

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting August 9, 2012

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the clubhouse on Tuesday August 9, 2012. The following Board Members were present: Brenda Cherry, Troy Votaw, Clark Valentiner, Junior Rideout, and Mick Robeson. Staffs present were Tish Herrmann (POA Clerk), Carl Cain (Property Manager). The following POA members were also present: Chris Cherry, John & Mary Jo Ciccarelli, Debbie Kettle, Hank Howell, Allen Wells, George Stark, Susan Lerner, Bob & Phyllis Latham, Mark & Dawn Polk, Leda & Dakota Votaw, Tanya Todd, Jon & Janet Hosking, and Sonya Smith.

President Brenda Cherry called the meeting to order at 7:03 pm at which time everyone was welcomed to the meeting. President Cherry expressed her appreciation for everyone's attendance.

Clark Valentiner gave the invocation.

Approval of Previous Months minutes: Rideout 1st, Valentiner 2nd

Approval of Financial Report: (Attached as Exhibit B) Valentiner 1st, Rideout 2nd
Treasure Valentiner reported the following financials for July 2012:

Operations Checking: \$67,061.24

Road Loan Checking: \$15,690.00

Money Market Acct: \$55,536.16

Total Monies: \$138,287.40

Road Loan Principal: \$76,463.05

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

Carl Cain reported:

- "Caution" signs have been installed at the boat lifts.
- Goose addling completed for this year. 6 nest 15 eggs addled.
- Buoys at swimming area have been pressure washed, new decals and re-installed. Special "THANKS" to White Lake Dive & Rescue for retrieving anchors.
- New locks installed on Clubhouse with 8 keys issued. 3 remaining to date.
- 9 gate passed issued this month
- Request for signage in exercise room to re-rack weights & electronics use. (to be reviewed)
- Dam repair where damaged has been completed.
- New speed limit signs, recommending a total of 4, will cost approximately \$1400 to match existing signs. (to be reviewed)
- Gate arms need to be replaced. Cost of \$1072.50. J. Rideout motioned to approve, seconded by B. Cherry. Vote was approved.
- Dead tree located that could potentially be a hazard. C. Cain to discuss with property owner.
- White Lake Water Rescue requested authorization to perform scuba training on August 11, 2012, in canal behind Mr. & Mrs. Steve Lewis house. Was approved by the board.

Approval of Clerks Report: (Attached as Exhibit D)

July 31, 2012

Outstanding Dues: \$34,099.06

Credit Balance: \$2,481.76

Lots Reported Sold July 2012

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
East Bladen Land Co.	218	Harrells, NC	Carl Langdon
Fred Burnisky	218	Hampstead, NC	East Bladen Land Co.
Terry and Cynthia Randall	157	Harrells, NC	Nancy Brudvig Estate
Lake Creek Corp	902	Harrells, NC	Bank of America

Business & Issues:

- Annual Pig Pickin set for September 1st @ 2pm. RSVP requested from property owners. Cost is \$7.00 for guest, property owners are free. Make checks payable to "Bay Tree POA"

- Boating & Fishing Rules and Regulations to be posted on the bulletin board for one month for residents who may not have seen them on the web.
- New “Caution” signs have been installed at both boat lifts thanks to Carl Cain.
- Clubhouse front door lock has been changed. 8 new keys have been distributed with 3 more to be distributed.
- Generator hook up to the front gate system was discussed. Currently, when there is a power outage the gate arms are removed. Carl Cain, property manager, will review installation and research any permits that will be required.
- Boat lift on Horsepen Lake needs maintenance. Mr. Mike Smith, (not our resident), is the hydraulic engineer that maintains both lift systems, recommends repairing lift then have it cycled at least 2 times per week. President Cherry brought out that the Lake Creek Corporation was going to review turning over the lift to the POA. Another item brought up was the possibility of the gate house being turned over to the POA. A follow up meeting with Mr. Steve Jones Jr. and some board members will be set up to discuss these possibilities.
- President Cherry brought up that the corporation would like for the property owners to have uniform mailboxes and update the website. These items will also be discussed at a follow up meeting.

Committee Reports & Issues:

Rental Committee: Has a meeting set for August 14th @ 7:00pm.

Water Committee: Mr. Mike Smith was out of town but did request through an e-mail that board formally send to the corporation a registered letter requesting “either a stop up of the lake drain or place a dam/weir in it at 76 ft. elevation above sea level.” President Cherry requested Mr. Junior Rideout & Mr. Carl Cain draft a letter and will request Mr. Smith to also draft a letter for the board to review prior to any being sent. She also reiterated that a verbal request had been made.

Pool Committee: A review of the August 8th meeting was presented by Ms. Sonya Smith. The committee also requested that the board send a letter to the 2 property owners that complained about the pool vote and seeking legal actions asking why they are questioning the vote now when it is the way it has been done for the last 40 years. Ms. Brenda Cherry explained the conversations she has had with the attorney and that she and Mr. Votaw would like to sit at their next meeting. Ms. Smith also advised that Mr. John Ciccarelli will be co-chairing the pool committee from now on as she lives out of town.

POA Member Comments & Concerns:

- 1) Mr. Bob Latham thanked the board for moving the meeting nights from Tuesdays to Thursdays so that the fire department members could attend. He pointed out that there were five members here tonight.
- 2) Mr. Latham also requested the board review the need for gate guards on the weekends. Since we now have a much improved and sophisticated system.
- 3) Mr. Latham asked about the parking of mobile homes or campers on properties. Stating that it is in violation of the covenants. Mr. George Stark stated that there was an issue before and the covenants lacked detail. Board agreed to review the issue.
- 4) Mr. Latham requested the board research the sewer cost because the number of customers has doubled since the cost was set.
- 5) Mr. Latham also had requested the county install pressurized fire hydrants in community when they tie in the water lines. He stated that he had not gotten a response and wanted the board to follow up.

- 6) Mr. Hank Howell asked if anything had been accomplished on the weather station that Mr. Dennis Ford owned. Mr. Junior Rideout stated that Mr. Ford had taken his station and that he, Mr. Rideout, was looking at another system.
- 7) Mr. Howell asked about the new website that Ms. Kettle was working on. Ms. Kettle stated that it was a dead issue.

Mr. John Ciccarelli, who is the chairman of the Safety & Security Committee, requested that the board review allowing cell phones to operate the gate system at the entrance. The board agreed to review and weigh the pros and cons. Secondly; he reiterated the need to have the generator hooked up to operate the gate system when there is a power outage. Thirdly, John asked about overhanging trees into the roadway. Who is responsible to have them trimmed before they become a hazard? He stated that currently there aren't any guidelines and that some need to be established.

There being no more business the meeting ended.

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

Agenda
Thursday, August 9, 2012

Call to Order and Welcome Members & Guests	Brenda Cherry
Invocation	Clark Valentiner
Presentation of Consent Agenda Items:	
1. Approval of Prior Meeting Minutes (July 2012)	Mick Robeson
2. Approval of Prior Month's Financial Report (July 2012)	Clark Valentiner
3. Property Manager's Report (July 2012)	Carl Cain
4. POA Clerk's Report (July 2012)	Tish Herrmann
Business:	
• Annual Pig Pickin- Sept. 1 st	Brenda Cherry
• Boating & Fishing Regulations	POA Board
• New Signage at Boat Lifts	Carl Cain
• Clubhouse Locks Changed	POA Board
• Generator Hookup to Gatehouse	POA Board
• Boat Lift at Horsepen Lake Dropping	POA Board
• Property Mgr. Vacation Aug.14 to 24th	POA Board
Committee Reports & Issues:	
• Rental Committee	No Report
• Water Committee Update	Mike Smith
• Swimming Pool Update	Brenda Cherry
POA Member Comments & Concerns:	
• Annual Minutes not found on Web	Mick Robeson
• Attachments not with monthly minutes	Mick Robeson
• Corporation E-mail address requested	Mick Robeson

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

Bay Tree Lakes Property Owners Association
Profit & Loss
July 2012

Income	
Non-Profit Income	
Club Card	35.00
Dues	28,030.29
Gate Access	215.00
POA Lot Mowing	75.00
Rental	200.00
Roads	11,232.00
Total Non-Profit Income	39,787.29
Total Income	\$39,787.29
Expenses	
Building cleaning	655.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Guard	1,400.00
Property Manager	1,717.50
Total Cost of Labor	3,617.50
Total Cost of Labor	3,617.50
Funds transfer	
Interest Paid	386.20
Principal Paid	4,843.80
Total Funds transfer	5,230.00
Gate	15.49
Grounds	
Mowing & cleaning	1,350.00
Trash removal	40.00
Total Grounds	1,390.00
Legal & Professional Fees	659.00
Member Event	1,287.74
Office Expenses	
Bank Charges	11.95

Internet	71.61
Postage	96.00
Quick Books Online	26.95
Telephone	155.92
Web site	60.00
Total Office Expenses	422.43
Repair & Maintenance	
Clubhouse	428.11
Pier	1,437.99
Total Repair & Maintenance	1,866.10
Trailer storage facility	78.00
Utilities	
Electricity	690.31
Water/Sewer	118.03
Total Utilities	808.34
Total Expenses	\$16,029.60
Net Operating Income	\$23,757.69
Net Income	\$23,757.69

Tuesday, Aug 07, 2012 09:13:13 PM GMT-4 - Cash Basis
This report was created using QuickBooks Online.

August 7, 2012

Property Manager's Report- July 2012

- Caution signs have been installed at the boat lifts.
- The goose addling program has been closed out for the year. A total of 5 nests were discovered, 15 eggs added.
- Buoys at the Club House swimming area have been pressure washed, new decals applied and re-installed.
- Lock on the front door club house has been changed. 8 keys issued, 3 remain to date.
- 9 gate passes issued in the month of July.
- Update on library/exercise room usage: Card access was used by 131 card holders since last board meeting. Most in one day was 9, average use per day 4.3. Last month's average per day 3.63. There were 4 new users this month (that had not used the space since we began tracking use - November 2011). A user has requested signage be posted on use of the electronics and the re-rack weights after their exercise routine is complete. Recommend approval.
- Dam repair/check gate update, water flowing over the dam for the past few weeks has prevented completion of the project. Materials are on hand to complete the project as water levels permit.
- A motion was passed to install a new speed limit sign on Horsepen drive during the July board meeting. After reviewing the streets within the community. We recommend a total of 4 new speed limit signs be placed. 1 each North Horsepen, 2 each South Horsepen and one at the speed bump at the east end of Bay Tree Drive. Approximate cost for sand blasted signs to match others in the community is approximately \$1,400 (4).
- The gate arms need to be replaced. They are 5 years old, have been cut off several times and all are currently damaged. As an example, when installed they were 12 feet long, the longest one is now 10 feet four inches. There is one spare currently available, failure of 2 or more arms could be problematic. The best of the damaged arms could be kept as spares, if needed, for emergencies. Cost will be \$1,072.50. Recommend approval.
- 10 lots were mowed for non-compliance after notification in writing. August lot survey will be completed on the August 7th. 34 lots were found to be in non-compliance and will be notified to correct deficiencies. 2 discussion items:
 1. Lots are required to be mowed/ serviced every 30 days, if the survey is completed the first day of the month, then letters are sent for action within 10 days, if no response, we have them serviced by a lawn maintenance firm. This will occur generally around the 14th or 15th of the month. If the survey is done again the first of the next month, these lots are in compliance. However if the owners do not attend to the lots it will be the next survey before the notice is sent again, 60 days could pass before these lots are serviced.
 2. Dead trees on lots that could affect the safety of other POA members, roads, walks or adjoining property.
- White Lake Water Rescue has requested authorization to perform scuba training on August 11, 2012. The location would be in the canal behind Mr. and Mrs. Steve Lewis's home on Bay Tree Drive. Recommend approval.

EXHIBIT D

From the Clerk

August 9, 2012

July 31, 2012

Outstanding Dues: \$34,099.06

Credit Balance: \$2,481.76

Lots Reported Sold July 2012

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
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EXHIBIT E

August 8, 2012

To All Property Owners,

The Swimming Pool Committee met on Tuesday, August 7, from 7-9:30pm. Members present were [Sonya Smith](#), Mike Dilello, John & Mary Jo Ciccarelli, Brenda Cherry, Tanya Todd, Michelle Lewis, and Dawn Polk. The committee reviewed two bids that were submitted from Spa and Pool World out of Fayetteville and Lambeth Pools out of Kure Beach. The committee will be working on obtaining a third bid to compare. The committee also reviewed a bid from a contractor to build shelters, pool storage bldg., take care of electrical & plumbing, etc. Basically, make it a turnkey project. We are waiting on two other estimates.

Summer is coming to an end, therefore Sonya Smith, Chair of the committee will be returning to her hometown of Kernersville, NC. She will be extremely busy adapting to her new third grade class. Sonya asked for a volunteer to Co-Chair the committee due to the fact she is 3 hours away and her commitment to teaching for the 24th year. John Ciccarelli agreed to oversee the project and organize the committee meetings when Sonya is unable to attend. He will be submitting the monthly reports from now on.

The pool committee will continue to meet regularly and work on the final details of a pool to submit to the board. The committee is excited about breaking ground in the near future!

Thank you for your support.

Sincerely,

Sonya Smith
Pool Committee Chair