



# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting November 9, 2010**

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday November 9, 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 Roy Dew (Property Manager). The following POA members were also present: George Starke, Alfred Tyndall, Robert Walton, Hank Howell, and Mr. Cain.

President Charles Atkinson called the meeting to order at 7:01 pm at which time everyone was welcomed to the meeting. President Atkinson expressed his appreciation for everyone's attendance.

Dennis Ford gave the invocation.

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

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

There were no corrections.

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

Clark Valentiner presented the October financial report. The principal on the road loan \$253,676.94.

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

Roy Dew presented his report. He indicated that the treadmill was broken and would not incline or decline and was in a fixed position. The repair cost exceeded \$500. Dennis Ford recommended that we replace the equipment with a new treadmill once we receive an updated quote from the dealer. The Board agreed to vote by email and report the findings in the next meeting if a decision was made to proceed with the purchase.

Roy Dew also advised that he needed a printer. Charles Atkinson advised Roy to drop by his house and that he had a printer that he would donate for him to use for the gate house computer. Mike Smith advised that he also had one that he would donate if the printer that Charles donated did not work correctly.

### **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 asked 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 Comments & Concerns**

#### **Sod on the sides of the road at the Horsepen Bridge:**

Alfred Tyndall wanted to know if there was additional sod coming to place on the side of the road because there has been some recent erosion after rains. Roy Dew advised that there was no additional sod coming but that he recently seeded an area that began to wash away in an effort to hold the bank until the sod grows and spreads.

#### **Update on canals being tied together:**

Robert Walton wanted to know if the property owners had any input on what the Corporation was doing to join the canals. President Atkinson advised Robert that the canals were owned by the Corporation but that we are looking at our options. Alfred Tyndall advised that based on his experience as an engineer that the existing canal would drop at least eight inches and that this would cause problems for people with docks getting in and out of their boats.

#### **Canal and Lake Board at boat lift:**

Mike Smith advised that there used to be a board that went across the concrete dam at the boat lift that was designed to keep water from the lake from entering the canal and that this board had been removed. Mike Smith wanted to know if the dam at the end of the canal belonged to the property owners or to the Corporation. No one at the meeting knew the answer to that question.

#### **Report by George Starke on minutes:**

George Starke advised that minutes were posted on the community website with over four years of data already entered for property owners to view. He advised that he was working on year number five (2006 is missing). George Starke asked the board if we wanted the annual meeting meetings on the site also and it was agreed to include them as well.

#### **BTL Covenants question:**

Mike Smith wanted to know if the covenants that were initialed filed for 25 years were renewed in 1997 for a ten year term or if it was for another 25 year term. The board did not know the answer to the question and indicated that they would research and provide an answer. (After the board meeting George Starke sent an email to the board advising that he researched the covenants and found out that the renewal period was now ten years.)

**Business:**

**Lake and Canal Issues:**

Update on Consultants:

President Atkinson advised that the board had been in constant contact with our consultants in an effort to validate information and/or eliminate fictitious information. President Atkinson advised that the board continue to work on the water issues that the community wanted us to investigate.

**Reports:**

Report from Security Committee/Larceny:

No report.

Architectural Study Committee Update:

George Starke indicated that he stopped by to see Steven Jones but that he was not in so he sent him an email question. Stephen emailed back to say that he would contact George later in the week to talk. George advised the board that he submitted the draft one year ago to the corporation for their review.

Board adjourned the meeting at 7:36 PM and conducted an interview with Mr. Cain, a potential candidate for BTLPOA property manager. The executive session followed.

**Executive Session:**

Executive Session began at 8:40 and ended at 9:28 PM.

**Adjourn:**

With there being no other business, at 9:35 PM a motion was made by Clark Wooten to adjourn seconded by Charles Atkinson. The motion carried.

Respectfully submitted,  
Dennis Ford  
Secretary  
Bay Tree POA

## **Exhibit A**

### Bay Tree Lakes Property Owners Association Board of Directors Meeting

Agenda  
Tuesday, November 9, 2010

Call to Order and Welcome Charles Atkinson

Invocation Dennis Ford

Presentation of Consent Agenda Items:

- |  |                  |
|--|------------------|
| 1. Approval of Prior Meeting Minutes (October 12,2010)       | Dennis Ford      |
| 2. Approval of Prior Month's Financial Report (October 2010) | Clark Valentiner |
| 3. Property Manager's Report (October 2010)                  | Roy Dew          |
| 4. POA Clerk's Report (October 2010)                         | Tish Herrmann    |

POA Member Comments & Concerns: (Three minute time limit per member)

Business:

Lake and Canal Issues:

1. Update on Consultants

Charles Atkinson

Reports

1. Report from Security Committee
2. Architectural Study Committee

Brian Wolf  
George Starke

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

	<b>Total</b>
<b>Income</b>	
Non-Profit Income	
Dues	21,310.44
Gate Access	85.00
Mowing Income	280.00
Roads	8,388.00
Total Non-Profit Income	<u>30,063.44</u>
<b>Total Income</b>	<b>\$30,063.44</b>
<b>Expenses</b>	
Building cleaning	295.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	402.60
Property Manager	950.00
Total Cost of Labor	<u>1,852.60</u>
Total Cost of Labor	<b>1,852.60</b>
Funds transfer	5,230.00
Grounds	
Mowing & cleaning	1,500.00
Total Grounds	<u>1,500.00</u>
Office Expenses	
Bank Charges	8.95
Internet	71.33
Postage	11.08
Quick Books Online	24.95
Telephone	151.95
Web site	89.90
Total Office Expenses	<u>358.16</u>
Repair & Maintenance	
Boat Lift	400.00
Clubhouse	496.37
Total Repair & Maintenance	<u>896.37</u>
Utilities	
Electricity	540.91
Water/Sewer	158.98
Total Utilities	<u>699.89</u>
VFD Support	1,500.00
<b>Total Expenses</b>	<b>\$12,332.02</b>
<b>Net Operating Income</b>	<b>\$17,731.42</b>
<b>Net Income</b>	<b>\$17,731.42</b>

## Exhibit D

### Property Managers Report for October 2010

#### **Clubhouse:**

- The cable was replaced on the gym weight machine
- The treadmill belt will not raise or lower. Because the relay on the control board is broken. It appears the cover was stepped on. The belt speed works as it suppose to, but the incline feature will not work.
- Someone keeps moving three pieces of equipment over to the corner as if they do not want anyone to use them

#### **Cabana:**

- The cabana has been winterized to prevent the water lines from freezing.

#### **Gates:**

- Gate arm's were PM replacing belts, arm pins, lubricated, electronic controllers cleaned.

#### **Canal:**

- Sod has been installed at the bridge area to prevent erosion.

**Exhibit E  
Clerk's Report**

**November 9, 2010**

**Dues:**

Outstanding Balance October 31, 2010: \$51,195.61

Credit Balance October 31, 2010: \$432.92

**No Lots reported sold in October**

Buyer

Lot

Home

Seller

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