

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, November 13, 2007 at 7:00 pm. The following Board Members were present: Mr. Dennis Ford, Mr. Charles Massey and Mr. Roy Dew. Others present were Tish Herrmann, POA Clerk and POA Member Mr. George Starke. President John Shaw and Secretary Charles Atkinson were absent from the meeting.

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

At Vice President Ford's request Mr. Roy Dew gave the invocation.

Vice President Ford distributed "the meeting agenda to all present. (Attached marked Exhibit A)

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

Secretary Charles Atkinson distributed the minutes for the prior month's meeting. The minutes for the previous month's 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 October 2007 financial report. The financial report for October was emailed to all board members prior to the meeting for their review.

Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented the report to the board. This report was emailed to all members prior to the meeting for their review.

Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann presented the Board her report to the board. This report was emailed to all members prior to the meeting for their review.

In order to expedite the Board meetings, all members reviewed all reports prior to the meeting. Vice President Ford asked for any comments or questions regarding any of the reports, there being none, a motion was made by Roy Dew and seconded by Charles Massey to approve all reports as presented. The motion was unanimously approved.

Old Business

A. Trailer Parking

Roy Dew previously emailed the bid specifications to the board members for their review. Roy Dew advised that the bids had been sent out to three contractors and he hoped to have the returned bids very soon for approval. He expected at least two bids to be returned and is presently looking for another contractor to bid in hopes of having at least three bids for the board to review. The board will be notified by email if the

bids are returned prior to the next board meeting. The membership approved this project in April so there is no need to wait for a board meeting to approve the bid process if we can save a few weeks of time that can be used for the actual clearing of the area.

B. Paving Project

Mr. Dennis Ford reports the Paving Project Committee met on Saturday, October 10, 2007 at 10:00 am. All committee members were present and the project was discussed and ideas gathered. Roger Wright and Dennis Ford will meet to compile a list of items to present to Mr. Steve Jones regarding the Corporations involvement in the paving of the community roads.

C. Golf Practice Area Project

Property Manager Dew advised that there was no new information to share regarding this project.

D. New Bookkeeping System

Charles Massey informed the Board regarding the status of the Quick Books program. The board has asked for assistance in transferring the data from one software program to another and at present this is in process. Once completed, we will have all of our financial information on one program.

New Business:

A. Security Committee Update

Vice President Ford talked with Terry Packer earlier in the day regarding possible updates for the meeting. Mr. Packer was not able to attend the meeting and requested that Mr. Ford advise to all members and property owners there are no updates to report at this time.

B. Clerk's Report

POA Clerk Tish Herrmann distributed the third quarter Financial Summary print out to all board members for their review. She indicated that we have consistently collected operating funds and are in great shape at the present time in that regards.

C. Sound System

The sound system has been in the clubhouse for all board members to observe and review. The sound system was offered to the board and membership for \$1500.00. This sound system sells for far more than this amount and is in very good condition. It can be used for annual property owners meeting and other special events planned by the board. A motion was made by Roy Dew and seconded by Charles Massey that the board purchase this sound equipment for \$1500.00 The motion was unanimously approved.

D. Contractor Gate Cards

Contractor gate cards were discussed. The board is presently no charging a deposit of \$500.00 to contractors in order for them to receive their entrance code. This policy is part of the gate policy and needs to be finalized and reviewed prior to January 2008. The present board members agreed to discuss this issue in more detail when the board meets in December and all members are present. A broken gate was originally estimated to cost approximately \$500.00 to repair and new cost figures show the repair that would be passed to the builders in the event of damage is less than that amount. This will be discussed in greater detail in December.

E. Monthly Activity Calendar

In October Mr. Charles Atkinson distributed sample POA monthly activity calendars for the fourth quarter. The idea is to have one calendar with all meetings, POA activities, club activities, potluck dinners, Fire Department training sessions, clubhouse rental, etc. on one calendar. Mr. George Starke was provided a copy to determine any issues with getting this on the website and report back to the board. Everyone agrees this could improve our website calendar. Mr. Starke was at the meeting and had reviewed everything for the website to determine if this is feasible. Mr. Starke advised that this calendar would work and he agreed to continue working to get the calendar set up. The entries can be made on the calendar as the board determines by any authorized person that possesses a password. Thank you George for working on this project for us.

F. Letter To Board From ADT Attorney

Charles Massey advised that the board received a letter from the ADT attorney. The board previously challenged the maintenance contract that had three years remaining on the contract because the contract did not appear to be valid. The attorney, in a letter, now states that the total amount was now due. Charles Massey was going to call ADT and then the attorney for additional information.

Executive Session

All Property Owner Association Members were dismissed and the board went into Executive Session at 8:00 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 Dennis Ford seconded by Charles Massey to adjourn, the motion passed unanimously. The meeting adjourned at 8:15 pm.

Respectfully Submitted,

Dennis Ford for Charles Atkinson Secretary
Bay Tree Lakes POA

Bay Tree POA

Financial Report

Exhibit C

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
Income											
Cards/gate access	\$140	\$70	\$155	\$260	\$195	\$35	\$90			\$70	\$1,015
Club rental		\$400	\$600		\$200		\$600		\$200		\$2,000
Dues	\$36,039	\$7,442	\$4,128	\$29,285	\$10,164	\$3,369	\$24,161	\$7,312	\$5,755	\$26,120	\$153,775
Roads	\$13,856	\$3,096	\$1,692	\$10,944	\$3,564	\$1,116	\$9,576	\$2,628	\$2,196	\$10,332	\$59,000
Misc	\$295			\$258		\$175	\$50	\$84	\$524	\$130	\$1,516
Operating Income	\$50,330	\$11,008	\$6,575	\$40,747	\$14,123	\$4,695	\$34,477	\$10,024	\$8,675	\$36,652	\$217,306
Expenses											\$0
Buildings	\$2,898	\$283	\$3,396	\$297	\$538	\$315	\$384	\$314	\$367	\$264	\$9,056
Grounds		\$397	\$400	\$720	\$1,973	\$886	\$729	\$2,197	\$1,837	\$370	\$9,509
Insurance	\$3,438				\$750						\$4,188
Maintenance	\$937	\$138	\$1,524	\$2,156	\$1,544	\$1,333	\$385		\$2,896	\$4,635	\$15,548
Member Events				\$1,072	\$91		\$226	\$1,038	\$1,800		\$4,227
Misc.	\$200	\$491	\$849	\$475	\$458	\$1,182	\$36	\$377	\$174	\$145	\$4,387
Refund	\$3,285			\$150	\$150	\$261	\$300		\$50	\$200	\$4,396
Office	\$106	\$304	\$202	\$881	\$199	\$766	\$144	\$340	\$764	\$1,188	\$4,894
Taxes		\$294	\$1,242								\$1,536
Utilities	\$662	\$725	\$696	\$459	\$728	\$842	\$878	\$766	\$671	\$670	\$7,097
VFD support										\$1,000	\$1,000
Wages & Salaries	\$1,000	\$1,000	\$1,000	\$1,140	\$1,420	\$3,475	\$2,715	\$3,350	\$1,900	\$1,420	\$18,420
Operating Expenses	\$12,526	\$3,632	\$9,309	\$7,350	\$7,852	\$9,060	\$5,797	\$8,382	\$10,459	\$9,892	\$84,259
Gate Project	\$2,035	\$678	\$17,563	\$2,663	\$4,641	\$998	\$4,505	\$1,957	\$18,934		\$53,974
Special Events	\$40	\$104									\$144
Total Expenses	\$14,601	\$4,414	\$26,872	\$10,013	\$12,493	\$10,058	\$10,302	\$10,339	\$29,393	\$9,892	\$138,377
Operating Profit/Loss	\$37,804	\$7,376	(\$2,734)	\$33,397	\$6,271	(\$4,365)	\$28,680	\$1,642	(\$1,784)	\$26,760	\$133,047
Total Profit/Loss	\$35,729	\$6,594	(\$20,297)	\$30,734	\$1,630	(\$5,363)	\$24,175	(\$315)	(\$20,718)	\$26,760	\$78,929
Operating Cash	\$59,066	\$35,660	\$15,363	\$46,098	\$47,728	\$17,365	\$41,540	\$41,225	\$20,507	\$47,267	
Money Market Acct.	\$61,572	\$91,797	\$92,085	\$92,364	\$92,653	\$117,994	\$118,362	\$18,704	\$18,745	\$18,789	
Investment	\$159,047	\$156,128	\$158,045	\$164,146	\$168,997	\$166,123	\$162,091	\$161,565	\$168,146	\$163,384	
Cert. Of Deposit								\$100,000	\$100,000	\$100,000	
Total	\$279,685	\$283,585	\$265,493	\$302,608	\$309,378	\$301,482	\$321,993	\$321,494	\$307,398	\$329,440	

PROPERTY MGR'S REPORT FOR OCT 2007**Exhibit D**

- Wrote specification for the clearing of the trees, and fencing of the property for the trailer storage lot. Have sent the specification to contractors (3) for bids.
- Winterized Cabana for the winter.
- Authorized Willie and JR to mow the remaining lots that have not been mowed per the survey that was sent out over thirty days ago.
- The gatehouse project has stopped with no work being done in several weeks. I need help in boosting Mr. Jones and Cain builders to finish the job.
- The camera's are in the process of being installed.
- Spending a lot of time with the gate system. (No equipment problems) It takes a lot of time managing it.

Clerk's Report**Oct 2007****Exhibit E**

From the Clerk

Lots reported sold in October 2007

<u>Buyer</u>	<u>Home</u>	<u>Lot No.</u>	<u>Seller</u>
Donald & Heather Heath	Pink Hill, NC	517	Neil Patel
James Sutton	Clinton, NC	23 & half 24	John Shaw
Herbert & Phyllis Kimrey	Carolina Beach, NC	563	James Pierce

Dues

The total amount outstanding October 31, 2007: \$43,017.48

The total credit balance October 31, 2007: \$608.75