

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**December 20, 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, December 20, 2018.

Four Board members were present: Charles Atkinson, Bob Latham, Billy McGavock and Junior Rideout. Troy Votaw was not able to attend. POA Clerk Tish Herrmann and Assistant Secretary Hank Howell were also in attendance. Property owners and residents in attendance were Robert Gamble, Larry Barnes, Brenda Barnes, Joe Hulon, Lynn Rideout, Ginny Ruark, Todd Karpinski and Ed Stone.

President Atkinson called the meeting to order at 7:03 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

**Approval of Prior Meeting Minutes (November 15, 2018):** Bob Latham moved for approval of the November minutes as presented. Junior Rideout seconded. Unanimous affirmative vote by those present. The minutes of the monthly meetings will be posted on the BTL POA website, [www.baytreecommunity.com](http://www.baytreecommunity.com).

**Approval of Prior Month's Financial Report (November 2018):** Billy McGavock presented the report for November 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 November report was made by Junior Rideout, seconded by Charles Atkinson. Unanimous affirmative vote by those present.

Financials as of December 1, 2018:

|                              |               |                  |
|------------------------------|---------------|------------------|
| BB&T Second Checking         | \$ 81,410.67  | (as of 11/30/18) |
| Southern Operations Checking | \$ 179,696.67 | (as of 11/30/18) |
| Southern MM Savings          | \$ 56,147.20  | (as of 11/28/18) |
| TOTAL                        | \$ 317,254.54 |                  |
| Loan Principal               | \$ 471,949.43 | (as of 11/17/18) |

**POA Clerk's Report (November 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 (November/December):** The report was written by Jim Crayton and presented by Charles Atkinson. 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.** Bob Latham reported that no news on this topic had been received from the attorney. Mr. McGavock stated he thinks Bladen County is ready to foreclose on the property with the highest amount due to the POA, perhaps as early as mid-January.

**Steve Jones Sr. Memorial.** Robert Gamble reported for Mr. Votaw that the concrete for the base for the memorial had not been poured due to the frequent rains. They are waiting now for a dry day and available truck.

**Clubhouse as Shelter Committee.** The Chairperson of the committee, Phoebe McGavock, was not available, but Mr. McGavock read a report on the current status of the committee.

**Sewer System / Envirolink Letter.** Bob Latham summarized the content of the Environlink letter as follows. They complained about the tone of our letter and

provided some lame excuses for not taking the actions we had verbally suggested prior to the hurricane. They did discuss the fact that the system had not been well maintained in the past but did not make any commitment to improve the system. They indicated that the upgrades we had suggested would be costly and could result in sewer rate increases. Transfer of ownership of the system from Steve Jones to Old North State has not been completed so we should not expect any upgrade to the system until that occurs. Envirolink is the current operator but not the owner. Once ownership is established we should address our concerns with them.

**Dog Park Proposal.** Leelee and Scarlett Votaw were not present to report on progress since their presentation in November.

**Safety Paint – Front Entrance & Center Line.** Several property owners and residents had expressed, via Nextdoor, support for the proposal to paint the curbs yellow around the island nearest the highway at the front gate, to alleviate the problem of turning in too early when approaching the gate from the east. Bob Latham wants to add to the discussion the painting of a yellow stripe down the middle of Bull Bay and Bay Tree Drives. These are safety concerns. Charles Atkinson reported that a malfunctioning light fixture at the front entrance is being replaced. He hopes that this will improve the situation and everybody will be happy.

### **New Business:**

**POA Weather Station – Inoperative.** Junior Rideout is working with the system supplier to update the software which has malfunctioned, expecting a solution in the very near future.

**2019 POA Budget Preparation.** Mr. Atkinson has provided to each Board member a list of 25 – 30 projects that the POA might undertake in the near future, asking that they review the list and be prepared to comment on each as part of the 2019 Budget Preparation. POA members are invited to submit their suggestions to the Board. Mr. McGavock is preparing a draft of the budget for review by Board members prior to the next Board meeting.

**Other Business:**

**POA Member Comments:**

All property owners and residents were reminded of the upcoming New Year's Eve party at the Clubhouse, organized by the Bay Tree Women's Association. The party starts at 7:30 pm, with a ball drop for the children at 8:30, and one for adults at midnight. Attendees are asked to bring their own refreshments.

Robert Gamble reported that he attended a recent meeting of the Bladen County Commissioners when he made them aware of the poor condition of Highway 41 between BTL and Highway 701 in White Lake. He volunteered to attend their future meetings, campaigning for road repairs on Highway 41.

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Billy McGavock. The meeting was adjourned at 7:41 pm.

Respectfully Submitted,

Bob Latham, Secretary

**Exhibit A**

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

**Board of Directors Meeting Agenda**

**December 20, 2018**

|  |                  |
|--|------------------|
| Call to Order and Welcome Members and Guests               | Charles Atkinson |
| Invocation   | Bob Latham       |
| Approval of Prior Meeting Minutes (November 15, 2018)      | Bob Latham       |
| Approval of Prior Months' Financial Report (November 2018) | Billy McGavock   |
| POA Clerk's Report (November 2018)                         | Tish Herrmann    |
| Property Manager's Report (November/December 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 / Envirolink Letter            | Bob Latham       |
| 5. Dog Park Proposal                           | S & L Votaw      |
| 6. Safety Paint – Front Entrance & Center Line | Charles Atkinson |

**New Business:**

|                                      |                |
|--------------------------------------|----------------|
| 1. POA Weather Station – Inoperative | Junior Rideout |
| 2. 2019 POA Budget Preparation       | Billy McGavock |

**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 – November 2018**

|                                  | <b>TOTAL</b>     |
|----------------------------------|------------------|
|                                  | (\$)             |
| <b>INCOME</b>                    |                  |
| Non-Profit Income                |                  |
| Dues                             | 18,028.63        |
| Interest Paid by Members on Dues | 186.47           |
| POA Lot Mowing                   | 50.00            |
| Total Non-Profit Income          | 18,265.10        |
| <b>Total INCOME</b>              | <b>18,265.10</b> |
| <b>EXPENSES</b>                  |                  |
| Building cleaning                | 390.00           |
| Cost of Labor                    |                  |
| Certified Pool Operator          | 430.00           |
| Clerk                            | 600.00           |
| Property Manager                 | 1,000.00         |
| Total Cost of Labor              | 2,030.00         |
| Grounds                          |                  |
| General landscape work for POA   | 365.00           |
| Trash Removal                    | 110.00           |
| Total Grounds                    | 475.00           |
| Office Expenses                  |                  |
| Bank Charges                     | 190.00           |
| Telephone                        | 375.70           |
| Total Office Expenses            | 565.70           |
| Repair & Maintenance             |                  |
| Exercise Room                    | 739.09           |
| Gate                             | 1,933.24         |
| Pest Control                     | 35.00            |
| Total Repair & Maintenance       | 2,707.33         |
| Southern Loan                    | 10,287.38        |
| Utilities                        |                  |
| Electricity                      | 1,216.68         |
| Propane                          | 141.73           |
| Sewer                            | 150.40           |
| Water                            | 53.03            |
| Total Utilities                  | 1,561.84         |
| <b>Total EXPENSES</b>            | <b>18,017.25</b> |
| <b>NET OPERATING INCOME</b>      | <b>247.85</b>    |
| OTHER INCOME – Interest Earned   | 33.99            |
| <b>NET INCOME</b>                | <b>281.84</b>    |

**Exhibit C**

**Clerk's Report**

From the Clerk

**December 1, 2018**

|                   |                  |             |
|-------------------|------------------|-------------|
| November 30, 2018 | Outstanding Dues | \$31,337.86 |
| November 30, 2018 | Credit Balance   | \$ 2,174.14 |

**Lots Reported Sold in November 2018**

| <b>Buyer</b>              | <b>Lot</b> | <b>Home</b>       | <b>Seller</b>       |
|---------------------------|------------|-------------------|---------------------|
| Michael & Gina Burney     | 904        | Bladenboro, NC    | Marvin Tatum        |
| Michael & Gina Burney     | 905        | Bladenboro, NC    | Marvin Tatum        |
| Stephen & Donna Campbell  | 118        | Elizabethtown, NC | James F. Smith      |
| Cory & Ashley Abercrombie | 281        | Bay Tree Lakes    | Hoosier Daddy, LLC  |
| James Robert Williams     | 49         | Salemburg, NC     | Stephanie Ensminger |

**Total Billable Lots      450.5**

Correction: The clerk's report September 2010 erroneously reported that lot 625 had been purchased by John Hoskings of Peabody, MA. Lot 625 was actually purchased by the Kettle Trust of Harrell's, NC on July 20, 2010 from Raymond Martin. This error was not reflected in any other POA record.

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## **Exhibit D**

### **Property Mgr. Report November/December 2018**

Property Mgr. report Nov/Dec 2018

1. Biggest issue this month has been gate cards etc... A few new owners and several owners trading cars. List will be attached.
2. We had a brief shutdown at the gate last week. Still not sure what caused it...no physical damage. Got in touch with the Door King software tech. and he walked me thru a reset of the system and that seemed to fix everything.
3. Burning of the "Burn Pile" has been completed and bill has been paid.
4. Digging out around the main boat lift has been completed and no new issues reported.
5. Community Christmas Tree lighting was a success. I have heard a lot of good comments about how pretty the tree is. Kudos to Robert Gamble and others on his crew.
6. The part for the treadmill we were waiting on came in and I have installed it. So far I have heard no complaints so I assume the problem is fixed.
7. Just a reminder that I am having a knee replaced on Jan. 2<sup>nd</sup>. It is supposed to be an out-patient procedure but I anticipate being out about a week. Please try to anticipate any gate access needs and get them done before the 2<sup>nd</sup> or try to wait until about the 7<sup>th</sup>. I have a plan to handle true emergencies but let's hope we don't have any.