

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting August 15, 2013

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was re-scheduled to be held at the Clubhouse on Thursday, August 15, 2013. The following Board Members were present: Troy Votaw, Brenda Cherry, Clark Valentiner, Jim Crayton and Mick Robeson. Staff present were: Tish Herrmann (POA Clerk), J.R.Wise and Donovan Vinson (Assistant Property Managers). There were approximately 45 property owners present, not everyone signed the attendance book.

President Votaw called the meeting to order at 7:05 pm at which time everyone was welcomed to the meeting. He recognized that this is probably our best turnout ever at a monthly meeting.

Clark Valentiner gave the invocation.

President Votaw laid out some ground rules for the meeting and all future meetings. As stated in the community e-mail recently sent to all property owners. They are: 1) there will be no electronic visual or audio recordings of any POA meetings. 2) all comments will be taken towards the end of the meeting during the "POA Member Comments & Concerns" section. 3) all questions and comments will be limited to 3 minutes each as done at the annual meetings. Mr. Votaw requested anyone wanting to receive the community e-mails should sign a list that was passed around or notify one of the board members.

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

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

Operations Checking: \$ 94,457.40

Pool Checking: \$ 9,220.63

Money Market Acct: \$ 55,635.51

Total Monies: \$ 159,313.54

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

Mr. Valentiner also stated that to date there has been \$304,704.56 paid for the pool project.

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

Jim Crayton reported,

- 3 gate cards issued, 6 windshield tags issued, 1 sub-contractor card issued, 6 cell numbers activated at gate
- We had two unlawful entry events:

- 1- July 13-14 - Vehicle jumped ditch in the outgoing lane and went behind the generator to gain entry. Not captured on video due to poor camera coverage and darkness. (cameras have been adjusted)
- 2- July 27 - Gate barrier broken by an individual trying to "tailgate" to get in. Have good video but so far no ID on individual. Note: Tailgating is becoming a problem at the windshield tag entry gate. There are numerous recorded events of people tailgating behind property owner vehicles and several near misses.
We will look to put pictures of violators on the bulletin board.

- Cabana pier checked and nails re-driven as needed.
- Beach cleaned and dragged.
- Canal bank in front of Clubhouse prepped for 4th of July followed up by a complete weed removal all the way out to the main canal.
- Organized Asst. Prop. Mgrs. to establish security for firework show
- Clubhouse shrubbery trimmed.
- Lot survey completed w/assistance from Steve Lewis. Approximately 80 letters sent.
- Numerous hours spent working with contractors and inspectors on pool issues in an effort to resolve problems as directed by the board. There is still a software issue to be resolved.
- Working with gate contractor trying to get card system at pool and exercise facility operational as well as programming approx. 100 new pool entry cards.
- Worked with OmegaSoft contractor on installing security cameras at pool and merging system with existing exercise facility cameras. One camera was ordered for the front gate.
- Contacted 5 property owners about incorrect "for sale" signs and assisted them with getting correct signage.
- Had trailer storage mowed and weed-eating done.
- Purchased weather station per Jr. Rideouts recommendation as approved at last meeting. Arrived 8/15.

Approval of Clerks Report: (Attached as Exhibit D)

August 8, 2013

July 31, 2013 Outstanding Dues: \$28,770.82

July 31, 2013 Credit Balance \$3,133.33

No Lots reported sold July 2013

Business & Issues:

- **Pool Update:** Mr. Votaw stated that we would save the pool for the end of the meeting since it would be a longer discussion.
- **Request for Information (Army Corp of Engineers):** President Votaw stated that the board has requested information regarding the lake levels that they have been involved with here at Bay Tree Lakes. Mr. Robeson stated that there was a form that was filled out through the "Freedom of Information Act" requesting this information. Copies were handed out. There was one question and answer read aloud for those in attendance, which was:

Q. What did the Army Corp of Engineers find when they conducted an investigation on the draining of Bay Tree Lake?

A. The Corps determined that there is no direct connection from Lake Drain canal to the Lake itself. A 30-40 foot rim of fill material separates the open water from the adjacent wetlands and ditches along the shoreline of the western side of the Bay Tree Lake (Lake). Lake Drain exits the property to the north under Hwy 41 where a DOT-sized culvert maintains normal base-flow (a 4-6" riser is present).

The Lake is located at the top of the watershed and the Lake edge is almost totally surrounded by a man-made high ground berm. Water levels are precipitation-driven and water loss is mainly due to evaporation (and some seepage, it is assumed). Water pressure from the wetlands/high water table to the west prevents most drainage.

Anyone wishing to have a copy of the handout can request one through the "Comments" section of the website. www.baytreelakescommunity.com.

- **NC Wildlife Resource Commission / Canals:** One of our residents was stopped recently by an officer of the state for a life vest violation that occurred in our canal. There is a question on jurisdiction in the canals and on Horsepen Lake. There was some discussion and belief that by re-installing the wooden beams that were removed from the top of the dam between the lake and the canals that this would eliminate the concern. A motion was made and passed by the board to have the wooden beams put back in place and to also replace a swing gate type of apparatus that previously existed. The board noted that a request was sent to Mr. Steve Jones Jr. for his assistance. The board wants to be made aware of any citations received by a property owner.
- **E-mail Communications:** President Votaw reiterated anyone wishing to receive future e-mails of happenings around the community to sign the sheet going around the room or by using the "comments" section on the website.
- **Pool Update:** President Votaw stated that he wants to disclose all information to everyone. There are a few issues that we are working to resolve. We are still trying to get clarity on various building, health and ADA codes and if compliance is required. The question is: do we as a POA or private community have to comply with all or some of these codes and guidelines? Originally, in early July, we had passed the local building and health inspections and were only awaiting the pool engineer, now a resident has questioned local code interpretation and authority and solicited answers at the state level. ADA guidelines are having much more detailed and engineering scope than was originally done on our project. We have decided to have our attorney approve any future payments to the contractors. Right now we are working with our attorney and are awaiting final rulings. We will update everyone when we have more information, but please don't listen to the various rumors circulating around the community. The board is working in the best interest of the community.

POA Member Comments & Concerns:

- 1) Mr. Robeson noted that a complaint was received from a resident on South Horsepen regarding ATV's cutting through their yard. They are willing to take drastic measures. Another resident stated that there was a group, (4 or so), that rode right through her backyard between her house and the lake. Others witnessed ATV's riding around doing donuts, etc. and damaging open lots not showing any concern for others private property. Golf carts with children's erratic driving were also discussed. Tags were a possibility of

identifying violators. Ms. Dawn Polk stated that her husband had written a golf cart drivers training course for their children and anyone who would like one to just let her know.

- 2) Ms. Shaw expressed visibility concerns about the intersection behind the gate house where Bay Ridge Road and Bull Bay Drive intersect. She stated that she had discussed it with Mr. S. Jones Jr. Mr. Crayton stated that he would take a look at it.
- 3) Mr. Mike Smith stated that he took offense to the Army Corp of Engineers, state and federal agencies finding no violations regarding the lake levels. He feels that most all of them seem to have no interest. He would like residents to contact their state legislators and lodge complaints.
- 4) **Mr. Bob Latham wanted to remind everyone that the BTL Fire Department will be having their Bar-B-Q Cookout on Sunday September 1st and all residents are invited to come eat for free!!**

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, August 15, 2013

Call to Order and Welcome Members & Guests	Troy Votaw
Invocation	Clark Valentiner
Presentation of Consent Agenda Items:	
1. Approval of Prior Meeting Minutes (July 2013)	Mick Robeson
2. Approval of Prior Month's Financial Report (July 2013)	Clark Valentiner
3. Property Manager's Report (July 2013)	Jim Crayton
4. POA Clerk's Report (July 2013)	Tish Herrmann
Business:	
• Pool Update	Board
• Request for Information (ACOE)	Board
• NC Wildlife Resource Commission / Canals	Board
• E-mail Communication	Board
POA Member Comments & Concerns:	
• ATV's Cutting Through Yards	Board

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

**Bay Tree Lakes Property Owners Association
Profit & Loss
July 2013**

Income

Non-Profit Income

Contractor Code	50.00
Dues	28,694.61
Gate Access	410.00
POA Lot Mowing	75.00
Pool	11,340.00
Rental	400.00
Total Non-Profit Income	40,969.61

Total Income **\$40,969.61**

Expenses

Building cleaning 425.00

Cost of Labor

Cost of Labor	
Asst Property Manager - SL	30.00
Certified Pool Operator	125.00
Clerk	600.00
Guard	80.00
Property Manager	1,815.00
Total Cost of Labor	2,650.00

Total Cost of Labor **2,650.00**

Funds transfer

Interest Paid Pool	803.22
Total Funds transfer	803.22

Grounds

Mowing & cleaning	1,320.00
Total Grounds	1,320.00

Member Event 2,736.29

Office Expenses

Bank Charges	9.95
Internet	71.80
Postage	18.33
Quick Books Online	26.95
Supplies	59.84
Telephone	172.90
Web site	80.00
Total Office Expenses	439.77

Repair & Maintenance

Boat Lift	722.10
Canals	79.00
Clubhouse	5,007.55
Exercise Room	690.00
Pest Control	943.00
Playground	75.00
Total Repair & Maintenance	7,516.65

Road Repair & Maintenance	12.77
Taxes & Licenses	100.00
Trailer storage facility	83.00
Utilities	
Electricity	722.31
Water/Sewer	124.99
Total Utilities	847.30
Total Expenses	\$16,934.00
Net Operating Income	\$24,035.61
Net Income	\$24,035.61

Tuesday, Aug 06, 2013 09:25:07 PM PDT GMT-4 - Cash Basis

This report was created using QuickBooks Online.

EXHIBIT C

July 2013

Property Managers Report

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- Cabana pier checked and nails re-driven as needed
- Beach cleaned and dragged.
- Canal bank in front of Clubhouse prepped for 4th of July followed up by a complete weed removal all the way out to the main canal.
- Organized Asst. Prop. Mgrs to establish security for firework show
- Clubhouse shrubbery trimmed.
- Lot survey completed w/assistance from Steve Lewis
- Numerous hours spent working with contractors and inspectors on pool issues in an effort to resolve problems as directed by the board.
- Working with gate contractor trying to get card system at pool and exercise facility operational as well as programming approx. 100 new pool entry cards.
- Worked with OmegaSoft contractor on installing security cameras at pool and merging system with existing exercise facility cameras
- Contacted 5 property owners about incorrect "for sale" signs and assisted them with getting correct signage.
- Had trailer storage mowed and weed-eating done.
- Purchased weather station per Jr. Rideouts recommendation as approved at last meeting.

I will be away from Wed., August 21 through Sat., August 24. Steve Lewis will provide office coverage during that time. You may contact either Steve or JR Wise should emergencies arise.

EXHIBIT D

From the Clerk

August 8, 2013

July 31, 2013 Outstanding Dues: \$28,770.82
July 31, 2013 Credit Balance \$3,133.33

No Lots Reported sold July 2013

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Grounds & Cleaning																
Mow / Clean Common Area	150.00	75.00		95.00	1,220.00	815.00	1,320.00							3,675.00	5,725.00	6.1 acres includes storage lot
POA Lot Mowing (Loss)																
Trash Removal													0.00	80.00	Willie Cromartie removes Trash	
Total Grounds	150.00	75.00	0.00	95.00	1,220.00	815.00	1,320.00	0.00	0.00	0.00	0.00	0.00	3,675.00	5,805.00		
Office Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Bank Charges	11.95	11.95	23.95	11.95	11.95	11.95	9.95						93.65	107.65		
Internet	71.48	71.92	71.92	71.85	71.85	71.85	71.80						502.67	502.60		
Postage	180.00	185.50			346.43	46.00	18.33						776.26	700.00		
Quick Books Online	26.95	26.95	26.95	26.95	26.95	26.95	26.95						188.65	188.65		
Stationery & Printing		25.67			363.91								389.58	355.81		
Supplies	13.29	55.62	125.01			9.07	59.84						262.83	355.81	Printer Ink	
Telephone	154.38	153.61	154.58	156.58	158.29	156.71	172.90						1,107.05	1,085.00		
Web site		89.90	60.00	109.90	40.00	134.00	80.00						513.80	490.00		
Total Office Expenses	458.05	621.12	462.41	377.23	1,019.38	456.53	439.77	0.00	0.00	0.00	0.00	0.00	3,834.49	3,785.52		
Other Expenses																
Insurance	7,114.00			750.00									7,864.00	7,950.00	Buildings(\$6370) & Board(\$750)	
Legal & Professional Fees	-50.00	3,135.00	146.00	850.00									4,081.00	1,250.00	CPA & *Attorney	
Taxes & Licenses							100.00						100.00	120.00	Ramp & Piers to State 7)\$100 pool permit	
Member Event			42.95			2,102.00	2,736.29						4,881.24	5,350.00	Yrly Meeting/6)Fireworks7)Fireworks	
Misc. Expense													0.00	0.00	Vol. Fire Dept. Support	
Repair & Maintenance																
Gate Repairs		43.00	1,606.75	729.00	2,440.22	1,979.05							6,798.02	3,675.00	3)Gate Arms 4)PM5)Camera6)winsow stickers	
Boat Lift				40.00			722.10						762.10	1,800.00	7)PM Boatlift	
Boat Ramps				125.00	40.00								165.00	250.00		
Canals				100.00	3,023.14		79.00						3,202.14	3,750.00	5)All About Ponds	
Pier Repair													0.00	1,470.00		
Cabana													0.00	2,940.00		
Pool Repair/Maint/Misc		11,000.00				3,255.50	2,295.13						16,550.63	0.00	*Pool Downpayment6)Card Reader7)Pillar Caps	
Clubhouse	646.00	155.26	339.44	822.82	1,184.90	643.36	5,007.55						8,799.33	7,000.00	5)Sign7)Camera/Monitor	
Exercise Room				97.25		150.00	690.00						937.25	175.00		
Playground				231.85	10.88		75.00						317.73	1,575.00		
Pest Control	85.00		85.00	85.00	550.00		943.00						1,748.00	1,050.00	1&3)Service Spraying 4)Contract7)Ant spray	
Total Repair & Maintenance	731.00	11,198.26	2,031.19	2,230.92	7,249.14	6,027.91	9,811.78	0.00	0.00	0.00	0.00	0.00	39,280.20	23,685.00		
Road Repair & Maintenance					1,637.69	53.50	12.77						1,703.96	7,721.00	5)Speed Limit Signs	
Trailer storage facility	83.00	83.00	83.00	83.00	128.44	83.00	83.00						626.44	805.00		
TOTAL OPER. EXPENCE	83.00	83.00	83.00	83.00	1,766.13	136.50	95.77	0.00	0.00	0.00	0.00	0.00	2,330.40	8,526.00	3Poles & 3 Lights	
													Page 3	Page 3		
Utilities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Electricity	605.30	602.39	639.19	568.70	417.65	544.22	722.31						4,099.76	4,200.00		
Water/Sewer	123.65	117.96	115.28	115.28	127.34	157.48	124.99						881.98	840.00		
Total Utilities	728.95	720.35	754.47	683.98	544.99	701.70	847.30	0.00	0.00	0.00	0.00	0.00	4,981.74	5,040.00		
Total Income	56,014.13	12,409.69	4,842.08	38,244.59	19,561.60	4,060.57	40,969.61	0.00	0.00	0.00	0.00	0.00	176,102.27	126,840.00		
Total Expenses	15,918.75	32,983.44	16,694.34	6,724.63	14,677.19	13,192.74	20,188.83	0.00	0.00	0.00	0.00	0.00	120,379.92	76,311.52		

Net Operating Income	40,095.38	-20,573.75	-11,852.26	31,519.96	4,884.41	-9,132.17	20,780.78	0.00	0.00	0.00	0.00	0.00	55,722.35	50,528.48		