

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting October 11, 2011

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday October 11, 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), Roy Dew (Property Manager), and Carl Cain (Assistant Property Manager). The following POA members were also present: Mike Smith, Henry Cashwell, Chris Cherry, Debbi Kettle, Al Tyndall, and Mike Dilello.

President 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. He also welcomed Ms. Kettle to the neighborhood.

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:

We currently have \$71,689.51 in our Checking Accounts and \$55,443.60 in our Money Market account for a total of \$127,133.11.

Our Road Loan Principal stands at \$153,076.59. Four principal payments to our road loan have been made this year.

Financial report approved unanimously.

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

Emergency lighting has been installed in clubhouse as recommended by the fire marshall. Cost estimates will be prepared for needed Cabana repairs to the roof and ceiling.

Property Manager's report approved unanimously

Approval of Clerks Report: Attached as Exhibit E)

Clerk reported our attorney has not been as responsive to our needs as necessary. President Wooten to contact him with our concerns.

*** The attorney has since responded with an apology for the delay.***

Clerk's Report approved unanimously.

Business & Issues:

The State Pest Control presentation was cancelled and will be re-scheduled at a later date.

Water Issues in Waterways:

Clark Wooten talked to Steve Jones, Jr. about the results of our property owner survey regarding their inability to launch their watercraft into the lakes and canals. Steve indicated he would like to discuss problems and remedies with individual property owners having the problems. The Board will follow up.

House Rental, Lake/Canal Update, and Gatehouse Status:

No reports were made available. Steve Jones, Jr. is preparing a response to these issues.

Property Issue:

Mike Smith expressed continuing concern regarding pine needle buildup on property next to his. President Wooten communicated the difficulty in getting the property owner to remove the buildup. Mike also indicated the sills on the Clubhouse front windows are rotting and need replacement. Roy Dew is aware of the problem and is preparing a replacement cost.

C.E.R.T. Training:

Chris Cherry reported 15 members were certified at the recent three day training. Mick Robeson is director of the C.E.R.T. team at Bay Tree, Chris Cherry is assistant director. Chris also suggested someone on the POA Board become a member of the team. Brenda Cherry indicated she will be joining the team. Chris also indicated a need for ID Badges and colored T-shirts for the team members for identification purposes. Clark Wooten indicated a willingness on the POA Board's behalf to provide monies for these items. Chris will get costs and present to the Board.

If anyone else is interested in joining the team, please contact Chris Cherry at 910-588-6109.

Committee Reports:

Mike Smith reported he has met three times with Steve Jones to find out the status of the Certificate of Occupancy needed for the Gatehouse. Steve indicated he has a solution, but needed changes will not be completed anytime soon.

No additional reports were received.

POA Member Comments & Concerns:

Exercise Room:

Mike Dilello asked if funds would be available for additional exercise room equipment. Mike indicated a "Smith" machine for weightlifting (cost approx. \$2-3000) or an elliptical machine for aerobics (cost approx. \$1-2000) would be the next choices. No action was taken pending cost estimates for the Cabana repairs.

There being no other issues, the meeting was adjourned at approximately 8:10 p.m. The Board then moved to Executive Session to discuss communication issues. Several initiatives were discussed to further enhance the flow of information from the Board to the membership.

Respectfully Submitted,
George Starke
Secretary, Bay Tree POA

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

Agenda
Tuesday, October 11, 2011

- | | |
|---|------------------|
| Call to Order and Welcome Members & Guests | Clark Wooten |
| Invocation | Clark Valentiner |
| Presentation of Consent Agenda Items: | |
| 1. Approval of Prior Meeting Minutes (Sept. 2011) | George Starke |
| 2. Approval of Prior Month's Financial Report (Sept. 2011) | Clark Valentiner |
| 3. Property Manager's Report (Sept. 2011) | Roy Dew |
| 4. POA Clerk's Report (Sept. 2011) | Tish Herrmann |
| POA Member Comments & Concerns: | |
| 1. BTLPOA Golf Sponsorship | Bob Latham |
| Business: | |
| 1. State Pest Control Presentation | Wes Wooten |

Committee Reports & Issues

No reports submitted

Executive Session may be held immediately following monthly board meeting.

1. Communication Issues

Exhibit C
 Bay Tree Lakes Property Owners Association
 Profit & Loss
 September 2011

Income	
Non-Profit Income	
Dues	1,840.30
Gate Access	445.00
Mowing Income	400.00
Roads	720.00
Total Non-Profit Income	3,405.30
Total Income	\$3,405.30
Expenses	
Building cleaning	325.00
Building fire protection	1,548.17
Cost of Labor	
Cost of Labor	
Clerk	500.00
Guard	760.00
Prop Mgr Mileage	500.05
Property Manager	1,734.41
Total Cost of Labor	3,494.46
Total Cost of Labor	3,494.46
Funds transfer	
Interest Paid	822.07
Principal Paid	14,407.93
Total Funds transfer	15,230.00
Gate	14.91
Grounds	
Mowing & cleaning	950.00
Total Grounds	950.00
Legal & Professional Fees	300.00
Local Property Taxes	32.47
Member Event	1,939.00
Office Expenses	
Bank Charges	9.95
Internet	71.48
Postage	138.36
Quick Books Online	24.95
Supplies	25.67
Telephone	146.78
Web site	100.00
Total Office Expenses	517.19
Repair & Maintenance	
Clubhouse	163.14
Playground	106.35
Total Repair & Maintenance	269.49
Road Repair & Maintenance	64.22
Trailer storage facility	389.03
Utilities	
Electricity	648.59
Water/Sewer	129.21
Total Utilities	777.80
VFD Support	708.24
Total Expenses	\$26,559.98
Net Operating Income	\$ -23,154.68
Net Income	\$ -23,154.68

Exhibit D
Property Managers Report for September 2011

Clubhouse:

- Emergency lighting has been installed as recommended by the fire marshal.
- Rubber flooring installed in exercise area

Cabana:

- There is a lot of wood shingles missing from the roof, a project is being put together for presentation

Exhibit E

Clerk's Report
October 11, 2011

September 30, 2011	Outstanding Dues:	\$20,197.55
September 30, 2011	Credit Balance	\$3,808.40
October 1, 2011	Billing:	
Dues and Roads for 435.5 lots		\$54,873.00
Interest		543.31
Outstanding Dues		20,197.55
Total Billing		\$75,613.86

Lots Reported Sold September 2011

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Chester Barnhill	511	Ivanhoe, NC	Greg Clark