



# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting April 13, 2010**

The Bay Tree Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday April 13, 2010. The following Board Members were present: Charles Atkinson, Clark Wooten, Clark Valentiner, Junior Rideout, and Dennis Ford. Others present were Tish Herrmann, POA Clerk and POA members, John Shaw, Charles Massey, Hank Howell, Mike Smith, Scott Smith, Michael Dilello, and Angela Smith.

President Charles Atkinson called the meeting to order at 7:00 pm at which time everyone was welcomed to the meeting. President Atkinson expressed his appreciation for everyone's attendance. President Atkinson welcomed the new board members and advised everyone that all of the board's work will be done in full view of the membership (All work done in the sunlight) and that every email disseminated should be copied to all board members so each member is involved in the day to day operation of the board. President Atkinson noted the new board assignments:

President	Charles Atkinson
Vice President	Clark Wooten
Treasurer	Clark Valentiner
Secretary	Dennis Ford
At Large	Junior Rideout

Clark Valentiner gave the invocation.

President Atkinson distributed the agenda. (Attached as Exhibit A)

**Approval of March 9, 2010 minutes** (Attached as Exhibit B)

Dennis Ford presented the minutes.

**Approval of Financial Report** (Attached as Exhibit C)

Clark Valentiner presented the March financial report. Clark advised that the balance on the road loan was \$287,030.68 as of the new payment on April 16, 2010. There was also one correction in the minutes for March. The minutes in the financials said "January financial report" and are corrected to show "February financial report".

### **Property Manager's Report** (Attached as Exhibit D)

Roy Dew was not present at the meeting but he previously sent the monthly report for board members to review. The report was presented by Clark Valentiner. Clark also presented (add on not on the report) a recent bid for spraying weed control along all of the paved sides of the road including the walk. The bid was received from Danny Lytch for \$1,376.00. Other bids will be coming in the near future for the board's consideration.

### **Clerks Report** (Attached as Exhibit E)

Clerk Herrmann presented the monthly report.

### **Approval of Consent Items**

In order to expedite the meeting, members reviewed all reports prior to the meeting. President Atkinson asks for any comments or questions regarding any of the reports. There being no other comments a motion was made by Dennis Ford and seconded by Clark Valentiner to approve the reports as presented. The motion was unanimously approved.

### **POA Member's Concerns**

#### **New Business:**

#### **Lake and Canal Issues:**

Clark Wooten deferred to Charles Massey for the report on the water issues committee. Charles Massey presented information on a meeting that he had with Steven Jones, Jr. on April 13, 2010. It is the conclusion of Steven Jones that a couple of different reports support his conclusion that there is not correlation between low lake water levels and the bog areas. Steven Jones did agree to cap the pipe in the bog area and leave it capped until there is surface water in the bog again. He further advised that he did not hire an engineer for the canal project and suggested that there was no need for that expense. The board agreed to discuss the issue in more detail later in closed session. Items for discussion included a water monitoring well and other measuring devices to measure ground water, rain fall, and evaporation.

Roy Dew was not present at the meeting but Clark Valentiner advised that we did not have an update on the Horsepen lake lift and that the main canal lift was down for regular maintenance and that parts had been ordered. The grass carp noted in the agenda was also tabled until Roy Dew's return.

**Policies:**

George Stark was not present so the report from the architectural committee was tabled until the next board meeting. Charles Atkinson gave each board member and each signed a Confidentiality Agreement advising the board to not discuss or disclose information about the membership and to hold their trust of the board to the highest standard. Charles Atkinson also passed out to board members a number of policies to review so we could renew our commitment as board members to the membership.

**Building and Grounds Issues:**

Roy Dew was not present but Mike Dilello advised that he was working with Roy Dew on the recommendation to the board for the recreation room. Charles Atkinson asked Junior Rideout, Mike Dilello, and Roy Dew to continue to work on the recommendation. Charles Atkinson appointed Roy Dew as the Chair for the committee. The new bulletin board is in the process of completion. Charles Atkinson discussed issues with the water coming to the top of the road at the end of Bay Tree Drive. He noted that this could be the result of increased water in the canals and the drain grates being full of water to the top. Charles Atkinson suggested that we get Barnhill Construction to look at the water coming through the road surface and get their recommendation. Clark Wooten suggested that the board consider a monitoring well, continue to collect data from local weather stations, take consistent measurements of the lake and pursue automatic water collection methods. This item will be discussed in more detail in closed session when water study issues are addressed.

**Property Manager:**

Charles Atkinson asked Clark Wooten and Junior Rideout to prepare a job description for the assistant property manager and to report back to the full board.

**Review of Committees and Committee Members:**

The following list of committees and committee members was discussed.

Lake Study Committee

Clark Wooten – Chairman

Charles Massey

George Starke

Roy Dew

Maurice Lane

Junior Rideout

Mike Smith

Scott Smith

John Shaw

Architectural Study Committee:

George Starke – Co-Chairman

Jim Crayton – Co-Chairman

Brian Wolf

John Hemmingway

Security and Safety Committee:

Dennis Ford – Chairman

Brian Wolf

Terry Packer

Roy Dew

4<sup>th</sup> of July Activities Committee:

Charles Atkinson – Chairman

Bob and Phyllis Latham (Parade and cooking) Co-Chair Persons

Hector Reyes (Fishing) Chair Person

Chris Pack (Fireworks) Chair person

Charles Atkinson (Flotilla) Chair Person

John and Pat Hemmingway

Architectural Review Committee:

Roger Wright

Hank Weber

Steve Jones

Vacancy

**Executive Session:**

There being no other business to come before the board, an executive session of the board of directors started at 8:23 PM. The executive session discussed confidentiality issue regarding overdue dues and road assessments along with lake and canal water issues. The executive session ended at 9:45 PM.

**Adjourn:**

With there being no other business, motion was made by Dennis Ford to adjourn seconded by Charles Atkinson. The motion carried. President Atkinson adjourned the meeting at 9:46 PM.

Respectfully submitted,

Dennis Ford

Secretary

Bay Tree POA

**BAY TREE LAKES** **Exhibit A**  
**PROPERTY OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
TUESDAY, April 13, 2010

**Call to Order and Welcome**

Charles Atkinson  
Clark Valentiner  
Charles Atkinson

**Invocation**

Introduction and welcome of New Board Members:

Mr. Dennis Ford	Secretary
Mr. Clark Wooten	Vice President
Mr. Junior Rideout	Member At Large

**Presentation of Consent Agenda Items:**

- |  |                  |
|--|------------------|
| • Prior meeting's minutes (March 9, 2010)  | Dennis Ford      |
| • Treasurer's Report (Month of March 2010) | Clark Valentiner |
| • Property Manager's Report (March)        | Roy Dew          |
| • Clerk's Report (March)                   | Tish Herrmann    |

**POA Member's Concerns:**

**Business**

**1. Lake and Canal Issues**

- |   |              |
|---|--------------|
| 1. Report on status of BTL Water Issues and Corp's response   | Clark Wooten |
| 2. Discussion regarding monitoring equipment for automatic data collection and potential ground water monitoring well |              |
| 3. Report on lake level study and data collection   | Roy Dew      |
| 4. Boat lift status at Bay Tree Lake & Horsepen Lake  | Roy Dew      |
| 5. Grass carp for canals (approved 50, have added 25 )  | Roy Dew      |

**2. Policies**

- |   |                  |
|---|------------------|
| a. Architectural Committee Review (Committee Report)<br>Feed back from Lake Creek Corporation's latest comments | George Starke    |
| b. Review of policy regarding POA information sharing<br>See attached and signatures                            | Charles Atkinson |
| c. Review of all policies for new Board Members   | Charles Atkinson |

**3. Buildings and Grounds Issues**

- |                                   |                  |
|-----------------------------------|------------------|
| 1. Recreation Room Renovation     | Roy Dew          |
| 2. Status of a new Bulletin Board | Roy Dew          |
| 3. Road issues on Bay Tree Drive  | Charles Atkinson |

**4. Property Manager**

Discussion regarding hiring an assistant property manager

Charles Atkinson

**Executive Session:** Immediately following board meeting to discuss personnel issues and potential legal issues.

Discussion of potential avenues available to stop water from draining Bay Tree Lake, canals, and surrounding areas. How to determine if surrounding areas is considered wetlands. What are our options, when should we exercise a particular option?

**Adjournment**

**Exhibit C**  
**Bay Tree Lakes Property Owners Association**  
**Profit & Loss**  
**March 2010**

	<b>Total</b>
Income	
Non-Profit Income	
Club Card	5.00
Dues	3,639.69
Gate Access	320.00
Roads	1,440.00
Total Non-Profit Income	<b>5,404.69</b>
Total Income	<b>\$5,404.69</b>
Expenses	
Building cleaning	210.00
Building fire protection	75.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	602.25
Property Manager	1,100.00
Total Cost of Labor	<b>2,202.25</b>
Total Cost of Labor	<b>2,202.25</b>
Funds transfer	15,230.00
Gate	829.42
Grounds	
Trash removal	315.00
Total Grounds	<b>315.00</b>
Legal & Professional Fees	50.00
Office Expenses	
Bank Charges	17.95
Internet	71.45
Postage	164.16
Quick Books Online	49.90
Stationery & Printing	58.19
Telephone	148.62
Web site	60.00
Total Office Expenses	<b>570.27</b>
Repair & Maintenance	
Boat Lift	500.00
Cabana	51.40
Canals	120.09
Clubhouse	114.53
Total Repair & Maintenance	<b>786.02</b>
Road Repair & Maintenance	200.00
Trailer storage facility	191.82
Utilities	
Electricity	794.51
Water/Sewer	113.64
Total Utilities	<b>908.15</b>
 Total Expenses	 <b>\$21,567.93</b>
Net Operating Income	<b>\$ -16,163.24</b>
Net Income	<b>\$ -16,163.24</b>

**Property Managers Report for March 2010**

**Exhibit D**

**Clubhouse:**

- Replaced Flag and rope
- Relocated some of the Supplies to the storage bldg.
- Returned exercise equipment that was out for repair
- Setup clubhouse for annual meeting
- Floors were stripped and polished
- Willie cleaned the out side area
- Worked with Star Telephone to set up the fiber optic system

**Streets:**

- A. Willie edged along the walkway

**Trailer Storage area:**

- Trailers being stored in the area with no registration numbers.
- The electrical power is now on the storage building.

**Cabana:**

1. Water is on to the cabana for the summer

**Clerk's Report**

**Exhibit E**

April 13, 2010

**Dues:**

Outstanding Balance March 31, 2010: \$24,614.63

Credit Balance March 31, 2010: \$ 7,549.91

**Billing April 1, 2010**

Dues: \$54,747.00 (434.5 lots)

Interest: 734.51

Outstanding 24,614.83

Total \$80,096.34

**No lots were reported sold during March**