

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting January 10, 2013

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the clubhouse on Thursday, January 10, 2013. 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: Robert Walton, Debbie Kettle, George Stark, Brenda Barnes, Larry Barnes, Ed Stone, Dawn Polk, Mark Polk, Phyllis Latham, Bob Latham, Cathy Ross, J.R. Wise, Hank Howell, Janet Hosking, Jon Hosking, Karen Pack and Nancy Capps.

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 Loren Becker, Christine Stevens, Vidrene Lynch, Pat Hemingway and Mike Smith.

Approval of Previous Months minutes: Dec. 2012, J. Rideout 1st, C. Valentiner 2nd

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

Operations Checking: \$ 36,567.98

Road Loan Checking: \$ 15,690.00

Money Market Acct: \$ 55,582.61

Total Monies: \$ 107,840.59

Road Loan Principal: \$ 31,693.09 as of 12/31/12

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

Carl Cain reported:

- Quarterly pest control treatment completed for Club House

- Semiannual preventive maintenance completed for gate system.
- 4 gate passes were issued in December.
- Fitness center/Library update: 97 users have entered the room in December. Most users in one day was 6, average usage per day was 3. Average for last month was 4.
- Working with vendors on the costs estimates for some of the budget items approximately 85% complete with the listing.

Approval of Clerks Report: (Attached as Exhibit D)

From the Clerk

January 10, 2013

December 31, 2012 Outstanding Dues: \$25,877.80

December 31, 2012 Credit Balance: \$231.36

January 1, 2013 Billing

435.5 Lots \$54,873.00

Interest 701.80

Outstanding 25,877.80

Total \$81,452.60

No lots Reported Sold December 2012

Business & Issues:

- **Attorney Progress for 1/26/13 Mtg:** President Cherry stated that she met with the attorneys and Mr. Jones today. The meeting on the 26th will be run by the attorneys. She will do the welcoming and have the invocation. The meeting will then be turned over to the attorneys for a power point presentation on the issues and solutions to be voted on. There will be 3 separate votes in the following order: 1) Pool Approval/Assessment, 2) Road Assessment, and 3) Covenants Amendment. The amendment in the covenants will have to be filled with the courts. It is required that we have a quorum present in order to finalize these issues.

- **Lake Level Investigation**: President Cherry stated that she had spoken to Ms. Kristen Woodruff of N.C. Wildlife and they had provided additional information requested last month and they are awaiting an answer.
- **Windshield Tag Violations**: It was brought to the Boards attention that there are several violations regarding windshield tags. Tags have been removed and used loosely or in some cases are being used on more than one car. The board decided to give residents 60 days to get replacement tags or re-registered to the appropriate vehicle. After that time they will be deleted from the gate system. Notice will also be placed on the bulletin board.
- **POA Attorney Replacement**: Morgan Mehler, the attorney for the POA is closing his practice in Elizabethtown and has given us a name to be a possible replacement. The board will discuss and review its options.
- **Property Manager Backup**: The board will be discussing options for coverage for Carl Cain when he goes on vacation this summer.

Committee Reports & Issues:

Rental Committee: Had No Report

Safety/Security Committee: Had No Report

Water Committee: Mr. Mike Smith sent an e-mail stating that things were progressing.

Pool Committee: Letter was received and read. (See Exhibit E Attached)

POA Member Comments & Concerns:

- 1) Mr. Bob Latham, Chairman BTLVFD Board of Directors, wanted to notify residents that the fire department has received 60 smoke alarms and 40 CO2 detectors for installation within the fire district. They can be installed at no cost to the residents. Please contact Bob Latham at 588-4073 or 910-876-0717. He also wanted to thank additional sponsors to this past year's golf tournament. (See Exhibit F attached)
- 2) Ms. Debbie Kettle requested that a bucket of salt or ice melt be put by the steps going to the Exercise Room and Clubhouse as they are very slippery when she comes in the mornings.
- 3) M. Karen Pack wanted to let everyone know that a black dog, maybe lab, was picked up by the dog catcher this past week. It was running around loose.
- 4) Mr. George Starke asked if the new amendment being voted on was going to be simple majority and would it be used on making any covenant changes in the future.

- 5) Mr. Hank Howell asked if the property next to the office was being listed for sale. President Cherry stated Mr. Jones told her that it was. President Cherry stated that we will deal with any issue when they arise.
- 6) Mr. Jon Hosking, has taken over the leadership of the community CERT Team. He read a brief statement and requested to read it again at the January 26th meeting. He intends to have 3 to 4 meetings per year. All paperwork, notes, and roster has been turned over to him by Mick Robeson. (See Exhibit G attached)

There being no more business the meeting ended.

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

Agenda
Thursday, January 10, 2013

- | | |
|------------------------------------------------------------|--------------------|
| Call to Order and Welcome Members & Guests | Brenda Cherry |
| Invocation | Clark Valentiner |
| Presentation of Consent Agenda Items: | |
| 1. Approval of Prior Meeting Minutes (Dec. 2012) | Mick Robeson |
| 2. Approval of Prior Month's Financial Report (Dec. 2012) | Clark Valentiner |
| 3. Property Manager's Report (Dec. 2012) | Carl Cain |
| 4. POA Clerk's Report (Dec. 2012) | Tish Herrmann |
|
Business: | |
| • Attorneys Progress for 1/26/13 | Brenda Cherry |
| • Update on Lake Level Investigation | Brenda Cherry |
| • Windshield Tag Violations | Board |
| • POA Attorney Replacement | Board |
| • Property Manager Backup | Board |
|
Committee Reports & Issues: | |
| • Safety/Security Committee | Letter |
| • Rental Committee | No Report |
| • Water Committee Update | E-mail Nothing New |
| • Swimming Pool Update | E-Mail to Read |
|
POA Member Comments & Concerns: | |
| • Questions Regarding Upcoming Meeting | |

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

Attached are our Financials for December 2012:

Operations Checking: \$36,567.98

Road Loan Checking: \$15,690.00

Money Market Acct: \$55,582.61

Total Monies in Accts: \$107,840.59

Road Loan Principal: \$31,693.09

Bay Tree Lakes Property Owners Association
Profit & Loss
December 2012

Income

Non-Profit Income

Contractor Code -200.00

Dues 1,485.35

Roads 612.00

Total Non-Profit Income 1,897.35

Total Income \$1,897.35

Expenses

Building cleaning 375.00

Building fire protection 75.00

Cost of Labor

Cost of Labor

Clerk 600.00

Property Manager 450.00

Total Cost of Labor 1,050.00

Total Cost of Labor 1,050.00

Funds transfer

Interest Paid 182.44

Principal Paid 5,047.56

Total Funds transfer 5,230.00

Gate 548.42

Grounds

Mowing & cleaning	200.00
Total Grounds	200.00

Legal & Professional Fees	300.00
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Office Expenses

Bank Charges	11.95
Internet	71.60
Postage	34.50
Supplies	31.97
Telephone	156.94
Web site	89.90
Total Office Expenses	396.86

Repair & Maintenance

Boat Lift	325.68
Clubhouse	842.36
Playground	125.00
Total Repair & Maintenance	1,293.04

Taxes Paid	32.80
Trailer storage facility	77.00

Utilities

Electricity	498.28
Water/Sewer	123.32
Total Utilities	621.60

Total Expenses	\$10,199.72
Net Operating Income	\$ -8,302.37
Net Income	\$ -8,302.37

Thursday, Jan 03, 2013 04:38:11 PM PST GMT-5 - Cash Basis
This report was created using QuickBooks Online.

Exhibit C

Property Manager's Report- December 2012

- Quarterly pest control treatment completed for Club House
 - Semiannual preventive maintenance completed for gate system.
 - 4 gate passes were issued in December.
 - Fitness center/Library update: 97 users have entered the room in December. Most users in one day was 6, average usage per day was 3. Average for last month was 4.
 - Working with vendors on the costs estimates for some of the budget items approximately 85% complete with the listing.
-

Discussion items:

Windshield tags have been removed from vehicles and reapplied or used loosely on other vehicles to gain access into community. Recommend a notice be posted for these tags to be registered to the appropriate vehicle. If not registered in 45 days then they should be deleted.

EXHIBIT D

From the Clerk

January 10, 2013

December 31, 2012 Outstanding Dues: \$25,877.80

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EXHIBIT F

E-mail received by the POA Board on January 7, 2013

Dear POA Members,

As you know a special meeting has been scheduled for January 26, 2013. Therefore, the Pool Committee wanted to bring everyone up to date. Below are some points about the 2011 and 2012 Annual POA meetings regarding the Swimming Pool vote.

To begin, during the 2011 Annual POA Meeting a vote was taken to appoint a Swimming Pool Committee to study and develop a pool plan over the course of the 2011~2012 year.

Over the course of the 2011~2012 year the Swimming Pool was a topic mentioned each month during and in follow up to each of the monthly Board meetings. The Swimming Pool also maintained a prominent position in the monthly Board meeting minutes as an ongoing topic on the BTL-POA website.

From the summer of 2011 to spring 2012, the Pool Committee worked diligently. In talking directly with a large group of property owners it was determined that while not everyone was in favor of a pool, the Committee confirmed that a nice swimming pool was desirable by quite a few property owners. Based on preliminary letters of interest from and discussions with several reputable contractors and a bank, a pool was determined to be a reasonable undertaking as a project for an organization the size of BTL POA.

At the 2012 Annual POA Meeting on April 14, 2012 the Swimming Pool Committee was invited by the Board to make a presentation on their findings.

For over an hour or more during the annual meeting, a healthy dialogue took place and a number of people spoke regarding their knowledge, thoughts, and opinions on a swimming pool.

With the discussion above and a year of research by the Swimming Pool Committee a motion was made that a vote be taken regarding the following mandate: with confirmation that contracts, loan and budgets are consistent with parameters outlined during the meeting, the POA Board will approve and execute as necessary to begin the project as soon as practicable. The parameters outlined were as follows: a swimming pool of 3,500 to 4,000 +/- square feet with a concrete deck area of 6,000- 8,000 +/- SF with shelter and basic facilities of 1,000 to 1,500 +/- SF for a total monthly cost per Property Owner no more than \$15 /month / property owner.

The parameters listed above were what the majority of the property owners voted on during the 2012 BTL POA Annual Meeting.

The pool has not been built yet because there was a question to whether or not the 40 yr. old voting system used in Bay Tree was valid. Finally, after legal counsel the Board has called a special meeting on January 26 @ 10 A. M. to clear up any misunderstandings.

Please plan on attending the special meeting or make sure you send in a proxy designating someone to cast a vote for you. Everyone's voice should be heard when it comes to the good of the community.

Sincerely,

Sonya Smith
Pool Committee

Exhibit F

BAY TREE FIRE DEPARTMENT SPECIAL NOTICE

As a participant in a state fire safety program, the Bay Tree Lakes VFD has received 60 smoke detectors and 40 CO detectors for installation within the fire district. The fire department will install the detectors for residents needing installation assistance. If your detector is more than five years old, it should probably be replaced. If your detector needs to be replaced and you need assistance, please call Bob Latham at 588-4073 or 876 0717 (cell). Detectors will be installed at no cost to the fire district residents.

Thanks.

Bob Latham, Chairman BTLVFD Board of Directors

ALSO:

We wish to thank the following additional hole sponsors or equivalent donors to our golf tournament this year:

JERRY MURPHY
NANCY SUTTON
MARY YARBOROUGH
HENRY LANIER
TERRY HEMINGWAY
PATRICIA PACKER
MICKY KETTLE
RONALD ALPHIN
ROBIN SMOKER
S.SMITH
CAREY HORRELL
P. JOHNSON
M. JORDAN
COLLY CHAPEL
KAREN COLES

Thanks again to all who helped make our golf tournament a big success. We really appreciate all your support.

Bob Latham

Bay Tree Lakes

North Carolina

bplatham1@intrstar.net

Exhibit G

**To be read at the Special POA Meeting January
26, 2013 by Jon Hosking, CERT Team Leader**

Community Emergency Response Team (CERT)

We are working to reactivate CERT--- **Community Emergency Response Team**
at Bay Tree.

The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood following an event **when professional responders are not immediately available to help.**

I am taking over as the team leader of CERT at Bay Tree and looking for men and woman to join CERT. CERT will meet just three or four times a year to get organized, train and maintain skills. This is an important program to help our community in a time of disaster. An email will be sent to each of you as property owners encouraging you to please give your support and consider serving on the team.

Thank you,

Jon Hosking
1342 Bay Tree Drive
588-4727