

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

March 15, 2018

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, March 15, 2018.

All 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 were also in attendance. Property owners in attendance were Robert Gamble, Jeanne Dellinger, Timmy Dellinger, Sally Valentiner, Clark Valentiner, Brenda Barnes, Larry Barnes, Ginny Ruark, Greg Ruark, Maryellen Robeson, Mick Robeson, Janet Packer, Terry Packer, Michele Lewis, Butch Conklin and George Starke.

President Atkinson called the meeting to order at 7:04 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

Approval of Prior Meeting Minutes (February 15, 2018): A motion to approve those minutes was made by Bob Latham and seconded by Junior Rideout. Unanimous affirmative vote by those present. The minutes of the monthly meetings will be posted on the BTL POA website, www.baytreecommunity.com

Approval of Prior Month's Financial Report (February 2018): Billy McGavock presented the report for February via email prior to the meeting, That report is attached herein as Exhibit B, and the most recent financial summary is shown below. A motion to approve the report was made by Troy Votaw, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of February 1, 2018:

BB&T Second Checking	\$ 65,137.10	(as of 2/23/18)
Southern Operations Checking	\$ 220,601.78	(as of 2/28/18)
Southern MM Savings	\$ 56,023.66	(as of 2/27/18)
TOTAL	\$ 341,762.54	
Loan Principal	\$ 569,847.34	(as of 2/20/18)

POA Clerk's Report (February 2018): The report was presented by Tish Herrmann, and is attached as Exhibit C. Motion to approve the report was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present.

Property Manager's Report (February/March): The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Troy Votaw and seconded by Bob Latham. Unanimous affirmative vote by those present. In addition to the written report, Mr. Crayton reported on the pursuit of a person to hire to do the needed goose addling in the neighborhood. He also reported that Sign Logic no longer produces the street signs like we use in the neighborhood. He is now looking for a new maker.

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported that it is believed that settlement of the Britt Estate is imminent, waiting an appraisal of the property. Of the four properties for which the third letter has been sent, one has been sold, producing the overdue funds to the POA, and liens have been filed for the other three. (Following the adjournment, the Board agreed to send third letters to four property owners for which dues have been overdue over one year and no payments have been made.)

Steve Jones Sr. Memorial. Mr. Votaw reported receiving no information on this subject from Steve Jones, Jr. Thus, Mr. Votaw proposes placing a plaque on the new flag pole, saying simply “In memory of Steve Jones, Sr., Founder of Bay Tree Lakes,” or something similar. The Board accepted this proposal.

Property Manager Job Description Revision. Comments were exchanged on a version reviewed by Board members prior to this meeting and changes were agreed. Mr. Atkinson will pursue production of this document and circulate it to all Board members for approval.

2018 Budget Preparation. Billy McGavock presented a draft budget for final review prior to the meeting. That review and discussion was postponed to an executive session of the Board following this meeting.

2018 Annual Meeting Preparation. The annual meeting of the POA will be held in the Clubhouse at 10:00 am on Saturday, April 14th. Bob Latham reported that the letter notifying POA members of the meeting was mailed out on March 7th, Mr. Atkinson reported that all preparations are in place.

Street Signs for Little Dock Loop. Currently there are no street signs in place for the recently paved street known as Little Dock Loop. Signs, for each end of the road, are being pursued by the Property Manager. A meeting attendee pointed out to the Board that a similar situation exists with regard to the East Island paved road.

New Business:

Goose Egg Addling. See comments in the paragraph under the Property Manager's Report above.

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Troy Votaw. The meeting was adjourned at 7:40 pm.

Respectfully Submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

March 15, 2018

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (February 15, 2018)	Bob Latham
Approval of Prior Months' Financial Report (February 2018)	Billy McGavock
POA Clerk's Report (February 2018)	Tish Herrmann
Property Manager's Report (February/March 2018)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Property Manager Job Description Revision	Charles Atkinson
4. 2018 Budget Preparation	Billy McGavock
5. 2018 Annual Meeting Preparation	Charles Atkinson
6. Street Signs for Little Dock Loop	Jim Crayton

New Business:

1. Goose Egg Addling	Jim Crayton
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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 – February 2018

	TOTAL (\$)
INCOME	
Non-Profit Income	
Contractor Code	500.00
Dues	16,391.00
Gate Access (cards,stickers)	140.00
Interest Paid by Members on Dues	80.21
Rental	400.00
Total Non-Profit Income	17,511.21
Total INCOME	17,511.21
EXPENSES	
Building Cleaning	300.00
Building Fire Protection	75.00
Cost of Labor	
Certified Pool Operator	180.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,780.00
Grounds	
General Landscape Work for POA	1,045.00
Trash Removal	120.00
Total Grounds	1,165.00
Office Expenses	
Telephone	366.35
Total Office Expenses	366.35
Uncategorized Expense	10,287.38
Utilities	
Electricity	970.32
Sewer	75.20
Water	38.63
Total Utilities	1,084.15
Total EXPENSES	15,057.88
NET OPERATING INCOME	2,453.33
OTHER INCOME – Interest Earned	6.91
NET INCOME	2,460.24

Exhibit C

Clerk's Report

From the Clerk

March 1, 2018

February 28, 2018	Outstanding Dues	\$49,437.96
February 28, 2018	Credit Balance	\$10,129.58

Lots Reported Sold in February 2018

Buyer	Lot	Home	Seller
Rocky Strickland	158	White Lake, NC	Steve Tatum
KG Plaza, LLC	196	Wilmington, NC	1 st Citizens Bank*

*This sale actually took place July 1, 2017, but the POA was not notified

Total Billable Lots 456.0

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Exhibit D

Property Mgr. Report Feb./Mar. 2018

1. Issued cards etc...per attachment
2. Working with Donovan and others to get ready to open pool. Have Wilmington Pool man coming this soon to repair leak in pump room and assist as need with opening process. We know we will have to replace main drain grills due to it being the 5th year. We are not anticipating anything major.
3. Worked with Vanderbuilt Homes in gaining access for the new house on Hawk Dr. and making sure they do as promised re: keeping site neat etc....So far they have done well.
4. Worked with USDA on a beaver problem in the main canal east of the bridge. Technician was here late last week but I don't have a report yet.
5. Working with Red Mote to get lake side of main lift operable again. The cradle bottoms out which allows cables to get slack and trip the limit switches so it won't operate. Going to have Red scoop our some of the sand that has built up there. This is NOT a mechanical problem with the lift...it is due to the high winds we have had lately causing the sand to build up all along the north shore.
6. Have scheduled landscaper to come 1st of April to insure clubhouse and other areas are ready for the Annual meeting
7. I have a price of \$15 per sign to repaint the road signs etc...
8. Have begun training two new assistants, Lee Tibbetts and Kent Allen, both of which will be taking a Certified Pool Operator class in April. They are both retired. Per Charles request I am training them on everything I do. It will take some time but the goal is to have them both able to assist either me or Donovan as required.
9. Christmas lights have been moved to storage shed.
10. I have firmed up arrangements for fireworks on July 7th and sent contract to Billy for action.
11. Lee Hauser has agreed to be our DJ on both May 26th and July 7th.
12. I have installed reflective bridge markers for new bridge railing similar to what is on "new" bridge.
13. A few months ago I was contacted by Southern Time (our gate company) about them having some almost new gate pedestals like ours. They have sent me a price of \$2,700 per unit. They are complete units minus the Omega controller which we have. These units ar no longer being manufactured or supported and I think it might be a good think to have some apares.
14. During a routine start test for the generator at the gate I discovered a problem with the battery and had to replace it. The battery I replaced tested as shorted and was installed Feb/2012 so we got 6 years out of it which I guess is pretty good.
15. I have tentatively ordered signage for the sandwich sign at the gate. I have a sample for you to proof for me