

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting November 8, 2012

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the clubhouse on Thursday November 8, 2012. The following Board Members were present: Brenda Cherry, Troy Votaw, Clark Valentiner, Junior Rideout, and Mick Robeson. Staff present was: Tish Herrmann (POA Clerk), Carl Cain (Property Manager). The following POA members were also present: Debbie Kettle, Hank Howell, Janet Hosking, Jon Hosking, George Starke, Chris Cherry and Robert Latham.

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

Treasurer Clark Valentiner gave the invocation. Special prayers sent to the families of Richard Stevens, and Betty Smith.

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

Approval of Financial Report: (Attached as Exhibit B) M. Robeson 1st, Rideout 2nd

Operations Checking: \$53,344.38

Road Loan Checking: \$15,690.00

Money Market Acct: \$55,564.08

Total Monies: \$124,598.46

Road Loan Principal: \$51,716.81

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

Carl Cain reported:

- Generator for front gate is 95% complete. Gas tank and associated piping remain. Anticipated completion within 10 days. Will get electrical meter installed after inspection next week.
- The cabana has been winterized and closed for use.
- Tree branches overhanging the road and walking path have been removed.
- Quarterly preventive maintenance has been performed on the exercise equipment, found power plug for one of the treadmills damaged and the adjustment knob on bike broken. Plug repaired and knob on order. Treadmill is usable.
- US Dept. of Agriculture, Wildlife Division notified about beaver damage on canal lot. They have since captured several and are looking into lowering the muskrat population.
- 4 gate passes were issued in October.
- 2 new/first time users have accessed the Library/Fitness Center. 130 users have entered the room in October. Most users in one day was 8, average usage per day was 4. Last month was 5.

Approval of Clerks Report: (Attached as Exhibit D)

From the Clerk

November 8, 2012

October 31, 2012 Outstanding Dues: \$46,749.44

October 31, 2012 Credit Balance: \$155.25

Lots Reported Sold October 2012

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Lake Creek Corp	524	Harrells, NC	TD Bank
Chester Barnhill	524	Ivanhoe, NC	Lake Creek Corp
Demeter Properties, LLC	325		Stephen Jones, Jr.
Lake Creek Corp.	917	Harrells, NC	Charles Donaldson's

Brian and Katina Wolf amalgamated lots 213 and 214. The total billable lots 435.5

Business & Issues:

- President Cherry stated that the attorneys are still working on amending the “Restrictive Covenants” of the community. They will send copies to the board and Mr. Steve Jones Jr. for review and approval. Once completed they are recommending a meeting sometime in January to vote and we will go from there.
- President Cherry also stated that a letter has been sent to the sewage commission in Raleigh requesting a review of rates, but we are yet to receive a response.
- Generator for Gatehouse is in progress. (See Property Mgr. report above)
- Tree Limb Removal is completed and paid for.
- BTVFD Golf Tournament Results and Sponsorship List (See Attachments E & F)
- Community Committee Makeup List had been requested to be posted on the website. Due to the membership changing so frequently a list of committees will be listed. To receive a current list of members, please e-mail a request to the “Contact Us” section of the website.
- Carl Cain, Property Manager, recommended that the property manager coverage/ schedule be reduced to Tuesdays and Thursdays 10am to 3pm until May 2013. The board voted to accept this recommendation.
- The Clubhouse Rental Policy has been revised and approved by the board of directors. There were questions raised at last month’s meeting as to the authority of the board being able to change the policy. After an attorney review the new policy stands and will be attached to this months meeting minutes. (Exhibit G)

Committee Reports & Issues:

Rental Committee: Had No Report

Safety/Security Committee: Mr. Hank Howell gave a summary of the committee’s investigation into the pros and cons of cell phone gate access along with recommendations. The board is looking to have the information presented at the special meeting tentatively to be sometime in January of 2013

Water Committee: Had No Report. However, President Cherry stated that she had been in contact with Ms. Kristen, with NC Wildlife, and all their investigation work is completed and forwarded to their headquarters. She did say that they were not approving any additional seawalls at this time.

Pool Committee: Had No Report

POA Member Comments & Concerns:

- 1) Ms. Debbie Kettle asked about a resident without a resident number. Mr. Bob Latham asked about the 911 numbers stating that they should be on all residents. President Cherry stated that she would find out what the requirement is and put that information in a mailing to the residents.
- 2) Comment was received from a contractor requesting to do stripping or curb addressing. Information was passed to the Property Manager for his files.
- 3) Comment requesting information on renting the clubhouse. However they were a non-resident and advised that it cannot be done.
- 4) Comment was received from Mr. Les Reinlib supporting the new "Boating and Fishing Regulations".
- 5) Mr. Hank Howell asked if anything has been done on boat stickers and at this time nothing has been designed.

There being no more business the meeting ended.

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

Agenda
Thursday, November 8, 2012

Call to Order and Welcome Members & Guests	Brenda Cherry
Invocation	Clark Valentiner
Presentation of Consent Agenda Items:	
1. Approval of Prior Meeting Minutes (Oct. 2012)	Mick Robeson
2. Approval of Prior Month's Financial Report (Oct. 2012)	Clark Valentiner
3. Property Manager's Report (Oct. 2012)	Carl Cain
4. POA Clerk's Report (Oct. 2012)	Tish Herrmann
Business:	
• Update on Attorneys Progress	Brenda Cherry
• Generator Hookup to Gatehouse	Carl Cain
• Tree Limb Removal	Carl Cain
• BTVFD Golf Tournament Results	Mick Robeson
• Committee Makeup List	Mick Robeson
Committee Reports & Issues:	
• Safety/Security Committee (Cell Phone Gate Access?)	No Report
• Rental Committee	No Report
• Water Committee Update	No Report
• Swimming Pool Update	No Report
POA Member Comments & Concerns:	
• Contractor request to curb address	Mick Robeson
• Clubhouse Rental request	Mick Robeson
• Comment supporting fishing rules	Mick Robeson

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

Folks attached are our Financials for October 2012:

Operations Checking Acct: \$ 53,344.38

Road Loan Payment Acct: \$ 15,690.00

Money Market Account: \$ 55,564.08

Total Monies: \$ 124,598.46

Road Loan Principal: \$ 51,716.81

Bay Tree Lakes Property Owners Association

Profit & Loss

October 2012

Income

Non-Profit Income

Club Card	20.00
Dues	20,452.42
Gate Access	105.00
Key Deposit	25.00
POA Lot Mowing	140.00
Rental	200.00
Roads	8,460.00
Total Non-Profit Income	29,402.42
Total Income	\$29,402.42

Expenses

Building cleaning	550.00
-------------------	--------

Cost of Labor

Clerk	600.00
Property Manager	1,627.50
Total Cost of Labor	2,227.50
Total Cost of Labor	2,227.50

Funds transfer

Interest Paid	269.22
Principal Paid	4,960.78
Total Funds transfer	5,230.00

Gate	77.39
Grounds	85.34
Mowing & cleaning	1,010.00
Total Grounds	1,095.34

Legal & Professional Fees 690.00

Office Expenses

Bank Charges	11.95
Internet	71.60
Quick Books Online	26.95
Supplies	152.99
Telephone	154.94
Web site	49.90
Total Office Expenses	468.33

Repair & Maintenance

Clubhouse	1,507.94
Pest Control	85.00
Playground	16.00
Total Repair & Maintenance	1,608.94
Trailer storage facility	278.00

Utilities

Electricity	572.12
Water/Sewer	214.37
Total Utilities	786.49

VFD Support 1,500.00

Total Expenses	\$14,511.99
Net Operating Income	\$14,890.43
Net Income	\$14,890.43

Oct. 08, 2012

Exhibit C

Property Manager's Report- October 2012

For Board action- Recommend the Property Manager's Schedule be approved through May 2013 of Tuesdays and Thursdays from 10am -3pm.

- Generator installation approx. 95% completed. Gas tank and associated piping remain, expected completion within 10 days.
- The cabana has been winterized and closed for use.
- Tree branches overhanging the road and walking path have been removed.
- Quarterly preventive maintenance has been performed on the exercise equip, found the power plug for one of the treadmills damaged and the adjustment knob on bike broken. Plug repaired and knob on order. Treadmill is operational.
- US Dept. of Agriculture, Wildlife Division notified about beaver damage on a canal lot. They have since captured several and are looking into lowering the muskrat population.
- 4 gate passes were issued in October
- 2 new/first time users have accessed the Library/Fitness Center. 130 users have entered the room in October. Most users in one day was 8, average usage per day was 4. Average last month was 5.

EXHIBIT D

From the Clerk

November 8, 2012

October 31, 2012 Outstanding Dues: \$46,749.44

October 31, 2012 Credit Balance: \$155.25

Lots Reported Sold October 2012

Buyer Lot Home Seller

Lake Creek Corp 524 Harrells, NC TD Bank

Chester Barnhill 524 Ivanhoe, NC Lake Creek Corp

Demeter Properties, LLC 325 Stephen Jones, Jr.

Lake Creek Corp. 917 Harrells, NC was Charles Donaldson's

Brian and Katina Wolf amalgamated lots 213 and 214. The total billable lots 435.5

.....

Exhibit E
Bay Tree Lakes Voluntary Fire Departments
10th Annual Golf Tournament
Saturday, October 13, 2012

Bay Tree Lakes VFD wishes to thank the following sponsors for their support:

GOLD SPONSORS

Bay Tree Lakes Property Owners Association, Friends of Bay Tree,
Colly Creek and Murphytown, Mr. & Mrs. Chester S. Barnhill

SILVER SPONSORS

Dr. & Mrs. Larry Williams
Murphy Brown
Lake Creek Corporation

BRONZE SPONSORS

Star Telephone
New Century Bank

HOLE CONTEST SPONSORS

Brett Herrman, State Farm Insurance
Chris Herrman, State Farm Insurance
Shawn Herrman, State Farm Insurance
Bladen County Farm Bureau
Edward Jones, Joanna Carr
Regina Smyth
Front Porch Restaurant
Sally & Clark Valentiner
Jimmie Smith of Commissioner
Kinlaw Furniture

Hudson Radiator
Doris Latham
David Latham
Leinwands
Myron Cashwell
First Bank
Mick & Maryellen Robeson
Stedman Drug
Augustine Farms
Four County Electric

HOLE CONTEST SPONSORS CON'T

George & Becky Stark
Dickerson's Pharmacy
Bay Tree Women's Club
Charles Allen, DDS.
Nationwide Insurance, Eddie Nye
Hilton Auction & Realty, Pat Melvin
Hester, Grady, & Hester, P.L.L.C. Atty.
Thompson Price & Co., PA Scott Adams
Diane & Loren Becker

Richard & Jill Stevens
William Brisson, N.C. House
Leon & Anita Kelly
Harrells Christian Academy
Fayetteville Orthopedics
Daniel Norton & Co.
City Dry Cleaners
Bladen Builders

PRIZE DONORS

Edward Jones, Joanna Carr
Star Telephone
T&T Tire
San Jose Restaurant
Fowlers Jewelers
Houston Peanuts
River Landing Golf Course

Duplin Winery
Leon & Anita Kelly
Phyllis Latham
Sign Logic
Joseph D Salon
World Vision
Ben Corbett

Exhibit F

**Bay Tree Lakes Voluntary Fire Departments
10th Annual Golf Tournament
Saturday, October 13, 2012**

The tenth annual Bay Tree Lakes VFD Golf Tournament, held at Carolina Sands in White Lake was another big success. Nine teams participated and numerous businesses and individuals made contributions. Thanks to all for your generous support.

The following are the top teams of each flight and individual contest.

FIRST FLIGHT

1st PLACE: Bill Augustine, Bill Augustine Jr., Brando Bullard, Robby Owen

2nd PLACE: Jack Huestess, Dakota Huestess, Ed Clark, Ed Gooden

3rd PLACE: Donnie Bass, John Graham, John Mooney, Steve McLellan

SECOND FLIGHT

1st PLACE: Marvin Tatum, Ed Tatum, Jim Cole, Bob Latham

2nd PLACE: Jeff Lennon, Robby Lennon, Ann Tesseneer

3rd PLACE: Lamarr Johnson, Alfred Manor, Chris Kelly, Tommy Culbreth

Women' Longest Drive: Ann Tesseneer

Women's Closest to the Pin: Ann Tesseneer

Men's Longest Drive: Jeff Lennon

Men's Closest to the Pin: Jeff Lennon

Putting Contest: 1st Place: Brandon Bullard

2nd Place: Jim Cole

EXHIBIT G
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 for the entirety of 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 \$200.00 is also required. This will be refunded when the keys have been returned and if no damage has occurred and the building is clean and all trash has been removed from the premises, including outside cans and one at the end of the handicap ramp at the east end of the clubhouse. A POA board member will make an inspection of the clubhouse area within 12 hours after the event.
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 normally 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 be rented, Monday through Thursday, for the purpose of having a commercial party or for the functions of fraternal organizations, charities, clubs, churches, or businesses if the property owner is a member of same, is in good standing with the POA, and will be present during the entire function. Request for such rentals must be approved by the Board of Directors.
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

Revised 9/13/12

EXHIBIT H

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. Including can at end of handicap ramp. (Failure will result in loss of deposits.)
 - 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 your 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.
You also agree to be in attendance during the entire event.

Property Owner Signature and Date

Board Member Signature and Date

Revision 9/13/2012