

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting June 14, 2011

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday June 14, 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 Carl Cain (Assistant Property Manager). The following POA members were also present: Eva Beaty, Carl Beaty, Chris Cherry, Michael Dilello, Alfred Tyndall, Jon Hosking, Nancy Brudvig, and Michelle Lewis.

President Clark Wooten called the meeting to order at 7:00 PM at which time everyone was welcomed to the meeting. President Wooten expressed his appreciation for everyone's attendance.

Clark Valentiner gave the invocation.

Secretary Starke distributed the agenda. (Attached as Exhibit A)

Approval of Previous Months minutes:

No changes were necessary. Report approved unanimously.

Approval of Financial Report: (Attached as Exhibit C)

Treasurer Valentiner reported the following:

BB&T Checking:	\$83,366.77
1st Citizens Checking:	\$15,690.00
1st Citizens Money Market:	\$55,401.69
Total Monies:	\$154,458.46

Road Loan Principal: \$190,558.35

Financial report approved unanimously.

Approval of Property Manager's Report: (Attached as Exhibit D)

Property Managers report approved unanimously.

Approval of Clerks Report: (Attached as Exhibit E)

Clerk's report approved unanimously.

Business:

Quarterly road loan payment:

After a brief discussion, the Board unanimously agreed to continue the \$40,000 quarterly payment to reduce the principal on our road loan. As of end of May 2011, our road loan principal was \$190,558.35.

Bay Tree Security:

Once again we seem to be having problems with unauthorized access to the community, mainly to fish in the canals. Property owners were active in confronting the non-residents and explaining our policy. Both instances were resolved without confrontation.

We also had the Game Warden accessing the canal system and checking for fishing licenses. The Board will check on the legality of access by the warden as well as if a fishing license is required in what we believe is private property.

We continue to experience young people partying at different locations in the community, creating unacceptable noise and trash.

Since some property owners continue to burn refuse on their property. Attached, as Exhibit F are the guidelines from the NC Division of Forest Resources concerning open burning.

Several reports were received concerning dogs allowed on the beach and pier. The Board believes this action is against the Animal Control Policy, but will review and discuss at our next meeting.

Independence Day Celebration:

Brenda Cherry, Chairwoman of the Independence Day Committee, reported the schedule of events is almost finalized. The celebration will take place Saturday, July 2nd. Events include:

Children's Fishing Tournament	Morning
Children's Parade	4:30 PM
Light Meal (hot dogs, chips, etc)	5:00 PM
Boat Flotilla Competition	8:00 PM
Make your own Sundaes	After completion of Flotilla

Final details will be made available on the Bulletin Board and Web Site when available.

A motion was made, seconded, and unanimously approved to commit \$750 to cover costs of the event.

Exercise Room Completion:

Mike Dilello presented information concerning equipment needed to complete the Exercise Room project. He suggested the purchase of floor mats should be our next priority, followed by a Smith Machine to replace the free weights, then an elliptical. He also referred to a document listing all equipment recommended with prices included. Carl Cain will check with Roy Dew to obtain a copy of the document and share with the Board at our next meeting.

Committee Reports and Issues:

No committee reports were made available for discussion.

Community Emergency Response Team (CERT):

Mike Sheppard gave a brief overview of the CERT program. This program prepares a community to care for themselves in the aftermath of a major disaster. He described the training requirements as well as grant money available to purchase equipment. A team should be composed of 15-20 individuals. Background Information is included as Exhibit G. If you are interested in volunteering, please contact Mr. Bob Latham at 910-588-4073. Additional information will be made available at the Independence Day celebration.

Tennis Court Backboard:

A backboard will allow an individual tennis player to practice without having to chase balls all over the court. Michelle Lewis presented two options for purchasing a Tennis Backboard. Since both options were in the \$3000 range, Mike Dilello suggested we look into something less costly, at least for now. The Board asked Carl Cain to investigate the cost and possibility of using exterior plywood or other less costly materials. Carl will report his results at our next meeting.

Additional Padding for Boat Lift:

Roy Dew is getting pricing.

Projector Vs TV for Exercise Group:

Junior Rideout is working on getting audio and video to work using the projector. He will investigate alternative solutions.

There being no additional business, the Board moved to executive session to discuss overdue property owner accounts. During the session, the Board voted to hire Mr. Morgan Mehler as the attorney for the Property Owners Association. The vote was unanimous.

The meeting was adjourned 9:15 PM

Respectfully Submitted,
George Starke
Secretary, Bay Tree POA

Exhibit A
Bay Tree Lakes Property Owners Association
Board of Directors Meeting

Agenda
Tuesday, June 14, 2011

Call to Order and Welcome Members & Guests	Clark Wooten
Invocation	Clark Valentiner
Presentation of Consent Agenda Items:	
• Approval of Prior Meeting Minutes (May 2011)	George Starke
• Approval of Prior Month's Financial Report (May 2011)	Clark Valentiner
• Property Manager's Report (May 2011)	Roy Dew
• POA Clerk's Report (May 2011)	Tish Herrmann

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

Business:

1. Quarterly interest payment for Roads	Clark Wooten
2. Bay Tree Security	Brian Wolf
3. July 4 th Celebration	Brenda Cherry
4. Exercise Room Completion	Mike Dilello

Committee Reports & Issues

1. Community Emergency Response Team	Bob Latham
2. Tennis Court backboard	Michele Lewis
3. Request for additional padding for boat lift	Roy Dew
4. Using projector vs TV for Exercise Group	Junior Rideout

Executive Session may be held immediately following monthly board meeting.

Exhibit C

Bay Tree Lakes Property Owners Association Profit & Loss

May 2011

	<u>Total</u>
Income	
Non-Profit Income	
Dues	7,160.80
Gate Access	95.00
Roads	<u>2,844.00</u>
Total Non-Profit Income	<u>10,099.80</u>
Total Income	\$10,099.80
Expenses	
Building cleaning	300.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Guard	140.00
Prop Mgr Mileage	402.60
Property Manager	<u>1,408.75</u>
Total Cost of Labor	<u>2,451.35</u>
Total Cost of Labor	2,451.35
Funds transfer	5,230.00
Gate	25.89
Grounds	
Mowing & cleaning	1,500.00
Trash removal	<u>75.00</u>
Total Grounds	1,575.00
Insurance	750.00
Member Event	103.18
Office Expenses	
Bank Charges	8.95
Internet	71.53
Postage	123.66
Quick Books Online	24.95
Telephone	147.95
Web site	<u>20.00</u>
Total Office Expenses	397.04
Repair & Maintenance	
Cabana	937.01
Clubhouse	549.46

Pest Control	7.12
Playground	<u>15.75</u>
Total Repair & Maintenance	1,509.34
Taxes & Licenses	120.00
Trailer storage facility	79.00
Utilities	
Electricity	430.08
Water/Sewer	<u>120.11</u>
Total Utilities	<u>550.19</u>
Total Expenses	<u>\$13,090.99</u>
Net Operating Income	<u>\$-2,991.19</u>
Net Income	<u>\$-2,991.19</u>

Exhibit D
Property Managers Report for May 2011

Roy Dew/Carl Cain

Clubhouse:

- Pool table has been removed
- Floor cleaned and refinished
- Replaced water cooler at the cabana

Playground:

- The grill that got missing last fall is back at the playground.
- The person that was depositing their household trash in the trash containers at the playground has started doing this again.

Canal:

- The boatlift was PM (semi-annul maintenance)
- Signs were purchased for the canals and Horsepen areas

Entrance gate:

- The speed humps have been repainted yellow with reflective beads mixed into paint..

- The deputies started working Sat., Sun., and Holidays.

Mowing:

- Mowing has been completed for this period, another survey will start on June 17th.

Geese control:

- The egg addling is complete there was 33 eggs addled and 5 nest located and hatched eggs.

Exhibit E

Clerk's Report
June 14, 2011

Outstanding Dues: May 31, 2011: \$20,474.66

Credit Balance: May 31, 2011: \$4,178.33

Lots Reported Sold May 2011

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Chester & Kathleen Bojanowski	339	Ocean Isle Beach, NC	Lake Creek Corp NEW LOT
Steve Tatum	PHIV41&42.5	Elizabethtown, NC	Lake Creek Corp
Steve Tatum	PHIV 1	Elizabethtown, NC	Lake Creek Corp
Steve Tatum	PHIV 2	Elizabethtown, NC	Lake Creek Corp NEW LOT

These two new lots bring the total billed lots to 435 1/2

Exhibit F
Division of Forest Resources

Online Burning Permit System

You can be fined up to \$10,000 for illegal open burning in N.C.

Smoke from open burning can cause serious health problems and pollute the air. That's why the state regulates open burning. Only leaves, branches or other plant growth can be burned.

It's illegal to burn:

- Garbage, paper and cardboard
- Tires and other rubber products
- Building materials, including lumber Wire, plastics and synthetic materials
- Asphalt shingles and heavy oils
- Paints, household and agricultural chemicals

Homeowners can burn yard trimmings (excluding logs and stumps) if allowable under local ordinances, no public pickup is available, and it doesn't cause a public nuisance. Other allowable burning includes campfires, outdoor barbeques, and bonfires for festive occasions. Landowners can also open burn vegetation to clear land or rights-of-way, provided that:

- Prevailing winds are away from built up areas and roads.
- Fires are at least 1,000 feet away from occupied buildings.
- Burning is done between 8 a.m. and 6 p.m.

Remember, burn permits issued by the NC Division of Forest Resources or any local government do not excuse a person from following these rules. For more information, contact your [Air Quality Regional Supervisor](#) or [County Forest Ranger](#).

EXTERNAL LINKS

- [North Carolina Administrative Code: Section on Open Burning](#) (PDF)

Exhibit G

What is CERT, and Why Is There a Need?

Each year, many North Carolina communities are rocked by severe weather such as hurricanes, tornadoes, floods or flash floods, winter storms or "man made" disasters.

The damage caused by such disasters affects everyone. Disasters:

- Can severely restrict and overwhelm emergency response resources, communications, transportation and utilities; and
- Can leave individuals and neighborhoods cut off from outside emergency support.

What If This Happened to You?

Community Emergency Response Teams (CERT) are trained to take care of themselves and then help others in their communities for the first three days following a disaster. This is when debris-clogged or damaged roads, disrupted communications or a high volume of calls may prevent access by emergency response personnel. The training covers basic skills that are important to know in a disaster when emergency services are not available. With training and practice and by working as a team, you will be able to do the greatest good for the greatest number of people after a disaster, while protecting yourself from becoming a victim.

What Does the Course Involve?

The Community Emergency Response Team course consists of 21 hours of hands-on training. Classes are taught by emergency responders, including firefighters, emergency medical and law enforcement personnel, from your community.

The course agenda includes:

Unit 1 EMERGENCY PREPAREDNESS Introduction to disasters, impact of disasters on infrastructures, the role of CERTs in disaster response.

Unit 2 FIRE SAFETY

Identifying and reducing potential fire hazards, basic fire suppression strategy, resources and techniques.

Unit 3 EMERGENCY MEDICAL
OPERATIONS, PART 1

Treatment strategies for life-threatening conditions and principles of triage.

Unit 4 EMERGENCY MEDICAL
OPERATIONS, PART 2

Head-to-toe assessments, treatment for various injuries

Unit 5 LIGHT SEARCH AND RESCUE OPERATIONS

Techniques for size-up and search, lifting, cribbing and removing victims, rescuer safety

Unit 6 CERT ORGANIZATION

Team organization, decision-making, documentation

Unit 7 DISASTER PSYCHOLOGY

Team well-being, working with survivors' trauma

Unit 8 TERRORISM AND CERT

Terrorist targets and weapons, preparing home and work

The Objectives of the Course

Upon completion of the CERT training, the participants will be able to:

1. Describe the types of hazards most likely to affect their homes and communities.
2. Describe the function of CERT and their roles in immediate response.
3. Take steps to prepare themselves for a disaster.
4. Identify and reduce potential fire hazards in their homes and workplaces.
5. Work as a team to apply basic fire suppression strategies, resources, and safety measures to extinguish a burning liquid.
6. Apply techniques for opening airways, controlling bleeding, and treating shock.
7. Conduct triage under simulated conditions.
8. Perform head-to-toe assessments.

9. Select and set up a treatment area.
10. Employ basic treatments for various wounds.
11. Identify planning and size-up requirements for potential search and rescue situations.
12. Describe the most common techniques for a structure.
13. Use safe techniques for debris removal and victim extrication.
14. Describe ways to protect rescuers during search and rescue.
15. Define terrorism and identify CERT procedures during an incident.

The target audiences for this course are private citizens, businesses and schools that want the skills and knowledge required to prepare for and respond to a disaster.

How Do You Get Involved?

First, recruit 15-25 interested people from your community, neighborhood, school or business. Some "natural" groups to approach and recruit are:

Community Groups — Homeowners' associations, neighborhood watch groups, religious groups and similar organizations geographically distributed within the local area.

Business and Industry - Possible locations include office buildings, hotels, industrial complexes, nursing/rest homes.

Schools - PTSA organizations and faculty groups.

Local Government - Local government employees who are trained in CERT procedures can help local government agencies continue to provide needed services to citizens during an emergency.

Second, explain what CERT is, how important it is to the safety of your neighborhood and community, and that it is an on-going, long-term commitment. It is living a prepared lifestyle.

Third, call your local emergency management office to request your classes and obtain information on books and equipment. Or you can call the NC Division of Emergency Management for additional information at 919-733-2500.

If you are interested in volunteering for this team, please contact Mr. Bob Latham at 910-588-4073