

## POA BOARD MINUTES

February 6, 2007

The POA Board meeting was held at the Bay Tree Community Building on February 6, 2007 at 7:00 pm. The following Board members were present; Roger Wright, Bob Brediger, Charles Massey, John Shaw and John Hemingway. Others present were Clerk, Tish Herrmann and Property Manager, Roy Dew. POA members in attendance included Joe Flutka, Dennis Ford, George Starke, Brian Wolf, Michelle Lewis, Byron Massey, Bob Latham and Terry Packer.

President Wright called the meeting to order and welcomed everyone. John Shaw gave the invocation.

The agenda was passed out and is attached as Exhibit A.

John Shaw presented the 1/2/07 minutes and corrections were made to two motions. Upon motion by Bob Brediger, seconded by Charles Massey, the January 2, 2007 minutes were unanimously approved with the corrections.

Charles Massey presented the 1/31/07 financial report. Income was \$50,330 and expenses were \$14,601. Profit for the month was \$35,729. Cash and savings on hand was \$120,638. The investments account was \$159,047. Upon motion made by John Shaw and seconded by John Hemingway the Treasurer's report was unanimously approved. The report is attached as Exhibit B.

The Property Manager's report was submitted by Roy Dew, attached as Exhibit C. He reported that he had removed the lock on the recreation room and that he and George Starke had got information on upgrading the entry system. He also obtained a bid on a sound system for the club house for \$7,400. He asked Joe Flutka to comment on what they found out about the acoustics in the club house. Joe stated he had a discussion with a group that specialized in acoustics and learned we have a real problem that may not be cost effective to fix. He has sent measurements and was sending pictures so the group could make some recommendations. The board thanked Joe and Roy for their work. The board also instructed Roy to look at renting a sound system for the annual meeting on April 14<sup>th</sup>. Roy also reported that the weight signs were installed on the boat lift. He also stated that according to White Lake marina a ski nautique with full ballast and no people should weigh about 3500 lbs. This gives a good margin with a load limit of 5300 lbs. The lift is having its annual preventive maintenance. The entrance gate conduit and concrete work is complete.

Roy requested that the board authorize the purchase of a laptop computer to be used with the new gate system. Upon motion made by Bob Brediger, seconded by John Shaw, it was unanimously approved to purchase the lap top.

Tish Hellmann distributed the Clerk's Report attached as Exhibit D. There were 5 properties sold. We had the largest ever collection month. She reported that the Dennis Tillford account held by Jim Hill is now registered to Sherry and Larry Boykin. The lot has back dues and charges of \$1,710.93. President Wright asked Tish to have Mr. Hill check to be sure our lien is properly filed.

## **OLD BUSINESS**

John Shaw explained to Mrs. Lewis that the POA has no authority to amalgamate lots. The letter she has from Mr. Bernie Smith was not authorized by POA Board action and therefore had no standing. He told her they were sympathetic but under the bylaws we can only charge for each lot. She said she felt that her lawyer had done the right thing and asked us to honor the letter. Mr. Shaw explained that our attorney Britton advised that we work with her to go to Steve Jones and the corporation and amalgamate her lots as he is the only one authorized to do so. He told Mrs. Lewis if that was done we would cancel the back dues on that lot as a compromise. Mrs. Lewis indicated that she would not go through the corporation to amalgamate. President Wright asked for a motion from the board as to what action to take. A motion was made by John Shaw, seconded by Bob Brediger to require the lot to be amalgamated as is set forth in the lot restrictions. The motion carried 4 to 1, with Charles Massey voting against.

George Starke and Roy Dew reported that to upgrade the access equipment to the recreation room it would cost \$3,239 (Exhibit E attached). This would meet our needs for a long time. This included the hardware and software to upgrade. Upon motion by Bob Brediger, seconded by John Hemingway, it was unanimously approved to purchase these upgrades.

President Wright stated he had had a meeting with the revaluation group. He expressed that he felt the values used by the group did not represent the sales that had taken place at horse pens lake, the big lake or the canals. He suggested that everyone go to the hearings and express that the revaluation group had been given the information and you agree with the numbers presented to them by other residents. The revaluation numbers do not represent values at Baytree. Upon motion made by Bob Brediger, seconded by Charles Massey, it was unanimously approved to find a date with the board to have Mr. Tim Cain head of the revaluation group to come and explain his process.

John Shaw reported that we are still waiting on the survey for the trailer storage area. He is still waiting on a response from John Britton.

Upon motion made by John Hemingway, seconded by John Shaw it was unanimously approved to have the definition for immediate family to read, husband, wife, children (with valid driver's license), any in-laws residing full time at the property owner's abode. In the event the POA member wants their children living outside the area to have access the POA member would be responsible for the cost of windshield tag.

Upon motion made by Charles Massey, seconded by John Hemingway, it was unanimously approved to have the entrance gate committee proceed with mailing a letter to the members explaining the new gate system. See attached exhibit F.

Bob Latham explained that the fire department was asking the County Commissioner to extend county water to our area for fire protection and asked the POA to support the request. See attached Exhibit G. Upon motion made by Charles Massey, seconded by John Hemingway, it was unanimously approved to support the fire department's efforts to get county water in the district. See Exhibit G.

President Wright asked George Starke if he would coordinate with Ed Stone on the goose population issue.

Charles Massey discussed the options offered by our CPA for validating our books and the cost involved. These included: agreed upon procedures, review, computation, and audit. The

recommended procedure was simple enough to be done in-house by an appointed committee which could possibly save us a thousand dollars. He noted no audit was done last year. Several members felt because of the size of the budget it was only fair to the membership that we have an outside audit. John Shaw was asked to talk to POA member Linwood Wooten who is a CPA in Dunn to give us another estimate. Charles Massey was asked to seek more certain cost figures from our CPA.

There being no other business, a motion was made by Bob Brediger and seconded by - John Hemingway that we adjourn. The motion carried.

Respectfully submitted,

John Shaw, Secretary

# **Exhibit A**

Bay Tree lakes  
POA Board Meeting  
February 6, 2007

**PLEASE NOTE—6:00 PM—PRIOR TO THE  
TUESDAY NIGHT BOARD MEETING—ONE  
HOUR SESSION TO REVIEW  
RECOMMENDATIONS FROM THE  
SECURITY/GATE TEAM.**

**Call to Order**

1. Invocation
2. Welcome
3. Reading of the January 2, 2007 Board Minutes
4. Reading of the Treasurer's Report
5. Property Manager's Report
6. Clerk's Report

**Old Business**

1. Lewis Property Dues Issue-----Michelle Lewis
2. Rec. Room access-----George/Roy
3. County Tax Value---Community response
4. Trailer Storage area
5. Response from Attorney Britton---John Shaw
  - a. Enforcement Authority
  - b. Other issues
6. Entrance Gate Team report/presentation

**New Business**

1. Financial Review----Charles Massey
- Adjourn

**Exhibit B**  
**February Financial Statement**

	<b>Jan</b>	<b>TOTAL</b>
<b>Income</b>		
cards	140	140
club rental		
dues	36039	36039
Roads	13856	13856
misc	295	295
<b>Operating Income</b>	<b>50330</b>	<b>50330</b>
<b>Expenses</b>		
Buildings	2898	2898
Grounds		
Insurance	3438	3438
Maintenance	937	937
Member events		
Miscellaneous	200	200
Refund	3285	3285
Office	106	106
Taxes		
Utilities	662	662
Wages & Salaries	1000	1000
<b>Operating Expense</b>	<b>12526</b>	<b>12526</b>
Gate Project	2035	2035
Special projects	40	40
<b>Total Expenses</b>	<b>14601</b>	<b>14601</b>
<b>Operating Profit/Loss</b>	37804	37804
<b>Total Profit/Loss</b>	<b>35729</b>	<b>35729</b>
<b>Operating Cash</b>	59066	59066
<b>Money Market Acct.</b>	61572	61572
<b>Investment Acct.</b>	159047	159047
<b>TOTAL</b>	<b>279685</b>	<b>279685</b>

## **Exhibit C**

### Property Managers report for Jan. 2007

#### Clubhouse:

- Recreation Room : Removed door lock
- Worked with George on card key system. George has presentation
- Obtained requested quote on sound system (\$7,400.00)
- Heating and air condition West end had to have major repairs
- Acoustics Joe and I met to get some measurements

#### Cabana:

#### Trailer Storage:

- Clearing trees and filling in with sand clay 8" to 12" cost \$9,000.00 to \$10,000.00
- Fence and gates (manual) galvanized coating \$8,600.00, with green vinyl \$9,600.00

#### Boat Lift and canal boat ramp:

- New weight signs have been installed on the boat lift.
- Checked with White Lake Marina on boat weights Nautique's wt. That is used at Bay Tree with full ballast is about 3500#
- Preventive Maintenance on the lubrication of all bearings, oil changed in gearboxes, cables checked for wear. Two (2) rollers has to be replaced. A load test of 5,300# will be preformed when all work is done on the lift.

#### Entrance Gate:

- All conduit and concrete work for the new gate system is completed per the sketch from Southern Time, up to the point that it is to tie into the gatehouse.

#### Recommendation:

- To purchase a laptop for software managing the new gate system.

**Exhibit D**  
**Clerk's Report**

**February 5, 2007**

From the Clerk

**Lots reported sold January 2006**

<b>Purchaser</b>	<b>Home</b>	<b>Lot</b>	<b>Seller</b>
JOCO, INC	Harrells, NC		
Chris Calcutt	Dunn, NC	401-B	Lenox Harrelson
David & Sally Campbell Blaine	Wallace, NC	558	Victor Russ
Custer/Rosella Wagner Ricky L.	Harrells, NC	097	James Hall
Price	Selma, NC	064	John Shaw
		191	Gery Yoh

**Dues**

The POA received over \$50,000.00 during the month of January. Nine people have paid annual dues.

**Dennis Tillford**

The account held by Jim Hill was given in the name of Dennis Tillford, now deceased.

Balance due	\$1,538.77
Interest	46.16
Charges	<u>126.00</u>
Total	\$1,710.93

Wife Lula has had a stroke and is incapacitated. Lot is now registered to Sherry & Larry Boykin.

# Exhibit E

## Access Control Upgrade

Access Control Upgrade – Recreation Room

January 25, 2007

**Objective:** To provide added capacity and a more user-friendly data entry and reporting capability.

**Limitations:** Current system (Corby System I) is limited by the following

1. Will support only 250 users.
2. Allows only Numeric code entry, no link to property owner name.
3. Controls only 1 door.

**Scope:** Since there has been substantial investment in the current system, an upgrade Vs. entirely new hardware/software approach was thought to be more cost effective.

**Recommendations:**

1. Upgrade Rec. Room access control system to Corby System II.
2. Include one door access only at the present time.
3. Include new card reader (present reader approx. 10 yrs. old).

**Benefits:**

1. Upgraded system will support minimum of 2700 users.
2. System allows alphanumeric code entry, allowing for direct reporting of name and code.
3. Can control 2 doors with the base system, expandable to 16 doors (at additional cost).
4. Data input from either keypad or PC. Software free from Corby site.
5. Compatible with present cards and card reader. No need to purchase and re-distribute new cards.
6. Built-in backup software.
7. Access can be set up according to time schedules controlled by operator.

**Cost:**

1. One Door system - \$3239.01 (inc. labor). See Attachment I.
2. Two Door system - \$4492.32 (inc. labor). See Attachment II.
3. Maintenance Agreement - \$19.98/month (\$239.76/yr.).



**Exhibit F**  
**Entrance Gate Mailing**

**Bay Tree Property Owners:**

In recent years it has become apparent that growth within our community has outpaced the capability of our current gate-entry system. For this reason one of the goals defined in our "Five Year Capital" budget was to address entry and security within our community.

There is awareness by residents as well as many non-residents that Bay Tree does not have a full time gate guard to assist us with managing/controlling entry into our community. There is a guard that is employed from Memorial Day to Labor Day, Saturday and Sunday from 8:00 am to 5:00 pm. Limited guard coverage and a dated gate/entry system combine leave us very vulnerable to unauthorized entry.

As a first line of control it is evident that replacing the existing gate is a high priority. Because of cost, continuous guard coverage is not a viable option in the near future. Driven by these realities the POA board voted to replace the old, dated, and somewhat unreliable gate system with a modern, user-friendly system (reference 20055 year plan).

To properly manage the new system the POA board appointed a Bay Tree Security Committee. The committee is made up of (4) property owners with various backgrounds to include law enforcement and security. Oversight of the committee is performed by appointed POA members. The mission of the committee is to define requirements, match capability with the defined requirements, define security issues/concerns, present possible solutions and assist the POA in the implementation process.

**Bay Tree Lakes New Gate System - Overview:**

The following is an introduction of the new gate system and policies. This system will be introduced at the upcoming Property Owners meeting that will be held in the spring April 14, 2007.

The new gate system is supplied by Southern Time Equipment Company and will provide both resident and visitor access control to the Bay Tree Community. There will be (2) lanes for entry (both side by side where the main entrance is now) that will allow for property owners to quickly pass thru the system without having to wait for contractor and service vendors in front of them. The homeowners will have one lane for quick access thru the gate. The service vendors, contractors, police/fire, and others that have a need to enter our community will pass thru a second entry lane by use of access cards, issued codes, or by calling the homeowner, like we currently use, with the keypad. The exit gate will remain one lane and will activate when approached in a vehicle as the present gate operates. However, the improved system will not allow persons to manipulate or bypass the gate arm in order to gain access to the property.

Bay Tree Lake property owners will be able to access the property without having to stop and use a card to open the gate, as is our current procedure. A windshield sticker tag will be placed on the windshield in an unobtrusive location on the property owner's vehicle. The new system will read the tag and automatically open the gate arm to allow access. You will not have to roll down your window in inclement weather to gain access. Each property owner will receive window tags for each vehicle registered to property owners of Bay Tree Lakes along with (1) access card for use when vehicles are being serviced or not available. This card will also allow our property owners that do not live in Bay Tree Lakes to gain access to their property if they do not have access to their personal vehicle for whatever reason.

The new gate system is unique in that the property owners have flexibility in the control of the gate and access to the property. The windshield tags must be adhered to the windshield in order to work and can't be taken off and applied to another vehicle. The access cards all have identifiable numbers that will record entry on a computer and spreadsheet. The access cards can/will have day and time constraints that allow entry only at certain times. For example, the time constraints on the card would allow entrance into the Bay Tree community from 5:00 am hours to 9:00 am hours Monday thru Sunday for the newspaper vendors. Access at other times would be by telephone keypad operation as before.

The new gate system has the capability for growth and can be easily managed. The software allows for changes and additions to be entered as needed. The software will also allow for random checks of recorded entry into the Bay Tree community. Currently, Bay Tree Lakes does not have a way to record and question entry by workers and others entering the community. As most of you know, entry into the community by persons that do not own property and do not have permission to be in Bay Tree Lakes has been a problem because of the number of access cards outstanding. This new system will allow for access cards to have a day and time frame for entry and in a lot of cases will have an expiration date so the card is no longer recognized by the system when expired. The new software will be designed to look for inconsistencies and abuse by non-property owners so we can better manage who enters our property.

While the Bay Tree Lakes Board and Security Committee work to communicate with the property owners and implement the new system, we also need your help. It is everyone's goal to provide for a safe and secure community for our property owners and guests. In order for us to have the kind of environment we all want, we have to work together within the proposed guidelines in order for this to work. Once the system is compromised either by unauthorized code or access card disseminated, we are back in the vulnerable position we are presently in. Your help is needed to make the implementation and operation a success.

The POA Board and Security Team will work in concert to effectively communicate the actions required to transition to the new gate/security system. Please note---the current system will remain in service until the new system is properly introduced to Property Owners.

Thank you for your support in making this a smooth, seamless transition. The 2007 New Gate Entry Policy & Procedure will be available for your review at the upcoming Bay Tree Lakes Property Owners Meeting in April. If you have questions or need additional information now, please phone any board member or member of the Security Team. You may also, reach us by email.

#### Bay Tree Lakes POA Board

- Roger B. Wright [rwright@nationalelectrical.com](mailto:rwright@nationalelectrical.com) (910) 588-4620
- Robert Brediger [ajbrediger@intrstar.net](mailto:ajbrediger@intrstar.net) (910) 588- 4438
- Charles Massey [charles1@intrstar.net](mailto:charles1@intrstar.net) (910) 588-6072
- John Shaw [johns@newcwnturybanknc.com](mailto:johns@newcwnturybanknc.com)
- John Hemingway [jhemingway@intrstar.net](mailto:jhemingway@intrstar.net)

#### Bay Tree Lakes Security Team

- Dennis Ford [dford9@nc.rr.com](mailto:dford9@nc.rr.com) (910) 588-4119
- Terry Packer [tjpent@aol.com](mailto:tjpent@aol.com) (910) 588-4547
- Byron Massey [byron@halosites.com](mailto:byron@halosites.com) (910) 588-4212
- Brian Wolf [brian-wolf@nc.rr.com](mailto:brian-wolf@nc.rr.com) (910) 588-4214

#### Property Manager

- Roy Dew [dewcrew1@intrstar.net](mailto:dewcrew1@intrstar.net) (910) 588-4080

### For more information

### Bay Tree

[www.baytreecommunity.com](http://www.baytreecommunity.com)

#### System/Features:

##### 1835 Door King PC Programmable Telephone Entry System

- Provides both resident and visitor access control into and within gated communities
- Contractors
- Service businesses
- Utilities
- Fire/police
- Others
- PC programmable system allows programming from pc via modem. DoorKing Remote Account Manger and Transaction Analysis software.
- Resident access control is provided by means of cards, digital PIN codes, telephone entry and wireless transmitter
- Large A-Z scroll buttons and one touch CALL button
- 29- programmable security levels, each with four time zones

#### A11620 SmartPass Reader:

- The SmartPass Reader is an antenna, radio frequency (RF) module, tag decoder, and power supply
- SmartPass Reader generates an RF signal that is reflected from a Windshield Sticker Tag (must be adhered to windshield by adhesive backing in order to communicate to reader, windshield acts as antenna)

- Data is transmitted to a local security panel for processing to allow entry

### **L-5 Vehicle Detect Loops:**

- Directional loops that allow exit as before but without the previous flaws found by vendors entering our property.

●

### **Gate Arm:**

- Aluminum arm 12' with foam protective edge on the bottom

### **Gate Policy:**

#### Definition of terms

- **Proximity Card-** This card is very similar to the cards that are being used currently to allow entry
- **Pin Numbers- Numeric Code** that can be enter by touch pad to allow entry
- **eGo Windshield Sticker Tag-** Adhesive back Sticker Tag, that will adhered to the inside of the windshield
- **Resident Phone Code-This** is a numeric code that is assigned to each household to allow guest entry for that individual residents
- **Immediate Family-** Is defined as husband, wife, and children (with valid driver's license). In-laws residing full time at the property owner's abode. In the event that the POA member wants their children not residing in the community to have a sticker the POA member will be responsible for paying for the sticker.

### **Entry List/Issuance:**

#### **Property Owners**

- 1- Tag will be issued and attached to each vehicle
- Proof of registration must be provide to receive tag
- Vehicle and Property Owner must be present for tag to be issued and attached
- Tags will not be mailed
- Only Property Owners will be allowed to receive tags
- Each Household will receive 1-Card
  - o In addition to tags for each registered vehicle

#### **Immediate Family**

- 1- Tag will be issued and attached to each vehicle
- Proof of registration must be provide to receive tag
- Property Owner must be present for tag to be issued and attached

*Note: Tag issue and installation dates will be set per Bay Tree POA and communicated to all concerned*

#### **Renters**

- 1- Tag will be issued and attached to each vehicle
- Proof of registration must be provide to receive tag
- Vehicle and Renter and Land lord must be present for tag to be issued and attached
- Tags will not be mailed
- Tag will specific to lease property address, with proof of lease
- Tag will be deleted when lease is void
- Landlord and new lessee will follow same process

## **Utilities Company**

- Code will be issued by Property Manager
- Contact person will be accountable for code management
- Codes will be monitored by system software
- 1-Code will be issued to each company with 24/7 access
- Companies
  1. Progress Energy
  2. Four County Electric
  3. Start Telephone
  4. Bay Tree Water Department

## **Service**

- Cards will be issued by Property Manager
- Time and day limits will be set for entry
- Codes will be monitored by system software
- Service Group
  1. Gas Company
  2. Garbage pick up
  3. News Paper
  4. US Mail
  5. Pest Control Company
  6. Realtors
  7. Maid service

## **EMS**

- Will gain entry by dialing 911
- Dispatch will allow entry via code

## **Wildlife Officer/ State Park Ranger**

- Cards will be issued by Property Manager
- Contact person will be accountable for card management
- Cards will be monitored by system software

## **Fire Department**

- Tags will be issued by Property Manager
- All department vehicles will have tags

## **Clear Water Marketing**

- Cards will be issued by Property Manager
- Contact person will be accountable for card management
- Codes will be monitored by system software
- Time and day limits will be set for entry

## **Steve Jones**

- Code will be issued by Property Manager
- Contact person will be accountable for code management
- Codes will be monitored by system software

**Exhibit G**  
**County Water Extension**

**February 1, 2007**

**Subject: Fire Protection and Water Availability in the Bay Tree Lakes fire district and adjacent fire districts.**

**To: Bladen County Commissioners**

Currently in the Bay Tree Lakes fire district there are no pressurized fire hydrants. In the Bay Tree Lakes gated community (150 homes) the water supply is provided by the Bay Tree Utility Company. The system consists of two wells with pumps, a chlorinator and a distribution system using six inch and four inch lines. The water quality is good but the system has no elevated storage tower so the pressure and capacity are inadequate to support pressurized fire hydrants. We have installed 23 dry hydrants as part of a National Firewise Community project. This provides us with an emergency water source near most of the homes but setting up for drafting water from the dry hydrants takes more time than connecting to pressurized hydrants and requires at least two fire trucks capable of pumping at a high rate to fight a structure fire. We only have one truck with sufficient pumping rate so we are dependent on mutual aid to effectively use the dry hydrants. The dry hydrants are also less reliable since they can be clogged with sand and debris. To improve our fire protection in the community we need pressurized hydrants.

There are no fire hydrants of any type in other sections of the Bay Tree Lakes fire district. The district includes homes on Route 41 from Sleepy Creek Farm to Route 210 and about two miles east on Route 210 through the Murphytown community (55 homes).

In the general area outside the Bay Tree Fire District, the residents along Mote Road, Route 41 and Route 701 West of White Lake and the residents on 210 West have no county water and no hydrants. These residents are in either the White Lake or Hickory Grove fire districts. Basically there is no county water system in this general part of the county past White Lake.

I believe the County needs to address this issue so that better fire protection can be provided to residents in this general area. Except for the gated Bay Tree Community, water quality is also an issue for residents in this general area. That issue also needs to be addressed.

To address the overall fire protection and water quality problems in the area, the county water system would need to be extended from White Lake out Route 41 to the county line, out 701 to the county line, across Mote Road and east and west on Route 210 to the populated areas. I have attached a "Petition for County Water" that was circulated in the Route 41/Mote Road area. The numerous signatures show that there is, indeed, a concern about water availability in the area. Also, this letter has been coordinated with the Bay Tree Lakes Property Owners Association, the White Lake Fire Department, the Hickory Grove Fire Department and Mr. Al Beatty, a community leader in the Murphytown area. All fully support this initiative.

Please advise me as to how we can work together to address these issues.

**Robert F. Latham**  
**Chairman, BTLVFD Board of Directors**  
**13 Egret Drive**  
**Harrells, NC 28444**  
**Phone: (910) 588-4073**