

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 11, 2008. The following Board Members were present: John Shaw, Charles Massey, Charles Atkinson, and Roy Dew. Dennis Ford was absent. Others present were Tish Herrmann, POA Clerk and POA Members: Maurice Lane, Bob Latham, Brian Wolf and Terry Packer.

President John Shaw called the meeting to order at 7:08 pm at which time everyone was welcomed to the meeting. President Shaw expressed his appreciation for everyone's attendance.

President Shaw gave the invocation.

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

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

President Shaw presented the minutes for the prior month's meeting. There were no corrections.

Approval of Financial Report (Attached marked Exhibit C)

Charles Atkinson presented the prior month's financial report.

Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented the 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 Roy Dew to approve all reports as presented. The motion was unanimously approved.

OLD BUSINESS

A. Update on Accounting:

Treasurer Charles Atkinson advised that he has not had an opportunity to meet with Duncan Sessoms, but hopes to in the near future.

B. Road Update:

Roy Dew informed the road project is now completed. Bob Latham raised concern over the road shoulder on Egret Drive and requested it be revisited for additional backfill. After some discussion the board agreed to reconsider its standard of 1.5" for drainage. Roy Dew will obtain estimates for additional fill on the cul-de-sac streets.

C. Dredging Project:

The drainage improvements across from the cabana and the access canal to the boat lift on Horsepen Lake have been completed. The canal will be marked in the near future to ensure ease of access to and from Horsepen Lake..

D. Road Maintenance:

Roy Dew advised the drain pipes are being clogged with sand at several locations and erosion is a general problem at these open drains. Some improvements are needed at the drain ends to eliminate or reduce erosion. Roy Dew will explore alternatives and costs and report to the board via email in the near future so this matter and be addressed in the near term. There is also a need to refine responsibilities with the corporation on mowing of the road shoulders and drain maintenance.

E. Sound Ordinance:

The board considered a request for a stricter time-frame for construction in the community and learned that similar gated communities operate with the same restrictions we currently have in place. Contractors are not allowed into the community prior to 7:00 A.M. and only by special permission on Saturdays. The cost of construction could be severely impacted by more stringent restrictions.

NEW BUSINESS

A. Dues Changes:

The board considered a request for a reduction in dues for annual prepayment and determined the the loss of revenue and increased recordkeeping requirements make such a change undesirable. By mutual agreement no change will be made to current practices.

B. Complaint on Gate:

A property owner complained that he was receiving a lot of unwanted calls due to the fact his name appears first on the call box. Roy Dew attempted to make favorable changes to the system but found it did not allow a good solution. He managed to have the name of a non-residence property owner appear first as the best available solution.

C. Committees

Election Procedures – Chair Roger Wright

No report. President Shaw advised he will be in contact with Mr. Wright to move this agenda forward.

Architectural Committee

Brian Wolf presented an outline of his thoughts on the process needed to form a committee and develop a process for the function of this committee. It is clear that there is much work to be done. At this point, Mr. Wolf declined the board's request that he chair this committee; however, he agreed to continue to help with the start-up efforts.

As a part of this discussion it was observed by Roy Dew that we need to revise the contractors agreement to provide direction on the use/placement of Port-O-Johns. The board agreed this change should be made and Mr. Dew will develop language for same and submit it for review to the board shortly.

D. Member Concern:

Maurice Lane expressed serious concern for the low water level of Bay Tree Lake and requested the board do what it can to address this problem. After considerable discussion and observation by those present, it was agreed we will seek all possible assistance to examine and resolve if possible the problem with immediate contact with the Bladen Lakes Park Superintendent. We will see where we can go from there and pursue assistance where possible.

Executive Session:

All Property Owner Association Members were dismissed and the board went into Executive Session. This session was held to discuss private matters, which could result in future potential legal actions by the board. The Executive Session adjourned at 8:49 pm by unanimous consent of all members and the board continued it's meeting at the end of the executive session.

Board Meeting Resumes:

With there being no other business, a motion was made by Charles Atkinson to adjourn. Motion passed unanimously. Meeting adjourned at 8:50 pm.

Respectfully submitted,
Charles Massey
Vice President
Bay Tree Lakes POA

Bay Tree Lakes Property Owners Association
Exhibit C

Monthly Financial Summary
2008

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD Total Actual	YTD Budget	Variance	Monthly Budget	Average per month first 10 months
INCOME															
Dues	\$33,203.39	\$5,389.99	\$8,294.00	\$30,474.30	\$7,306.47	\$3,878.94	\$28,195.10	\$10,722.36	\$4,448.05	\$21,359.98	\$153,273	\$130,500	\$22,773	\$13,050	\$15,327.26
Roads	\$13,374.00	\$2,070.00	\$3,312.00	\$12,060.00	\$2,808.00	\$1,530.00	\$11,365.08	\$3,454.00	\$1,736.00	\$8,496.00	\$60,205	\$52,200	\$8,005	\$5,220	\$6,689.45
Gate Access (Cards/Stickers)	\$140.00	\$70.00	\$100.00	\$505.00	\$200.00	\$70.00	\$225.00	\$35.00	\$150.00	\$60.00	\$1,555	\$833	\$722	\$83	\$172.78
Club House Rental	\$-	\$800.00	\$200.00	\$200.00	\$200.00	\$800.00	\$-	\$880.00	\$400.00	\$-	\$3,480	\$2,000	\$1,480	\$200	\$386.67
Interest	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Key Deposits Trailer Storage	\$-	\$-	\$-	\$375.00	\$175.00	\$75.00	\$100.00	\$95.00	\$60.00	\$60.00	\$940	\$-	\$-	\$-	\$104.44
Contractor Deposits (gate access)	\$-	\$500.00	\$250.00	\$750.00	\$500.00	\$500.00	\$-	\$-	\$750.00	\$-	\$3,250	\$2,083	\$1,167	\$208	\$361.11
Miscellaneous	\$20.00	\$-	\$10.00	\$15.00	\$20.00	\$225.00	\$925.00	\$66.00	\$193.00	\$218.25	\$1,692	\$500	\$1,192	\$50	\$188.03
Total Income	\$46,737.39	\$8,829.99	\$12,166.00	\$44,379.30	\$11,209.47	\$7,078.94	\$40,810.18	\$15,252.36	\$7,737.05	\$30,194.23	\$224,395	\$188,117	\$36,278	\$18,812	\$24,932.77
% Of Total Income											99.73%				
EXPENSES															
Wages and Salaries	\$1,500.00	\$1,000.00	\$1,000.00	\$2,071.10	\$1,250.00	\$2,440.00	\$3,350.00	\$2,150.00	\$2,370.00	\$1,450.00	\$18,581	\$14,583	\$3,998	\$1,458	\$2,064.57
Building Repairs	\$1,220.00	\$1,282.00	\$-	\$229.98	\$-	\$110.04	\$2,453.16	\$857.31	\$2,744.15	\$450.00	\$9,347	\$3,833	\$5,513	\$383	\$1,038.52
Grounds Maintenance	\$-	\$-	\$245.00	\$1,496.15	\$5,564.13	\$675.00	\$3,570.00	\$390.00	\$425.00	\$1,651.52	\$14,017	\$7,917	\$6,100	\$792	\$1,557.42
Utilities	\$458.67	\$735.15	\$511.00	\$356.71	\$443.41	\$607.38	\$997.26	\$637.46	\$851.27	\$869.28	\$6,468	\$8,750	\$(2,282)	\$875	\$718.62
Insurance	\$-	\$-	\$-	\$-	\$4,087.64	\$-	\$750.00	\$-	\$-	\$-	\$4,838	\$3,750	\$1,088	\$375	\$537.52
Maintenance	\$144.00	\$144.00	\$444.00	\$229.00	\$194.00	\$234.00	\$651.54	\$244.00	\$-	\$156.17	\$2,441	\$12,000	\$(9,559)	\$1,200	\$271.19
Office	\$381.70	\$459.99	\$376.00	\$714.53	\$310.11	\$294.54	\$278.26	\$565.06	\$658.24	\$419.52	\$4,458	\$4,167	\$291	\$417	\$495.33
Legal and Professional Services (fees)	\$-	\$-	\$-	\$37.50	\$632.50	\$500.00	\$132.00	\$-	\$-	\$-	\$1,302	\$-	\$1,302	\$-	\$144.67
Member Events	\$-	\$-	\$-	\$-	\$-	\$-	\$318.82	\$1,000.00	\$1,800.00	\$-	\$3,119	\$3,000	\$119	\$300	\$346.54
Taxes	\$-	\$-	\$4,551.00	\$-	\$-	\$-	\$26.19	\$-	\$-	\$-	\$4,577	\$1,667	\$2,911	\$167	\$508.58
Refunds	\$-	\$-	\$-	\$-	\$-	\$-	\$400.00	\$200.00	\$-	\$200.00	\$800	\$2,083	\$(1,283)	\$208	\$88.89
BTVFD Contributions	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$1,500.00	\$1,500	\$1,250	\$250	\$125	\$166.67
Miscellaneous	\$636.00	\$-	\$624.00	\$-	\$150.00	\$58.49	\$462.00	\$-	\$250.00	\$-	\$2,180	\$4,167	\$(1,986)	\$417	\$242.28
Total Operating Expenses	\$4,340.37	\$3,621.14	\$7,751.00	\$5,134.97	\$12,631.79	\$4,919.45	\$13,389.23	\$6,043.83	\$9,098.66	\$6,696.49	\$73,627	\$67,167	\$6,460	\$6,717	\$8,180.77
Capital Project Expenditures	\$23,050.00	\$-	\$14,250.00	\$28.81	\$-	\$613.28	\$-	\$-	\$-	\$-	\$37,942	\$33,333	\$4,609	\$3,333	\$4,215.79
Other Projects	\$230.58	\$141.41	\$75.00	\$-	\$-	\$4,499.80	\$16.00	\$-	\$-	\$-	\$4,963	\$11,667	\$(6,704)	\$1,167	\$551.42
Total Expenses	\$27,620.95	\$3,762.55	\$22,076.00	\$5,163.78	\$12,631.79	\$10,032.53	\$13,405.23	\$6,043.83	\$9,098.66	\$6,696.49	\$116,532	\$112,167	\$4,365	\$11,217	\$12,947.98
Operating Profit/Loss	\$42,397.02	\$5,208.85	\$4,415.00	\$39,244.33	\$(1,422.32)	\$2,159.49	\$27,420.95	\$9,208.53	\$(1,361.61)	\$23,497.74	\$150,768	\$120,950	\$29,818	\$12,095	\$16,752.00
Total Profit/Loss	\$19,116.44	\$5,067.44	\$(9,910.00)	\$39,215.52	\$(1,422.32)	\$(2,953.59)	\$27,404.95	\$9,208.53	\$(1,361.61)	\$23,497.74	\$107,863	\$75,950	\$31,913	\$7,595	\$11,984.79
Funds Transfer	\$-	\$35,000.00	\$-	\$-	\$-	\$-	\$-	\$-	\$50,000.00	\$-					
Operating Cash	\$69,491.00	\$39,559.00	\$29,649.00	\$68,855.76	\$66,249.48	\$63,336.56	\$90,741.51	\$100,088.78	\$48,309.27	\$72,675.14					
Money Market Account	\$18,916.00	\$54,028.00	\$54,147.00	\$54,245.50	\$54,337.97	\$54,426.23	\$54,517.58	\$54,609.08	\$54,697.78	\$54,789.58					
Investment Account	\$154,343.00	\$149,580.00	\$150,767.00	\$157,992.98											
Certificates of Deposit	\$100,000.00	\$102,490.00	\$102,490.00	\$102,490.39											
Total	\$342,750.00	\$345,657.00	\$337,053.00	\$383,584.63	\$120,587.45	\$117,762.79	\$145,259.09	\$154,697.86	\$103,007.05	\$127,464.72					
First Citizens Bank Road Account Opened May 19, 2008															
Transferred from Investment Account					\$157,456.09										
Transferred from certificates of Deposit					\$102,490.39										
Received From Lake Creek Corporation					\$60,000.00										
Total					\$319,946.48	\$319,946.48	\$319,946.48								
Bad Check Charge for Corporation Contribution															\$(6.00)
Purchase Check Book and Checks															\$(74.69)
Wells Brothers Construction						1st Draw	\$(191,396.93)								
Balance of Construction Account at First Citizens							\$128,468.86	\$128,468.86							
Grand Total All Funds					\$440,533.93	\$437,709.27									\$365,000.00
															\$493,468.86
															\$(487,347.30)
Paid to Barnhill															\$6,121.56
Balance of First Citizens Account															\$(577.92)
Interest on Loan Paid															
Current Balance First Citizens Bank															\$5,543.64
Due Wells Brothers Construction 9-17-08															\$(89,636.66)
Final Draw on Loan 09-12-08															\$60,000.00
Transferred from Checking															\$50,000.00
Interest payment															\$(1,791.54)
Account Balance															\$24,115.44
Loan Payment															
Balance of First Citizens Account	10/31/2008														\$5,230.00
Payment November															\$18,885.44
Pay Down Principal															

Exhibit D

Property Managers Report October 2008

Clubhouse:

- A. Purchased new recumbent bike for the exercise room

Roads:

- A. All road construction work is complete per the scope of the project.
 - A. Shoulder along South Horsepen Rd, Oak Island rd, Spring Branch Rd, Quail Dr, and in front of the clubhouse.
 - B. Cleaned the ditch in front of the Cabana to the main canal to drain the water from in front of the cabana
 - C. Seeded with rye grass in front of the clubhouse, Quail Dr, and Horsepen Rd.

Horsepen Lake:

- A. The shallow area from the boatlift to access horsepen lake has been dredged. The area is 135ft.long, 50ft.wide. Markers need to be installed to identify the dredged channel.

Exhibit E

Clerk's Report October 2008

November 11, 2008
From the Clerk

No Lots reported sold October 2008

Dues:

Outstanding Balance October 31, 2008:	\$32,743.62
Credit Balance October 31, 2008:	1,011.78