

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, January 13, 2009. The following Board Members were present: John Shaw, Charles Massey, Dennis Ford, Charles Atkinson, and Roy Dew. Others present were Tish Herrmann, POA Clerk and POA Member George Starke.

President John Shaw called the meeting to order at 7:10 pm at which time everyone was welcomed to the meeting. President Shaw expressed his appreciation for everyone's attendance.

President Shaw requested for Charles Atkinson to give the invocation.

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

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

Dennis Ford 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. She informed the Board that Attorney Cliff Hester has not collected the POA dues from members selling lots that he has been closing. President John Shaw indicated that he would look into what the Property Owners Association's legal position should be on this issue and serious problem and report back 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 approve all reports as presented. The motion was unanimously approved.

OLD BUSINESS

A. Update on Accounting:

Treasurer Charles Atkinson indicated that he has not had the opportunity to work on this project but will report on the progress at the February 2009 meeting.

B. Exceptions to Covenants:

Charles Massey indicated that several property owners have mentioned the appearance of the community and that we needed to encourage property owners to rid their property of nuisances and unsightliness that detract from our community. Examples presented at the meeting were trash left in yards, construction debris that was not contained in a secure area and boats tied up to trees. The Board also wanted to ask property members to utilize the Boat/Trailer Storage Lot. We continue to see a lot of trailers and unauthorized vehicles parked in the community.

C. Club House Improvements:

The Board discussed the need to repair the sliding glass door at the Clubhouse, clean and maintain the floor in the clubhouse, update the exercise equipment, and consider other improvements. The Board will schedule a time to meet to discuss the 2009 budget and Capital Improvement Plan so we can budget and approve items for 2009 and beyond. Roy Dew was asked to obtain a quote for the repair of the doors at the Clubhouse.

Roy Dew also discussed the bids that he received for the maintenance of the floor at the clubhouse. The bid from Major Clean Company for \$450.00 was the best bid and according to Roy Dew they did a very good job last time they were contracted to help the POA. John Shaw made a motion that we obtain the services of Major Clean to provide the maintenance for the floor and was seconded by Charles Atkinson. The motion was unanimously approved.

D. Recreation and Weight Room Improvements:

The repair of equipment in the exercise room was discussed. The treadmill can't be repaired based on the age of the equipment and the fact that it is very outdated. Charles Atkinson made a motion that we purchase a new treadmill with a cap of \$700.00 for the purchase. Dennis Ford seconded the motion. The motion was unanimously approved. Charles Massey also mentioned that there were some places in the bathroom that needed repair also.

E. Road Edges:

Roy Dew was asked to get a final and updated price to place fill dirt in the low areas on all of the cul-de-sac streets at the front of the community. This information will be

provided to the Board for their consideration on moving forward with this final phase of the road work.

NEW BUSINESS

A. Geese:

Tish Hermann reminded the Board that we needed to stay on top of the Geese population and need to prepare now for adding the nests and obtain the proper permits. President John Shaw indicated that he would apply now for the permits and contact Carey Horrell to assist us again with this project.

B. Annual Meeting:

The date of the annual meeting with discussed. The 2nd Saturday of April is during the Easter weekend. Board members were concerned that we might have problems obtaining a quorum and all agreed to move the annual meeting to the prior weekend and hold the meeting on April 4, 2009. George Starke was requested to place this date of the 2009 Annual POA Meeting on the website.

C: Committees:

Election Procedures – Chair Roger Wright:

No report.

Architectural Committee:

No report.

Executive Session:

All Property Owner Association Members were dismissed and the board went into Executive Session at 8:31 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 9:25 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 Massey and seconded by Roy Dew to adjourn. Motion unanimously passed. Meeting adjourned at 9:31 pm.

Respectfully submitted,
Dennis Ford
Secretary
Bay Tree Lakes POA

POA Board Meeting

Exhibit A

January 13, 2009

Welcome-----John Shaw
Invocation-----Charles Atkinson
Consent Agenda Items & Discussion
 Minutes December 9, 2008
 Treasurer's Report
 Property Manager's Report
 Clerk's Report

Old Business:

- Update On Accounting-----Charles Atkinson
- Exceptions to Covenants-----Charles Massey
- Club House Improvements-----Charles Massey
- Recreation and Weight Room Improvements-----John Shaw
- Road Edges-----Board

New Business:

- A. Annual Meeting-----John Shaw
2. Committees-----Board
 - A. Election Procedures Chair Roger Wright
 - B. Architectural Committee

Executive Session:

Adjourn:

Bay Tree Lakes Property Owners Association

Monthly Financial Summary
2008

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total Actual	YTD Budget	Variance	Monthly Budget	Average per month first 10 months
INCOME																	
Dues	\$33,203	\$5,390	\$8,294	\$30,474.30	\$7,306.47	\$3,878.94	\$28,195.10	\$10,722.36	\$4,448.05	\$21,359.98	\$6,015.78	\$4,737.91	\$164,026	\$156,600	\$7,426	\$13,050	\$16,402.63
Roads	\$13,374	\$2,070	\$3,312	\$12,060.00	\$2,808.00	\$1,530.00	\$11,365.08	\$3,454.00	\$1,736.00	\$8,496.00	\$2,268.00	\$1,944.00	\$64,417	\$62,640	\$1,777	\$5,220	\$7,157.45
Gate Access (Cards/Stickers)	\$140	\$70	\$100	\$505.00	\$200.00	\$70.00	\$225.00	\$35.00	\$150.00	\$60.00	\$85.00	\$180.00	\$1,820	\$1,000	\$820	\$83	\$202.22
Club House Rental	\$-	\$800	\$200	\$200.00	\$200.00	\$800.00	\$-	\$880.00	\$400.00	\$-	\$400.00	\$-	\$3,880	\$2,400	\$1,480	\$200	\$431.11
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	\$250	\$750.00	\$500.00	\$500.00	\$-	\$-	\$750.00	\$-	\$-	\$250.00	\$3,500	\$2,500	\$1,000	\$208	\$388.89
Miscellaneous	\$20	\$-	\$10	\$15.00	\$20.00	\$225.00	\$925.00	\$66.00	\$193.00	\$218.25	\$515.80	\$285.00	\$2,493	\$600	\$1,893	\$50	\$277.01
Total Income	\$46,737	\$8,830	\$12,166	\$44,379.30	\$11,209.47	\$7,078.94	\$40,810.18	\$15,252.36	\$7,737.05	\$30,194.23	\$9,284.58	\$7,396.91	\$241,076	\$225,740	\$15,336	\$18,812	\$26,786.27
% Of Total Income													107.15%				
EXPENSES																	
Wages and Salaries	\$1,500	\$1,000	\$1,000	\$2,071.10	\$1,250.00	\$2,440.00	\$3,350.00	\$2,150.00	\$2,370.00	\$1,450.00	\$1,250.00	\$1,250.00	\$21,081	\$17,500	\$3,581	\$1,458	\$2,342.34
Building Repairs	\$1,220	\$1,282	\$-	\$229.98	\$-	\$110.04	\$2,453.16	\$857.31	\$2,744.15	\$450.00	\$738.00	\$219.00	\$10,304	\$4,600	\$5,704	\$383	\$1,144.85
Grounds Maintenance	\$-	\$-	\$245	\$1,496.15	\$5,564.13	\$675.00	\$3,570.00	\$390.00	\$425.00	\$1,651.52	\$350.00	\$55.25	\$14,422	\$9,500	\$4,922	\$792	\$1,602.45
Utilities	\$459	\$735	\$511	\$356.71	\$443.41	\$607.38	\$997.26	\$637.46	\$851.27	\$869.28	\$648.30	\$734.96	\$7,851	\$10,500	\$(2,649)	\$875	\$872.32
Insurance	\$-	\$-	\$-	\$-	\$4,087.64	\$-	\$750.00	\$-	\$-	\$-	\$-	\$-	\$4,838	\$4,500	\$338	\$375	\$537.52
Maintenance	\$144	\$144	\$444	\$229.00	\$194.00	\$234.00	\$651.54	\$244.00	\$-	\$156.17	\$3,195.00	\$580.36	\$6,216	\$14,400	\$(8,184)	\$1,200	\$690.67
Office	\$382	\$460	\$376	\$714.53	\$310.11	\$294.54	\$278.26	\$565.06	\$658.24	\$419.52	\$466.87	\$214.40	\$5,139	\$5,000	\$139	\$417	\$571.02
Legal and Professional Services (fees)	\$-	\$-	\$-	\$37.50	\$632.50	\$500.00	\$132.00	\$-	\$-	\$-	\$363.76	\$-	\$1,666	\$-	\$1,666	\$-	\$185.08
Member Events	\$-	\$-	\$-	\$-	\$-	\$-	\$318.82	\$1,000.00	\$1,800.00	\$-	\$-	\$-	\$3,119	\$3,600	\$(481)	\$300	\$346.54
Taxes	\$-	\$-	\$4,551	\$-	\$-	\$-	\$26.19	\$-	\$-	\$-	\$-	\$26.57	\$4,604	\$2,000	\$2,604	\$167	\$511.53
Refunds	\$-	\$-	\$-	\$-	\$-	\$-	\$400.00	\$200.00	\$-	\$200.00	\$-	\$-	\$800	\$2,500	\$(1,700)	\$208	\$88.89
BTVFD Contributions	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$1,500.00	\$-	\$-	\$1,500	\$1,500	\$-	\$125	\$166.67
Miscellaneous	\$636	\$-	\$624	\$-	\$150.00	\$58.49	\$462.00	\$-	\$250.00	\$-	\$5.00	\$-	\$2,185	\$5,000	\$(2,815)	\$417	\$242.83
Total Operating Expenses	\$4,340	\$3,621	\$7,751	\$5,134.97	\$12,631.79	\$4,919.45	\$13,389.23	\$6,043.83	\$9,098.66	\$6,696.49	\$7,016.93	\$3,080.54	\$83,724	\$80,600	\$3,124	\$6,717	\$9,302.71
Capital Project Expenditures	\$23,050	\$-	\$14,250	\$28.81	\$-	\$613.28	\$-	\$-	\$-	\$-	\$31,081.40	\$-	\$69,023	\$40,000	\$29,023	\$3,333	\$7,669.28
Other Projects	\$231	\$141	\$75	\$-	\$-	\$4,499.80	\$16.00	\$-	\$-	\$-	\$-	\$-	\$4,963	\$14,000	\$(9,037)	\$1,167	\$551.42
Total Expenses	\$27,620.95	\$3,762.55	\$22,076	\$5,163.78	\$12,631.79	\$10,032.53	\$13,405.23	\$6,043.83	\$9,098.66	\$6,696.49	\$38,098.33	\$3,080.54	\$157,711	\$134,600	\$23,111	\$11,217	\$17,523.41
Operating Profit/Loss	\$42,397	\$5,209	\$4,415	\$39,244.33	\$(1,422.32)	\$2,159.49	\$27,420.95	\$9,208.53	\$(1,361.61)	\$23,497.74	\$2,267.65	\$4,316.37	\$157,352	\$145,140	\$12,212	\$12,095	\$17,483.56
Total Profit/Loss	\$19,116	\$5,067	\$(9,910)	\$39,215.52	\$(1,422.32)	\$(2,953.59)	\$27,404.95	\$9,208.53	\$(1,361.61)	\$23,497.74	\$(28,813.75)	\$4,316.37	\$83,366	\$91,140	\$(7,774)	\$7,595	\$9,262.86
Funds Transfer	\$-	\$35,000	\$-	\$-	\$-	\$-	\$-	\$-	\$50,000.00	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Operating Cash	\$69,491	\$39,559	\$29,649	\$68,855.76	\$66,249.48	\$63,336.56	\$90,741.51	\$100,088.78	\$48,309.27	\$72,675.14	\$43,861.39	\$48,177.76					
Money Market Account	\$18,916	\$54,028	\$54,147	\$54,245.50	\$54,337.97	\$54,426.23	\$54,517.58	\$54,609.08	\$54,697.78	\$54,789.58	\$54,868.83	\$54,928.48					
Investment Account	\$154,343	\$149,580	\$150,767	\$157,992.98	Transferred	Account closed	Account closed	Account closed	Account closed	Account closed	Account closed	Account closed	\$-				
Certificates of Deposit	\$100,000	\$102,490	\$102,490	\$102,490.39	Transferred	Account closed	Account closed	Account closed	Account closed	Account closed	Account closed	Account closed	\$-				
Total	\$342,750	\$345,657	\$337,053	\$383,584.63	\$120,587.45	\$117,762.79	\$145,259.09	\$154,697.86	\$103,007.05	\$127,464.72	\$98,730.22	\$103,106.24					

Bay Tree Lakes Property Owners Association

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				<u>\$60,000.00</u>			
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			<u>1st Draw</u>	<u>\$(191,396.93)</u>			
Balance of Construction Account at First Citizens				\$128,468.86		\$128,468.86	
Grand Total All Funds				\$440,533.93	\$437,709.27	\$437,709.27	
			Draw for Roads				\$128,468.86
							<u>\$365,000.00</u>
							\$493,468.86
							<u>\$(487,347.30)</u>
Paid to Barnhill							\$6,121.56
Balance of First Citizens Account							<u>\$(577.92)</u>
Interest on Loan Paid							\$5,543.64
Current Balance First Citizens Bank							
Due Wells Brothers Construction 9-17-08							\$(89,636.66)
Final Draw on Loan 09-12-08							\$60,000.00
Transferred from Checking							\$60,000.00
Interest payment							<u>\$(1,791.54)</u>
Account Balance							\$24,115.44
Loan Payment							<u>\$5,230.00</u>
Balance of First Citizens Account	10/31/2008					\$18,885.44	\$18,885.44
Payment November							<u>\$5,230.00</u>
Pay Down Principal	November					\$25,000.00	
Balance of First Citizens Account	11/30/2008					\$13,655.44	\$13,655.44
Payment December							<u>\$5,230.00</u>
Balance of First Citizens Account	12/31/2008						\$8,425.44
Payment January	1/15/2008						<u>\$5,230.00</u>
Balance of First Citizens Account	1/16/2008						\$3,195.44

Dec. Property Managers Report

Exhibit D

Clubhouse:

- A. Repaired Ice machine
- B. HVAC unit for the west end of the clubhouse was repaired (fan motor was bad)

Entrance and Exit Gates:

- 1. Southern Time performed preventive maintenance on the gates, Replaced belts, replaced drive pins, checked electrical connections, and Lubrication.

Dec. Clerk's Report

Exhibit E

January 13, 2009

Dues:

Outstanding Balance December 31, 2008: \$15,698.30
Credit Balance December 31, 2008: 1,058.85

First Quarter Billing:

Dues January 1, 2009 \$54,873.00
(435.5 lots)
Interest January 1, 2009 461.30

A copy of the POA Dues Collection Policy was sent to each property owner with their billing card January 2, 2009.

Lots Reported Sold December 2008:

<u>Buyer</u>	<u>Seller</u>	<u>Lot No.</u>	<u>Home</u>
Lake Bay East, LLC	Edward Proctor	269	Harrells, NC
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