

# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting March 14, 2013**

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, March 14, 2013. The following Board Members were present: Brenda Cherry, 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: Bob Latham, Hank Howell, Karen Pack, Mike Smith, Donovan Vinson, Terry Packer, Chris Cherry, Dawn Polk and Phyllis 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.

**Approval of Previous Months minutes:** Feb.2013, B. Cherry 1<sup>st</sup>, C. Valentiner 2<sup>nd</sup>.

**Approval of Financial Report:** (Attached as Exhibit B) J. Rideout 1<sup>st</sup>, M. Robeson 2<sup>nd</sup>.

Operations Checking: \$ 56,114.61

Road Loan Checking: \$ 15,690.00

Money Market Acct: \$ 55,600.58

Total Monies: \$ 127,405.19

Road Loan Principal: \$ 11563.07

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

Carl Cain reported:

- 3 gate passes were issued in February. 9 wind shield tags updated this month.  
Contractor code issued for lot 267 S Horse Pen.

- Fitness Center/Library update: 103 users have entered the room in February. Most users in one day was 10, average usage per day was 3.8. Average for last month was 5. 2 new users accessed the room this month.
  - 911 gate operation was tested successfully.
  - Chain link fencing at playground was re-secured.
  - Installed new motion activated light fixtures at main entrance and east and west sides of Clubhouse.
  - Will begin beach leveling next week and backfilling along road at canal dock across from Clubhouse
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**Approval of Clerks Report:** (Attached as Exhibit D)

From the Clerk

March 14, 2013

February 28, 2013 Outstanding Dues: \$22,353.96

February 28, 2013 Credit Balance \$6,003.27

Lots reported sold

| Buyer           | Lot | City         | Seller     |
|-----------------|-----|--------------|------------|
| Lake Creek Corp | 137 | Harrells, NC | Timmy Page |

**Business & Issues:**

- **Update to Pool:** President Cherry showed short slide presentation of details of the pool with a picture and described some changes from the picture. (see Exhibit E) Pool contract went to **Tarheel Construction Company**, of Lumberton, N.C. The shelters, equipment room, plumbing & electrical went to **DeVane Builders**, of Elizabethtown. The cabana renovation also went to **DeVane Builders**. We currently have commitment letters from 2 local banks and are awaiting 3 more. Total cost is approximately \$399,060. President Cherry stated that the final payment on the road loan had been made and that the board is looking at the possibility of leaving the assessment for the pool at the same \$12.00/monthly figure that was being collected for the roads. Mr. Carl Cain, Bay Tree Lakes Property Manager, will be working with the contractors on behalf of the Property Owners Association.

The pool committee is currently working on developing rules and looking at furniture.

- **Asst. Property Manager:** We are looking to hire 2 assistant property managers who are current residents. A posting has been put on the bulletin board and so far there have been 3 applications. Pay will be \$10.00 per hour with flexible hours and no benefits. The position will report to the property manager. Job descriptions for both property manager and assistant will be added to the website this month.
- **POA Attorney Replacement:** The board is still looking at an attorney to handle our legal issues. Some recommended looking outside the local area. Search continues.
- **Annual Meeting Date:** The annual meeting will take place on May 11, 2013. The delay is to allow the covenant changes from the Jan. 26<sup>th</sup> meeting to take effect. The notification letter has been drafted and mailing will take place on March 25, 2013. Mr. Bob Latham mentioned that the Bay Tree Volunteer Department is looking to have their "Open House" that day and everyone is welcome.
- **3 Board Positions Open:** There will be 3 positions to be filled on the board at this years meeting. Secretary, Treasure and Member at Large. The board is researching term limits. It is believed to be three, two year terms (6 yrs.). However it was brought up at the meeting that this was reduced to two, two year terms, (4yrs.), we will have an answer before the annual meeting. Anyone interested in working on the board please come forward.
- **BTWA Directory:** The Bay Tree Womens Association is researching the interest in a community directory. There will be an insert in the annual meeting notification asking for interest and sign up in a possible directory for the community. More to come on this.

#### **Committee Reports & Issues:**

- **Rental Committee:** Had No Report
- **Safety/Security Committee:** Had No Report
- **Water Committee:** Mr. Mike Smith stated that the lake level is up and holding. He has been monitoring the level, it was at 24",went to 31" and is at 30.5" right now.

#### **POA Member Comments & Concerns:**

- 1) Secretary Robeson stated that a letter was received questioning: 1) If the POA owned the property where the clubhouse, cabana and new pool is located? A) The POA does have title to that property. 2) What preventative measures are being taken to prevent sand from blowing into the pool? A) The pool will be elevated and we are

- considering a secondary barrier. 3) What is the "shelter & basic facilities of 1000 to 1500 +/- sq. ft.? A) Chemical storage and equipment room plus for shade from sun.
- 4) Why the lack of information on pool in 2012 annual meeting minutes. A) Attorney was given all information till resolved in January of this year. 5) Question on road ownership not being transferred to the POA. A) One of the previous boards agreed to allow LCC to keep the roads.
- 2) Mr. Hank Howell had a few questions: 1) What we are doing about the Hydrilla, referencing the problem at Lake Waccamaw. A) President Cherry asked Carl Cain to get prices for grass carp. 2) What is happening on the missing signs around the community? A) President Cherry stated that the board has a quote that it will review and make a decision. 3) What is happening on the weather station? Junior Rideout stated that we will be revisiting the project to get cost.
- 3) Ms. Karen Pack requested that we look at projects that can be done in the neighborhood for kids, such as a kid's camp where kids could learn various skills, such as basketball, baton twirling, etc. Karen also stated that she would like to see the community become a self-sustaining neighborhood as there are more and more of them being developed around the country.
- 4) Clark Valentiner reminded everyone of upcoming CERT Training. It will be May 4<sup>th</sup> and cover using compasses, GPS devices and understanding GPS coordinates. Anyone interested is welcome.

There being no further business the meeting was adjourned.

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

Agenda  
Thursday, March 14, 2013

|   |                  |
|---|------------------|
| <b>Call to Order and Welcome Members &amp; Guests</b>     | Brenda Cherry    |
| <b>Invocation</b>   | Clark Valentiner |
| <b>Presentation of Consent Agenda Items:</b>              |                  |
| 1. Approval of Prior Meeting Minutes (Feb. 2013)          | Mick Robeson     |
| 2. Approval of Prior Month's Financial Report (Feb. 2013) | Clark Valentiner |
| 3. Property Manager's Report (Feb. 2013)                  | Carl Cain        |
| 4. POA Clerk's Report (Feb. 2013)                         | Tish Herrmann    |
| <b>Business:</b>  |                  |
| • Pool Update   | Brenda Cherry    |
| • Asst. Property Manager                                  | Board            |
| • POA Attorney Replacement                                | Board            |
| • Annual Meeting Date                                     | Brenda Cherry    |
| • 3 Board Positions Open                                  | Board            |
| • BTWA Directory  | Tish Herrmann    |
| <b>Committee Reports &amp; Issues:</b>                    |                  |
| • Safety/Security Committee                               | No Report        |
| • Rental Committee  | No Report        |
| • Swimming Pool Update                                    | No Report        |
| • Water Committee Update                                  | No Report        |
| <b>POA Member Comments &amp; Concerns:</b>                |                  |
| • Ms. Lynn Walko Information Requested                    | Mick Robeson     |

Executive Session will be held immediately following monthly board meeting.

## EXHIBIT B

Attached are our Financials for February 2013:

Operations Checking: \$56,114.61  
Road Loan Checking: \$4,126.93  
Money Market Acct: \$55,600.58  
Total Monies: \$115,842.12  
Road Loan: Paid Off

Bay Tree Lakes Property Owners Association  
Profit & Loss  
February 2013

Income

Non-Profit Income

|                 |                 |
|-----------------|-----------------|
| Club Card       | 40.00           |
| Contractor Code | 500.00          |
| Dues            | 8,199.69        |
| Gate Access     | 250.00          |
| Roads           | <u>3,420.00</u> |

**Total Non-Profit Income** 12,409.69

**Total Income** \$12,409.69

**Expenses**

|                          |        |
|--------------------------|--------|
| Building cleaning        | 300.00 |
| Building fire protection | 150.71 |

**Cost of Labor**

|                  |               |
|------------------|---------------|
| Clerk            | 600.00        |
| Property Manager | <u>870.00</u> |

**Total Cost of Labor** 1,470.00

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**Funds Transfer**

|                |           |
|----------------|-----------|
| Interest Paid  | 130.65    |
| Principal Paid | 15,099.35 |



|                           |                      |
|---------------------------|----------------------|
| <b>Total Other Income</b> | <b>\$25.00</b>       |
| <b>Net Other Income</b>   | <b>\$25.00</b>       |
| <b>Net Income</b>         | <b>\$ -20,548.75</b> |

Tuesday, Mar 12, 2013 09:37:32 PM PDT GMT-4 - Cash Basis  
This report was created using QuickBooks Online.

### EXHIBIT C

- 3 gate passes were issued in February. 9 wind shield tags updated this month. Contractor code issued for lot 267 S Horse Pen.
- Fitness Center/Library update: 103 users have entered the room in February. Most users in one day was 10, average usage per day was 3.8. Average for last month was 5. 2 new users accessed the room this month.
- 911 gate operation was tested successfully.
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#### Discussion items:

Is Board interested in purchasing a hand held blower to keep club house decking, steps, driveway and cabana decking clear. Potential use in pool area/decking as well. Unit will run about \$425.



**EXHIBIT D**

From the Clerk

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