

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting February 14, 2012

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday February 14, 2012. The following Board Members were present: Clark Wooten, Clark Valentiner, Brenda Cherry and George Starke. Others present were Carl Cain (Property Manager). The following POA members were also present: Chris Cherry, Mike Dilello, Hank Howell, Loren Becker, and Linda Wooten

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:

Approval of Financial Report: (Attached as Exhibit C)

Treasurer Valentiner reported the following:

We currently have \$85,432.18 in our Checking accounts and \$55,480.95 in our Money Market account for a total of \$140,913.13. Our road loan principal stands at \$124,926.71.

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

Steps at side entrance of clubhouse and exercise room replaced. Bids received for Cabana Re-roofing project.

Approval of Clerks Report: (Attached as Exhibit E)

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

Business & Issues:

Annual Meeting Prep.:

In preparation for the 2012 Annual Meeting, Tish Herrmann sent emails to all Committee Chairpersons, asking if they would like to schedule time at the meeting to discuss results of their committees. The Chairpersons were also be asked if they want to continue as Chairperson of their Committee. As of this meeting, no responses have been received. We will send out another request prior to our next Monthly Board Meeting.

Cabana Re-Roofing Project:

Carl Cain reported four bids for the re-roofing project were sent out with two received (see Attachment D). Companies were asked to submit bids for two types of shingles (GAF Grand Sequoia, and GAF Timberline) Both types of shingles were similar in appearance and had very similar warranties. After reviewing bids, the Board voted unanimously to award the project to R&J Roofing Repairs for the Timberline style shingle.

Illegal entry into Bay Tree:

Carl Cain reported two instances of vehicles entering the community across the ditch in front of the entry gates. The Board agreed to have Brenda Cherry address this issue with Steven Jones to see if the split rail fence could be extended towards Rt. 41 as well as deepening the ditch itself.

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:

Bob Latham discussed a letter from the Bay Tree VFD to the Bladen County Commissioners requesting the installation of pressurized fire hydrants in the community once water lines from the county have been extended to Bay Tree Lakes. The Board voted unanimously to support the effort and endorse the letter to the Commissioners (see attachment F).

Mike Dilello requested the Board allocate enough money to complete the final phase of the exercise room update. Three pieces of equipment remain to be purchased totaling approximately \$10,000. The Board unanimously agreed to purchase an Elliptical and a Smith machine in the next two months. A new quote on all three pieces of equipment will be obtained to determine if there are any discounts for purchasing all three at the same time.

Clark Valentiner inquired about the status of Community Patrol by the Sheriff's Dept. George Starke responded that a call was made to the Sheriff regarding this issue, but as of the evening of the POA meeting, no response had been received. **Note:** A call was received on 2/15/12 from Sheriff Benston indicating a memo has been sent by his office instructing deputies to include Bay Tree in their patrol area. Since this memo has just been sent, Sheriff Benston expects patrols to start shortly. Entrance to the community will be gained by the deputies calling the dispatcher, who has the ability to open the front gate.

There being no additional business, the regular meeting was adjourned at approximately 8:00pm at which time the Board moved to executive session to discuss planning for annual meeting and short term rental issues.

Respectfully submitted,
George Starke
Secretary
POA Board of Directors

Exhibit A

Bay Tree Lakes Property Owners Association Board of Directors Meeting

Agenda
February 14, 2012

Call to Order and Welcome Members & Guests

Clark Wooten

Invocation

Clark Valentiner

Presentation of Consent Agenda Items:

- | | |
|--|------------------|
| 1. Approval of Prior Meeting Minutes (Jan.2012) | George Starke |
| 2. Approval of Prior Month's Financial Report (Jan. 2012) | Clark Valentiner |
| 3. Property Manager's Report (Jan. 2012) | Roy Dew |
| 4. POA Clerk's Report (Jan. 2012) | Tish Herrmann |

POA Member Comments & Concerns:

- | | |
|------------------------------|------------|
| 1. Pressurized Fire Hydrants | Bob Latham |
| 2. Cabana Re-Roofing | Carl Cain |

Business:

Committee Reports & Issues

Executive Session may be held immediately following monthly board meeting.

Exhibit C

Bay Tree Lakes Property Owners Association
Profit & Loss
January 2012

	<u>Total</u>
Income	
Non-Profit Income	
Dues	23,010.13
Gate Access	70.00
Key Deposit	25.00
Mowing Income	75.00
Roads	<u>9,324.00</u>
Total Non-Profit Income	<u>32,504.13</u>
Total Income	\$32,504.13
Expenses	
Building cleaning	150.00
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	<u>402.00</u>
Property Manager	<u>1,467.42</u>
Total Cost of Labor	<u>2,369.42</u>
Total Cost of Labor	2,369.42
Funds transfer	
Interest Paid	631.01
Principal Paid	<u>4,598.99</u>
Total Funds transfer	5,230.00
Gate	1,354.67
Grounds	
Mowing & cleaning	<u>150.00</u>
Total Grounds	150.00
Insurance	6,370.00
Legal & Professional Fees	435.00
Office Expenses	
Bank Charges	9.95
Internet	71.84
Quick Books Online	24.95
Telephone	153.46
Web site	<u>120.00</u>
Total Office Expenses	380.20
Repair & Maintenance	
Clubhouse	3,407.65
Pest Control	<u>85.00</u>
Total Repair & Maintenance	3,492.65
Road Repair & Maintenance	375.00
Trailer storage facility	78.00
Utilities	
Electricity	713.44
Water/Sewer	<u>117.41</u>
Total Utilities	<u>830.85</u>
Total Expenses	<u>\$21,215.79</u>
Net Operating Income	<u>\$11,288.34</u>
Net Income	<u>\$11,288.34</u>

Exhibit D

Property Managers Report —January 2012

Completed tasks- January

- Steps and railing @ side entrance of club house and exercise room replaced.
- Barricade @ end of drive leading to lots 901-902, new shelving in library, wood trim-club house and signs for club house and cabana painted.
- Annual Fire Alarm inspection completed-2 smoke heads faulty-replaced.
- Edging of walking path complete.
- Preventive maintenance performed on exercise equipment-lubrication and safety inspection.
- Rules and Regulations posted in exercise room-2 locations.

Cabana and Pier Re-roofing proposals:

4 requests for proposals issued to contractors, only 2 formal bids received.

R&J's Roofing Repairs, Inc Lumberton NC

Curtis Construction Company, Kinston NC

Bids received in 2 for types of shingles, Timberline HD and Grand Sequoia (both by same manufacturer and close color match). Bids are as follows:

R&J's Roofing

1. Timberline- \$8,500.00
2. Grand Sequoia- \$13,240.00
3. Cost to replace defective 5/8" plywood decking per sheet- \$128.00

Curtis Construction Company

1. Timberline- \$10,901.00
2. Grand Sequoia-\$13,210.00
3. Cost to replace defective 5/8" plywood decking per sheet- \$77.20

Exhibit E

Clerk's Report

February 14, 2012

January 31, 2012 Outstanding Dues: \$47,246.99

January 31, 2011 Credit Balance: \$3,911.70

Lots Reported Sold January 2012

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
East Bladen Land Co	249	Harrells, NC	BB&T*
East Bladen Land Co	250	Harrells, NC	BB&T*
East Bladen Land Co	933	Harrells, NC	BB&T*
Chester Barnhill	249	Ivanhoe, NC	East Bladen Land Co
Chester Barnhill	250	Ivanhoe, NC	East Bladen Land Co
Chester Barnhill	933	Ivanhoe, NC	East Bladen Land Co
Lake Creek Corporation	PHIV01	Harrells, NC	Steve Tatum
East Bladen Land Co	28	Harrells, NC	Larry Harless
Bank of America	126	Colorado Firm	John Young**
Bank of America	902	Colorado Firm	Tonya Ha Vu**

Acquired through foreclosure *

Foreclosure **

Exhibit F

SUBJECT: Fire Protection and Water Availability in the Bay Tree Lakes Fire District.

Date: Feb. 6, 2012

TO: Bladen County Commissioners

1. Reference my letter dated Feb. 23, 2011, concerning fire protection and water availability.
2. We understand that the County Commissioners have approved the extension of County water lines to the Bay Tree Lakes community and purchase of the Bay Tree Utility Water System. We are pleased with that decision and welcome the stability associated with County ownership of the water system.
3. Based on verbal communication with the County, we understand that the currently approved project does not include the installation of pressurized fire hydrants within the gated Bay Tree Community, This is a major fire protection problem that needs to be addressed by the County. At this time there is only one pressurized fire hydrant at Bay Tree. It is located at the fire station and is only useable for filling fire truck tanks. There are no pressurized fire hydrants located in the community for fire fighting. We have twenty-three dry hydrants located within the Community. These are restricted to locations where the canal water can be feasibly drafted, so they do not provide a water source for all homes in Bay Tree. Also, dry hydrants must be back flushed prior to use and thus require more time to be placed in operation for fire fighting. The dry hydrants are also susceptible to clogging with sand and debris from the canals. The bottom line is that

they are not always a fast a reliable source of water for fire fighting and are not close to all homes. The existence of dry hydrants also does not provide a basis for lower fire insurance rates. Pressurized fire hydrants are critically needed in the Community to provide a reliable source of water for fighting fire at any location within Bay Tree. They would also provide a basis for lower fire insurance rates.

4. The water system within the gated Community of Bay Tree is a combination of six inch and smaller diameter lines. The six inch lines extend down the major streets so hydrants on those lines might be sufficient to provide adequate fire protection. If so, the only costs would be hydrant acquisition and installation. One would expect this additional cost to be small compared to your system acquisition cost. The additional cost would be recoverable from the monthly water fees. Probably the most efficient time to install the hydrants would be while you are extending the system to this area. You will have the crews already working in the area. A timely decision now to include hydrants as part of your project should save money in the long run. Also, the existence of hydrants would aid the fire department in obtaining a better rating and lower the fire insurance cost for the residents.

5. Again, we appreciate your decision to provide Count ownership of the Bay Tree Water System but urgently request that you take the necessary action to include pressurized water hydrants as an integral part of your overall water project. This letter has been coordinated with and is endorsed by the Bay Tree Lakes Fire District Commissioners and the Bay Tree Lakes Property Owners Association.

Sincerely,

Robert Latham, Chairman BTLVFD Board of Directors