

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**June 21, 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, June 21, 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, Ginny Ruark, Greg Ruark, Maryellen Robeson, Mick Robeson, Butch Conklin, Todd Karpinski, Tricia Switzer, Brenda Barnes, Larry Barnes, Clark Valentiner, Deborah Warwick, Phillip Warwick and Kevin Keshler.

President Atkinson 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 (May 17, 2018):** Charles Atkinson asked for a correction to the minutes presented. A correction should be made in the section “Bull Bay Bridge Repair Update,” to say the estimates for Phase 1 and Phase 2 repairs had not yet been received. Bob Latham moved for approval of the May minutes as corrected. Troy Votaw 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 (May 2018):** Billy McGavock presented the report for May 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 May report was made by Billy McGavock, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of June 1, 2018:

BB&T Second Checking	\$ 70,547.12	(as of 5/31/18)
Southern Operations Checking	\$ 216,778.52	(as of 5/31/18)
Southern MM Savings	\$ 56,043.47	(as of 5/24/18)
TOTAL	\$ 343,369.11	
Loan Principal	\$ 524,043.13	(as of 5/25/18)

**POA Clerk's Report (March and May 2018):** The reports were presented by Tish Herrmann, and the May report is attached as Exhibit C. (The March information was included in last month's minutes.) Motion to approve the two reports was made by Junior Rideout and seconded by Troy Votaw. Unanimous affirmative vote by those present.

**Property Manager's Report (May/June):** The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present.

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham stated that there was nothing new to report. He agreed to verify that the "last 4" on the list of overdue accounts have liens in effect. Also, he agreed to initiate lien notices (via the attorney's letter) for two others.

**Steve Jones Sr. Memorial.** Mr. Votaw reported that a conversation with Steve Jones, Jr. revealed that he still has long term plans for a memorial to his father. Meanwhile, he agrees with the POA plan to place a plaque on the flag pole now in place across from the Clubhouse.

**Property Manager Job Description Revision.** The revised Job Description was presented by Mr. Atkinson to the Board members. A motion to approve the document was made by Troy Votaw, seconded by Billy McGavock. Unanimous

affirmative vote by those present. A copy of that job description is attached as Exhibit E.

**Street Signs for Little Dock Loop.** The Property Manager reported that the signs are in place, but painting of the posts will wait until the green wood has cured.

**Bull Bay Bridge Repair Update.** Mr. Atkinson reported that estimates for Phase 1 and Phase 2 have been received and reviewed. He hopes the work on Phase 1 can begin by mid-July. Phase 1 covers the need to remove the rust from the rebar and seal the exposed portions. Phase 2 addresses the need to stabilize the bulwarks.

**Burn Pile Security.** Per the Property Manager's report, work is underway to install a gate and lock for the Burn Pile area. There will be one key. This implies a need to coordinate with the holder of the key in order to deposit debris on the Burn Pile. Details will be provided before the lock is implemented.

### **New Business:**

**Pool Access Control.** Several instances of unauthorized access to the pool have been observed, as well as evidence of alcohol and glass containers being used in the pool area. Two new signs have been added addressing these issues. Some short-term renters are known to use the pool, in violation of policy. When this happens, the POA Clerk will void the pool access card for the property owner involved in the short-term rental.

**Pool, Alcohol & Glass Containers.** See the previous paragraph and the Property Manager's report.

**Canal Speeders.** Several instances of excessive boat speed in the community canals have been reported, but no specific identification of the violator(s). Mr. Atkinson asks that observers of speeding obtain and give to him the state registration number of the boat involved. He then will be able to identify the boat owner and take appropriate action.

A general discussion followed on the subject of notifying and encouraging residents to observe and report violations of POA rules and policies.

**Fourth of July Celebration Preparation.** All necessary preparations appear to be in process. The time of the ice cream party was changed to follow the cookout. The president of the BTWA suggested that since the women were doing the serving, the men should do the cleanup. Brenda Barnes reported that 38 participants have signed up for the Youth Fishing Tournament.

**POA Member Comments.** Jeanne Dellinger asked that the pool stay open an additional hour during these days when the sun stays out longer. Mr. Atkinson agreed that this should be done.

Clark Valentiner asked for interest in water aerobics classes being conducted in the pool area in the early morning hours. There appeared to be general agreement that this was a good idea, but details need to be worked out and presented to the Board.

Robert Gamble reported that the flag pole is up and the flag is available. It will be ready to fly on July 4<sup>th</sup> if a light can be provided. Junior Rideout agreed to arrange for this to happen.

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Billy McGavock. The meeting was adjourned at 8:08 pm.

Respectfully Submitted,

Bob Latham, Secretary

## Exhibit A

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board of Directors Meeting Agenda**

**June 21, 2018**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (May 17, 2018)	Bob Latham
Approval of Prior Months' Financial Report (May 2018)	Billy McGavock
POA Clerk's Report (March 2018 and May 2018)	Tish Herrmann
Property Manager's Report (May/June 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. Street Signs for Little Dock Loop	Jim Crayton
5. Bull Bay Bridge Repair Update	Charles Atkinson
6. Burn Pile Security	Charles Atkinson

#### **New Business:**

1. Pool Access Control	Jim Crayton
2. Pool, Alcohol & Glass Containers	Jim Crayton
3. Canal Speeders	Bob Latham
4. Fourth of July Celebration Preparation	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 – May 2018

	<b>TOTAL</b>
	(\$)
<b>INCOME</b>	
Non-Profit Income	
Debris Charge	500.00
Dues	12,280.00
Gate Access (cards, stickers)	475.00
Interest Paid by Members on Dues	10.80
Total Non-Profit Income	13,265.80
<b>Total INCOME</b>	<b>13,265.80</b>
<b>EXPENSES</b>	
Building Cleaning	120.00
Building Fire Protection	113.32
Cost of Labor	
Certified Pool Operator	330.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,930.00
Grounds	
Trash Removal	120.00
Total Grounds	120.00
Legal & Professional Fees	800.00
Office Expenses	
BB&T Credit Card Payment	385.10
Telephone	362.60
Total Office Expenses	747.70
Repair & Maintenance	
Bay Tree Lift	1,100.00
Pool	4,031.44
Total Repair & Maintenance	5,131.44
Southern Loan	10,287.38
Taxes & Licenses	120.00
Utilities	
Electricity	824.46
Sewer	75.20
Water	35.28
Total Utilities	934.94
VFD Support	1,500.00
<b>Total EXPENSES</b>	<b>21,804.78</b>

NET OPERATING INCOME	- 8,538.98
OTHER INCOME – Interest Earned	6.68
<b>NET INCOME</b>	<b>- 8,532.30</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

**June 1, 2018**

May 31, 2018	Outstanding Dues	\$33,780.01
May 31, 2018	Credit Balance	\$ 7,801.33

**Lots Reported Sold in May 2018**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
Harlan/Christy Purvis	229	Dunn, NC	William Peterson
Stephen/Terri Mills	404	Dunn, NC	Shaubo Liu
Six Runs Realty, LLC	94	Clinton, NC	Joshua Barnett

**Total Billable Lots      454.5**

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## **Exhibit D**

# **Property Mgr. Report May/June 2018**

### PRELIMINARY REPORT

1. Card report will be attached.
2. WE have had several incidences of the gate freezing in the up position. I believe it is due to water collecting in the loops buried in the roadway. It has not become consistent enough to get a good diagnosis. Please let me know if you find it up.
3. I have added two new signs to the pool gates advising No Alcohol and No Glass inside the fence. These are a result of the several incidences of glass and alcohol found in the pool area and trash cans. Please be vigilant and don't hesitate to let people know that this is not allowed. We are all going to have to work together to solve this problem. A glass breakage in or near the pool will require a mandatory draining and cleaning of the pool by state law. In addition to having the pool closed for several days, this will be very expensive. Remember also that if you have guests other than your immediate family at the pool, you have to be with them.
4. We have patched a section of S. Horsepen road as an experiment with patch material. If it works we may be able to repair some needed areas and postpone some other repairs.
5. I have purchased a gate and lock for the burn pile area and will install as soon as the gate posts are installed. In a related issue I have collected \$500 from a property owner for use of the burn pile.
6. We had to have 3 lots cut for grass violations this month and I had Red Mote do the cutting. The property owners have been billed appropriately.
7. There was a report of a bad smell on S. Horsepen which was apparently due to a malfunction of the sewer lift station. Redbird has had two of the pumps replaced which hopefully has solved this problem.
8. The Little Dock Loop signs are up. I have discovered that some of the sidewalk signs are going to need repair/replacement soon.
9. The Horsepen Lift is being scraped and repainted along with some other repairs. If you use the lift please remember to leave it out of the water when finished. This will help slow the rust. I am also replacing some fencing due to rotting.
10. Some residents are complaining that their cell phones won't open the gate. I can find nothing wrong with our system and can only assume it is due to the badly deteriorating cell service in the area. Every one of the phones I have checked worked fine when in a good cell area. I would recommend that we all complain to the cell providers until they fix our reception issues.
11. Putting on my Fire Dept. hat, we are seriously in need of some new volunteers. We have a number of original members who are aging out of the department soon and we need to replace them. See me if you are interested. This could become a real life safety for the community if not addressed.
12. Finally, I would like to congratulate the ladies for one of the best events I have ever attended at Bay Tree.

# **Exhibit E**

## **Job Description**

**Title:** Property Manager

**Function:** To implement Bay Tree Lakes Property Owners Association Board Policy in managing the day to day operation of the community and to be the primary point of contact for all issues within the community.

**Reports To:** President, Bay Tree Lakes Property Owners Association.

**Salaries:** To be determined by the Bay Tree Lakes Property Owners Association, Board of Directors.

### **Key Responsibilities:**

#### **Administrative:**

- Assist POA board with planning and budgeting for the needs of the community to include both long and short-range plans.
- Monitor adherence to all Rules & Regulations, including the Protective Covenants, by all property owners within the community and to take corrective action, according to board policy, when violations are noted.
- Supervise the activities of all staff in completing requirements listed elsewhere in this document.
- Assist with agenda items at POA Board meetings and provide a report of activities.
- Coordinate and supervise repairs and maintenance and to purchase supplies as needed. Repairs or purchases over \$2000 that are not budgeted require POA Board approval.
- Develop requests for proposals for major projects (over \$2,000, materials and labor) attend pre-bid meetings; submit received bids to Board for review/approval and supervise all projects.
- Address immediately any community rule violations or safety related issues to include, vandalism, property damage, vehicles speeding, dogs running loose, 4-wheelers recklessly driving through lots, etc...and to contact law enforcement as needed. Notify board of any unusual issues or events.
- Maintain Gatehouse and Community Bulletin Board in a neat and orderly fashion and place signage at bulletin board one week prior to Board meetings for community notification.
- Accomplish other duties as assigned by the POA Board.

## **Other Responsibilities:**

### **Grounds Maintenance:**

- Insure lawns and landscaping are cut and trimmed at clubhouse, cabana, lake boat ramp and playground areas (including both sides of canal) every two weeks in spring and summer. Canal banks, on common properties, will be cleaned twice per year.
- Inspect beach area weekly in season and bi-weekly off season for cleanliness and manage clean up when needed.
- Coordinate and supervise leveling of beach area as needed.
- Insure both boat lifts are functioning properly and safely. Coordinate preventive/corrective maintenance activities on POA owned lifts. Cycle Horsepen boat lift weekly. Coordinate Annual Inspection of both boat lifts and maintain annual Inspection files.
- Maintain piers, buoys, mooring devices and swimming boundary markers, and parking lot areas.
- Inspect sidewalks/walking paths for trip hazards and grass overgrowth. Coordinate repairs and grass removal as needed.

### **Lot Surveys and Corrective Activities:**

- Audit lots monthly from April through September for clean-up and mowing. Notify Property Owners of any lots not conforming to Part I, Sections 9 of the Declaration of Protective Covenants and Restrictions. Coordinate actions necessary if non-compliant after 10 day period.
- Supervise the quality of the lawn contractors' activities within the community.
- Perform a monthly audit and notify the board of any properties that are unsightly and/or in violation of Part I, Section 29 of the Declaration of Protective Covenants and Restrictions. (Lots and exterior improvements not maintained in a neat and attractive condition)
- Ride thru each street within the Bay Tree Lakes Community weekly carefully observing for abnormal activities and to insure all residents are conforming to all covenants and POA Policies and procedures.
- Monitor common areas for fire ants and take corrective actions as needed.

### **Entrance Gate Maintenance:**

- Program gate access devices, codes and telephone numbers using the Door King software. Maintain records. Perform weekly back-up of electronic files.
- Insure gates and telephone systems are properly maintained. Act as primary contact with vendor when repairs/preventive maintenance is needed. Insure spare entrance gates are available. Inspect and maintain backup gate generator.

- Act as primary contact with and manage security guards when they are stationed at the gate. Coordinate payment of guards with POA Treasurer.
- Randomly test 911 gate operation monthly.(Approved by Bladen County Sheriff's Dept.)
- Test the SOS device quarterly.

### **Playground Area:**

- Monthly inspect equipment for safety and system integrity.
- On a periodic basis, coordinate removal of grass from sandy enclosure by contractor.
- Check Tennis court nets, surface cracks, and that gates are closed.
- Inspect the basketball court (pressure clean as needed) inspect ball goals and nets.

### **Seimming Pool/Cabana Area:**

(w/Certified Pool Operator and/or Assistant Property Mgr.)

- Maintain certifications, inspections and documentations.
- Maintain equipment, coordinate repairs and preventative maintenance as needed.
- Test water as required and adjust system parameters a needed. Clean and maintain area to an acceptable level. Close the pool when needed and post necessary signage.
- Winterize pool when scheduled. Close and open pool as season dictates.
- Maintain the gate card system and records, issue cards.
- Verify and correct as needed the paint condition of the NO DIVING, and DEPTH on the pier.
- Winterize the cabana, at the end of October by cutting off the water and electrical power lock doors and place CLOSED signs on the doors, (Drain hot water heaters, drain all water lines, open all valves and faucets, pour RV & Marine antifreeze into all drains and commodes.
- De-winterize the cabana the first of April, unlock doors, open water valve insure water heaters are full, check for leaks, have the restrooms properly cleaned.
- Monitor compliance for all rules and regulations

### **Clubhouse Area:**

- Manage and coordinate cleaning of spaces to include: fitness center, restrooms, kitchen, and porch/decks.
- Insure trash containers are emptied as needed.
- Maintain cleaning supplies (toilet paper, paper towels, light bulbs, trash bags, hand soap).
- Supervise the cleaning and maintenance of the floors at the clubhouse and cabana.
- Obtain competitive quotes for cleaning of clubhouse and pest control
- Check ice machine weekly to insure it is working properly, coordinate vendor to perform preventive maintenance every six months.

- Monitor heating and air conditioning, replace filters every sixty days
- Insure all exercise equipment is in proper working order and preventive maintenance is done every three months.
- Insure that the library is neat and orderly.
- Coordinate the annual fire alarm system inspection, preventive maintenance, and insure that building fire code requirements are in effect (fire extinguishers, escape routes, etc
- Inspect the emergency lighting, exit signs and fire extinguishers monthly. Coordinate annual inspection and certification of extinguishers.
- Maintain the security door system and door alarm to the fitness center.
- Issue keys and maintain records of those issued, coordinate collection of keys with Board member changes.
- During winter months, maintain ice melt for steps at all entrances to the Clubhouse and Exercise Room.

#### **Trailer Storage Area:**

- Issue keys and maintain a record of property owner's trailers. Install a numbered tag that identifies the trailer. Insure all items stored are authorized.
- Check the area at least weekly.. Notify board of storage rule violations.
- Coordinate the grounds maintenance as needed.

#### **Security Cameras:**

- Insure that all camera systems are functioning properly. Use camera data to investigate any suspected security breaches. Follow-up on security breaches of covenants or POA policies.

#### **Yard Debris Management:**

- Monitor this activity to ensure that the POA Policy is being followed. Check the burn pile area frequently to ensure that burning is accomplished in a timely manner.

Revised 2/01/2018

Approved by POA Board 6/21/2018