

**Monthly Board of Directors Meeting
December 8, 2009**

The Bay Tree Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday December 8, 2009. The following Board Members were present: Charles Massey, Clark Valentiner and Roy Dew. Others present were Steve Lewis, Property Manager, POA members George Starke, Junior Rideout and Mike Dilello.

Vice President Charles Massey called the meeting to order at 7:01 PM at which time everyone was welcomed to the meeting.

Roy Dew gave the invocation.

Vice President Massey distributed the agenda. (attached as Exhibit A)

Approval of the November 17, 2009 minutes (Attached as Exhibit B)

In the absence of Secretary Shaw, Charles Massey presented the minutes. There were no corrections.

Approval of Financial Report (Attached as Exhibit C)

Clark Valentiner presented the November financial report.

Property Manager's Report (Attached as Exhibit D)

Steve Lewis presented the monthly report.

Clerks Report (Attached as Exhibit E)

POA Clerk Tish Herrmann had previously distributed her report to the board via email.

Approval of Consent Items

In order to expedite the meeting, members reviewed all reports prior to the meeting. Vice President Massey asked for any comments or questions regarding any of the reports Treasurer Valentiner stated that we should be able to make another loan prepayment of \$10,000 before the end of the quarter.

Steve Lewis noted there is some question as to the location of the lighting at the storage lot. This will be resolved by discussion with the security consultant in the near future. He also noted he had conversation with parents of teenagers using the rec room and there have been no recent problems.

There being no other comments a motion was made by Roy Dew seconded by Clark Valentiner to approve the reports as presented. The motion was unanimously approved.

Business

1. Lake and Canal Committee Report

Although the committee has not met in the last month, readings are being taken regularly at all measuring points and the lake is up approximately eight (8) inches in the last month. This is consistent with the measured rainfall during this period. There is not evidence that the lake is losing any water presently.

2. Policies

a. Architectural Committee Review

George Starke advised the draft document has been delivered to the corporation and we are awaiting a response.

b. Bulletin Board

Steve Lewis reports he is looking at options and should have this resolved before the next meeting. He will confer with Roy Dew on this.

3. Buildings and Grounds Issues

a. Recreation Room Renovation Plan

Steve Lewis presented a proposal which was tabled until all board members were able to review same. Mike Dilello offered input on the matter and presented a drawing of the redesigned space following the meeting.

b. Christmas Decorations

The clubhouse lights are up and working thanks to Leon Kelly. The BTWA put up a nice Christmas tree. Steve Lewis noted the lights are on the gatehouse but are not yet working properly. He will have them working shortly.

4. Security Issues

The lights are functional at the storage facility. There was an improper entry issue addressed by the treasurer and property manager during the month. Generally, all is good in Bay Tree Lakes.

5. Other Issues

Board members were reminded of the January 9th financial planning meeting.

Executive Session:

The board reviewed the status of overdue member dues payments.

Adjourn:

With there being no other business, a motion was made by Roy Dew seconded by Clark Valentiner that we adjourn. Adjournment was at 7:40 PM.

Respectfully submitted,
Charles Massey
Vice President
Bay Tree POA

Exhibit A
BAY TREE LAKES
PROPERTY OWNERS ASSOICATION
BOARD OF DIRECTORS MEETING
TUESDAY, December 08, 2009

Call to Order and Welcome

Charles Atkinson

Invocation

Roy Dew

Presentation of Consent Agenda Items:

- | | |
|---|------------------|
| 1. Prior meeting's minutes (November 17 , 2009) | John Shaw |
| 2. Treasurer's Report (Month of November 2009) | Clark Valentiner |
| 3. Property Manager's Report November | Steve Lewis |
| 4. Clerk's November Report | Tish Herrmann |

POA Member's Concerns

Business

- | | |
|---|----------------|
| 1. Lake and Canal Committee Report | Charles Massey |
| 2. Policies | |
| a. Architectural Committee Review (Discussion and Comments) | G. Starke |
| b. Bulletin Board (Status Report) | John Shaw |
| 3. Buildings and Grounds Issues | |
| a. Recreation Room Renovation Plan | Steve Lewis |
| b. Christmas Decorations (Gate House and Club House) | |
| 4. Security Issues | |
| a. Status of security measures for storage area | Steve Lewis |

5. Other Issues

Executive Session:

Immediately following board meeting to discuss personnel issues and potential legal issues

6. Adjournment

Exhibit C
Bay Tree Lakes Property Owners Association
Profit & Loss
November 2009

	<u>Total</u>
Income	
Non-Profit Income	
Dues	13,079.07
Gate Access	70.00
Misc. Income	62.10
Mowing Income	140.00
Roads	<u>5,136.00</u>
Total Non-Profit Income	<u>18,487.17</u>
Total Income	\$18,487.17
Expenses	
Building cleaning	675.00
Card Refund	1,400.00
Cost of Labor	
Clerk	500.00
Property Manager	<u>975.00</u>
Total Cost of Labor	1,475.00
Funds transfer	5,230.00
Grounds	
Mowing & cleaning	1,750.00
Trash removal	<u>80.00</u>
Total Grounds	1,830.00
Member Event	95.78
Office Expenses	
Bank Charges	35.90
Postage	356.37
Quick Books Online	49.90
Stationery & Printing	53.17
Supplies	173.84
Telephone/Internet	219.31
Web site	<u>100.00</u>
Total Office Expenses	988.49
Repair & Maintenance	
Cabana	9.56
Clubhouse	<u>25.39</u>
Total Repair & Maintenance	34.95
Road Repair & Maintenance	1,871.22
Trailer storage facility	1,491.61
Utilities	
Electricity	397.42
Water/Sewer	<u>236.13</u>
Total Utilities	633.55
Total Expenses	\$15,725.60

Net Operating Income	\$2,761.57
Other Expenses	
Penalties & Settlements	<u>118.92</u>
Total Other Expenses	<u>\$118.92</u>
Net Other Income	<u>\$-118.92</u>
Net Income	<u>\$2,642.65</u>

Exhibit D
PROPERTY MANAGERS REPORT
DECEMBER 2009

TRAILER LOT

1. LIGHTS ARE INSTALLED ,INSPECTED AND WORKING.

CLUB HOUSE

1. HANDICAP SIGN IS IN PLACE
2. PROPOSED PLAN FOR RECREATION/WORKOUT ROOM SENT OUT BY E-MAIL.
3. NO RECENT COMPLAINTS ABOUT ALCOHOL AND SMOKING IN RECREATION AREA.

LOTS

1. LOTS ARE MOWED .
2. MESSAGE GIVEN TO LAKE CREEK CORP. ABOUT THE NEED TO MOW THE LOTS THEY OWN, NO ANSWER AS OF TODAY.

LAKE LEVELS

1. CONTINUE TO BE MONITORED.
2. BAYTREE LAKE IS UP 1 INCH THIS WEEK.

INFORMATION BOARD

1. PRICES ARE BEING COMPARED IN ORDER TO PURCHASE NEW WEATHER RESISTANT INFORMATION BOARD.

Exhibit E
Clerk's Report
December 10, 2009

Outstanding Balance November 30, 2009 \$25,530.67

Credit Balance October 31, 2009 \$583.67

No Lots sold November, 2009