

POA Board Minutes May 2, 2006

The POA board meeting was held at the Bay Tree community building on May 2, 2006 at 7:00 pm. The following board members were in attendance: Roger Wright, Bob Brediger, Charles Massey, Joe Flutka, and John Shaw. Others present were Clerk, Tish Hermann, and property manager, Roy Dew. POA members in attendance were: Charles Atkinson, Byron Massey, Tonia Shaw, Jim Crayton and George Starke.

President Wright called the meeting to order and welcomed everyone to the first meeting of the new board and passed out the agenda, attached as Exhibit E. John Shaw gave the invocation.

Mrs. Hermann gave the clerk's report. We had 6 new purchases since the last meeting, which gives us 425 members with 183 that pay annually. We only have 1 account that is delinquent to the point that it has been turned over to the attorney. This list of new property owners is attached as Exhibit A.

Mr. Dew gave the property manager's report for April. The Cabana is ready for the summer and the 1st part of the pier repair has been completed. Roy is working with a contractor to complete the repairs. The boat lift has been serviced. The power cable to the gate house has burned out and a temporary wire is in place. Mr. Jones said he would replace service. The storage cabinet has been purchased and installed and the screen on the porch was repaired. Roy also advised that 100 grass carp have been placed in the canal. Roy recommended that we ask the Southeastern Pond Stocking to make a presentation on canal management as it relates to the grass problems and other issues. Upon motion made by Charles Massey, seconded by Joe Flutka it was unanimously approved for Roy to contact the group and have them make a presentation. Report is attached as Exhibit B.

Secretary John Shaw read the 4/4/06 board minutes. Upon motion was made by Bob Brediger, seconded by Charles Massey the minutes were unanimously approved.

Treasurer, Charles Massey reported that the April receipts were \$15,695; expenses were \$6,267 with a net profit of \$9,428. Total operating cash is \$83,204; investments are \$145,677 with total cash and investments of \$228,881. Upon motion made by Joe Flutka, seconded by Bob Brediger the treasurer's report was unanimously approved. Report is attached at Exhibit C.

New Business:

George Starke has agreed to continue to keep the website updated. He asked that he be given current information from the board. President Wright thanked George for his willingness to continue to work on the website.

President Wright appointed Jim Crayton and Bob Latham to do a review of our covenants and bylaws and set up a process to assure changes and revisions are properly managed going forward.

President Wright appointed Joe Flutka and Charles Massey to review our policies and procedures for projects to include grass mowing of lots not maintained and a review of financial records yearly by an independent CPA.

Joe Flutka reviewed a revised clubhouse policy and rental agreement. After much discussion, Joe Flutka made a motion, 2nd by Charles Massey to adopt the new policy and agreement, all in favor motion carried. Joe said if he has questions or concerns he will bring it to the board. Due to questions raised President Wright asked Bob Brediger and Byron Massey to talk with Bob Latham who made the motion at the annual meeting to restrict the club house usage so the board may properly interpret his intent.

President Wright appointed Charles Massey, John Shaw and himself to move forward with negotiations on the road issues with Mr. Jones. In conjunction with this, upon motion made by John Shaw seconded by Joe Flutka, it was unanimously approved that we contract the Hutchins Law Firm for legal assistance associated with the road issue.

There was some discussion about when to start the \$10 per month increase. Upon motion made by Joe Flutka, seconded by John Shaw it was unanimously approved that the increase would become effective with the July 1, 2006 quarterly billing and with the annual payment when they come due with no discounts going forward for annual payments. In conjunction with this motion, upon motion made by John Shaw, seconded by Joe Flutka, it was unanimously approved that all annual payments be prorated going forward so that they coincide with the fiscal year. A motion was made by Joe Flutka, seconded by Roger Wright, that the board members and staff no longer be exempt from quarterly dues as a form of compensation for time and efforts on behalf of the POA. This motion failed 3 to 2.

Old Business:

President Wright asked for a report from Charles Atkinson on the progress with the boat lift capacity. Charles stated that there is no designer drawing of the lift and he has not been able to talk to the man that built it 30 year ago (Mr. Pat Godwin). He is proceeding with other sources. The board asked him to continue with his efforts. See attached Exhibit D. He recommended that a sign be placed at the lift that boats with ballast dump them before using the lift. Upon motion made by Joe Flutka, seconded by Charles Massey it was unanimously approved for Roy to precede with the sign.

President Wright asked John Shaw and Charles Atkinson to work on the storage area and report back to the board. Due to the time several items were deferred until the next meeting. Upon motion made by Bob Brediger, seconded by Charles Massey it was unanimously approved to adjourn the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'J. Shaw', written over a horizontal line.

John Shaw, Secretary

Exhibit A
Clerk's Report

May 2, 2006
From the Clerk

Lots reported sold April 2006

Purchaser	Home	Lot	Seller
Robert & Anna Bouchard	Modena, NY	247	Lake Creek Corp
Steve Jones	Harrells, NC	90	East Bladen Land Co.
Jane & Jack Hall	Kure Beach, NC	528	Larry Upchurch
East Bladen Land Co.	Harrells, NC	160	Lyn & Clark Wooten
John Houghtling	Harrells, NC	259	George Locke
John & Deborah Kettle	Frederick, MD	413	Virgilio Rosalez

Dues

Dues are in great shape.

Jim Hill has one account.

Exhibit B
Property Managers Report For April 2006

- The Bathrooms and showers are in service for the Summer at the Cabana.
- Billy and George have completed the first stage on the pier will have a contractor to completed second stage.
- Placed 100 grass carp in canal at hydrants
- Boat lift has been PM (cables checked, lubricated bearings, checked limit switches, checked brakes on hoist.
- Power cable burned out under ground from Bay Tree Office to Gate house. Install new temporary wire to operate gates, Mr. Jones and Brooks said they would install and pay for a new cable to be reinstalled.

- Purchased cabinet for exerciser group
- Repaired screen on back porch.

Exhibit C Financial Report

	Jan	Feb	Mar	Apr	Total
Income					
cards	\$165	\$75	\$505	\$285	\$1,030
club rental			\$350		\$350
dues	\$27,590	\$14,738	\$2,625	\$15,360	\$60,313
misc.	<u>\$245</u>	<u>\$165</u>	<u>\$20</u>	<u>\$50</u>	<u>\$480</u>
Operating Income	\$28,000	\$14,978	\$3,500	\$15,695	\$62,173
Grant for dry hydrants			\$14,400		\$14,400
Total Income			\$17,900	\$15,695	\$76,573
Expenses					
Buildings	\$596	\$496	\$464	\$446	\$2,002
Grounds		\$150	\$210	\$335	\$695
Maintenance			\$4,784	\$2,222	\$7,006
Member events					
Misc		\$3,683	\$100	\$52	\$3,835
Refund				\$15	
Office	\$35	\$506	\$354	\$288	\$1,183
Taxes		\$421	\$596	\$270	\$1,287
Utilities	\$669	\$620	\$646	\$594	\$2,529
VFD Support					
Wages & Saleries	<u>\$847</u>	<u>\$564</u>	<u>\$500</u>	<u>\$500</u>	\$2,410
Operating Expenses	\$2,146	\$6,439	\$7,655	\$4,722	\$20,961
Special projects	<u>\$4,645</u>	<u>\$206</u>	<u>\$332</u>	<u>\$1,545</u>	\$6,728
Total Expenses	\$6,791	\$6,645	\$7,986	\$6,267	\$27,690
Operating Profit/Loss	\$25,854	\$8,539	(\$4,154)	\$10,973	\$41,212
Total Profit/Loss	\$21,209	\$8,333	(\$4,486)	\$9,428	\$34,484
Operating Cash	\$54,484	\$62,817	\$72,731	\$82,159	
Reserve Cash	\$1,061	\$1,053	\$1,044	\$1,045	
Investment	\$143,029	\$143,193	\$143,024	\$145,677	
Total	\$198,574	\$207,062	\$216,799	\$228,881	

Exhibit D

From the Desk of:
CHARLES H. ATKINSON

110 Bay Tree Drive
Harrells, North Carolina 28444
910-588-4690

683 Blawell Circle
Stedman, North Carolina 28391

chatkinson@alumni.unc.edu

May 1, 2006

And

910-483-4698 phone 910-485-8483 fax 910-988-4698
cell

Mr. Roger Wright
President
Bay Tree Lakes POA Board of Directors Bay Tree Drive
Harrells, North Carolina 28444

Subject: Canal Boat Lift Update

Dear Mr. Wright

I called Godwin Manufacturing Company on April 24, 2006 and spoke with Kay. I explained our issues with the boatlift their company built for us some thirty years ago. She advised Mr. Godwin was probably the only person around now that would have any knowledge regarding the lift. She will discuss with Mr. Godwin and have him call me with any information they might find. As of Monday May 1, 2006, Mr. Godwin has not returned my call.

Additionally, I contacted Mr. Bernie Stamper (retired) engineer regarding our boatlift project. He seems interested in helping us. I have scheduled a meeting on Thursday May 4, 2006 to discuss several issues with him, one of which is our boatlift project. It is my opinion we should proceed with some dialogue with a qualified engineer, should Mr. Godwin turn us down for some reason or he is unable to find the old drawings.

I will keep you advised as to progress made on this project

Respectfully submitted,

Charles H. Atkinson
CC: POA Board Of Directors Mr. Roy Dew

General Information for your file:

GODWIN MANUFACTURING

Mailing Address

Godwin Manufacturing
P. O. Box 1147
Dunn, North Carolina 28335 910-892-0141 Phone 910-892-7402 Fax

Physical Address

Godwin Manufacturing
6669 Highway 421 South Dunn, North Carolina 28334

ENGINEERING

Mr. B. R. (Bernie) Stamper
Route 1 Box 74
Lumberton, North Carolina 28358 910-739-6103

From the Desk of:
CHARLES H. ATKINSON

110 Bay Tree Drive
Harrel's, North Carolina 28444
910-588-4690
And
683 Blawell Circle
Stedman, North Carolina 28391
910-483-4698 phone
910-485-8483 fax 910-
988-4698 cell
chatkinson@alumni.unc.edu

April 9, 2006

Mr. Roy Dew
Property Manger
Bay Tree Lakes POA
36 Hawk Drive
Harreils, North Carolina 28444

Subject: Canal Boat Lift

Dear Mr. Dew

I spoke with an engineer regarding the boat- lift in our canal. He advised it would be quickly and easily done provided we could locate the original fabrication drawing(s) or specifications. If we cannot locate these drawings or specs, he would need the following data for the bridge crane before he could proceed. This will require an engineer to redraw the entire unit. Weivill need to provide the following data:

Footing dimensions
Base plate dimensions
Base plate thickness
Anchor bolt (size and type)
Overall Dimensions (Height, length, width)
Length of Cantilever
H beam dimensions (including web measurements and thickness) (four posts)
I beam dimensions (including web measurements and thickness)
Bracing materials (dimensions including thickness)
Distance between each bracing unit
Tumbuckle size (length and bolt diameter including type and size of threads)
Cable diameter
Cable hardware (size and material of construction)
Electric motor horsepower, frame size, voltage, full load amp rating
Electrical circuit wiring diagrams with all safety switch data
Electrical starter size including heater size if applicable
Cradle overall size, with Manufacturer, Make, Model and gear ratio

I also spoke with Mr. Steve Jones regarding this unit Mr. Jones informed, the unit was built and installed by

Godwin Manufacturing in Dunn, North Carolina. This unit is approximately thirty years old. I will attempt to contact Godwin Manufacturing to ascertain if any drawings exist at their Company. I will try to call these folks this week. Should we find the specs at Godwin, hopefully we will not need the data listed above. I will be available on Friday, April 14, 2006 to assist you should we need to measure all the lift components.

I will keep you advised as to progress made on this project

Respectfully submitted,

Charles H. Atkinson
CC: POA Board Of Directors:
Mr. Samuel Stone
Mr. Robert Brediger
Mr. Joseph Rutka
Mr. George Starke
Mr. Roger Wright

Exhibit E

Agenda

Call to Order

1. Invocation
2. Welcome
 - a. Property Owners
 - b. New Board Members
3. Property Manager's Report
4. Clerk's Report
5. Reading of the April 4, 2006, Board Minutes
6. Reading of the Treasurer's Report

New Business

7. Web Site Report---George Starke
Review of Covenants and by :Laws---Jim Crayton/Bob Latham

- a. Goal—Covenants and By Laws that includes the **legal changes and revisions** that have taken place since the original documents were written.
- b. A process to insure that changes and revisions are properly managed.
 - i. Revised copies are circulated to property owners in a timely fashion.
 - 1. Master Copy
 - a. Stored/maintained/available

9. Policies and Procedures Review

- a. Sourcing
 - i. Materials
 - ii. Labor
 - i. Services
- b. Financial Review
 - i. Annually

10. Club House Rental—Gate Keeper

- a. Administrative
- b. Inspections

11. Club House
Rental

- a.
Contract

12. Review of April 15, 2006 Annual POA Membership Meeting
 - a. Minutes
 - i. Clarification of Club House Rental Policy
 - ii. Implementation plan for the \$10.00 per month dues increase
 - iii. Clarification of Street Repair/Resurfacing motion
 1. Action Plan
 - a. Road project dues increase
 - i. Up to \$12.00 per month
 - b. Review of process (Annual Meeting)
 - i. Plan for 2007

Old Business

13. Boat Lift ---SAFETY---Charles Atkinson
14. Review of Action Plan for Street Resurface/Repair
 - a. Reference motion passed at the 4-15-06 Annual Meeting
 - i. Moving Forward
15. FIVE YEAR PLAN IMPLEMENTATION
 - a. 2006 issues
 - i. Double Entrance Gate System (widen current entrance)
 - i. Trailer/Boat/Etc. Storage
 - ii. Boat Lift Weight Capacity
 - b. 2007 and beyond
 - i. Reference 5 year plan
16. Status of Grooms action