered as part of the examination of the bridges with Mr. Pannkuk. President Atkinson said this item was already on the list of items needing repairs.

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Bob Latham, and passed at 7:50 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

May 19, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (April 21, 2016 and Exec. Sessions, same date and May 1,2016)	Bob Latham
Approval of Prior Month's Financial Report (April 2016)	Billy McGavock
POA Clerk's Report (April 2016)	Tish Herrmann
Property Manager's Report (April/May 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. Horsepen Road Canal Overpass	Charles Atkinson
5. POA Files Maintenance	Bob Latham
6. Pool Cleaning and Repair	Jim Crayton
7. Memorial Day Celebration Plans	Jim Crayton
8. Pier Covering Bids	Jim Crayton
9. Library Bookshelves	Jim Crayton

New Business:

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 – April 2016

TOTAL

Income	(\$)
Non-Profit Income	
Dues	20,735.17
Interest paid my Members on Dues	29.61
Pool	10,116.00
Total Non-Profit Income	30,880.78
Total Income	30,880.78
Expenses	
Building Cleaning	300.00
Cost of Labor	
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,600.00
Funds Transfer	
Interest Paid Pool	380.95
Principal Paid Pool	903.38
Total Funds Transfer	1,284.33
Legal & Professional Fees	1,950.00
Meals & Entertainment	600.00
Office Expenses	
Bank Charges	9.95
Telephone	327.80
Web site	9.90
Total Office Expenses	347.65

Repair & Maintenance	
Clubhouse	125.00
Gate	2,206.41
Total Repair & Maintenance	2,331.41
Utilities	
Electricity	428.57
Water	35.28
Total Utilities	463.85
Total Expenses	8,877.24
Net Operating Income	22,003.54
Net Income	22,003.54

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Exhibit C:

Clerk's Report

From the Clerk

May 1, 2016

April 30, 2016	Outstanding Dues	\$41,899.96
April 30, 2016	Credit Balance	\$ 5,092.78

Lots reported sold in April 2016

None

Amalgamation of lots 64 and 65 by Phillip & Deborah Warwick was unreported until after the April billing though it took place during the first quarter. This reduces the total number of lots to 457.5 and the April billing to \$90,807.06

Billable Lots 457.5

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Exhibit D: Property Manager Report April/May 2016

I have issued a number of new windshield stickers, two trailer storage keys and 3 new contractor codes. The codes all relate to the bridge project. I have registered a few more golf cars and have advised some children that they are too young to drive.

There were only about 10 lot maintenance letters sent this month. The new plan seems to be working well. I have been contacted by the owners of several lots wanting info about cleaning their lots which have not contacted us before. We sent a few "2nd letters" to owners with serious problems advising of the estimate we had to do the needed work and giving them a June 1 deadline to either have the work done or respond with a schedule. One of these estimates was over \$1,000. All but one have contacted me to advise that they are working on it and wanting a little additional time and I am working with them. I suspect that the "one" will not contact us and that we will have to bill him for some work done.

The Grace Britt property has been cleaned up considerably by one of our standby crews. Willie Cromartie gave me the best price (\$250) so I gave him the job. I have asked Tish to bill her estate.

The pool has been more difficult to get ready this year than in the past. We have a condition known as "pink algae" plus some heavy mineral deposits to deal with. We have had to be very careful with or pressure washing. It appears to me that the plaster has been subjected to some overaggressive pressure washing in the past. This has caused a very rough surface especially on the walls and has allowed the contaminants to form a better bond with the surfaces. That's my personal opinion. The new company that we have contracted with is "Wilmington Pools". The owner and contact is Steve Lincke. Both Donovan and I have spent several days working with him trying to get it clean. We still have some brushing to do. Steve has tried every appropriate chemical to remove the stains. This has included undiluted muriatic acid which works but, tends to dissolve some of the plaster. Steve has patched two places in the pool bottom. We have filled the pool are treating it with a heavy concentration of chlorine in hopes that this will bleach the rest of the stains out. I checked this morning and it is look pretty good. Even if it is not 100%, the pool will be safe to operate. Steve is going to give us his analysis of what caused the problems and some options to remediate the problems for the future. There are also several "new" places in the Kool Deck. We may need to do some additional repairs post season. We will not know for sure until Steve completes the opening process and finishes his analysis. I have had the Cabana cleaned and it is open now for week-end beach users.

I have still not been able to get anyone else interesting in bidding on the cabana pier roof project. I am happy with the price we have from Butch Maultsby. I am very happy with the work he did on my pier. I would like to go ahead and award the project to him. He is a property owner and can be done in about a week.

We apparently had some miscommunication with Mike Smith on the Horsepen Lift project. He thought we were going to order the hydraulic ram but had not communicated that to me in his estimate. Charles and I both think it would be better for us if SmithCo does the project on a turn-key basis and gets us out of the parts business. That way if there is something wrong with a part, we don't have to deal with it. Mike will also let us know about the warranty and capacity when he contacts the company again. For now, we are waiting on the deed.

Our landscaper is doing what I think is a great job and has the place looking great. You may have noticed a somewhat new look in front of the clubhouse. I had him replace some plants that were not performing well with some knock-out roses that will both add to the appearance and be easier to maintain in the future. This included new mulch. He added/moved a few more plants to the sign in front of the cabana and mulched that area also. He has also raked the beach and complete the edging and spraying of the sidewalks along Bay Tree Drive. To me, it is great having a real landscaper doing the work as opposed to someone who just cuts grass. I hope to add a few more plants in the pool/cabana area and at a couple of intersection signs using some volunteer labor. The weed-eating done to these signs is eating up the bottom of the posts and looks bad. Some mulch and a few plants would cover that up and make things look better in general. I would like to keep a theme concept in mind. Our only cost would be a few plants and some mulch. Interested volunteers should contact me... let's see who can make their corner look the best.

One of our owners volunteered to paint the bathroom in the exercise facility. I have also built and installed two additional bookshelves for the library there. I get the occasional complaint about the AC in the facility. The clubhouse is a split system and I am studying the possibility of moving the thermostat (which is actually in the main meeting room) to better serve the exercise center.

Rite-way lock Co. came today and installed the clubhouse locks. I need guidance as to who to give the new clubhouse keys to. There are 5 left to assign.

I got a Fire Dept. volunteer to help me wash the main boat lift cradle to get it ready for inspection this week-end. We used a firetruck and some high volume/high pressure water and got it done. Jr. also repaired some of the cable and switches for us last week.

Red Mote is working on getting the piles burned. Depending on the weather, that may happen this week. In a related issue, someone has put household garbage on the pile. Please make sure everyone knows this is for yard waste only.

In pursuing the request for paving estimates for the East Island crossover, I could not get a firm location for the planned road from Lake Creek plus, they have made good improvements with the addition of more sand/clay. After consultation with Charles it was decided to wait and see how it develops before spending the money.

I have scheduled a number of Bridge related visits with various companies associated with the project. I am assigning them their own entrance code to help better track their time on site plus showing them how to navigate in our community. I spent a good deal of time with EB on Tuesday. Bob took him around in his boat to inspect the other bridges and I took him to lunch so we could discuss his findings. He is developing a preventive maintenance plan for the existing bridges. I'm sure Charles will have more on that in his report.

The schedule for Memorial Day is for Sunday afternoon. We will have a cook-out (hot dogs etc...) at 6:00 PM and the band will start at 7:00 PM and go until 10:00 PM. Invite all your friends and neighbors to hear the band. They are one of the best party bands on the circuit today. I will be purchasing the food etc... next Wednesday when I go to Fayetteville. The ladies have a full staff of volunteers to cook and serve.

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