

## 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 10, 2009. The following Board Members were present: John Shaw, Charles Massey, Dennis Ford, Charles Atkinson, and Roy Dew. The POA Clerk, Tish Herrmann was present along with POA Members George Starke, Jim Crayton, and John and Mary Jo Ciccarelli.

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

President Shaw requested for Roy Dew to give the invocation.

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

**Approval of February 2009 Meeting Minutes** (Attached market Exhibit B)

Dennis Ford presented the minutes for the prior month's meeting.

**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 for review.

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. Geese Management:**

Roy Dew reported to the board that the Geese had paired up and would soon be sitting on nests. John Shaw added that he had made arrangements for the addling of the eggs. Roy Dew advised that he received a call from his contact with the State of North Carolina. The costs to have the state come in and evaluate the community and for them to develop a strategy begins at \$2500.00. Roy Dew advised that the strategy that most communities adopt is to egg addle, prohibit the feeding of the geese by the community, the use of dogs to run the Geese, the hunting of the Geese, and the removal of the Geese. Roy Dew was asked to find out exactly what program that the State can offer since the board had previously received a mandate from the membership to address the Geese population.

**B. Water Level:**

Roy Dew did not have any new information to share of the Lake water level.

**C. Construction Barge:**

Dennis Ford spoke to the owner of the construction barge. The owner was in Knoxville, Tennessee building a new Holiday Inn Express and will not be returning to the Bay Tree Community until the first week of April. He will come to the community at that time to remove the barge.

**D. Update on Accounting:**

Charles Atkinson did not have any new information to share. Charles stated that when the expert comes to the community to assist with the file transition that he would contact the board members in case they wanted to come to the office to provide input.

**E. Annual Meeting:**

Dennis Ford advised that the 2009 Annual Meeting letter had been sent to all homeowners during the month of March. Tish Herrmann advised that the board has received 48 proxies as of this date. Dennis Ford agreed to assist with the Power Point Presentation at the annual meeting and requested the board members to send the important items when possible so he could begin working on the presentation.

**NEW BUSINESS**

**A. Budget 2010:**

The Board of Directors met at the Clubhouse for a planning session on March 10, 2009 from 5:00 PM until 6:45 PM. The purpose of this meeting was to finalize the budget for Bay Tree Lakes for year 2010 and to amend and update the Capital Improvement Budget. During the monthly meeting, Charles Atkinson made a motion that the board approve the 2009 Budget and the Capital Improvement Budget

with the corrections made during the planning session. The Board also added a sentence to the Bay Tree Lakes Property Owner's Association Dues Collection Policy. This sentence makes the author of a check that is returned for any reason responsible for an additional \$25.00 fee payable to the homeowners association. The motion was seconded by Roy Dew and then was unanimously approved by the Board.

#### **B. Architectural Comments:**

President John Shaw requested comments regarding the Architectural draft provided by Brian Wolf and George Starke. Dennis Ford noted that the first draft was very long and contained some very important material and also contained a lot of material that was not applicable to our community. Charles Atkinson also agreed that this large document should go to committee so that research could be conducted and an updated draft prepared by the committee for the board to review. Dennis Ford requested that President John Shaw appoint a committee to review the document and report back to the Board when finished. President John Shaw received commitments from the following members to assist with the committee:

- George Starke
- Jim Crayton
- John Hemmingway
- Brian Wolf

#### **C. Community Clean Up:**

Dennis Ford reported that Terry and Janet Packer called to offer that they would be willing to coordinate the community clean up for the Memorial Day weekend. The board set May 23, 2009 for the day to have the clean up. Terry Packer advised that he and Janet were planning – with the help of volunteers – a sausage and pancake breakfast before the clean up with the actual clean up to follow. John Shaw also added that the Men's Group still had some funds available and offered the money to assist with the breakfast and project. More information will follow during the Annual Meeting.

#### **D. Agenda for Annual Meeting:**

John Shaw stated that he was working on the draft for the agenda for the 2009 Annual Meeting. He also said that he would send the proposed agenda to board members in a week for our review.

#### **E. Dog Problems:**

John and Mary Jo Ciccarelli came to the board meeting to discuss a complaint about the dogs that live beside them. The yard is fenced in and has a gate that is held together with a bungee cord. The dogs recently got out and aggressively cornered a jogger. This incident was reported to the Board of Directors and the board followed the policy and sent the first warning letter to the homeowner. The Ciccarelli's advised that the dogs regularly get out of the fenced in area by leaning on the gate forcing the bungee cord to stretch. Once the dogs get out of the gate they can't get back inside the gate and that the owner is often away from the home for more than one day at a time. The Ciccarelli's reported that they had called the Bladen County Sheriff's Office because they were concerned about the gate they had been assured by the officer that he would talk to the owner about correcting the issue.

Roy Dew reported that he had tried to get a copy of the new county dog ordinance but had been unsuccessful. John Shaw asked the Ciccarelli's to obtain a copy of the new county ordinance since they had a law enforcement contact and to please forward a copy to the board.

The Ciccarelli's also stated that there were other dogs that were not leashed in the community. John Shaw advised that the board had taken action recently about two incidents and that the individual violations should be reported for documentation.

**F: Additional Business or Member Requests:**

Tish Herrmann wanted to know if the board had made a decision regarding the bulletin board at the entrance. Tish Herrmann was advised that the board allocated money in the planning session on today's date to erect a new bulletin board at the Club House.

Tish Herrmann also wanted to know if the board had received a complaint about a portable potty that was being used for construction at the Dilello's home that was on another property owner's property. The board has not received a complaint about this issue.

**Executive Session:**

There was no Executive Session held to discuss private matters, which could result in future potential legal actions by the board.

With there being no other business, a motion was made by Dennis Ford and seconded by Charles Massey to adjourn. Motion unanimously passed. Meeting adjourned at 8:00 pm.

Respectfully submitted,  
Dennis Ford  
Secretary  
Bay Tree Lakes POA

**POA Board Meeting  
March 10, 2009**

**Exhibit A**

Welcome-----John Shaw  
Invocation-----Charles Massey

Consent Agenda Items & Discussion  
Minutes February 10, 2009  
Treasurer's Report  
Property Manager's Report  
Clerk's Report

**Old Business:**

1. Geese Management----- Roy Dew
2. Water Level----- Roy Dew
3. Construction Barge----- Dennis Ford
4. Up on Accounting----- Charles Atkinson
5. Annual Meeting-----Dennis Ford & Tish Hermann

**New Business:**

1. Budget 2010-----Charles Atkinson
2. Architectural Comments-----Board
3. Community Clean Up-----Board
4. Agenda for Annual Meeting-----Board

**Executive Session:**

**Adjourn:**

**2009 FINANCIAL REPORT**

Exhibit C

**2009****435 billed lots 477 total lots****Jan****Feb****INCOME**

|  |                    |                    |
|--|--------------------|--------------------|
| Dues                                     | \$38,366.33        | \$6,367.12         |
| Roads                                    | \$15,458.00        | \$4,747.59         |
| Other Income                             | <b>\$862.50</b>    | <b>\$495.00</b>    |
| <i>Gate Vehicle Window Stickers</i>      | \$25.00            | \$-                |
| <i>Gate Plastic Cards</i>                | \$-                | \$95.00            |
| <i>Contractor Deposits (Gate Access)</i> | \$-                | \$-                |
| <i>Club House Cards</i>                  | \$-                | \$-                |
| <i>Key Deposits Trailer Storage</i>      | \$-                | \$-                |
| <i>Interest</i>                          | \$-                | \$-                |
| <i>Club House Rental</i>                 | \$500.00           | \$400.00           |
| <i>Contractor Deposits (gate access)</i> | \$-                | \$-                |
| <i>Mowing</i>                            | \$220.00           | \$-                |
| <i>Miscellaneous</i>                     | \$117.50           | \$-                |
| <b>TOTAL INCOME</b>                      | <b>\$54,686.83</b> | <b>\$11,609.71</b> |
| <i>NSF Returned Checks</i>               | \$126.00           | \$-                |
| <b>Net Total Income</b>                  | <b>\$54,560.83</b> | <b>\$11,609.71</b> |

**EXPENSES**

|   |                 |                   |
|---|-----------------|-------------------|
| <b><u>Wages and Salaries Total</u></b>              | <b>\$894.00</b> | <b>\$1,894.00</b> |
| <i>Property Manager</i>                             | \$750.00        | \$750.00          |
| <i>Clerk</i>  | \$-             | \$1,000.00        |
| <i>Clubhouse Cleaning</i>                           | \$144.00        | \$144.00          |
| <i>Cabana Cleaning</i>                              | \$-             | \$-               |
| <i>Guard Service</i>                                | \$-             | \$-               |
| <b><u>Building Repairs &amp; Supplies Total</u></b> | <b>\$617.15</b> | <b>\$663.13</b>   |
| <i>Cleaning supplies</i>                            |                 |                   |
| <i>Clubhouse</i>                                    | \$617.15        | \$663.13          |
| <i>Cabana</i>                                       | \$-             | \$-               |
| <b><u>Boat Lift and Boat Ramp Repairs Total</u></b> | <b>\$-</b>      | <b>\$-</b>        |
| <b><u>Grounds Maintenance Total</u></b>             | <b>\$590.82</b> | <b>\$-</b>        |
| <i>Play Ground Cleaning</i>                         | \$-             | \$-               |
| <i>Mowing</i>                                       | \$-             | \$-               |
| <i>Beach Maintenance</i>                            | \$-             | \$-               |
| <i>Trash Removal</i>                                | \$-             | \$-               |
| <i>Gate Maintenance</i>                             | \$430.82        | \$-               |
| <i>Animal Control (Geese &amp; Beaver,</i>          | \$160.00        | \$-               |
| <i>Other Maintenance</i>                            | \$-             | \$-               |

| <b>Utilities Total</b>                     | <b>\$506.33</b>    | <b>\$704.30</b>   |
|--|--------------------|-------------------|
| <b>Electricity</b>                         | \$506.33           | \$591.60          |
| <i>Clubhouse</i>                           | \$309.97           | \$398.00          |
| <i>Cabana</i>                              | \$12.36            | \$12.36           |
| <i>Entrance lighting</i>                   | \$133.63           | \$133.63          |
| <i>Boat lift</i>                           | \$38.01            | \$35.25           |
| <i>Play ground</i>                         | \$12.36            | \$12.36           |
| <b>Water And Sewer</b>                     | \$-                | \$112.70          |
| <i>Water</i>                               | \$-                | \$32.70           |
| <i>Sewer</i>                               | \$-                | \$80.00           |
| <i>Fire Alarm Monitoring</i>               | \$-                | \$-               |
|  | <b>Jan</b>         | <b>Feb</b>        |
| <b>Taxes and Insurance</b>                 | <b>\$4,340.00</b>  | <b>\$-</b>        |
| <i>Board of Directors Liability</i>        | \$-                | \$-               |
| <i>Clubhouse &amp; Cabana Homeowners</i>   | \$4,340.00         | \$-               |
| <i>Outside Shelters</i>                    | \$-                | \$-               |
| <i>Boat Lift</i>                           | \$-                | \$-               |
| <i>Trailer Storage Area</i>                | \$-                | \$-               |
| <i>Taxes</i>                               | \$-                | \$-               |
| <b>Office</b>                              | <b>\$292.32</b>    | <b>\$567.22</b>   |
| <i>Website</i>                             | \$20.00            | \$-               |
| <i>Telephone</i>                           | \$211.23           | \$221.72          |
| <i>Internet</i>                            | \$-                | \$-               |
| <i>Bank Charges &amp; Fees</i>             | \$-                | \$48.75           |
| <i>Postage</i>                             | \$-                | \$203.49          |
| <i>Online Banking</i>                      | \$8.95             | \$-               |
| <i>Quick Books Online</i>                  | \$24.95            | \$24.95           |
| <i>Office Supplies</i>                     | \$27.19            | \$68.31           |
| <b>Legal and Professional Services (fe</b> | <b>\$-</b>         | <b>\$-</b>        |
| <i>Attorney Fees</i>                       | \$-                | \$-               |
| <i>Accounting Fees</i>                     | \$-                | \$-               |
| <i>Engineering Fees</i>                    | \$-                | \$-               |
| <b>Other Expenses</b>                      | <b>\$400.00</b>    | <b>\$-</b>        |
| <i>Member Events</i>                       | \$-                | \$-               |
| <i>General Membership Meeting</i>          | \$-                | \$-               |
| <i>Fourth July Celebration</i>             | \$-                | \$-               |
| <i>Labor Day Pig Pickin</i>                | \$-                | \$-               |
| <i>Bay Tree Volunteer Fire Department</i>  | \$-                | \$-               |
| <i>Refunds</i>                             | \$400.00           | \$-               |
| <i>Miscellaneous</i>                       | \$-                | \$-               |
| <b>Total Expenses</b>                      | <b>\$7,640.62</b>  | <b>\$3,828.65</b> |
| <b>Operating Profit/Loss</b>               | <b>\$46,920.21</b> | <b>\$7,781.06</b> |

**Property Managers Report For Febuary 2009 Exhibit D**

**Clubhouse:**

1. Removed old treadmills from the exercise room
2. Water line repaired under front porch
3. Replaced light bulbs and other routine items

**Canal:**

- A. Contacted All About Ponds (Rick) about delivery of the 50 grass carp that has been approved for purchase.
- B. Contacted the USDA Wildlife Service about the geese population

**Gate Entrance:**

- A. **After almost two years Lake Creek corp. has not completed the gatehouse**, where a certificate of occupancy can be issued by the county, Our generator that we purchased cannot be installed (**to operate the gates in an emergency**) until the building is completed. **Lake Creek corp. has been very negligent in there follow-up on completing this project**

**Recommendation:**

**To purchase lockable file cabinets to store gate files.**

**Clerk's Report**

**March 10, 2009**

**Exhibit E**

**Dues:**

Outstanding Balance February 28, 2009: \$22,757.91  
Credit Balance February 28, 2009: \$15,944.62

**Lots Reported Sold February 2009**

| <u>Buyer</u>    | <u>Lot No.</u> | <u>Home</u>       | <u>Seller</u>       |
|-----------------|----------------|-------------------|---------------------|
| Devane Builders | 222            | Elizabethtown, NC | East Bladen Land Co |
| Lacy Robeson    | 270            | Edison, NJ        | Lake Bay East, LLC  |