

## 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, March 11, 2008 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, George Starke and Mr. Terry Packer.

President John Shaw called the meeting to order at 7:03 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 at 7:04 pm.

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

Approval of February 2008 Meeting Minutes (Attached market Exhibit B)

Secretary Charles Atkinson presented the minutes for the prior month's meeting.

Approval of Financial Report (Attached marked Exhibit C)

Treasurer Charles Massey presented the February 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 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 Atkinson and seconded by Charles Massey to approve all reports as presented. The motion was unanimously approved.

### Old Business

#### **A. Trailer Storage Area**

Property Manager advises project has been completed. 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 form for each property owner to fill out prior to storing

any units in the storage area. The forms will be emailed to all board members as soon as it is completed. Mr. Packer and Mr. Wolfe agreed to do so.

## **B. ADT**

Charles Massey advises he has finally reached a settlement with ADT regarding the old gate system maintenance agreement. Agreement enclosed in Board meeting documents.

## **C. Security Committee:**

Mr. Brian Wolfe presented a proposed parking layout as well as a proposed form to verify who and what was to be stored in the new area. After the discussion with the board the security members agreed to several revisions as well as to have a meeting on Saturday March 22, 2008 at 8:30 am (in clubhouse) to finalize a management plan for the storage area. Items discussed were: traffic flow patterns, space identification, space size, parking space layout, space marking, and type of keys, key management, safety concerns, and security of the site. Mr. Roy Dew was authorized to purchase a lock and 50 non duplicating keys to be assigned to property owners using the facility. The committee will report recommendations concerning these issues at the next meeting. The Board wishes to have all issues finalized and the storage area in use before the General Membership meeting in April. The Board President Shaw expressed our appreciation to the security committee for their efforts with this project.

## **Capital Budget 2008**

Charles Atkinson presented hand outs to each board member for the proposed 2008 Capital Improvements Budget (formerly referred to as the 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 Capital Improvements Budget. President Shaw asks for a motion regarding the 2008 Capital Improvement Budget. Charles Atkinson makes a motion to approve the 2008 budget as presented to the board; motion was seconded by Dennis Ford and unanimously approved.

## **Bay Tree Calendar**

Charles Atkinson asks for the Board's assistance in keeping the calendar updated. He commends Mr. George Starke for his efforts in managing the calendar. Additionally states Mr. Starke request we send updates to the calendar to him with as much advance notice as possible. We currently have all known events, monthly board meetings, general membership meetings posted thru April of 2009. Mr. Starke requests all information regarding such updates to be forwarded in a timely manner. The Board agrees we should develop a better system to gather this data for the POA Calendar.

## **Computer System Update**

President Shaw advises the computer data transfer from old system to new system has taken too long, however; Everett will be here next Wednesday at 5:30 pm to complete the transfer.

## **Investment Update**

Charles Massey advises of the recent changes in our investment account as well as the status of our certificate of deposit. Informs us these changes are reflected in the monthly financials. The Board agrees with Mr. Massey's decisions regarding these changes.

## **Geese Control**

Mr. Roy Dew advises information regarding geese population and necessary paperwork for containing geese population is available on the internet according to USDA Wildlife Representative. Roy will meet with Wildlife Representative and report back to the board regarding what we can and cannot do as well as when it could be done.

## **Annual Membership Meeting**

President Shaw hands out a draft agenda for the upcoming Annual Membership Meeting scheduled for April 12, 2008. Board discusses proposed agenda and agrees to the rough draft. President Shaw asks everyone's assistance in order to finalize the agenda at the next meeting. Tish advises letters and proxy cards were mailed to all property owners and have already received some proxies from members.

### Draft Proposal

## **POA ANNUAL MEETING A G E N D A April 12, 2008**

|                                |                  |
|--------------------------------|------------------|
| Welcome                        | John Shaw        |
| Invocation                     |                  |
| Minutes for April 2007 Meeting | Charles Atkinson |
| Financial Report               | Charles Massey   |
| President's Report             | John Shaw        |
| Old Business                   |                  |
| • Paving Project Update        | Dennis Ford      |
| • Geese Population             | Roy Dew          |
| • Trailer Storage Area         | Brian Wolfe      |
| New Business                   |                  |

- Website Changes and Updates
- Bladen County's New Leash Law.
- Star Telephone new fiber optic offerings.
- Nominations for two Board of Director's vacancies (John Shaw & Charles Massey terms expire) for 2008-2010
  - Nominee 1
  - Nominee 2
  - Nominee 3
  - Nominee 4
- Motion for nominations to be closed
- Membership votes for two of the nominees
- Election results announced.

### **Contractor Card Refund Request**

President Shaw reminds the board of a property owner's request for a refund for contractor cards. He reminds everyone of the February 18, 2008 email forwarded to each board member concerning the request. He advises the property owner purchased five cards at \$50.00 each for her contractor, the property owner had made numerous attempts to retrieve these cards from her contractor and the contractor advises he has no idea where these cards are. The property owner request a \$250 refund from the POA since the old cards have been deactivated when the new gate system was installed. Charles Atkinson stated we posted a notice on the POA website regarding old gate card refunds. This notice was posted for approximately 90 to 120+ days prior to the end of the year, clearly stating NO refunds after December 31, 2007. The property owner waited **49** days after the deadline to request a refund. Other board members reminded Charles that the policy for a refund is to return the card(s) for a refund and the property owner does not have the cards for a refund, therefore; there should be NO refund. Charles Atkinson made a motion to deny the property owner's request for a refund; Charles Massey seconded the motion, the motion passed unanimously.

### **Firearms Discharge**

Charles Atkinson inquired as to the laws and or regulations regarding the discharge of a firearm within Bay Tree Lakes Property. He observed three young men discharging rifles in the area of the new development near the canal pond. These three young men stated they were "target practicing" and they had been shooting in the Bay Tree area all of their life. Charles stated he did not believe this was a safe thing to do in our community. Everyone agreed. Mr. Charles Massey volunteered to talk with the young man's parents and report back to the board.

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 8:47 pm.

**Executive Session:**

All Property Owner Association Members were dismissed and the board went into Executive Session at 8:50 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 9:30 pm by unanimous consent of all members.

Respectfully submitted,

Charles H Atkinson  
Secretary  
Bay Tree Lakes POA

**Exhibit C**

**Monthly Financial  
Summary**

|                                      | <b>2008</b>      |                  | <b>YTD</b>      | <b>YTD</b>    | <b>2008</b>     |
|--------------------------------------|------------------|------------------|-----------------|---------------|-----------------|
|                                      | <b>Jan</b>       | <b>Feb</b>       | <b>Total</b>    | <b>Budget</b> | <b>Monthly</b>  |
|                                      |                  |                  |                 |               | <b>Budget</b>   |
| <b>INCOME</b>                        |                  |                  |                 |               |                 |
| Dues                                 | \$33,203         | \$5,390          | \$38,593        |               | \$13,050        |
| Roads                                | \$13,374         | \$2,070          | \$15,444        |               | \$5,220         |
| Gate Access<br>(Cards/Stickers)      | \$140            | \$70             | \$210           |               | \$83            |
| Club House Rental                    | \$               | \$800            | \$800           |               | \$200           |
| Interest                             | \$               | \$               | \$              |               | \$              |
| Contractor Deposits<br>(gate access) | \$               | \$500            | \$500           |               | \$208           |
| Miscellaneous                        | \$20             | \$               | \$20            |               | \$50            |
| <b>Total Income</b>                  | <b>\$48,737</b>  | <b>\$8,830</b>   | <b>\$55,587</b> |               | <b>\$18,812</b> |
| <b>EXPENSES</b>                      |                  |                  |                 |               |                 |
| Wages and Salaries                   | \$1,500          | \$1,000          | \$2,500         |               | \$1,417         |
| Building Repairs                     | \$1,220          | \$1,282          | \$2,502         |               | \$383           |
| Grounds Maintenance                  | \$               | \$               | \$              |               | \$792           |
| Utilities                            | \$459            | \$735            | \$1,194         |               | \$875           |
| Insurance                            | \$               | \$               | \$              |               | \$375           |
| Maintenance                          | \$144            | \$144            | \$288           |               | \$1,200         |
| Office                               | \$382            | \$460            | \$842           |               | \$417           |
| Member Events                        | \$               | \$               | \$              |               | \$350           |
| Taxes                                | \$               | \$               | \$              |               | \$167           |
| Refunds                              | \$               | \$               | \$              |               | \$200           |
| BTVFD Contributions                  | \$               | \$               | \$              |               | \$125           |
| Miscellaneous                        | \$636            | \$               | \$636           |               | <u>\$417</u>    |
| <b>Total Operating<br/>Expenses</b>  | <b>\$4,340</b>   | <b>\$3,621</b>   | <b>\$7,961</b>  |               | <b>\$6,717</b>  |
| Capital Project<br>Expenditures      | \$23,050         | \$141            | \$23,191        |               | \$3,333         |
| Other Projects                       | \$231            | \$               | \$231           |               | <u>\$263</u>    |
| <b>Total Expenses</b>                | <b>\$27,621</b>  | <b>\$3,762</b>   | <b>\$31,383</b> |               | <b>\$10,313</b> |
| Operating Profit/Loss                | \$42,397         | \$5,209          | \$47,606        |               | \$12,095        |
| Total Profit/Loss                    | \$19,116         | \$5,068          | \$24,184        |               | \$8,499         |
| Funds Transfer                       |                  | \$35,000         |                 |               |                 |
| Operating Cash                       | \$69,491         | \$39,559         | \$              |               |                 |
| Money Market                         | \$18,916         | \$54,028         | \$              |               |                 |
| Account                              |                  |                  |                 |               |                 |
| Investment Account                   | \$154,343        | \$149,580        | \$              |               |                 |
| Certificates of Deposit              | \$100,000        | \$102,490        | \$              |               |                 |
| <b>Total</b>                         | <b>\$342,750</b> | <b>\$345,657</b> | <b>\$</b>       |               |                 |

**Exhibit D**  
**Property Managers Report for March 2008**

Clubhouse:

- Heating unit for the west end had repairs
- Replaced flag

Cabana:

- Will be preparing the cabana to be opened in April.

Boat lift:

- Dredge work was done at the lift (canal to lake)

Entrance Gate:

- Still waiting on the completion of the gate house

Trailer Storage

- The construction of this project is complete and a lock has been installed to keep traffic out until policy and procedures are in place. The security team has a key so they can access the area.

New power line access.

- Had a ditch excavated at NC 41 where the new power line comes into the community

**Exhibit E**  
**Clerk's Report**

**March 11, 2008**

From the Clerk

**There were no lots reported sold in February**

**Dues:**

The total amount outstanding February 29, 2008 \$35,159.10

The total credit balance February 29, 2008:         \$3,766.00