

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting June 13, 2013

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, June 13, 2013. The following Board Members were present: Troy Votaw, Clark Valentiner, Jim Crayton and Mick Robeson. Mrs. Brenda Cherry was out of town on family business. Staff present was: Tish Herrmann (POA Clerk), J.R. Wise and Donovan Vinson (Assistant Property Managers). The following POA members were also present: Hank Howell, Chet Bojanowski, Kathy Bojanowski, Danny Lytch, Cathy Ross, Butch Conklin, Phyllis Latham, Bob Latham, Karen Pack and Charles Massey.

President Troy Votaw called the meeting to order at 7:00 pm at which time everyone was welcomed to the meeting.

Clark Valentiner gave the invocation.

Mr. Troy Votaw introduced himself as the new president as he and Ms. Brenda Cherry had switched positions on the board for this coming year. Mr. Jim Crayton was introduced as the new member on the board taking the position of Member at Large and that he would be filling in as the interim property manager until we figure out our next steps in filling the position as Mr. Carl Cain had recently resigned. Mr. Clark Valentiner was remaining in the position of Treasurer and Mr. Mick Robeson was remaining in the positions of Secretary.

Approval of Previous Months minutes: May 2013, Jim Crayton 1st, C. Valentiner 2nd.

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

Operations Checking: \$ 83,013.79

Pool Checking: 9,216.00

Money Market Acct: \$ 55,618.03

Total Monies: \$ 147,847.82

Pool Loan: Construction Mode (We pay interest only till completed)

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

Carl Cain reported, read by Mick Robeson:

- 1 gate card, 5 windshield tags, 1 realtor code was issued in May, 12 mobile phone numbers added into gate system.
- 911 gate operations was tested successfully, generator transfer switch tested successfully.
- 9 lots were mowed for non-compliance.
- 33 water craft tags have been issued.
- 63 visitors came through the gate Memorial Day weekend (Sat-Monday), 6 were hauling boats or jet skis.
- 5 Realtors/Owners were notified concerning non-compliant signage posted and the need to replace within 3 weeks.
- New camera system has been installed in gate house.
- Grass carp have been introduced into canal system.
- Goose addling permit has been closed for the year. 2 nests discovered 10 eggs total.
- PM on exercise equipment completed, older treadmill had a bad motor and control board.
- Semi-annual cleaning and service of ice machine completed.
- Quarterly pest treatment completed in Clubhouse and Cabana.
- Annual Fire Marshall Inspection of Clubhouse completed no violations.
- Water damage has occurred to the parquet floor near the ice machine/club house, inspected the ice machine for leaks, nothing found. Possibly a mobile cooler(s) were used and not monitored/protected?
- Trap replaced on the urinal in clubhouse.
- Preventive maintenance completed for the POA lake lift, and the HP lift operational again, step on HP side has been reattached.

Approval of Clerks Report: (Attached as Exhibit D)

June 13, 2013

May 30, 2013 Outstanding Dues: \$18,738.28

April 30, 2013 Credit Balance \$4,282.34

Lots Reported sold May 2013

Buyer	Lot	Home	Seller
Stephen Jones, Jr.	325	Charlotte, NC	Demeter Properties

Business & Issues:

- **Update to Pool:** Mr. Votaw stated that we would not be opening on June 15 as originally planned. The recent storms had slowed the progress. He said work is being done on the fence. Final spraying of the pool side walls needs to be done as does the installation of the pumps. He stated that hopefully we can open by the July 4th weekend. Pool cards will be issued just like the gate card and exercise room. The board is looking to have all property owners sign-off on policies when receiving a card or gaining access to other common areas. They are also looking at a new system that will allow up to 12 functions added to the cards
- **POA Attorney Replacement:** Mr. Kyle Melvin, an attorney with Womble & Campbell, was originally going to handle our legal issues, however due to a new appointment he would not be available. Mr. Troy Votaw and Ms. Tish Herrmann met with Mr. H. Goldston Womble of the same law firm and he is going to pick up our business.
- **Property Manager Position:** Mr. Carl Cain recently resigned and Mr. Jim Crayton will be filling in the position while the board reviews its options.
- **New Sign Policy:** Mr. Mick Robeson read the new sign policy that the board had just unanimously passed. It will take effect on July 1st. The policy will be posted on the bulletin board, on the website and copies will be sent to property owners currently in violation to notify them of the new policy.(see attachments)
- **New Security Cameras:** New security cameras have been installed at the gate house which will capture higher resolution images. New cameras will be installed at the pool, the clubhouse, the storage yard and we are looking to install one at the boat ramps. We are looking to gain better control of all areas in the community.
- **Fireworks July 6th:** Thanks to Jim Crayton, we will have East Coast Pyrotechnics performing a fireworks show for us on July 6th at 9:00pm. People will be requested to stay off

the beach area and dock areas in front of the clubhouse area. We will look to have areas marked off for safety reasons. Boats must stay at least 200 feet away

- **Fishing Policy Amendment:** The Boating and Fishing Regulations have been amended to include: a) disciplinary actions, b) guest fishing in the canals or on Horsepen Lake, and C) unattended fishing apparatus. (see attachments)

POA Member Comments & Concerns:

- 1) Mr. Danny Lytch came to discuss his floats in the canals and disagrees with the new amended fishing policy. Mr. Robeson explained that there had been a number of complaints about the floats in the canals and that Mr. Rick Stuckman of "All About Ponds" had advised that over fishing the catfish population has a negative effect on controlling the plant growth in the canals.
- 2) President Votaw read 5 goals that the board would like to accomplish this coming year. They are as follows:
 1. Create a positive image of our community. This community is loved by everyone who is involved with it but for different reasons. The board is committed to making Bay Tree Lakes a great place to live or invest. We want to drive positive, fun activities that reward everyone involved.
 2. Make a great effort to eliminate the idea that POA Board activities are not visible to everyone. The first step in this process will be more direct messaging of board activities.
 3. Improve our methods of money management and communication around our treasury activities. This will be through the use of a budget and spreadsheets that show all money activities.
 4. Build an improved communication system, which includes permanent files for each property owner that assures everyone knows and understands community policies and rules.
 5. Improve the security of POA assets and common areas through the increased use of cameras and proximity card readers.

There being no further business the meeting was adjourned.

Respectfully Submitted by
Mick Robeson
Secretary
Bay Tree Lakes
Property Owners Association

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

Agenda
Thursday, June 13, 2013

- | | |
|--|------------------|
| Call to Order and Welcome Members & Guests | Troy Votaw |
| Invocation | Clark Valentiner |
| Presentation of Consent Agenda Items: | |
| 1. Approval of Prior Meeting Minutes (May 2013) | Mick Robeson |
| 2. Approval of Prior Month's Financial Report (May 2013) | Clark Valentiner |
| 3. Property Manager's Report (May 2013) | Carl Cain |
| 4. POA Clerk's Report (May 2013) | Tish Herrmann |
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Business: | |
| • Pool Update | Board |
| • POA Attorney Replacement | Board |
| • Property Manager Position | Board |
| • New Sign Policy | Board |
| • New Security Camera Systems | Board |
| • Fireworks July 6 th | Board |
| • Fishing Policy Amendment | Board |
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POA Member Comments & Concerns: | |
| • Danny Lynch – Catfish Floats | |
| • Questions – Pool Rules | |

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

Bay Tree Lakes Property Owners Association
Profit & Loss
May 2013

Income	
Non-Profit Income	
Club Card	20.00
Dues	15,437.85
Gate Access	260.00
Misc. Income	50.00
Pool	4,193.75
Rental	-400.00
Total Non-Profit Income	19,561.60
Total Income	\$19,561.60
Expenses	
Building cleaning	550.00
Cost of Labor	
Cost of Labor	
Asst Property Manager - SL	30.00
Certified Pool Operator	449.00
Clerk	600.00
Property Manager	907.50
Total Cost of Labor	1,986.50
Total Cost of Labor	1,986.50
Funds transfer	
Interest Paid Pool	341.05
Total Funds transfer	341.05
Grounds	
Mowing & cleaning	1,220.00
Total Grounds	1,220.00
Office Expenses	
Bank Charges	11.95
Internet	71.85
Postage	346.43
Quick Books Online	26.95
Stationery & Printing	363.91

Telephone	158.29
Web site	40.00
Total Office Expenses	1,019.38
Repair & Maintenance	
Boat Ramps	40.00
Canals	3,023.14
Clubhouse	1,184.90
Gate	2,440.22
Pest Control	550.00
Playground	10.88
Total Repair & Maintenance	7,249.14
Road Repair & Maintenance	1,637.69
Trailer storage facility	128.44
Utilities	
Electricity	417.65
Water/Sewer	127.34
Total Utilities	544.99
Total Expenses	\$14,677.19
Net Operating Income	\$4,884.41
Net Income	\$4,884.41

Monday, Jun 03, 2013 01:49:01 PM PDT GMT-4 - Cash Basis

This report was created using QuickBooks Online.

Property Manager's Report

May 2013

EXHIBIT C

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From the Clerk

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Property Owner's Association

Sign Policy

Policy Statement The POA has a vested interest in the enforcement of the Restrictive Covenants for the Bay Tree Lakes community and the POA Board has a responsibility to carry such enforcement. Having received a number of complaints regarding signs in the community, the board hereby adopts the policy explained and set out herein.

Basis For This Policy The 1972 Restrictive Covenants - Bay Tree Lakes - Restrictions, Part I, Number 11 states: "No commercial signs, including "for rent", "for sale" and other similar signs, shall be erected or maintained on any lot except with written permission of the Corporation or except as may be by legal proceedings. Provided, however, such permission will not be unreasonably withheld. Size, shape, color and design of such signs shall be subject to written approval by the Corporation".

As it has with a number of other Restrictive Covenants related matters (i.e. security, yard maintenance, etc.), the Corporation has assigned the responsibility for property signs to the POA Board. The POA Board agrees that a policy regarding signs is critical to the appearance of the community as the number and variety of signs (sizes, shapes, colors, graphics, placement, etc.) could dominate the streetscapes of our beautiful community if there is no standard or limit to which all property owners with the need for signage are required to adhere.

GUIDELINES:

New Construction When there is construction of a new home or an addition to an existing home in the community, the building contractor and the financial institution making the loan for the new home will be permitted to place on the property in a normal and not overly conspicuous way, the sign for their respective firm or company performing the work or providing the service and that sign or those signs may remain on the property until but not after the initial occupant has moved in the new home. When the work is complete and move-in has occurred, all signs must be removed.

Building Maintenance When maintenance is being performed on an existing home or building, i.e. painting, new roof, new siding, etc., a sign identifying the respective firm or company performing the work may be placed on the property in an appropriate way until the job is completed at which time any sign(s) must be removed.

Agent or Owner For Sale or For Rent All "For Sale" or any "For Rent" signs, or others signs with the equivalent message, by any agent or owner, must conform to the standard to which the POA and the Corporation have mutually agreed, adopted and traditionally adhered. Approved signs will be 8 inch by 12 inch signs with green background with white lettering. Local vendors, and in particular Sign Logic Company in Elizabethtown, are familiar with the standard "Bay Tree Lakes For Sale" signs, provide these signs at a reasonable cost, and can incorporate logos or other design or unique information in the fabrication of these signs.

Violations The Property Manager and/or assistants will personally notify property owners and agents with regards to violations and hand deliver a copy of this policy. Property owner /agent will have 7 days to insure that approved signage has been substituted for any non-conforming sign. After 7 days, if the non-conforming sign(s) is/are still in place, the POA board will send a certified letter notifying that property owner /agent of the continuing violation and the assessment of a \$50.00 fine. The fine will be considered a special assessment and collected along with regular monthly homeowner's dues. Failure to pay this fine can result in suspension of the property owner rights to use the common areas and the right to vote on property owner related matters; and, ultimately, as is the case with all unpaid POA fees, a lien on the subject property. Signs removed from any property will be held at the Gate House for pick up.

BAY TREE LAKES BOATING AND FISHING REGULATIONS

The following rules and regulations have been established by the Board of Directors of Bay Tree Lakes Property Owners Association. We submit these rules and regulations as a guide for all property owners to observe to ensure the safety and protection of our natural environment, canal waterways, fish habitat, and shore line properties. These rules and regulations cover the canal system and Horsepen Lake. Bay Tree Lake, the big lake, is a public lake and covered by all North Carolina State Laws regarding boating and fishing rules and regulations. It is the property owners responsibility to notify other family members and guest of these rules and regulations.

Intentional disregard and violating these rules and regulations will result in the following disciplinary action: 1) First occurrence = warning letter from the POA board. 2) Second occurrence = \$50.00 fine. 3) Will result in suspension of access to the common areas pending a meeting with the board of directors. The fine will be considered a special assessment and collected along with regular monthly property owners dues.

BOATING

- All boaters and water craft operators should adhere to all North Carolina state laws, rules and regulations.
- All fishing craft should be registered with BTL Property Owners Association and have a decal attached in a visible location. (Decal design to be decided)
- All canal systems in Bay Tree Lakes are “NO WAKE ZONES”. Horsepen Lake has designated areas marked. “NO WAKE ZONES” will also be defined as within 50 yards of any boat dock or the boatlift on Horsepen Lake.
- “NO LITTERING” in any of the waterways within Bay Tree Lakes. All disposable items including but not limited to; Food and beverage containers, bait containers, paper and plastics of any kind must be secured in your vessel and disposed of properly.
- Boat Lifts are to be operated by property owners only or those who have been trained in its operation.

FISHING

- All property owners and their guest should adhere to all North Carolina state fishing laws, rules and regulations.
- All largemouth bass in the canal system and Horsepen Lake are CATCH AND RELEASE. Defined as, after capture, the fish is unhooked and returned to the water before experiencing any serious exhaustion or injury. NO LARGEMOUTH BASS ARE TO BE REMOVED FROM THE PROPERTY.
- Guests, excluding family members, must be accompanied by the property owner at all times when fishing in the canal systems or on Horsepen Lake. Property owner may be in a different boat than their guest as long as they are together.
- No unattended fishing apparatus, to include nets, float rigs or fish traps are allowed in the canal system or on Horsepen Lake.
- Family members are defined as: parent, siblings, sons or daughters, including in-laws, stepchild, grandchild, niece or nephew.

Accepted & Passed by POA Board 10/11/12, amended 6/11/13



Sample Boat Sticker

Revision: 6/12/13