

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting July 11, 2013

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, July 11, 2013. The following Board Members were present: Brenda Cherry, Clark Valentiner, Jim Crayton and Mick Robeson. Mr. Votaw was away on vacation. Staff present were: Tish Herrmann (POA Clerk), J.R.Wise and Donovan Vinson (Assistant Property Managers). There were approximately 20 property owners present.

Vice President Brenda Cherry called the meeting to order at 7:05 pm at which time everyone was welcomed to the meeting.

Clark Valentiner gave the invocation.

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

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

Operations Checking: \$ 70,238.57

Pool Checking: \$12,658.68

Money Market Acct: \$ 55,618.03

Total Monies: \$ 138,515.28

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

Mr. Valentiner also presented a budget draft which was voted on by the board and passed.
(Attached as Exhibit E)

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

Jim Crayton reported,

- 8 Windshield stickers, 3 gate cards & 1 subcontractor card issued.
- Cameras installed at pool and gate house.
- Purchased new Stihl weed-eater with attachment that will facilitate canal bank cutting.
- Power installed at pool today. Meter is not installed yet. Pedestal location being discussed. Pool may be filled by the weekend.

- Pool furniture was delivered.
- Working on resolving additional issues with pool.
- Purchased new card reader system for pool and fitness center. Once completed and software installed will begin programming cards. Received approx. 50 card requests so far. New system will do away with Corby system and will utilize same type card as main gate. Cards can be programmed for specific areas.
- Grass-cutting assessment completed today, (Thursday July 11th).
- 2 clubhouse rentals: July 12-13 and Aug. 31 . Fire Dept. wishes to use clubhouse on the same night as our September meeting night. Board will contact Bob Latham to discuss alternate dates for their meeting.

Approval of Clerks Report: (Attached as Exhibit D)

July 11, 2013

June 30, 2013 Outstanding Dues: \$15,065.67

June 30, 2013 Credit Balance \$4,407.06

July 1, 2013 Billing 3rd Quarter

435.5 Lots \$54,873.00

Interest \$469.21

Outstanding Dues \$15,065.67

Total \$70,407.68

Lots Reported sold June 2013

Buyer	Lot	Home	Seller
Michel Knowles	204	Apex, NC	Carl Allen

Business & Issues:

- **July 4th Celebration:** Mr. Clark Valentiner read a list of the events that took place and gave a cost for each. Mr. Robeson stated that the kids fishing tournament had 24 children participate which is the largest group to date. All seemed to enjoy the hats and drawstring backpacks that were handed out. Ms. Cherry stated that there were 12 boats in the boat parade and approximately 20 carts, bikes and atv's in that parade. She thanked all the volunteers that were involved in all the day's events. Everyone seemed to enjoy the day and were pleased with the fireworks display.

- **Update to Pool:** Mr. Jim Crayton stated that there is still work going on and questions have been raised around the fencing and drains in the bathrooms. Mr. Crayton said that both the County Health Inspection and County Building Inspection had passed and we were still awaiting the Certified Engineering Inspection before it can be opened. The power company, Duke Power, was to be connected this week. Mr. Chris Cherry asked if the pool could stay open passed Labor Day and Mr. Hank Howell stated that it was in the rules and regulations that it would stay open till September 30th. Vice President Cherry said that it would stay open as long as weather permits. There was much discussion and questions around the pool. Some residents were concerned that there are code violations. One item is the fence height. The contractor was apparently given incorrect information from the County Health Inspector. The correct fencing is being ordered and the contractor is absorbing the cost. Another item is the fence along the east side of the proper. Mr. Crayton stated that the engineer will advise us on it. Vice President Cherry re-iterated that the contractor knows that everything must be to code and it will be before the pool opens.
- **Request for Information (Army Corp of Engineers):** Vice President Cherry stated that the board has requested any and all information regarding lake levels that they have been involved with here at Bay Tree. There was a form that was filled out through the “Freedom of Information Act” requesting this information. Once the information is received we will share it with the property owners.
- **E-mail Communications:** Vice President Cherry stated that President Votaw has sent out about four e-mails to property owners updating them on information the board is working on and issues that are happening around the community. We have received a lot of positive feedback from these e-mails. Anyone wishing to receive these communications, please let us know. You can provide that information to any of the board members or by using the “comments” section on the website.

POA Member Comments & Concerns:

- 1) The topic of alcohol at the pool was discussed by property owners both for and against the issue. Vice President Cherry stated that the board’s position is that alcohol will not be allowed this season. That we will put it on the agenda for a vote at the next annual meeting.
- 2) Mr. Jon Hosking requested that the sheriff’s department make tours through the community periodically. The board had been told that we were getting occasional tours. The board will follow up with the sheriff’s department.
- 3) Mr. Francis Daniel expressed concern about the cracks in the pavement specially the east end of Bay Tree Drive. He stated that this would lead to bigger problems if not addressed. V.P. Cherry said that we would have an inspection done to identify the areas and look to address those issues.
- 4) Mr. Robert Walton asked who inspects and when last inspection had been done on the bridge on Bull Bay Drive. Mr. Roger Wright stated that it had been inspected when he was on the board. He stated that we should budget funds for roads and bridges. V.P. Cherry stated that she would review the contract that was signed by a previous board and Lake Creek which is located in the office and we would go from there.
- 5) Mr. Junior Rideout requested that a weather station be installed. He stated that he could install one like Mr. Dennis Ford used to have for under \$1500. It would be installed somewhere around the clubhouse or cabana area. The board passed a motion to have Mr. Rideout install the weather station.

- 6) Ms. Michele Lewis asked if the board has the right to make rules on the canals since we do not own them. Mr. Jim Crayton read part of the covenants and restrictions that give the POA board the right to make rules and discipline. Ms. Lewis didn't feel the discipline was fair. Mr. Crayton stated that we were open to other options.
- 7) The subject of golf carts and ATV's was discussed. V.P. Cherry stated that we discussed this at last month's meeting to please talk to your children and grandchildren. Mr. Crayton stated that the board does not want to have to make another policy or get to the point where they become banned.
- 8) Mr. Scott Smith asked why they can't take their dog on the beach. It was explained that it causes an unsanitary condition and some dog owners won't pick up after them. Mr. J. Crayton requested that Mr. Smith draft a new policy and submitted it to the board, which he agreed to do.
- 9) Mr. Junior Rideout thanked the board for purchasing the grass carp for the canals and also asked if we will continue a water study. V.P. Cherry stated that we would wait till we heard back from the Army Corp of Engineers.

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, July 11, 2013

- | | |
|---|------------------|
| Call to Order and Welcome Members & Guests | Brenda Cherry |
| Invocation | Clark Valentiner |
| Presentation of Consent Agenda Items: | |
| 1. Approval of Prior Meeting Minutes (June 2013) | Mick Robeson |
| 2. Approval of Prior Month's Financial Report (June 2013) | Clark Valentiner |
| 3. Property Manager's Report (June 2013) | Jim Crayton |
| 4. POA Clerk's Report (June 2013) | Tish Herrmann |
| Business: | |
| • July 4 th Celebration | Board |
| • Pool Update | Board |
| • Request for Information (ACOE) | Board |
| • E-mail Communication | Board |
| POA Member Comments & Concerns: | |
| • Complains – Pool Rules | |

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

Bay Tree Lakes Property Owners Association
Profit & Loss
June 2013

Non-Profit Income

Club Card	50.00
Dues	2,535.57
Gate Access	280.00
POA Lot Mowing	75.00
Pool	720.00
Rental	400.00
Total Non-Profit Income	4,060.57
Total Income	\$4,060.57

Expenses

Building cleaning	500.00
Building fire protection	75.00

Cost of Labor

Asst Property Manager - JR	100.00
Clerk	600.00
Guard	160.00
Property Manager	967.40
Total Cost of Labor	1,827.40
Total Cost of Labor	1,827.40

Funds transfer

Interest Paid Pool	550.70
Total Funds transfer	550.70

Grounds

Mowing & cleaning	815.00
Total Grounds	815.00
Member Event	2,102.00

Office Expenses

Bank Charges	11.95
Internet	71.85
Postage	46.00

Quick Books Online	26.95
Supplies	9.07
Telephone	156.71
Web site	134.00
Total Office Expenses	456.53

Repair & Maintenance

Clubhouse	643.36
Exercise Room	150.00
Gate	1,979.05
Pool	3,255.50
Total Repair & Maintenance	6,027.91

Trailer storage facility	136.50
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Utilities

Electricity	544.22
Water/Sewer	157.48
Total Utilities	701.70

Total Expenses	\$13,192.74
Net Operating Income	\$ -9,132.17
Net Income	\$ -9,132.17

Wednesday, Jul 10, 2013 06:46:10 PM PDT GMT-4 - Cash Basis

This report was created using QuickBooks Online.

EXHIBIT C

June 2013

Property Managers Report

- 8 Windshield stickers, 3 gate cards & 1 subcontractor card issued.
- Cameras installed at pool and gate house. Recommend installing one additional camera at gatehouse. Had an incident of going around the gate this past weekend w/turf damage but, no camera coverage in that area. (May be able to move existing camera.) Installing additional spotlight on Cabana to aid nighttime camera coverage.
- Purchased new Stihl weed-eater with attachment that will facilitate canal bank cutting.
- Power installed at pool today. Pool walls and filling scheduled for this week-end, weather permitting.
- Pool furniture delivered
- Working on resolving additional issues with pool.
- Purchased new card reader system for pool and fitness center. Waiting for completion so we can install software and begin programming pool/fitness cards. Received approx. 50 card requests so far. New system will do away with Corby system and will utilize same type card as main gate. Cards can be programmed for specific areas.
- Grass-cutting assessment completed today.
- 2 clubhouse rentals: July 12-13 and Aug. 31 . Received request from Fire Dept. to use clubhouse on Sept. 8th for Fireman's Assoc. meeting. This is our regular meeting night. We have granted this request in the past.

EXHIBIT D

From the Clerk

July 11, 2013

June 30, 2013 Outstanding Dues: \$15,065.67

June 30, 2013 Credit Balance \$4,407.06

July 1, 2013 Billing 3rd Quarter

435.5 Lots \$54,873.00

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Outstanding Dues \$15,065.67

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Lots Reported sold June 2013

Buyer	Lot	Home	Seller
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Michel Knowles	204	Apex, NC	Carl Allen
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EXHIBIT E													Bay Tree Lakes Budget 2013		Page 1
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD		
BTL Financials															
Operations Checking															
Road Loan Checking															
Pool Loan Checking		XXX	XXX												
Money Market Account															
Total Dollars		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Road Loan Principle				XXX									0.00		
Pool Loan Principle	XXX	XXX	XXX	XXX									0.00		
Outstanding Dues															
Income															
Club Card													0.00		
Contractor Code													0.00		
Dues	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	12,900.00	154,800.00		
Gate Access													0.00		
Key Deposit													0.00		
POA Lot Mowing													0.00		
Rental													0.00		
Roads Assessment	5,220.00	5,220.00	5,220.00										15,660.00		
Pool Assessment	XXX	XXX	XXX	5,220.00	5,220.00	5,220.00	5,220.00	5,220.00	5,220.00	5,220.00	5,220.00	5,220.00	46,980.00		
Total Income	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	217,440.00		
Expenses															
Building cleaning	150.00	150.00	150.00	150.00	550.00	650.00	650.00	650.00	650.00	500.00	500.00	200.00	4,950.00		
Building fire protection			75.00			75.00			75.00			75.00	300.00		
Cost of Labor															
Clerk	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00		
Guard					250.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	3,250.00		
Property Manager	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00		
Asst. Property Mgr.J.R.							200.00	200.00	200.00	200.00	200.00	200.00	1,200.00		
Asst. Property Mgr.S.L.							200.00	200.00	200.00	200.00	200.00	200.00	1,200.00		
Cert. Pool Mgr. D.V.							600.00	600.00	600.00				1,800.00		
Total Cost of Labor	1,350.00	1,350.00	1,350.00	1,350.00	1,600.00	2,550.00	2,650.00	2,650.00	2,650.00	2,050.00	2,050.00	2,050.00	23,650.00		
Road Funds transfer															
Interest Paid				XXXXX									0.00		
Principal Paid				XXXXX									0.00		
Total Funds transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Pool Funds Transfer															
Interest Paid	XXXXX	XXXXX	XXXXX	XXXXX	341.05	550.70	1,000.00	1,000.00	1,000.00	1,000.00	4,012.71	4,012.71	12,917.17		
Principle Paid	XXXXX	XXXXX	XXXXX	XXXXX											
Total Pool Funds Transfer	0.00	0.00	0.00	0.00	341.05	550.70	1,000.00	1,000.00	1,000.00	1,000.00	4,012.71	4,012.71	12,917.17		
Grounds & Cleaning															
Mow / Clean Common Area	150.00	150.00	150.00	775.00	1,500.00	1,500.00	1,500.00	1,200.00	1,000.00	775.00	150.00	150.00	9,000.00		
POA Lot Mowing (Loss)															
Trash Removal					40.00		40.00	40.00	40.00			40.00	200.00		
Total Grounds	150.00	150.00	150.00	775.00	1,540.00	1,500.00	1,540.00	1,240.00	1,040.00	775.00	150.00	190.00	9,200.00		
Office Expenses															
Bank Charges	11.95	11.95	11.95	23.95	11.95	11.95	23.95	11.95	23.95	11.95	23.95	11.95	191.40		
Internet	71.80	71.80	71.80	71.80	71.80	71.80	71.80	71.80	71.80	71.80	71.80	71.80	861.60		
Postage	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00		
Quick Books Online	26.95	26.95	26.95	26.95	26.95	26.95	26.95	26.95	26.95	26.95	26.95	26.95	323.40		
Stationery & Printing	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	609.96		
Supplies	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	50.83	609.96		
Telephone	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	155.00	1,860.00		
Web site	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	840.00		
Total Office Expenses	537.36	537.36	537.36	549.36	537.36	537.36	549.36	537.36	549.36	537.36	549.36	537.36	6,496.32		
Other Expenses															
Insurance	7,200.00			750.00									7,950.00		
Legal & Professional Fees	150.00	150.00	150.00	150.00	350.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	2,000.00		
Taxes & Licenses			120.00									33.00	153.00		
Member Event					50.00		5,300.00						5,350.00		
Misc. Expense										2,100.00	1,500.00		3,600.00		
Repair & Maintenance															
Gate Repairs	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	525.00	6,300.00		
Boat Lift					600.00	600.00	600.00	600.00					2,400.00		
Boat Ramps						250.00							250.00		
Canals					1,250.00	1,250.00	1,250.00	1,250.00					5,000.00		
Pier Repair	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	2,520.00		
Cabana	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	5,040.00		
Pool Repair													0.00		
Clubhouse	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00		
Exercise Room	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00		
Playground	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00		
Pest Control	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00		
Total Repair & Maintenance	2,555.00	2,555.00	2,555.00	2,555.00	4,405.00	4,655.00	4,405.00	4,405.00	2,555.00	2,555.00	2,555.00	2,555.00	38,310.00		
Road Repair & Maintenance	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	1,103.00	13,236.00		
Trailer storage facility	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	1,380.00		
TOTAL OPER. EXPENCE	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	1,218.00	14,616.00		
Utilities															
Electricity	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00		
Water/Sewer	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,120.00	1,200.00	120.00	120.00	120.00	2,440.00		
Total Utilities	720.00	720.00	720.00	720.00	720.00	720.00	720.00	1,720.00	720.00	720.00	720.00	720.00	9,640.00		
Total Income	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	18,120.00	217,440.00		
Total Expenses	14,030.36	6,830.36	7,025.36	8,217.36	11,311.41	12,606.06	18,182.36	13,570.36	10,607.36	9,505.36	11,905.07	11,741.07	135,532.49		
Net Operating Income	4,089.64	11,289.64	11,094.64	9,902.64	6,808.59	5,513.94	-62.36	4,549.64	7,512.64	8,614.64	6,214.93	6,378.93	81,907.51		