

Monthly Board of Directors Meeting

The Bay Tree Lakes Property Owners Association Board of Directors monthly meeting was held at the Bay Tree Lakes Clubhouse on Tuesday, August 14, 2007 at 7:00 pm. The following Board Members were present: Mr. John Shaw, Mr. Dennis Ford, Mr. Charles Massey, Mr. Charles Atkinson and Mr. Roy Dew. Tish Herrmann, POA Clerk was absent. Others present were POA Members: Mr. Terry Packer, John Ciccarelli, George Starke, Ray Rosser, Robert Walter, Brian Wolfe, Jill Stevens and Richard Stevens.

President John Shaw called the meeting to order promptly at 7:00 pm at which time everyone was welcomed to the meeting. President Shaw expressed his appreciation for everyone's attendance.

At President Shaw's request Mr. Dennis Ford gave the invocation.

President Shaw distributed the meeting agenda to all present. (Attached marked Exhibit A)

Approval of July 2007 Meeting Minutes (Attached market Exhibit B)

Secretary Charles Atkinson distributed the minutes for the prior month's meeting. The minutes from the July meeting were emailed to all board members prior to the meeting for their review.

Approval of Financial Report (Attached marked Exhibit C)

Treasurer Charles Massey presented the June 30, 2007 financial report. .

Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented the report to the board.

Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann was absent however she had presented the Board her report via email.

In order to expedite the Board meetings, all members reviewed all reports prior to the meeting per President Shaw's request. President Shaw ask for any comments or questions regarding any of the reports, there being none, a motion was made by Charles Atkinson and seconded by Dennis Ford to approved all reports as presented. The motion was unanimously approved.

Old Business

A. Trailer Parking

Charles Massey briefed the board we have received a draft of the proposed lease of two acres. After a review both parties have agreed to some minor revisions and expect a final copy to be received in the next several days. The Board expects to have lease to review at the next meeting.

A brief discussion reveals the expected start date could be within several weeks after the lease is received and approved by the Board of Directors. If we bid the work it could take three months. The Board asks the Property Manager to define the scope of the project with the expected completion date before the end of the year. President Shaw appointed a committee to work with our Property Manager on this project. Brain Wolfe and the Security Committee volunteered to assist in the layout and security issues. Charles Massey volunteered to work with Property Manager to prepare a budget for the project.

B. Paving Project

Street repair and resurfacing project was discussed. President Shaw and Vice President Ford have appointed a committee to update the scope and cost of this project. The committee consists of the following members: Mr. Dennis Ford, Mr. Charles Massey, Mr. Roy Dew, Mr. Tommy Edge and Mr. Carl Allen. President Shaw encourages any POA member wishing to serve on this committee to do so. President Shaw to inquire if Roger Wright would serve on this committee. POA member John Ciccarelli volunteered to serve as well. The Board desires to proceed with discussions regarding drainage, water line replacement and updating quotations. Some board members met with Steve Jones concerning this project. Mr. Jones implied grading, repairing damage as result of utility installations, and drainage issues could start as early as September. Mr. Jones advises grading and paving contractors will be working in the new area in September. Everyone thought it was a positive meeting. There will be a meeting of the project committee next week (August 20, 2007.)

Labor Day Holiday Activities Update

The Board unanimously approved the purchase of 300 BBQ plates from the BAY TREE FIRE Department at \$6.00 per plate. The fire department auxiliary will handle everything. Menu will be: BBQ, baked beans, slaw, rolls and hot dogs and will be served at the Clubhouse. This is free to all POA members; all guests of POA members will be charged \$6.00 per plate.

Golf Practice Area Project

Property Manager Dew covered this proposed project in the manager's report as well as cost of materials and scope of the project including type of grass and type of mower required to maintain the area. Property Manager Dew checked with State Farm (our insurance carrier) as to any liability issues and report there would be not additional cost

for the coverage as long as natural turf was installed. Cost of this project is approximately is \$1650.00. There was lengthy discussion of the pro's and con's of this project by the board and POA members in attendance. Questions raised concerned potential liability should some one walking or driving by being stuck by a golf ball. Could the Tee boxes be relocated to reduce the risk potential? Everyone was reminded there had been several open meetings in which this issue was discussed and until tonight there has been no opposition. Not to mention the area is being used as a practice area at this time. Property Manager advises none of the property owners adjacent to this area oppose the project. After the discussion, President Shaw called for a motion and vote. Roy Dew made a motion for the board to approve the project Charles Massey seconded the motion. The motion passed 4 votes to one. (John Shaw, Charles Massey, Roy Dew and Charles Atkinson voted for approval of the project and Dennis Ford voted not to approve)

Card Request

One of the POA members requested an additional card to access the Bay Tree Property. Property Manager Dew would not approve an additional card as the Board of Directors Security Policy, which was adopted several months ago, did not approve it. The POA member explained the details of the health issues regarding the request for his mother. Dennis Ford made a motion to grant a one-time exception to the policy and to have the Bay Tree Security Committee review the policy and determine the best way to revise the policies if needed. The motion was seconded by Charles Atkinson and unanimously approved.

New Bookkeeping System

Charles Massey informed the Board regarding the status of the Quick Books program. He hopes to have the system up and running in the next three weeks. He believes the current data can be downloaded from our current system. Roy Dew advises the new DSL line has been installed and he will verify it is operational. Switching to this new system will require some additional training and will facilitate an auditable accounting system.

Security Committee Update

Brian Wolfe advises the committee would like to have control of our canal waterways, which would require a document from Steve Jones. Mr. Jones has agreed to do so, however we do not have it in writing. Roy will discuss our proposal to install the gates at the areas where the POA is vulnerable to trespassers. The County manager advised the dumpsters would be leaving as soon as the new garbage site is completed on NC 41. It is suggested be install some type of barrier and signage to prevent illegal dumping at the former site.

New Business

Keys for Club House.

The Women's Club has requested an additional key for the club's Vice President in order to prepare for meetings and events. There a times when the President is unavailable and it is difficult to obtain a key. Dennis Ford made motion to approve and additional key, Charles Atkinson seconded the motion, which was unanimously approved.

Other Comments:

Roy Dew advises there were 4480 vehicles of property owners entering pour property from July 19 until August 14, 2007. During this same period 1748 vehicles entered thru the visitor's side gate. We had one incident requiring repairs since the system was installed.

Additional "NO WAKE" signs are here and will be installed soon.

Installation of the camera's and generator at the gate cannot occur until the contractors complete their work.

The relocation of the message board makes it difficult to use. Several residence ask if it could be relocated to the other side of the driveway. At the current location, it impedes traffic and is very difficult to see particularly at night.

Some signs cannot be read due to the excessive vegetation growing on and around them. Roy will discuss with Brooks and or Jones.

Some of the boards are turning up on the new pier at our cabana due to the grain placed upside down. It was suggested these boards need to be replaced.

Executive Session

All Property Owner Association Members were dismissed and the board went into Executive Session at 8:24 pm. This session was held to discuss private matters, which could result in future potential legal actions, by the board.

There being no other business, a motion was made by Charles Atkinson seconded by Dennis Ford to adjourn, the motion passed unanimously. The meeting adjourns at 9:18 pm.

Respectfully submitted

Charles H Atkinson Secretary
Bay Tree Lakes POA

Exhibit A
POA Board Meeting
August 14, 2007

Welcome-----John Shaw

Invocation-----Dennis Ford

Consent Agenda Items

Minutes June 5, 2007

Treasurer's Report

Property Manager's Report

Clerk's Report

Old Business:

1. Trailer Parking-----Charles Massey
2. Paving project-----Dennis Ford
3. Labor day Activities-----Roy & Charles
4. Golf Practice Project-----Roy Dew
5. Card Request-----Roy Dew
6. New Bookkeeping System-----Charles Massey

New Business:

1. Security Team Update-----Brian Wolf
2. Club House Keys-----John Shaw

Executive Session:

Adjourn:

Exhibit C
August Financial Report

	Jan	Feb	Mar	Apr	May	June	July	Total
Income								
Cards/gate access	\$140	\$70	\$155	\$260	\$195	\$35	\$90	\$945
Club rental		\$400	\$600		\$200		\$600	\$1,800
Dues	\$36,039	\$7,442	\$4,128	\$29,285	\$10,164	\$3,369	\$24,161	\$114,588
Roads	\$13,856	\$3,096	\$1,692	\$10,944	\$3,564	\$1,116	\$9,576	\$43,844
Misc	\$295			\$258		\$175	\$50	\$778
Operating Income	\$50,330	\$11,008	\$6,575	\$40,747	\$14,123	\$4,695	\$34,477	\$161,955
Expenses								
Buildings	\$2,898	\$283	\$3,396	\$297	\$538	\$315	\$384	\$8,111
Grounds		\$397	\$400	\$720	\$1,973	\$886	\$729	\$5,105
Insurance	\$3,438				\$750			\$4,188
Maintenance	\$937	\$138	\$1,524	\$2,156	\$1,544	\$1,333	\$385	\$8,017
Member Events				\$1,072	\$91		\$226	\$1,389
Misc.	\$200	\$491	\$849	\$475	\$458	\$1,182	\$36	\$3,691
Refund	\$3,285			\$150	\$150	\$261	\$300	\$4,146
Office	\$106	\$304	\$202	\$881	\$199	\$766	\$144	\$2,602
Taxes		\$294	\$1,242					\$1,536
Utilities	\$662	\$725	\$696	\$459	\$728	\$842	\$878	\$4,990
VFD support								
Wages & Salaries	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,140</u>	<u>\$1,420</u>	<u>\$3,475</u>	<u>\$2,715</u>	\$11,750
Operating Expenses	\$12,526	\$3,632	\$9,309	\$7,350	\$7,852	\$9,060	\$5,797	\$55,526
Gate Project	\$2,035	\$678	\$17,563	\$2,663	\$4,641	\$998	\$4,505	\$33,083
Special Events	\$40	\$104						\$144
Total Expenses	\$14,601	\$4,414	\$26,872	\$10,013	\$12,493	\$10,058	\$10,302	\$88,753
Operating Profit/Loss	\$37,804	\$7,376	(\$2,734)	\$33,397	\$6,271	(\$4,365)	\$28,680	\$106,429
Total Profit/Loss	\$35,729	\$6,594	(\$20,297)	\$30,734	\$1,630	(\$5,363)	\$24,175	\$73,202
Operating Cash	\$59,066	\$35,660	\$15,363	\$46,098	\$47,728	\$17,365	\$41,540	
Money Market Acct.	\$61,572	\$91,797	\$92,085	\$92,364	\$92,653	\$117,994	\$118,362	
Investment	\$159,047	\$156,128	\$158,045	\$164,146	\$168,997	\$166,123	\$162,091	
Total	\$279,685	\$283,585	\$265,493	\$302,608	\$309,378	\$301,482	\$321,993	

Exhibit D

Property Managers Report for July 2007

Clubhouse:

- Repairs were made to the ice machine
- Repaired the A/C unit for the West End of the clubhouse.

Cabana:

- Replaced the broken post for the chain gate to the cabana

Canals:

- The **No Wake** Signs have been made and are now being painted
- Ordered 90 grass carp. When they are delivered we get the 10 extra that was short on the last order.
- Switch is broken on the boatlift, a new switch is on order.

Gate Entrance:

- Thanks to the folks that worked at the gate during this transition. Property owners seem pleased with the new gates
- A couple of property owners want more than one gate card.
- Three windshield tags did not work:
 1. Number was recorded wrong
 2. After market film tint was on the windshield was able to resolve relocating the tag.
 3. After market film tint
- The new gate system has been installed, still a few bugs that has to be worked out. The main problem is with the contractor code numbers.
- Hard files are being worked on for the gate installation, 98% of the data entry is complete.

New project Recommendations:

- **Proposed golf practice area:**

Purpose: There are a lot of property owners that are interested in this project. It gives them the opportunity to practice here at Bay Tree. The area that is proposed is across from the clubhouse. I talked to several folks and used their ideas to put this project together and the proposed layout.

Scope:

1. Four tee boxes size 10'x 16'
2. Post to keep traffic out of area
3. Green and flag layout (this will not be a putting green but area to drive and chip the ball)

Project Cost:

- Regular labor **Free (property owners)**
- Water taps **Free (Bay Tree utility)**
- Sod (donated and installed by Clark Wooten at no charge)
- Fill dirt, and sand trap sand **Free (lake Creek)**
- Labor and equipment to haul fill dirt and excavate the sand trap area.
- Miscellaneous items
- Cost for irrigation:

Pipe and fittings	\$600.00
Labor for equip.	700.00
Trencher	300.00
Misc.	50.00
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Total	\$1650.00

Exhibit E

Clerk's Report

August 7, 2007

From the Clerk

Lots reported sold in July

<u>Buyer</u>	<u>Home</u>	<u>Lot No.</u>	<u>Seller</u>
Bryant Thorpe & wife Sniprintha Navarathinarajah	Fayetteville, NC	312	Emma Smith Estate
Charles & Neta Massey	Harrells, NC	334	Travis Alfrey

The total amount in arrears is: \$45,776.37

The total credit balance is \$3,237.78