

## 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, February 12, 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 Tish Herrmann, POA Clerk and POA Members: Mr. Brian Wolfe and Mr. Terry Packer.

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 at 7:02 pm.

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

Approval of January 2008 Meeting Minutes (Attached marked Exhibit B)

Secretary Charles Atkinson presented the minutes for the prior month's meeting. Corrections made on page two. Should have been Vice President Ford in place of President Shaw. Correction made to originals and filed.

Approval of Financial Report (Attached marked Exhibit C)

Treasurer Charles Massey presented the January 2008 financial report.

Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented monthly report.

Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann presented the Board the monthly report to the board.

In order to expedite the Board meetings, members reviewed all reports prior to the meeting. President Shaw asked for any comments or questions regarding any of the reports, there being none, a motion was made by Charles Massey and seconded by Dennis Ford to approved all reports as presented with corrections to names in minutes.. The motion was unanimously approved.

Old Business

### **Trailer Storage Area**

Property Manager advises project is progressing well. Merritt Brothers have begun hauling dirt for the 4 foot high perm. Property Manager stated fencing materials should be delivered to job site within next week. Security Committee Members Mr. Terry Packer and Mr. Brian Wolfe briefed the Board on potential security issues and proposed

several management items. After some discussion, the board asks the security committee to prepare a list of recommendations and present to the board at the next meeting. Mr. Packer and Mr. Wolfe agreed to do so.

## **B. Paving Project**

Mr. Dennis Ford reports Paving Project Committee members continue work on the project. The committee continues to work on the details of project and have exchanged e mails with Steve Jones, Jr. hopefully to arrange a meeting next week (Tuesday, Wednesday or Thursday) depending on all parties' schedules. Vice President Ford requests any information or questions regarding this project forwarded to him quickly in order to address with Steve Jones, Jr. at next week's meeting. Additionally, Mr. Ford will compile the data and sent to everyone via email this weekend. The board is hopeful this meeting will occur next week as tentatively scheduled and acknowledges while our progress has been slower than expected, we are making progress.

Charles Massey advises he is still awaiting a formal proposal for settlement of the ADT maintenance agreement issue. The Board gives Mr. Massey full authority to negotiate the settlement with ADT.

### New Business:

## **Budget 2008**

Charles Atkinson presented hand outs to each board member for the proposed 2008 operations budget as well as the updated five year plan. He advises additions, deletions and corrections have been made to the plan as discussed in the planning meeting on February 2, 2008 and recommends the board approve the 2008 operational budget. President Shaw asks for a motion regarding the 2008 budget. Charles Atkinson makes a motion to approve the 2008 budget as presented to the board; motion was seconded by Charles Massey and unanimously approved.

Board reviews draft copy of Capital Improvements Budget (formerly known as the five year plan). After brief discussion, everyone agreed for Charles Atkinson to clean up some of the information and present the Capital Improvements Budget for approval at March Board of Directors Meeting.

## **Annual Membership Meeting**

President Shaw hands out a draft agenda for the upcoming Annual Membership Meeting scheduled for April 12, 2008. Charles Atkinson presented a draft letter regarding the general membership meeting for discussion. Board discusses proposed agenda and agrees to the rough draft. President Shaw asks everyone' assistance in order to finalize the agenda at the next meeting. Tish recommends the use of postcards for absent members proxies. Board agrees for Tish to obtain cost and report to everyone via email. Board reviews letter to be mailed to general membership regarding annual meeting. Several suggestions made to improve the letter. Charles Atkinson will make corrections and email final draft to board member for approval.

With there being no other business, a motion was made by Charles Atkinson and seconded by Dennis Ford to adjourn. Motion unanimously passed. Meeting adjourned at 8:45 pm.

**Executive Session:**

All Property Owner Association Members were dismissed and the board went into Executive Session at 8:52 pm. This session was held to discuss private matters, which could result in future potential legal actions by the board. The Executive Session adjourned at 9:14 pm by unanimous consent of all members.

Respectfully submitted,

Charles H Atkinson  
Secretary  
Bay Tree Lakes POA

Exhibit A  
**POA Board Meeting**  
**February 12, 2008**

Welcome-----John Shaw

Invocation-----Dennis Ford

Consent Agenda Items & Discussion

Minutes January 8, 2008

Treasurer's Report

Property Manager's Report

Clerk's Report

Old Business:

- 1.Trailer Parking Roy Dew
- 2.Paving project Dennis Ford
- 3.Other updates-----Board

New Business:

- 1. Budget 2008-----Charles Atkinson
- 2. Annual Membership Meeting-----Board
- 3. Geese control-----Board
- 4. Agenda for Annual Meeting-----Board

Executive Session:

Adjourn:

## Exhibit D

### Property Managers Report For January 2008

#### Clubhouse:

- Replaced garbage disposal for sink in the kitchen
- Replaced the water line (50') under the side deck, installed insulation (100'), and installed block and drain valves.

#### Cabana:

#### Playground:

#### Entrance gates:

- The out gate has had problem of not opening at times (locking up). This gate is a one of a kind, because of the configuration of the loops we specked out for installation. Have made some wiring changes that should correct this problem.

#### Trailer Storage:

- The grading and driveway is complete. Have contacted the fence contractor for the fence to be installed. This should be completed in about two weeks.

## Exhibit E

### Clerk's Report

February 8, 2008

#### Lots reported sold in January 2007

<u>Buyer</u>	<u>Home</u>	<u>Lot</u>	<u>Seller</u>
Allen Wells & Tanya Todd	Harrells, NC	83	East Bladen Land Co.
Brenda Warren	Harrells, NC	634	Charles Donaldson

A note was received from Michelle Lewis stating that they have agreed to join the lots and the papers are currently being prepared. This will reduce the outstanding dues by \$1,803.11.

**Dues**

The total amount outstanding January 31, 2008: \$42,096.09

The total credit balance January 31, 2008: \$3,208.00

**Note:**

In response to the question raised at the January meeting: Attorney Jim Hill files a request of lien if he does not receive a response to his letter in thirty days.