

# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting January 10, 2012**

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday January 10, 2012. The following Board Members were present: 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). Clark Wooten had a business appointment and could not attend. The following POA members were also present: Mike Dilello, Chris Cherry, Hank Howell, Mick Robeson, Janet Hosking, Jon Hosking, Robert Latham.

Vice-President Brenda Cherry called the meeting to order at 7:00 pm at which time everyone was welcomed to the meeting. Vice-President Cherry expressed her appreciation for everyone's attendance.

Clark Valentiner gave the invocation.

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

#### **Approval of Previous Months minutes:**

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

Treasurer Valentiner reported the following:

We currently have \$74,143.84 in our Checking accounts and \$55,471.55 in our Money Market account for a total of \$129,615.39. Our road loan principal stands at \$129,525.70.

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

Work is almost completed on replacing steps at the exercise room and library expansion. Cleaning of the Exercise Room mats has been addressed with the contractor.

#### **Approval of Clerks Report:** (Attached as Exhibit E)

There being no comments or corrections, a motion was made by Clark Valentiner and seconded by Junior Rideout to approve the reports as presented. The motion was unanimously approved.

## **Business & Issues:**

### **Speed Humps, New Signage:**

After discussion, a motion was made, seconded, and approved unanimously to postpone action on the above projects until the board receives final bids on the Cabana shingling project.

### **Annual Meeting Prep.:**

In preparation for the 2012 Annual Meeting, Brenda Cherry suggested we send an email to all Committee Chairpersons, asking if they would send any inputs about their Committee's to the Board. Also, if they would like to schedule time at the meeting to discuss results of their committees they need to contact the Board ASAP. The above will be included in the next monthly request for committee information. The Chairpersons will also be asked if they want to continue as Chairperson of their Committee. A motion was made, seconded and unanimously approved to have Tish Herrmann and George Starke work on the email to be sent out.

### **Community Patrol:**

At the request of a property owner, George Starke contacted the Bladen County Sheriff's Dept. to determine if patrolling inside the community would be possible. Sheriff Benston indicated it will be possible to include Bay Tree Lakes in their patrol area as soon as a new deputy is hired for the area. Initial indications were this will be in approximately 2-4 weeks. Contact with the deputy and the county dispatcher will be made to insure they have the proper gate entry codes.

### **Revised Clubhouse Policy:**

Since the Bladen County Fire Marshall has set limits on the occupancy of the clubhouse, it was previously agreed to include this new requirement in a revised policy. George Starke included the new information in the policy and presented to the Board for approval. After review, a motion was made, seconded and unanimously approved to accept the revised policy.  
(Attached as Exhibit F)

## **Committee Reports:**

Architectural Committee: Alfred Tyndall

Nothing new to report

Certificate of Occupancy: Mike Smith

Nothing new to report

Fireworks Fourth of July Committee: Chris Pack

Nothing new to report

Playground Committee: Tonya Todd

Nothing new to report

Safety Committee: Brian Wolf

Nothing new to report

Swimming Pool Committee: Sonya Smith

Nothing new to report

Water Committee: Charles Atkinson

Nothing new to report

## **POA Member Comments & Concerns:**

**Mick Robeson** expressed concerns about golf carts being operated at night with no lights. Also, **Chris Cherry** indicated concerns about visibility of golf carts on Horsepen Drive at the canal overpass. Several members have witnessed children operating the carts unsafely and have seen children being thrown from the carts being driven by youngsters and adults. The Board agreed to send out a flier concerning golf cart safety, but urge anyone witnessing an unsafe condition to convey their concerns to the driver and/or owners of the golf cart.

**Mick Robeson** also asked the Board to investigate removal of the otter population. Roy and Carl will check with the appropriate agency and provide information to the Board at the next meeting before any decision is made.

**Mike Dilello** and **Mick Robeson** expressed concern over burning in the community. It is a violation of the law to burn within 1000' of an occupied residence, which would include all of Bay Tree. Major concern is with burning building materials such as treated lumber, plastic, shingles, etc. The Board will post a copy of the law on the bulletin board as well as on our web site.

**Mike Dilello** wanted the Board to reinforce the rules governing age limits for the Exercise Room by posting the rules inside the room. The Board agreed. Everyone should be aware that due to safety concerns, no one under the age of 14 is allowed to work out in the facility. Please see the complete Rules and Regulations as posted on our web site.

**Robert Latham** asked the Board contact the Utilities Commission regarding our sewer rates. It was his understanding that original rates were based on servicing approximately 75 homeowners, with rates to be reduced as the number of homes increased. There has been no rate change for approximately 10 years and the number of homes has increased to over 140. The Board agreed to take the request under advisement.

There being no additional business, the regular meeting was adjourned at approximately 8:15pm at which time the Board moved to executive session to discuss personnel issues, Attorney contract and payments, and lien notices.

Respectfully submitted,  
George Starke  
Secretary  
POA Board of Directors

## Exhibit A

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

Agenda  
Tuesday, January 10, 2012

<b>Call to Order and Welcome Members &amp; Guests</b>	Clark Wooten
<b>Invocation</b>	Clark Valentiner
<b>Presentation of Consent Agenda Items:</b>	
1. Approval of Prior Meeting Minutes (December 2011 )	George Starke
2. Approval of Prior Month's Financial Report (December 2011 )	Clark Valentiner
3. Property Manager's Report (December 2011)	Roy Dew
4. POA Clerk's Report (December 2011)	Tish Herrmann
<b>POA Member Comments &amp; Concerns:</b>	

#### **Business:**

1. Annual Meeting Preparation	Brenda Cherry
2. Attorney Billing	Brenda Cherry
3. Community Patrol	George Starke
4. Revised Clubhouse Policies	George Starke

#### **Committee Reports & Issues**

Executive Session may be held immediately following monthly board meeting.

## Exhibit C

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

	<u>Total</u>
Income	
Non-Profit Income	
Club Card	20.00
Dues	5,046.91
Gate Access	355.00
Mowing Income	200.00
Roads	<u>1,848.00</u>
Total Non-Profit Income	<u>7,469.91</u>
Total Income	\$7,469.91
Expenses	
Building fire protection	75.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	485.10
Property Manager	<u>1,496.25</u>
Total Cost of Labor	<u>2,481.35</u>
Total Cost of Labor	2,481.35
Funds transfer	
Interest Paid	684.33
Principal Paid	<u>14,545.67</u>
Total Funds transfer	15,230.00
Legal & Professional Fees	150.00
Office Expenses	
Bank Charges	16.95
Internet	71.57
Postage	33.54
Quick Books Online	24.95
Telephone	158.59
Web site	<u>9.90</u>
Total Office Expenses	315.50
Repair & Maintenance	
Cabana	5,019.60
Clubhouse	<u>1,129.27</u>
Total Repair & Maintenance	6,148.87
Trailer storage facility	76.00
Utilities	
Electricity	552.97
Water/Sewer	<u>380.25</u>
Total Utilities	<u>933.22</u>
Total Expenses	<u>\$25,409.94</u>
Net Operating Income	<u>\$-17,940.03</u>
Net Income	<u>\$-17,940.03</u>

**Exhibit D**  
Property Managers Report for December 2011  
Roy/Carl

We recommend effective February 1<sup>st</sup> that the position for property manager to be switched. Carl to be property manager, and Roy to be the assistant property manager. This has been the goal since Carl will be retiring from his regular employment at the end of January 2012.

Clubhouse:

- The excess piece of equipment has been donated to the Crisis Center
- The library shelves have been installed and awaiting to be painted.
- Rain drip guards has been installed over the steps at the exercise area and the east end of the clubhouse.
- The steps are in the process of being replaced.

Streets:

- At last meeting Board asked for Roy/Carl get cost to install additional speed humps; add two (2) at the end of Bay Tree Dr. and add seven (7) on horsepen. The cost to install humps and paint strips is \$400.00 each for a total cost of \$3,600.00 for the nine.

Cabana:

- A scope of work for the replacement of the shingles on the cabana is out for bids/quotes.

Canal signs:

- We have the wood material, to have sand blasted and painted will cost \$125.00 each. The 4x4 post and installed would be an additional charge.

**Exhibit E**  
Clerk's Report

From the Clerk  
**January 10, 2012**

December 31, 2011 Outstanding Dues: \$20,512.12  
December 31, 2011 Credit Balance: \$1,073.50

**January 1, 2012 Billing:**

Dues and Roads for 436.5 lots	\$54,999.00
Interest	652.77
Outstanding Dues	<u>20,152.12</u>
Total Billing	\$75,803.89

**No Lots Reported Sold December 2011**

**Exhibit F**  
**BAY TREE LAKES CLUBHOUSE RENTAL POLICY**

Rental of the room and porch at the east end of the Bay Tree Lakes Clubhouse is limited to only property owners for their personal use. A property owner may not rent the clubhouse for a function for a relative or a friend. The following rules shall be observed:

1. POA members in good standing may rent the clubhouse and shall be present at the event for which he/she has rented. Rental shall be limited to events of property owners and their immediate household members. POA members in good standing are members whose dues are paid up to date and have observed the covenants of Bay Tree Lakes as they apply.
2. The rental fee is \$200.00 per day and is to be paid in advance. If the member wishes to “set up or take down” on a separate day, the fee must be paid for those days also. This money is non-refundable unless the event is cancelled at least ten days prior to the scheduled event.
3. A deposit of \$100.00 is also required. This will be refunded if no damage has occurred and the building is clean and all trash has been removed from the premises. A POA board member will make an inspection of the clubhouse area.
4. Any POA board member may, if needed, terminate the event at any time the clubhouse is being abused and the rules are not being observed.
5. Rental of the clubhouse DOES NOT entitle the party use of the recreation room at the west end. The recreation room will remain available to other property owners even if the room at the east end has been rented.
6. Rental of the clubhouse DOES NOT entitle the party to sole use of the beach, cabana or pier. The party is welcome to use those areas, however.
7. Parties shall end by 12:00 midnight and all guests shall have until 1:00 A.M. to vacate the building. All persons not residing at Bay Tree Lakes shall depart the grounds at this time unless they are overnight guests of a resident.
8. The POA member renting the clubhouse is responsible for providing a gate attendant with a complete guest list to allow guests onto the Bay Tree Lakes property for the scheduled event. The attendant is to allow only persons on the list entry. Bay Tree Lakes employs a security guard Saturdays and Sundays (9:00 A.M. – 4:00 P. M) from Memorial Day through Labor Day. Lists may be given to this guard during this time.
9. The clubhouse may not be rented for the purpose of having a commercial party. Also, the clubhouse may not be rented for the functions of fraternal organizations, charities, clubs, churches, or businesses even though the property owner may be a member of same.
10. Renovations have or will be done to the inside of the clubhouse. Please do not use thumbtacks on the walls or anything else that may harm the work that has been done.

11. I agree to abide by the following occupancy limitations:

<u>Configuration</u>	<u>Maximum Capacity</u>
Standing Only	384
Chairs(meetings, etc.)	294
Tables, Chairs	128

Clubhouse rental applications may be made to:  
The At Large Member of the POA Board of Directors

# Rental Agreement

## CLUBHOUSE RENTAL APPLICATION

NAME OF PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

Date Requested \_\_\_\_\_

**I agree to:**

1. Comply with the rules and regulations of the clubhouse and Bay Tree Lakes Property Owners Bylaws.
2. Conduct an inspection of the property prior to the use and report to a board member any discrepancies observed.
3. At the conclusion of use, turn off all lights and stove, reset the thermostats to 75°F, and leave only the ceiling fan closest to the kitchen in operation.
4. Remove all waste generated by my group from the clubhouse and grounds.
5. Put all tables used back on their trolleys and chairs back in the closet where they were stored.
6. Conduct a final inspection for damages caused by group and report discrepancies to a board member.
7. Secure all doors and windows at the conclusion of the event.
8. Maintain possession of the clubhouse key and not make nor allow anyone else to make duplicate copies of the key.
9. At conclusion of event, return key to Member-At-Large.
10. I agree to abide by the following occupancy limitations:

<u>Configuration</u>	<u>Maximum Capacity</u>
Standing Only	384
Chairs(meetings, etc.)	294
Tables, Chairs	128

**Signing this application acknowledges that you have read and understood all the above Bay Tree Lakes Property Owners Association policies.**

Property Owner Signature and Date

\_\_\_\_\_

Board Member Signature and Date

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