

# *Bay Tree Lakes*

## *Property Owners Association*

### **Monthly Board of Directors Meeting April 12, 2011**

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday April 12, 2011. The following Board Members were present: Clark Wooten, Clark Valentiner, Junior Rideout, Brenda Cherry and George Starke. Others present were Tish Herrmann (POA Clerk) and Roy Dew (Property Manager), Carl Cain (Assistant Property Manager). The following POA members were also present: Michael Dilello, Mick Robeson, Chris Cherry and Alfred Tyndall.

President Clark Wooten called the meeting to order at 6:58 pm at which time everyone was welcomed to the meeting.

Clark Valentiner gave the invocation.

Since this was the first meeting of the new POA Board, no agenda was available.

#### **Approval of March 2011 Meeting Minutes:**

No corrections were noted.

#### **Approval of Financial Report:**(attached as exhibit A)

Clark Valentiner reported we have \$126,061.95 in our three accounts.  
No corrections were noted.

#### **Approval of Property Managers Report:** (Attached as exhibit B)

No corrections were noted.

#### **Approval of Clerk's Report:** (attached as exhibit C)

No corrections were noted

A motion was made by Junior Rideout and seconded by Clark Valentiner to accept the reports as presented. The motion carried unanimously.

#### **Presidents Comments:**

President Clark Wooten commented that there may be a perception among the membership of lack of POA Board transparency. This feeling was evident in comments expressed during our Annual Meeting. Suggestions to overcome this feeling included the following:

1. Push back date for receiving Agenda items to the Tuesday before meeting to allow faster publication.
2. Require Committee reports to be submitted at the same time as above (brief synopsis).
3. Brenda Cherry suggested a survey be prepared and sent to the membership asking for likes and dislikes about business conducted by the Board.
4. Develop a database of membership emails to facilitate faster dissemination of important information, such as the Agenda for the next Board meeting.
5. George Starke will put Agenda for next meeting on web site as close to the date in item one as possible.
6. If the Board has to go into Executive Session, a general statement as to what was discussed will be included in the Monthly Meeting Minutes.

A motion was made and seconded to adopt the suggestions. The motion was unanimously approved.

### **Business:**

#### **Dues Collection:**

Clark Wooten suggested we investigate a lock box program for collection of POA dues. This program will allow direct deposit of dues into the POA account with confirmations from the bank to the Clerk. Clark will investigate and also look into possibility of adding the ability to pay dues by an individual members on-line banking service.

#### **POA Committees:**

As part of the effort to keep membership better informed, we will be asking the various committee chairmen to provide a brief summary of monthly accomplishments. Tish Herrmann will be the member charged with keeping and updating the various committees which, to date, include the following:

Playground Committee – Ms. Tonya Todd  
Swimming Pool Committee – Ms. Sonya Smith  
Certificate of Occupancy Committee – Mr. Mike Smith, Mr. Al Tyndall  
Water Study Committee – Mr. Charles Atkinson  
Security Committee – Mr. Brian Wolf  
Architecture Guidelines Committee – Mr. Al Tyndall

Tish will send each chairperson a monthly email asking them to send a progress report (if any) to her for inclusion in the next agenda.

### **July 4<sup>th</sup> Community Fireworks:**

Roy Dew reported that in order to continue our July 4<sup>th</sup> fireworks display, certain local and state requirements must be met. These include safety training, a demo of our process, four volunteers etc. Mr. David Campbell volunteered to lead a team to determine just what is needed to assure we can continue. A demo will be conducted on site for the Bladen Co. Fire Marshall. If he is satisfied, he will issue a positive report to Raleigh for final approval. If approved we must assure at least Mr Campbell is trained and certified to conduct the fireworks display. Additional members of the team include Mr. Chris Pack, Mr. Carl Cain, and possibly Mr. Dale Jernigan.

A motion was made and seconded to have Roy Dew continue the efforts to have a fireworks display in Bay Tree. Motion was unanimously approved.

Mr. Clark Valentiner will check to determine if additional insurance is required.

Tish Herrmann inquired as to the possibility of the POA Board approving the purchase of a TV for the Bay Tree Exercise Group. The group is expanding, making it harder for everyone to see the DVD exercise programs they use. Mr. Mike Dilello was asked to help Tish determine what equipment would be needed and report back to the Board.

Al Tyndall questioned what the POA Board is doing to collect outstanding dues. Our Clerk, Ms. Tish Herrmann, explained the process, including letters of outstanding dues notification, referral to our attorney, etc.

### **Gate Guards:**

Roy Dew reminded the Board we have to decide if we are going to continue to employ sheriff's deputies for the summer months. Being new to our community, Mr. Mick Robeson asked why we have had guards in the past. Roy Dew explained the functions of the guards. Mr. Clark Valentiner calculated it cost \$2.68 per property owner per month to maintain the deputies.

A motion was made and seconded to once again hire the deputies for the summer months. The motion was passed unanimously.

There being no other issues, the monthly meeting was adjourned at approximately 8:30PM to enter executive session.

### **Executive Session:**

The session began at 8:35PM to discuss financial issues only. Session ended at 9:00PM.

Respectfully Submitted,  
George Starke  
Secretary, Bay Tree POA

## Exhibit A

### Bay Tree Lakes Property Owners Association Profit & Loss March 2011

	<b>Total</b>
Income	
Non-Profit Income	
Contractor Code	250.00
Dues	6,078.48
Gate Access	125.00
Rental	600.00
Roads	2,462.00
Total Non-Profit Income	9,515.48
Total Income	\$9,515.48
Expenses	
Building fire protection	248.85
Cost of Labor	
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	350.90
Property Manager	943.00
Total Cost of Labor	1,793.90
Total Cost of Labor	1,793.90
Funds transfer	
Interest Paid	944.39
Principal Paid	14,285.61
Total Funds transfer	15,230.00
Gate	948.09
Grounds	
Mowing & cleaning	335.00
Total Grounds	335.00

	<b>Total</b>
Office Expenses	
Bank Charges	8.95
Equipment	468.04
Internet	71.59
Postage	214.78
Quick Books Online	24.95
Stationery & Printing	90.51
Supplies	103.52
Telephone	160.14
Web site	60.00
Total Office Expenses	1,202.48
Repair & Maintenance	
Clubhouse	382.20
Pest Control	85.00
Total Repair & Maintenance	467.20
Taxes Paid	18.00
Trailer storage facility	85.00
Utilities	
Electricity	521.16
Water/Sewer	111.63
Total Utilities	632.79
Total Expenses	\$20,961.31
Net Operating Income	\$ -11,445.83
Net Income	\$ -11,445.83

**Exhibit B**  
Property Managers Report for March 2011

**Clubhouse:**

1. Willie cleaned shrubbery and installed red chips (mulch) at the clubhouse.
2. Applied fertilizer to grass that was put at bridge area.
3. March 1<sup>st</sup> started training with Carl Cain.
4. The Cabana has been put back in service.

**Entrance Gate:**

1. The gates were switched over to the new 6.3 version on April 1<sup>st</sup> with no incidents.

**Exhibit C**  
Clerk's Report

April 12, 2011

Outstanding Dues March 31, 2011: \$20,281.42  
Credit Balance February 28, 2011: \$5,675.11

Billing April 1, 2011

433.5 Lots	\$54,621.00
Interest	633.14
Outstanding	<u>20,281.42</u>
Total Billed	\$75,535.56

Lot Changes:

The POA received amalgamation papers from Attorney Whitley Ward confirming the following amalgamation:

Carlton Beatty                      lots 162 and 163                      Dated March 31, 2011

This amalgamation reduces the total lots to 433.5.

**Lots Reported Sold March, 2011**

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
C Squared Enterprises, LLC	234	Clinton, NC	was Charles Donaldson's
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BB&T	933	Winston Salem, NC	foreclosure Jason Gruner
BB&T	250	Winston Salem, NC	foreclosure Paul Murphy