

# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting March 13, 2012**

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday March 13, 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 (Property Manager). The following POA members were also present: Chris Cherry, Hank Howell, Mick Robeson, Mike Dilello, and Allen Wells.

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 \$89547.11 in our Checking accounts and \$55,489.74 in our Money Market account for a total of \$135,036.85. Our road loan principal stands at \$110,300.39.

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

Cabana re-roofing project has been completed.

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

## **Business & Issues:**

### **Sign re-painting:**

Mr. Steve Jones Jr. has removed street signs for repainting. A concern was raised regarding how emergency personnel would be able to find a household with no signs present. Also have had complaints regarding inability of Fed Ex to find households. Since there was no indication of when the signs would be finished, Mr. Carl Cain will talk to Steve about the possibility of temporary signage being installed.

### **Sheriff Entry into Bay Tree:**

The issue of the Sherriff having problems entering through the front gate has been resolved.

### **Illegal Entry into Bay Tree:**

Mrs. Brenda Cherry talked with Steve Jones, Jr. about either deepening the ditch or adding additional fencing to help prevent illegal entry into the development. Steve would much prefer we extend the fencing. Brenda made a motion to purchase and install four additional sections of split rail fencing to extend past the generator storage area. The motion was seconded and unanimously approved. Carl Cain did indicate we have not had any recent attempts.

### **Exercise Room Equipment Update:**

Carl Cain has received quotes for the remaining three pieces of exercise equipment. A price saving of approximately \$1,000 was quoted if all pieces were purchased together. A motion was made and seconded to purchase the three pieces remaining. The motion passed unanimously.

### **Short Term Rental Question:**

Brenda Cherry discussed the issue of short-term (less than 6 mos.) rentals in Bay Tree with Steve Jones, Jr. The Board would like to see a change in the Restrictive Covenants to address this issue with adequate safeguards to current property owners. Although Mr. Jones did not express an objection to this, he wanted the opportunity to discuss with his legal representative. His preference would be through a Policy developed by the POA. Brenda suggested we develop a short term rental policy requiring the property owner provide the Property Manager with the name of the short term renter, how long the rental period will be, what dates will be involved. Also included will be a statement indicating the property owner will be held responsible for any/all damages to the common properties. The Board agreed to take up this issue at the Annual Meeting.

### **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:**

**Mr. Mick Robeson** inquired about the possibility of removing the Otter population from Bay Tree. Carl Cain agreed to have the Wildlife Dept. do an assessment and report back to the Board.

**Mr. Allen Wells** indicated his pier is now positioned parallel to his property line. He also indicated the Zip Line would soon be removed.

**Mr. Curt Hardee** sent a letter to the Board requesting time at the annual meeting to discuss why the Property Owners paid a portion of the road resurfacing while not receiving title to the roads. Tish Herrmann agreed to reply to Mr. Hardee with a section of the 2008 Annual Meeting Minutes which addressed this question.

**Ms. Sonya Smith** requested time be allocated at the Annual Meeting for her to provide the membership with an update on the Pool Committee's work.

There being no additional business, the regular meeting was adjourned at approximately 8:30pm at which time the Board moved to executive session to discuss planning for annual meeting as well as status of outstanding dues.

Respectfully submitted,  
George Starke  
Secretary  
POA Board of Directors

## Exhibit A

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

Agenda  
Tuesday, March 13, 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 (Feb. 2012 )	George Starke
2. Approval of Prior Month's Financial Report (Feb. 2012 )	Clark Valentiner
3. Property Manager's Report (Feb. 2012)	Carl Cain
4. POA Clerk's Report (Feb. 2012)	Tish Herrmann
<b>POA Member Comments &amp; Concerns:</b>	
<b>Business:</b>	
1. Sheriff Deputy Guidelines	POA Board
2. Short Term Rental Property Discussion	POA Board
3. Front Gate Security (Meeting with Steve Jones, Jr.)	Carl Cain
4. Exercise Equipment update	Carl Cain
<b>Committee Reports &amp; Issues</b>	
1. POA Roads Letter	Tish Herrmann

Executive Session may be held immediately following monthly board meeting.

## Exhibit C

Bay Tree Lakes Property Owners Association  
Profit & Loss  
February 2012

Income	
Non-Profit Income	
Club Card	30.00
Dues	11,714.77
Gate Access	35.00
Roads	<u>4,698.00</u>
Total Non-Profit Income	<u>16,477.77</u>
Total Income	<b>\$16,477.77</b>
Expenses	
Building cleaning	125.00
Building fire protection	275.22
Cost of Labor	
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	436.15
Property Manager	<u>1,605.66</u>
Total Cost of Labor	<u>2,541.81</u>
Total Cost of Labor	<b>2,541.81</b>
Funds transfer	
Interest Paid	603.68
Principal Paid	<u>14,626.32</u>
Total Funds transfer	<b>15,230.00</b>
Gate	34.19
Grounds	
Mowing & cleaning	<u>515.00</u>
Total Grounds	515.00
Legal & Professional Fees	232.16
Office Expenses	
Bank Charges	9.95
Internet	71.84
Postage	188.87
Quick Books Online	24.95
Stationery & Printing	6.41
Telephone	154.85
Web site	<u>109.90</u>
Total Office Expenses	<b>566.77</b>

Repair & Maintenance	
Cabana	425.00
Clubhouse	808.95
Playground	<u>580.00</u>
Total Repair & Maintenance	<b>1,813.95</b>
Road Repair & Maintenance	250.00
Trailer storage facility	78.00
Utilities	
Electricity	668.74
Water/Sewer	<u>32.00</u>
Total Utilities	<b>700.74</b>
Total Expenses	<b><u>\$22,362.84</u></b>
Net Operating Income	<b><u>\$ -5,885.07</u></b>
Net Income	<b><u>\$ -5,885.07</u></b>

Exhibit D  
Property Managers Report –February 2012

**Completed tasks- Since last Board meeting**

- Re-roofing of Cabana and Pier completed, 2 sheets plywood required replacing, final cost: \$8,756.00
- Cracked shower floor in Men’s room of cabana repaired. Showers and commodes re-connected, cabana reopens for use in April. See additional discussion item below.
- Received 3 bids (1 non responsive) on exercise equipment. See proposal sheet attached. At February meeting only 2 pieces were approved for procurement- **no purchases** have been made pending budget analysis, and final approval.

FYI,

- During reconnection of the cabana men’s shower drain the subflooring in some areas of the showers and door way of men’s room has deteriorated. These areas have been temporally shored up to allow the facility to be used through the up-coming season. Standing water under the women’s side has prevented a complete evaluation of the entire facility at this time. I suspect the tile flooring and some showers will require removal to satisfactorily repair. Repair costs in the neighborhood of \$7500-10,000 are expected and should be budgeted for next year. The water leaks at the shower and door have been stopped.
- From March 1-7, 10 different property owners used their pass to access the exercise/library facility 2 or more times that week. The most access in one day was 7 with 2 the lowest. It averaged 4 persons per day. Since November 7<sup>th</sup>, 31 different property owners have used their pass to gain access to the facility.

Exhibit E  
Clerk's Report

March 13, 2012

February 29, 2012 Outstanding Dues: \$30,877.31

February 29, 2011 Credit Balance: \$5,045.81

**No Lots Reported Sold February 2012**

The POA has received eighteen proxies.