

## POA BOARD MINUTES

November 7, 2006

The POA Board Meeting was held at the Bay Tree Community Building on November 7, 2006. The following members were in attendance: Roger Wright, Bob Brediger, Charles Massey, John Shaw and John Hemingway. Also, in attendance was Property manager, Roy Dew Clerk, Tish Herrmann and members Joe Flutka, Bryon Massey and George Starke.

President Roger Wright called the meeting to order and welcomed everyone and passed out the agenda as Exhibit 1.

John Hemingway gave the invocation.

John Shaw presented the October 3, 2006 minutes. There being no corrections a motion was made by Secretary Shaw and seconded by Charles Massey, to approve the minutes, motion carried.

Charles Massey gave the October financial report. Income for the month was \$17,885. Expenses were \$5,643. Cash on hand at the end of the month was \$81,800. Total investments were \$152,320. A motion was made by John Shaw, and seconded by John Hemingway, to approve the treasurer's report, motion carried. (See exhibit 2.)

The Property Manager Report was presented by Roy Dew (see exhibit 3).

- A. Club House
  - 1) A new filtration system was installed on the ice machine.
  - 2) Replaced outside lights at the Club House
  - 3) Purchased and installed a new flag pole approved at a previous meeting of the Board
  - 4) Had an annual maintenance on the fire system done
  - 5) Because of continued vandalization in the recreation room, a security camera system was priced, the cost is \$2,103.52.
- B. Cabana
  - 1) Was winterized
- C. Replaced lights at the boat lift and ramp

The new gate system proposal was reviewed with requested changes. The cost of the new system will be \$34,984.71. (See attached Exhibit 3.)

Tish Herrmann gave the clerk's report. Dues are in order and there were 4 properties transferred.

New owners are: Travis Williams of Carolina Beach, Lot 903; Robert and Margaret Willwerth of Medford, NJ, Lot 160; East Bladen Land Co. Lot 541; and Tonya Ha Yu of Cary, NC, lot 902 (see Exhibit 4)

### **OLD BUSINESS:**

A motion was made by John Hemingway, seconded by John Shaw to approve the installation of a security system for the recreation room. There was much discussion held by all board members as the pros and cons of a new security system. The vote was 2 for, John Hemingway and John Shaw, and 2 against, Bob Brediger and Charles Massey. Chairman Wright broke the tie and voted for. The motion carried 3 to 2.

A motion was made by John Hemingway seconded by John Shaw to proceed with signing the new entrance gate contract when the old guard house is moved and work begins on the new gate house. The price of the entrance gate system is \$34,984.71. The motion carried.

The trailer storage report was made by Secretary Shaw. There were 70 respondents from 400 letters mailed. Of the 70 respondents, 64% stated that they wanted the storage area for the boat and other trailers. The total was over 100 units. A motion was made by Charles Massey seconded by Bob Brediger to proceed with getting the 5 year lease on the site from Steve Jones and not approve any improvements at this time. The motion carried.

President Wright gave an update on the lots with dues issue. He was instructing Attorney Hill to proceed with the Dixon lot to collect past due dues. Because of the letter written by a former POA President, we have a problem with collecting on the Lewis lot. Charles Massey made a motion, seconded by John Hemingway, to consult with Attorney Britton before proceeding. The motion carried.

Other dues issues were discussed. Tish Herrmann was to write Mr. Redenbach and explain the changes in dues and the road assessment. We discussed Mrs. Griffin dues and will discuss with Attorney Britton.

President Wright and Secretary Shaw met with Steve Jones to discuss a timeline for having the roads turned over to the POA. We asked to have a closure by December 1st. Mr. Jones said he would discuss with his son and try to meet the December timeline.

We continue to discuss our authority to enforce restricted covenances.

### **NEW BUSINESS:**

John Shaw discussed the possibility of moving the boats away from the pier to keep boats and swimmers apart by moving boats to the picnic area. This was for discussion only. The boat that was tied to the canal shelter/pier needed to be addressed. The problem is the canals are still property of Steve Jones and the corporation. President Wright was to ask Steve to address the problem with the boat owner.

The final report on the boat lift capacity was presented. The recommendation was to restrict it to 5,300 pounds. The issue will be addressed at the next Board meeting. (See exhibit 5.)

There being no other business, a motion was made by Bob Brediger, seconded by Charles Massey to adjourn the meeting, motion carried.

Respectfully submitted,

John Shaw, Secretary

**Exhibit 1**  
Bay Tree lakes  
POA Board Meeting  
Club House  
November 7, 2006

**Call to Order**

1. Invocation
2. Welcome
4. Property Manager's Report
5. Clerk's Report
6. Reading of the August 1, 2006 Board Minutes
7. Reading of the Treasurer's Report

**Old Business**

1. Entrance Gate Team report/presentation
2. Trailer Storage area
3. Lot consolidation issues
  - a. Dixon
  - b. Lewis
4. Dues issues
  - a. Proctor
  - b. Redenbach
5. Road Resurfacing update

## New Business

1. Safety Issues
  - a. Buoy placement (pier)
  - b. Boat storage canal water house
  - c. Boat lift capacity
  
2. Adjourn

## **Exhibit 3**

### **Property Managers report for Oct. 2006**

#### Clubhouse:

- Ice machine: Installed new type filtration system to remove solids that is the water. Installed new type of level control device in the ice storage compartment. The machine was cleaned, there is no recommend time table for cleaning.
- Replaced all the front out side light bulbs with fluorescent Bulbs
- Purchased and installed new flagpole
- Annual PM was completed on the fire system
- Recreation Room :Obtained Estimate to install monitoring system (see attachment)

#### Cabana:

- Winterized cabana, turn off water, power, drain hot water heaters

#### Boat Lift and canal boat ramp:

- Replaced light bulbs

#### Entrance Gate

- See attachment

Fire Dept.

- The golf tournament was very successful fund raiser.

**Exhibit 4**  
**Clerk's Report**

**November 7, 2006**

From the Clerk

**Lots reported sold October 2006**

<b>Purchaser</b>	<b>Home</b>	<b>Lot</b>	<b>Seller</b>
Travis Williams	Carolina Beach, NC	903	JOCO, Inc.
Robert & Margaret Willwerth	Medford, NJ	160	East Bladen Land Co.
East Bladen Land Co.	Harrells, NC	541	June Cooke
Tonya Ha Vu	Cary, NC	902	JOCO, Inc.

# McFADYEN/O'BRIANT

## CONSULTING ENGINEERS

# Exhibit 5

3808 Park Avenue - P.O. Box 4184  
- Wilmington, NC 28406  
910.791.4000 fax 910.791.5266  
www.mcfadyenobriant.com

November 7, 2006

Mrs. Janet Packer Baytree Lakes POA 640 Baytree Drive Harrells, NC 28444

Re: Boat Lift Analysis

Dear Mrs. Packer:

At the request of the Property Owners Association, we have performed an inspection and analysis of the existing boat lift at Baytree Lake. The work was authorized by return of a proposal signed on September 6, 2006.

The inspection consisted of taking measurements of the sizes and layout of the steel frame members. Some of the minor bracing members could not be reached for measurements, but sizes were estimated. The estimated sizes of these members do not affect the lifting capacity of the frame. However, the capacity of the electric lift was not available and the size of the foundations for the four columns could not be determined. It was assumed that the foundations are concrete footings located below ground at the bottom of the channel.

The boat lift consists of a four steel columns, two steel beams, multiple steel cross beams and bracing. By taking measurements of the main members, it is possible to determine the structural properties of the beams and columns. The measurements of the column most closely matched a W8x35. The main beams most closely matched a W16x36. The cross members at the ends of the beams are 6-inch channels and were assumed to be the lightest, C6x8.2 channel. The miscellaneous channels were 3 inches deep and were assumed to be C3x4.1. The beam to column braces are L4x4x1/4 and the diagonal braces on top of the main beams are L2x2x1/4.

The layout of the columns and beams is such that the cantilever end of the lift over the lake is substantially longer than the main section at the columns. The long cantilever has a large effect on the capacity of the frame. In performing the analysis, we assumed the boat being lifted could be facing either way. Depending on the type of boat, the weight distribution could place more weight at the stern than the bow. We varied the weight distribution from equal weight at bow and stern to a maximum assumed uneven distribution of weight of 40 percent to the bow and 60 percent to the stern.

Once all the possible weight distributions were determined, we built a model of the frame in the computer for analysis. The computer analysis was run with the varying weight distributions at different locations along the lift. As expected, the controlling load distribution and location is the 40/60 distribution at the end of the

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cantilever portion of the frame. This combination of weight distribution and location had the maximum load in the beams, the maximum uplift of the rear-most columns and the maximum downward load on the near columns.

The maximum allowable load on the frame is 8000 pounds. However, this does not include any safety factor. We recommend that a minimum safety factor of 1.5 be used. This gives a maximum safe lift capacity for the frame of 5300 pounds.

Please note that the capacity of the electric lift equipment is unknown. If the Property Owners Association has any information about the equipment, we can revise the capacity if required.

As noted above, the foundation of the frame is also unknown. It is not practical to dig out around the columns to determine the size of the foundations. However, our calculations indicate that a concrete footing with a minimum of 43 cubic feet of concrete (3'x3'x3') at the rear columns where the uplift is maximum would provide the required weight to hold down the column. It is also possible that the columns were "driven" into the ground enough to provide the uplift and gravity load resistance.

It should be pointed out that, since the capacity of the electric lift is unknown and the size of the foundations are unknown, the safe lift capacity of 5300 pounds is based on assumptions that the electric lift and foundation system are sufficient to support this load.

We appreciate the opportunity to provide this inspection and analysis for you. If you have any questions, or if we can be of any further service, please contact us.

Sincerely,

McFADYEN/O'BRIANT CONSULTING ENGINEERS, INC.

## Exhibit 2

### Financial Report

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
<b>Income</b>											
cards	\$165	\$75	\$505	\$285	\$275	\$90	\$560	\$220	\$250	\$155	\$2,580
club rental			\$350			\$200	\$1,000				\$1,550
dues	\$27,590	\$14,738	\$2,625	\$15,360	\$3,391	\$971	\$10,718	\$5,012	\$5,518	\$12,294	\$98,217
Roads							\$8,040	\$3,000	\$1,020	\$5,412	\$17,472
misc.	<u>\$245</u>	<u>\$165</u>	<u>\$14,420</u>	<u>\$50</u>		<u>\$280</u>	<u>\$140</u>	<u>\$1,915</u>	<u>\$306</u>	<u>\$24</u>	\$17,545
<b>Operating Income</b>	<b>\$28,000</b>	<b>\$14,978</b>	<b>\$17,900</b>	<b>\$15,695</b>	<b>\$3,666</b>	<b>\$1,541</b>	<b>\$20,458</b>	<b>\$10,147</b>	<b>\$7,094</b>	<b>\$17,885</b>	<b>\$137,364</b>
<b>Total Income</b>	<b>\$28,000</b>	<b>\$14,978</b>	<b>\$17,900</b>	<b>\$15,695</b>	<b>\$3,666</b>	<b>\$1,541</b>	<b>\$20,458</b>	<b>\$10,147</b>	<b>\$7,094</b>	<b>\$17,885</b>	<b>\$137,364</b>
											\$0
<b>Expenses</b>											\$0
Buildings	\$596	\$496	\$464	\$446	\$793	\$631	\$299	\$1,062	\$1,228	\$233	\$6,248
Grounds		\$150	\$210	\$335	\$1,070	\$703	\$700	\$1,185	\$816	\$392	\$5,561
Insurance					\$750						\$750
Maintenance			\$4,784	\$2,222	\$3,670	\$5,603	\$2,375	\$3,328	\$3,683	\$2,191	\$27,856
Member events							\$1,000		\$1,800		\$2,800
Misc		\$3,683	\$100	\$52	\$52			\$6,500	\$186		\$10,573
Refund				\$15		\$10	\$360				\$385
Office	\$35	\$506	\$354	\$288	\$189	\$471	\$160	\$360	\$40	\$80	\$2,483
Taxes		\$421	\$596	\$270							\$1,287
Utilities	\$669	\$620	\$646	\$594	\$636	\$697	\$847	\$972	\$886	\$747	\$7,314
VFD Support										\$1,000	\$1,000
Wages & Salaries	<u>\$847</u>	<u>\$564</u>	<u>\$500</u>	<u>\$500</u>	<u>\$920</u>	<u>\$4,464</u>	<u>\$1,795</u>	<u>\$2,860</u>	<u>\$1,900</u>	<u>\$1,000</u>	<u>\$15,350</u>
<b>Operating Expenses</b>	<b>\$2,146</b>	<b>\$6,439</b>	<b>\$7,655</b>	<b>\$4,722</b>	<b>\$8,080</b>	<b>\$12,579</b>	<b>\$7,536</b>	<b>\$16,267</b>	<b>\$10,539</b>	<b>\$5,643</b>	<b>\$81,606</b>
Special projects	<u>\$4,645</u>	<u>\$206</u>	<u>\$332</u>	<u>\$1,545</u>				\$1,177			\$7,905
<b>Total Expenses</b>	<b>\$6,791</b>	<b>\$6,645</b>	<b>\$7,986</b>	<b>\$6,267</b>	<b>\$8,080</b>	<b>\$12,579</b>	<b>\$7,536</b>	<b>\$17,444</b>	<b>\$10,539</b>	<b>\$5,642</b>	<b>\$89,509</b>
<b>Operating Profit/Loss</b>	<b>\$25,854</b>	<b>\$8,539</b>	<b>\$10,246</b>	<b>\$10,973</b>	<b>(\$4,414)</b>	<b>(\$11,039)</b>	<b>\$12,922</b>	<b>(\$6,120)</b>	<b>(\$3,445)</b>	<b>\$12,242</b>	<b>\$55,758</b>
<b>Total Profit/Loss</b>	<b>\$21,209</b>	<b>\$8,333</b>	<b>\$9,914</b>	<b>\$9,428</b>	<b>(\$4,414)</b>	<b>(\$11,039)</b>	<b>\$12,922</b>	<b>(\$7,297)</b>	<b>(\$3,445)</b>	<b>\$12,242</b>	<b>\$47,853</b>
Operating Cash	\$54,484	\$62,817	\$72,731	\$82,159	\$77,745	\$6,378	\$19,300	\$12,003	\$8,558	\$20,800	
Reserve Cash	\$1,061	\$1,053	\$1,044	\$1,045	\$1,045	\$1,045	\$1,046				
Money Market Acct.						\$60,151	\$60,364	\$60,577	\$60,785	\$61,000	
Investment	\$143,029	\$143,193	\$143,024	\$145,677	\$142,877	\$142,880	\$145,349	\$147,005	\$149,671	\$152,320	
<b>Total</b>	<b>\$198,574</b>	<b>\$207,062</b>	<b>\$216,799</b>	<b>\$228,881</b>	<b>\$221,667</b>	<b>\$210,454</b>	<b>\$226,059</b>	<b>\$219,585</b>	<b>\$219,014</b>	<b>\$234,120</b>	