

Bay Tree Lakes

Property Owners Association

Annual Meeting Minutes

April 9, 2016

The Annual Meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) was held in the Clubhouse on Saturday, April 9, 2016.

President Charles Atkinson called the meeting to order at 10:03 am and welcomed all POA members to the meeting. Mr. Atkinson then asked Jim Crayton to provide us with the invocation.

Approval of Prior Meeting Minutes (April 11, 2015): Board Secretary Bob Latham asked for any corrections or comments on the minutes for the previous Annual Meeting, the minutes having been posted on the POA web site (www.baytreecommunity.com) for several months. There being none, Mr. Latham made a motion to approve those minutes and it was seconded by Clark Valentiner. The motion was passed by an affirmative vote by the majority of those present.

Financial Reports: The Financial Report was presented by outgoing Treasurer John Ciccarelli and is attached herein as Exhibit B. The report covered the POA's Actual Expenditures versus the Budget for 2015. A motion to approve the report was made by Clark Valentiner and was seconded by Lee Hauser. A unanimous affirmative vote by those present was made. Mr. Ciccarelli then presented the 2016 Budget and explained the line items therein. That budget is included here as Exhibit C. Several questions arose from the assembly and were answered by Mr. Ciccarelli and the Property Manager.

BTL Volunteer Fire Department Report: Bob Latham, Chairman of the Board of the BTL Volunteer Fire Department, provided a report on the highlights of the department's functioning over the past year. Key among these were the changing of the annual golf tournament fund raiser from the fall to the spring of the year (the next one coming on May 7, 2016), asking for BTL neighbors to donate, participate or volunteer to help. He explained that the department has been working hard in preparation for the ISO inspection coming up this summer, conducting many training classes and mutual aid drills with other departments in the county. An improved classification for the department will mean lower insurance premiums for property owners in BTL. Last year,

the department responded to 18 fires, 12 automobile accidents, 12 medical calls and 10 miscellaneous calls (such as trees down in the highway during storms). Lastly, Mr. Latham urged all residents to display the reflectorized house numbers to assist emergency responders to find the correct residence quickly. Those signs are available from the department and people could sign up to acquire them today in the lobby, at \$10 per sign. His final plea was for more property owners to volunteer to serve in the department. More younger helpers are always needed.

Policies and Events: Property Manager Jim Crayton provided the assembly with a reminder of upcoming member events, including the pool opening and beach party celebration over the Memorial Day weekend; the Fourth of July celebration with a youth fishing tournament, parade, flotilla, fireworks and DJ on July 2nd; and the Labor Day Pig Pickin' on September 3rd. He then called special attention to some new POA policies, dealing with Golf Carts, Off Highway Vehicles (ATV's, UTV's Dirt Bikes and the like), and Lot Maintenance. He emphasized the need for proper lot maintenance with a photo taken in his back yard of a fox, a possum and a deer all scavenging at the same time. To the list of critters to beware, he added coyote, bear and rabbits.

POA Accomplishments Last Year: Vice President Troy Votaw reviewed the completed projects and improvements over the last year, including

- Adopted an operating budget
- Registered By-Laws changes
- Independence Day Celebration
- Labor Day Celebration
- August DJ night at the pool
- Sealed cracks in roads
- Repaired Tennis Courts
- Improved some drainage issues
- Issued new policies on use of Golf Carts and OHV's
- Improved the Lot Maintenance policy
- Repairs to Horsepen Lift (still in progress)
- Designed upgrade of Main Lake lift
- Made extensive repairs to main gate after storm
- Replaced community pier
- Bought additional AED for clubhouse
- Hired new landscaper for common properties
- Provided major improvement to collection of overdue dues

Mr. Votaw concluded his remarks with a reminder of how well the members of the POA had pulled together to resolve the issues associated with the pool installation, and his expectation that the same spirit of cooperation would be needed to resolve the current issue of the collapse of the roadway over the canal on Horsepen Road.

Bridge Replacement Explanation: Jim Crayton introduced this topic with pictures of the collapsed road and the removal of the car that was involved, and issued the plea that first calls of such incidents should go to 911, not to the property manager or any other individual.

President Atkinson then explained the actions and discussions that had taken place since the collapse of the roadway on February 3rd. The most significant was the statement made by Steve Jones, Jr., speaking for Lake Creek Corporation, saying, in effect, that Lake Creek Corporation believed the responsibility for maintenance of the roadways within BTL belonged to the POA and Lake Creek Corporation would not bear the cost of repairing the collapsed roadway. Thus, the POA must decide what repairs are to be made, at what cost, and how the funds would be collected. Those decisions cannot be made at this meeting of the membership, for two reasons. One, sufficient information is not yet available. Two, according to our By-Laws, such a vote by the membership cannot be made without prior written notice of such a vote to all members. Mr. Atkinson did provide illustrations of the various options being considered, based primarily on input from engineers engaged by Mr. Steve Jones, Jr. over the last couple of months. Closely following Mr. Atkinson's presentation, Mr. Walter Pancoe, a property owner in BTL, moved that the association empower the POA Board to move forward to determine the best options and present them at a future meeting of the membership, called specifically for this purpose. The motion was seconded by Jim Crayton and much discussion followed. The discussions included suggestions for additional options, such as paving the current dirt roads available for residents to access their property in lieu of the Horsepen Road overpass, some saying the paving should be done immediately. Questions raised addressed a variety of issues, including ownership of the roads in general, ownership of the overpass if the POA funds the replacement, and ownership of the newly paved roads if the POA funds the paving. Clear answers to most of the questions were not immediately available and were deferred to the next presentation. Finally, a vote on the motion was taken and it passed unanimously.

Election of Two Directors: The final agenda item was the election of two people to the two open positions on the Board of Directors. Clerk Tish Herrmann confirmed that a proper quorum was present, with a total of 158 voters present, in person or via proxy. John Ciccarelli has completed the term of Lee Hauser, elected in 2014, and is eligible to be elected but has chosen not to accept a nomination for election. Junior Rideout has

completed his two-years term after being elected in 2014 and is eligible for re-election. The floor was opened for nominations. Jim Crayton nominated Junior Rideout and Billy McGavock. Bob Latham nominated Mick Robeson. There being no further nominations, the nominations were closed. Each nominator and nominee was given an opportunity to address the members prior to the voting. Ballots were then completed, collected and counted, each ballot allowing for a vote for two different people. The results were:

98 votes for Billy McGavock
90 votes for Junior Rideout and
87 votes for Mick Robeson

Thus, Mr. McGavock and Mr. Rideout were each elected to serve a two-years term.

Adjournment: There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Junior Rideout, and passed with no voiced opposition at 12:31 pm.

Respectfully submitted,

Bob Latham
Secretary

Exhibit A:

Bay Tree Lakes
Property Owners Association

ANNUAL MEETING AGENDA

APRIL 9, 2016

Call to Order and Welcome	Charles Atkinson
Invocation	Carey Horrell
Minutes Approval 2015 Annual Meeting	Bob Latham
Financial Report	John Ciccarelli
BTL Volunteer Fire Department Report	Bob Latham
Golf Cart / ATV Policy	Jim Crayton
POA Accomplishments Last Year	Troy Votaw
Horsepen Road Bridge Report	Charles Atkinson
Election of Two Directors	Charles Atkinson
Open Discussion	

Exhibit B: 2015 Budget vs. Expenses Detail

	2015 Budget	2015 Actual
Income		
Dues	\$162,900.00	\$171,901.69
Pool	\$65,160.00	\$64,128.84
Other Non-Profit Income	\$5,000.00	\$7,235.00
Operating Income	\$233,060.00	\$243,265.53
Reserve Income		\$16,463.09
Total Income	\$233,060.00	\$259,728.62
Expences		
Bereavement		\$232.50
Building cleaning	\$5,650.00	\$5,530.00
Building fire protection	\$450.00	\$401.62
Asst Pool Operator		\$550.00
Certified Pool Operator		<u>\$2,240.00</u>
Pool Total	\$4,000.00	\$2,790.00
Asst Property Manager	\$2,500.00	\$405.00
Clerk	\$15,000.00	\$7,200.00
Guard	\$1,000.00	\$120.00
Prop Mgr Travel	\$2,400.00	\$1,800.00
Property Manager	<u>\$9,600.00</u>	<u>\$10,200.00</u>
Total Cost of Labor	\$30,500.00	\$19,725.00
Funds transfer		
Interest Paid Pool		\$17,960.92
Principal Paid Pool		<u>\$45,603.56</u>
Total Funds transfer	<u>\$63,564.00</u>	<u>\$63,564.48</u>
Total Grounds	\$8,950.00	\$12,618.69
Insurance	\$11,000.00	\$10,425.00
Interest Expense		\$54.53
Legal & Professional Fees	\$16,000.00	\$15,322.21
Meals and Entertainment	\$7,400.00	\$7,221.29
Member Event	<u>\$600.00</u>	<u>\$596.59</u>
Total Office Expenses	<u>\$6,872.00</u>	<u>\$8,075.07</u>
Total Repair & Maintenance	\$26,400.00	\$22,812.90
Taxes & Licenses	\$300.00	\$120.00
Trailer Storage Facility	<u>\$400.00</u>	<u>\$595.00</u>
Total Utilities	\$14,160.00	\$13,434.55
VFD Support	<u>\$3,600.00</u>	<u>\$1,500.00</u>
Total Expenses	\$199,846.00	\$185,019.43
Net Operating Income	\$33,214.00	<u>\$58,246.10</u>
Net other Income (interest)		\$829.02
Operating Income + Other Income	\$33,214.00	\$59,075.12

Capital Projects

Pool Construction	\$2,407.00
New Pier Construction	\$34,500.00

Capital Projects Total \$36,907.00

Net Income \$33,214.00 \$22,168.12

END OF YEAR SUMMARY

2015 Year End Totals

Operations Checking	\$89,901.20
Reserve Checking	\$16,463.09
Pool Checking	\$24,490.32
Money Market	\$55,848.94
Total Monies	\$186,703.55

Pool Principal	\$322,738.51
ADA Principal	\$105,914.02
Total Loan	\$428,652.53

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Exhibit C:

2016 BUDGET

Income

Dues	\$192,150.00
Pool	\$65,880.00
Other Non-Profit Income	<u>\$7,000.00</u>
Operating Income	\$265,030.00
Reserve Income	<u>\$21,960.00</u>
Total Income	\$286,990.00

Expenses

Bereavement	\$300.00
Building Cleaning	\$5,900.00
Building Fire Protection	\$500.00
Pool Total Labor	\$3,000.00
Cost of Labor Without Pool	\$19,900.00
Total Funds Transfer	\$63,564.48
Total Grounds	\$13,400.00
Insurance	\$11,264.00
Legal and Professional Fees	\$7,000.00
Meals and Entertainment	\$8,300.00
Total Office Expenses	\$8,540.00
Total Repair & Maintenance	\$29,100.00
Taxes & Licenses	\$120.00
Trailer Storage Facility	\$700.00
Total Utilities	\$14,300.00
VFD Support	<u>\$1,500.00</u>
Total Expenses	\$187,388.48

Net Operating Income **\$77,641.52**

Other Income

Interest Earned	<u>\$500.00</u>
Total Other Income	<u>\$500.00</u>
Net Other Income	<u>\$500.00</u>

Net Operating Income + Net Other Income **\$78,141.52**

Proposed 2016 Capital Projects

Upgrade Bay Tree Boat Lift	\$20,000.00
Add Roof to Main Pier	\$5,000.00
Canal Fishing Improvement	<u>\$1,000.00</u>

Total 2016 Capital Projects **\$26,000.00**

NET INCOME 2016 **\$52,141.52**

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