

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

October 18, 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, October 18, 2018.

Four Board members were present: Bob Latham, Billy McGavock, Junior Rideout and Troy Votaw. Charles Atkinson was not able to attend. Property Manager Jim Crayton, POA Clerk Tish Herrmann and Assistant Secretary Hank Howell were also in attendance. Property owners in attendance were Ginny Ruark, Greg Ruark, Phoebe McGavock, Clark Valentiner, Joe Hulon, Phillip Warwick, Phyllis Latham, Burch Conklin, Timothy Dellinger, Robert Gamble and John Jones.

Acting for President Atkinson, Troy Votaw called the meeting to order at 7:00 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

Approval of Prior Meeting Minutes (September 26, 2018): Bob Latham moved for approval of the September minutes as presented. Billy McGavock seconded. 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 (September 2018): Billy McGavock presented the report for September 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 September report was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of October 1, 2018:

BB&T Second Checking	\$ 75,992.87	(as of 9/28/18)
Southern Operations Checking	\$ 153,918.99	(as of 9/30/18)
Southern MM Savings	\$ 56,089.16	(as of 9/27/18)
TOTAL	\$ 286,001.02	
Loan Principal	\$ 489,442.47	(as of 9/28/18)

POA Clerk's Report (September 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 (September/October): The report was presented by Jim Crayton. It is attached herein as Exhibit D. Motion to approve the report was made by Junior Rideout and seconded by Bob Latham. Unanimous affirmative vote by those present.

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported that liens had been placed on two specific properties and that the attorney had sent his first letter for three additional properties. One more property whose debt to the POA was now over \$1,000 will receive the letter from the attorney.

Steve Jones Sr. Memorial. Mr. Votaw reported that the concrete base for the memorial is expected to be poured by the end of November.

Clubhouse as Shelter Committee. Phoebe McGavock reported that the committee has identified the acquisition of a generator as the only major expense anticipated. They are working to identify the proper size and the cost of acquiring and installing the right unit. Those cost estimates will be presented to the Board once completed. The goal of the committee's efforts are to 'just be a community that cares.'

Sewer System / Envirolink Letter. The Clerk reported that the letters, detailing the failures of Envirolink to respond to the sewer problems encountered during Hurricane Florence, have all been sent and received, as verified by registered mail receipts. No other response has been received from any recipient.

New Business:

Dog Park Proposal. Troy Votaw explained that his daughters had hoped to be at this meeting in time to make a proposal for a dog park, but were unable to make it. He gave a general outline of their idea and asked that they be placed on the agenda for the next Board meeting, in November.

Other Business:

POA Member Comments:

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Troy Votaw. The meeting was adjourned at 7:29 pm.

Respectfully Submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

October 18, 2018

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (September 26, 2018)	Bob Latham
Approval of Prior Months' Financial Report (September 2018)	Billy McGavock
POA Clerk's Report (September 2018)	Tish Herrmann
Property Manager's Report (September/October 2018)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Clubhouse as Shelter Committee	Ph. McGavock
4. Sewer System / Environlink Letter	Bob Latham

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.

Exhibit B

Bay Tree Lakes Property Owners Association **Profit and Loss – September 2018**

	TOTAL (\$)
INCOME	
Non-Profit Income	
Dues	9,630.49
Total Non-Profit Income	9,630.49
Total INCOME	9,630.49
EXPENSES	
Cost of Labor	
Certified Pool Operator	620.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,220.00
Member Event	226.26
Office Expenses	
BB&T Credit Card Payment	659.93
Telephone	324.89
Total Office Expenses	984.82
Repair & Maintenance	
Gate	30,547.15
Total Repair & Maintenance	30,547.15
Southern Loan	10,287.38
Utilities	
Electricity	1,448.66
Water	27.91
Total Utilities	1,476.57
Total EXPENSES	45,742.18
NET OPERATING INCOME	- 36,111.69
OTHER INCOME – Interest Earned	24.04
OTHER EXPENSES – Miscellaneous	100.00
NET OTHER	- 75-96
NET INCOME	- 36,187.65

Exhibit C

Clerk's Report

From the Clerk

October 1, 2018

September 30, 2018	Outstanding Dues	\$23,616.58
September 30, 2018	Credit Balance	\$ 6,788.04

Billing October 1, 2018

450.5 Lots	\$ 81,090.00
Interest	703.13
Outstanding	<u>23,616.58</u>
Total Billed	\$105,409.71

1 Lot Reported Sold in September 2018

Buyer	Lot	Home	Seller
Robert & Laura Peck	341	Carnegie, PA	George Bryan

Amalgamation:

Tracie Vestal	Amalgamation lots 906 & 907	June 27, 2018
Darren Kelly	Amalgamation lots 175 & 176	August 31, 2018

The POA did not receive copies of these amalgamations from the attorney until October 12, 2018.

Total Billable Lots 450.5

.....

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

Exhibit D

Property Mgr. Report September/October 2018

1. Cards, etc... slow month...see attachment
2. Gate: As you know we had some problems with the gate after the hurricane. We sent our motherboard off for repair which will hopefully be covered under warranty. The Transcore reader (the device that reads windshield stickers) was also a problem. Once it was reprogrammed, it worked fine. Both problems were likely caused by power surges during the hurricane.
3. I have switched our propane gas supplier for the generator at the gate to Bobby Taylor due to poor service from Cape Fear Propane before the hurricane.
4. I have also switched the pest control contract for the common property buildings to Down East Pest Control. We get a better price and better service. They are the ones that did our fire ant treatment in June.
5. We have removed a treadmill and weight machine from the fitness room. Both were unsafe and unserviceable. David Kidd has donated a dumbbell rack and has ordered a curling bench for the room also. Repairs are scheduled for the other two treadmills.
6. We have closed the pool for the season and will be running one pump during the winter. The plan is to alternate the pumps monthly. This is being done for filtration and to keep some chlorine in the pool until the water cools below 55 degrees.
7. The cabana will stay open until our first frost. We have to close it by then due to the exposed pipes underneath.
8. The hurricane damage to the clubhouse pier was repaired by Jim Woodruff & Sons for a cost of \$650
9. Our landscaper was finally able to get to us and everything has been cut and trimmed including the boat storage area.
10. I have been in contact with USDA about the problem we are having with our geese. Typically, if we remove them we have to wait until spring when the molt. However, there may be another solution and I am waiting to hear back from them. I was told it may be a few weeks since they are involved with a serious feral hog problem in several parts of the region. We will also discuss them do the egg addling for us.
11. Thanks to Robert Nassef and a crew of neighbors that he organized, clean up the community of all storm damage. Another thanks to Troy Votaw for numerous hours with his loader. This project was done over several recent Saturdays at no charge. However, it is Robert's wish that anyone wishing to show their appreciation should make a donation to the Fire Department. This effort saved the community thousands of dollars.
12. The "burn pile" area has now been closed and is back to operating on the posted schedule. The community is reminded to give me some warning if you need to use it during the week. I will do what I can to accommodate but I am NOT here 24/7.
13. I had Star telephone come and do some repairs to phone/internet system at the clubhouse.

Device #	Amount	Owner
1706	35.00	Danny Lyntch
1672	35.00	Chester Barnhill
1705	35.00	Byron Massey
1704	35.00	Chester Barnhill