

## 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 May 1, 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. Others present were Mrs. Tish Herrmann, POA Clerk, and POA Members: Mr. George Starke, Mr. Ray Rosser, Mr. Brian Wolf, Mr. Mike Smith, Mr. Terry Packer and Mrs. Michelle Lewis.

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. Charles Massey gave the invocation.

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

### Approval of April 3, 2007 Meeting Minutes (Attached market Exhibit B)

Secretary Charles Atkinson presented the minutes for the prior month's meeting. After minutes were read, Charles Massey made a motion to approve the minutes as read. At Large Member, Roy Dew seconded the motion. Minutes were unanimously approved. Minutes of the General Membership Meeting were distributed to all Board members.

### Approval of Financial Report (Attached marked Exhibit C)

Treasurer Charles Massey presented the April 30, 2007 financial report. April income from cards, clubhouse rental, dues, miscellaneous and road fund was \$40,747.00. The year to date income is \$108,660. Expenses for the month for buildings, grounds, insurance, maintenance, member events, refunds, office, taxes, utilities VFD support, wages, salaries, and miscellaneous was \$7,350.00. Expenses for the new gate project totaled \$2663.00. Total expenses for the month of April 2007 were \$10,013.00. The year to date total expenditures is \$55,900. The operating profit for the month of April is \$33,397.00 and the total operating profit for the year \$75,843.00

The POA operating cash is \$46,098, money market account balance \$92,364.00, investment account balance \$ 164,146. Total of all accounts ending April 2007 is \$302,608. Additionally, Treasurer Massey reported issues regarding computer files backup requiring the expenditure of \$31.90 for a storage device. He is requesting the reimbursement of these funds.

Motion to approve the financial report and reimbursement of Treasurer Massey's expenditure as presented was made by Charles Atkinson and seconded by Vice President Dennis Ford. The motion was unanimously approved.

### Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented the report to the board. Items completed since the last meeting are: repaired card reader at entrance gate, replaced underground wire at exit gate, purchased grill for the play

ground area, painted Cabana, replaced shower handles in bath facilities at the Cabana, transported office coping machine to Bladen Office Supply for repair (parts on back order), contacted USDA Wildlife regarding geese problem and advised some beavers have been removed from the canals by USDA Wildlife Representatives.

#### New Gate Entrance update

Began installation of new wood fence surrounding the concrete pad to house the back up generator, construction has begun and contractors advise projected completion date is June 1, 2007 for the gate house. Signs have been made to notify everyone windshield tags need to be installed by May 26, 2007. Roy has completed the installation of windshield tags for approximately 90 % of the full time residents. He estimated approximately 50% of all property owners have windshield tags installed. We have had several complaints regarding required tag placement, need for tag on windshield as well as why a board member must install the tag. Property Manager requested the security team to review our gate access entrance policy prior to the end of the month. John Shaw inquired if the security team could have a meeting as soon as possible to address these issues. Security Team members acknowledged they would schedule as soon as possible. Team Member Brian Wolf advised the team would be prepared to present additional concerns and recommendations to the board at the June Meeting as well as have new gate policy revisions completed. Also, the ceiling in the breezeway at the Cabana is in need of repair. Roy presented several options for patch work or total repair. Roy inquired as to the board pleasure regarding stripping, cleaning and waxing the floors in the clubhouse.

After brief discussions the board approved replacing the breezeway ceiling with hardiplank material, (estimated cost \$950.00) and floor maintenance for the club house (estimated cost \$480.00) The board cautioned the property manager regarding the copier repairs, and suggested we compare the replacement cost of a new copier verse the repair to an older unit. Property Manager agreed to price a new copier and to get a repair estimate on the old unit before proceeding. Dennis Ford requested we price the cost of "No Wake" signs for posting in the canals. Charles Atkinson requested we examine clubhouse hand railing on the game room end of the clubhouse. A motion to approve the Property Managers Report was made by Dennis Ford and seconded by Charles Massey. Motion unanimously approved.

#### Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann presented the clerk's monthly report. Tish reports five lots were sold in April 2007. These lots are # 20, #22, #162, #424, and #425. Carlton and Eva Beaty purchased lot #162 from East Bladen Land Company, Matthew and Angela Smith purchase lots #424 and #425 from Mark McMichaels and Edward Wells purchased lots #20 and #22 from John Houghtling and John Masters respectively. We have two new residents Carl and Ann Allen residing at 287 Spring Branch Road and Steve Kuepker residing at 12 Hawk Drive. We have five property owners which have not responded to the letters sent April 1, 2007, the second letter advising of the consequences will be sent May 2, 2007

advising of potential action by our attorney. We had 67 voting members present for eighty one votes and 102 proxy votes at the Annual Membership Meeting on April 14, 2007. Tish states this was one of the better attended General Membership Meetings. A motion was made by Dennis Ford and Seconded by Charles Massey to approve the Clerks Report as presented. Motion was unanimously approved.

### Old Business

Discussion regarding geese and letter received questioning if we should attempt to control the geese population. Board desires to continue with goose control measures approved by General Membership at the last annual meeting. Roy was ask and agreed to find a professional to advise the board on how to handle the geese. He agreed to find an expert in this field and see if the expert would attend a future meeting. Everyone agreed.

A brief discussion regarding the status of the Lewis lots amalgamate issue. President Shaw will consult with attorney and report back to Michelle Lewis. President Shaw restated the board's previous position. Both parties appear to have some conflicting information regarding this issue.

President Shaw explains we do not have the lease agreement for the new storage area property between POA and Mr. Steve Jones. This is primarily due to Mr. Jones current medical issues. President Shaw does not believe there are any outstanding issues to prevent the completion of the lease. President Shaw advises Steve Jones has completed the legal description for the storage area. Charles Massey inquires if we should request an additional acre at this time. It was agreed to purse this suggestion with Steve Jones. Charles Massey was asked and agreed to follow up on this issue with Steve Jones and report back to the board.

The Board agreed to table the clubhouse acoustic issue due to the extraordinary cost involved to correct. Everyone agreed.

Street repair and resurfacing project was discussed. President Shaw and Vice President Ford will appoint a committee to update cost of the project. Discussed how we could determine repairs done to specifications of State of North Carolina. Treasurer Massey suggested we contact a retired State of NC engineer residing at White Lake to assist the Board and a potential contractor. The potential contractor list consists of the following:

Autry Paving Company	James and Leroy Autry
Hedgepath Paving	Carl Allen
Highland Paving	Albert McCauley

The Board agreed to proceed with discussions regarding drainage, water line replacement and updating quotations.

Roy Dew will inquire as to fish (carp) assessment with a professional to determine the overall quality of fish population.

New gate access card/ window sticker discussion led to questions regarding the overall security issue. Again President Shaw reminds the Security Team to give an

updated report on the overall security plan for our community. Security members agreed to do so at the next monthly meeting. Security Team scheduled a meeting for the following week. Director Dew inquired as to how we should get new cards to non resident POA members? Mr. Dew will check on cost to send certified mail or regular mail. When the cost is determined, Board members will be notified by email. Board members are ask to respond as soon as possible to President Shaw in order for the Property Manager to mail cards prior to the completion of the new gate system.

### New Business

The Board decided to establish a committee to handle the activities for July Fourth celebration as well as Labor Day. President Shaw will seek volunteers before next Board meeting and appoint Committees.

President Shaw will email the Board of Directors the agenda information prior to the next meeting. Board members are encouraged to send items for consideration to President Shaw as soon as possible.

President Shaw will review the five year plan with the Board at the June meeting. He expressed the need to update the plan through the year 2012. Everyone agreed.

Vice President Ford requested we install additional "NO Wake" signs on every other canal hopefully to slow down boaters and prevent erosion to canals. Property Manager will check on cost of the signage and report back to the Board. Everyone agreed.

President Shaw requested POA's web site information to be updated as soon as possible. POA member Starke agreed to handle this issue. The Board expressed their appreciation to Mr. Starke for his work on the web site.

Bladen County Hospital wishes to discuss the County Hospital issues with the Bay Tree residents. Everyone agreed for President Shaw to contact Bladen County Hospital and to arrange a meeting at BTL Clubhouse for this informational meeting.

No one has had contact with Mr. Tim Cain regarding the Bladen County Tax Assessment Issues. Several residents remarked no one had seen him after he promised to visit BTL community and discuss the "over value of property".

There being no other business, a motion was made by Treasurer Charles Massey seconded by Director Roy Dew to adjourn. The motion passed. The meeting adjourned at 8:33 pm.

Respectfully Submitted,

Charles H Atkinson  
Secretary  
Bay Tree Lakes POA

**Exhibit A**  
**POA Board Meeting**  
**May 1, 2007**

Welcome-----John Shaw  
Invocation-----Charles Massey  
Minutes April 3, 2007-----Charles Atkinson  
Treasurer's Report-----Charles Massey  
Property Manager's Report-----Roy Dew  
Clerk's Report-----Tish Herrmann

**Old Business:**

1. Trailer Parking-----John & Roy
2. Acoustics club house-----Roy Dew
3. Geese Population Control-----Roy Dew
4. Paving project

**New Business:**

1. Holiday Activities 4<sup>th</sup> July and Labor day
2. Information for the Web site.
3. Bladen County Hospital information Meeting.

## Exhibit C

### BTL Financial Report

	Jan	Feb	Mar	Apr	Total
<b>Income</b>					
cards	140	70	155	260	625
club rental	-	400	600	-	1,000
dues	36,039	7,442	4,128	29,285	76,894
Roads	13,856	3,096	1,692	10,944	29,588
misc.	295	-	-	258	553
<b>Operating Income</b>	<b>50,330</b>	<b>11,008</b>	<b>6,575</b>	<b>40,747</b>	<b>\$108,660</b>
<b>Expenses</b>					
Buildings.	2,898	283	3,396	297	6,874
Grounds	-	397	400	720	1,517
Insurance	3,438	-	-	-	3,438
Maintenance	937	138	1,524	2,156	4,755
Member events	-	-	-	1,072	1,072
Miscellaneous	200	491	849	475	2,015
Refund	3,285	-	-	150	3,435
Office	106	304	202	881	1,493
Taxes	-	294	1,242	-	1,536
Utilities	662	725	696	<b>459</b>	2,542
STD support	-	-	-	-	-
Wages & Salaries	1,000	1,000	1,000	1,140	4,140
<b>Operating Expenses</b>	<b>12,626</b>	<b>3,632</b>	<b>9,309</b>	<b>7,350</b>	<b>32,817</b>
Gate Project	2,035	678	17,563	2,663	22,939
Special Projects	40	104	-	-	144
<b>Total Expenses</b>	<b>14,601</b>	<b>4,414</b>	<b>26,872</b>	10,013	55,900
<b>Operating Profit/Loss</b>	<b>37,804</b>	7,376	<b>(2,734)</b>	33,397	75,843
<b>Total Profit/Loss</b>	35,729	<b>6,594</b>	<b>(20,297)</b>	<b>30,734</b>	<b>52,760</b>
<b>Operating Cash</b>	59,066	35,660	15,363	46,098	
<b>Money Market Acct.</b>	61,572	91,797	92,085	92,364	
<b>Investment</b>	159,047	156,128	158,045	164,146	
<b>Total</b>	279,685	283,585	265,493	302,608	

## Exhibit D

### Property Managers Report for May 2007

#### **Clubhouse:**

- Repaired wall receptacles
- Floor refinished
- Reworked hand rail on the west end
- Raked the beach, playground, and boat ramp driveway
- Purchase a new copier for the office \$399.00
- Telephone has been installed in the office 910-588-4399  
Other #'s Gate house 910-588-4334  
Clubhouse 910-588-4631.

#### **Cabana:**

- Replaced breezeway ceiling and painted
- Installed three mooring buoys in the lake.

#### **Gate Entrance:**

- Traveled to Southern Time for the software training  
Barbara and myself.
- Entering data into computer
- Still installing tags
- All property owners is now in the data base
- A lot of work has to be done with the paper work.
- No work has been done to the new building in last two  
week do not know when work will resume
- Have had to replace several gate boards

#### **Recommendations:**

- Would like to discuss installing a golf driving tee.

## **Exhibit E**

### **Clerk's Report**

**June 5, 2007**

From the Clerk

#### **No lots were reported sold May 2007**

##### **Dues**

Three of the five recipients of delinquent letters sent May 1<sup>st</sup> have responded with total payments. One paid \$250.00 with promise of the rest this month. John Shaw is speaking with the fifth person.

##### **Late Letters**

The late letters are attached. I would suggest that the second letter omit the threat of sale and include instead "a lien will be registered against the property". This is in actuality what does occur.

**May I stop charging \$5.00 for replacement gate cards?**