

Bay Tree Lakes

Property Owners Association

April 2014 Board of Directors Meeting

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, April 10, 2014. The following Board Members were present: Troy Votaw, Clark Valentiner, Junior Rideout and Roger Wright. Board Member Brian Wolfe was absent. POA Clerk Tish Hermann and Property Manager Jim Crayton attended.

Property Owners in attendance:

Hank Howell
George Starke
Larry T. Barnes
Brenda Barnes
J.R. Wise
Kim Wise
Cathy Manaro
Rick Lashmit
Mick Robeson
John Shaw

President Votaw called the meeting to order at 7:00 pm and welcomed all POA members to the meeting. Clark Valentiner gave the invocation.

Approval of Prior Meeting Minutes: March, 2014 Roger Wright 1st, Clark Valentiner 2nd Unanimous affirmative vote by the board.

Approval of Prior Month's Financial Report: March, 2014 (attached as Exhibit A)
Junior Rideout 1st Clark Valentiner 2nd Unanimous affirmative vote by the board.

Financials for March 2014

Operations Checking: \$ 37,077.73
Pool Checking: \$ 168,964.13 (Incls – \$125,000.00 ADA Compliance Loan)
Money Market: \$ 55,694.69
Total Monies: \$ 261,736.55

Pool Loan Principal: \$ 383,348.67

The pool/ADA loans are as follows:

\$125,000 ADA Compliance loan

\$383,000 Pool Construction loan

Approval of Property Manager’s Report: (Attached as Exhibit B) Submitted by Jim Crayton Junior 1st Clark Valentiner 2nd Unanimous affirmative vote by the Board

Approval of Clerk’s Report: (Attached as Exhibit C) Submitted by Tish Hermann Clark Valentiner 1st Roger Wright 2nd Unanimous affirmative vote by the Board

Business:

2014 Operating Budget: After a brief discussion of 2014 projected income and 2014 projected expenses the board decided to postpone approval of the 2014 budget until the new board takes office. The budget will be discussed and adjusted as required at the May 2014 POA Board Meeting.

It was agreed that after approving the budget in May we will report actual vs. budget and this information will be shared in the monthly financial report.

The Board agreed to the following agenda for the April 12, 2014 Annual Meeting:

Call to Order and Welcome Members and Guest-----Troy Votaw
Invocation-----Roger Wright

- 1. NCWC Presentation
- 2. 2013 Calendar Year Financial Report Clark Valentiner

3. Bay Tree Lakes Fire Department
4. **Bay Tree Lakes C.E.R.T. (Community Emergency Response Team)**
5. **Bay Tree Lakes Women's Association**
6. **The Year in Review** **POA President Troy Votaw**
7. **A Vision for the future of Bay Tree** **Roger Wright**
8. **Street Issue** **Mike Walsh**
9. **Votes**
 - a. **Use of Alcohol at the pool**
 - b. **Election of two board members**
10. **Open Floor**
 - a. **Questions**
 - b. **Comments**
 - c. **General Discussion**
11. **Adjourn**

There being no further business the meeting was adjourned by President Votaw.

Attachment "A"

Bay Tree Lakes Property Owners Association
Profit and Loss
March 2014

	Total
Income	
Non-Profit Income	
Contractor Code	500.00
Dues	4,269.34
Gate Access	180.00
Pool	1,656.00
Rental	400.00
Total Non-Profit Income	7,005.34
Total Income	\$7,005.34
Expenses	
Building cleaning	337.00
Building cleaning supplies	54.52
Building fire protection	75.00
Cost of Labor	
Cost of Labor	
Clerk	600.00
Property Manager	911.68
Total Cost of Labor	1,511.68
Total Cost of Labor	1,511.68
Funds transfer	
Interest Paid Pool	1,134.57
Principal Paid Pool	2,878.14
Total Funds transfer	4,012.71
Member Event	53.50
Office Expenses	
Bank Charges	9.95
Internet	72.21
Quick Books Online	26.95
Telephone	202.98
Web site	238.98

Total Office Expenses	551.07
Repair & Maintenance	
Gate	59.88
Total Repair & Maintenance	59.88
Trailer storage facility	83.00
Utilities	
Electricity	671.63
Sewer	80.00
Water	38.63
Total Utilities	790.26
Total Expenses	\$7,528.62
Net Operating Income	\$ -523.28
Net Income	\$ -523.28

Tuesday, Apr 01, 2014 04:57:10 PM PDT GMT-4 - Cash Basis

This report was created using QuickBooks Online Plus.

Attachment "B"
Property Managers Report

March 13 – April 10, 2014

2 windshield tags

1 gate card

2 realtor codes

We have had a number of problems with the gates system this month. Last week-end , the system began rejecting some resident's windshield tags. This seemed to be done on a completely random basis. John Ciccarelli and I have spent considerable time on this problem consulting with Southern Time which is the company that maintains the hardware and with Door King which is the company that provides the software. Neither company was able to help us resolve the problem. John, drawing on his experience with IBM, concluded that somehow the database had been corrupted and was able to restore it from a backup. In consulting with Carl Cain, our previous property manager I discovered that he had also experienced this problem and was eventually able to resolve it the same way. What still baffles us all is how the corruption occurred. We will monitor they system as best we can but, it should be noted that this happened with no warning. You will recall that we recently have had two of the gates rebuilt but it should be noted that this problem appears to be unrelated to any hardware issues. Mechanically the gates are in good shape.

We have also completed the installation of the new card reader at the exercise room. Residents who had previously given us their gate card numbers were not unduly inconvenienced by the transition. Any resident who has a "Corby" card can get their gate card

programed to open the door. Just contact me with the 5 digit number on your gate card and I will get it programmed. Please give me a day or two to get this done.

The ADA compliance project is proceeding on schedule. Most of the sidewalks and ramps are done and the first round of inspections has been completed. Plumbing and wiring rough ins are complete and the sheet rock is hung and being finished. The tractor ramp across the pier is done. We are working with the previous contractors on getting their final details finished. Tarheel pool will be here on the 16th to work with our pool manager to re-start the pool and check to make sure everything is operating correctly. They will also check the cracks in the pool and repair as needed. DeVane Builders will be here as soon as the new pump room doors arrive and will do all their work at that time. Evers fencing has given us a price of \$3,300 to raise the fence on the SE side. Infinity say they cannot do it.

Additionally, I would like to thank the community for their cooperation on this project. As you are aware there are some safety and potential liability issues associated with being at the work site. Hopefully this cooperation will continue as we work toward bringing this project to a successful conclusion. If anyone has any questions about the project I will be happy to provide answers for them.

We had some vandalism two week-ends ago. Red Mote's trucks had their windshields broken out and considerable additional damage. We filed a report with the sheriff's office and gave them what information we had. A source that wished to remain anonymous gave us the name of a possible suspect and that name was given to the deputy that investigated. I have not heard back yet. It has been suggested that we might want to offer a reward for information.

I returned two incorrect for sale signs to the members along with a copy of the policy defining the correct signage. Additionally, as the board directed, I have been working with our attorney, and clerk, on collecting severely delinquent dues. I can report that several letters have been mailed and some have caught their accounts up. We are also looking at our options to correct some other covenant violations. Per your instructions, it is my intention to bring consistency to the process of enforcing our protective covenants. I will report on this as soon as we have a plan ready for approval. I would strongly suggest that members review the 1972 Restrictive

Covenants. Members who find they are in violation can help greatly by simply correcting the violations.

Finally, there has been some discussion about providing documents to property owners. The By-Laws of the POA require that we maintain good records and make them available for inspection to any member in good standing. This includes contracts and the names and addresses of the members entitled to vote. We also have a POA Confidentiality Policy enacted several years ago that prohibits the copying of any of these documents. Unless otherwise directed, it is my intention to abide by both. Therefore any member in good standing is welcome to contact me or any other duly authorized officer of the association to arrange for inspection of any documents at a time that is reasonable for all parties.

Attachment "C"

From the Clerk

April 10, 2014

March 31, 2014 Outstanding Dues \$26,678.01

March 31, 2014 Credit Balance: \$ 6,912.29

Billing April 1, 2014

444.5 lots \$56,007.00

Interest 788.40

Outstanding Dues 26,678.01

Total Billed \$83,473.41

Lots reported sold March 2014

Buyer	Lot	Home	Seller	
South River Land Co.		275	Elizabethtown, NC	Chris Miller
BB&T (foreclosure)		638	Winston-Salem, NC	Ronald Ellis
Tomasz Kochanowicz		603	Fayetteville, NC	Lake Creek Corp
John & Tonia Shaw		18	Dunn, NC	Maurice & Eloise Lane

MINUTES FROM A CALL BOARD MEETING HELD AT THE CLUBHOUSE ---MONDAY NIGHT, APRIL 1, 2014

Attendees: Troy-Clark-Junior-Roger

Brian was unable to attend

Property Manager Jim Crayton attended

DISCUSSION OF ISSUES TO BE COVERED AT THE APRIL 12, 2014 ANNUAL MEETING:

1. President Troy will share a detailed recap of the pool project starting with decisions made in January of 2012 and going through April 12, 2014.
 - a. President Votaw will basically address when each key decision to the pool was made, why the decision was made and how the decision was made.
2. Secretary Roger will share a "State of the Community" address that focuses on the "vision" the current board has for Bay Tree.

OTHER BUSINESS:

3. Property Mgr. Jim suggested that we consider a four foot wide walkway with three steps leading to the front gate from inside the pool.
 - a. Our suggestion to Property Mgr. Jim was that he review the concept with Cleve Pate and get Cleve's opinion in writing. If Cleve endorses the plan then Property Mgr. Jim will need to get agreement from the Bladen Co. DOI.
 - i. Assuming Cleve and Bladen Co DOI agree with the plan and share this belief in writing we agreed with Property Mgr. Jim that he should move forward with this project and pay the \$2,800 cost out of the value engineering funds.
 - ii. PROPERTY MGR. Jim is to take no action until all inspection agencies at the state and local level have signed off on the plan.
4. We discussed and agreed that no property owner with delinquent dues should be allowed to review documents or participate in POA Activities. Any and all property owners in good standing may review documents and enjoy all privileges extended to POA members in good standing.
5. Property Mgr. Jim advised that Pool Mgr Donovan will contact Mitch from Tarheel Pool this week to start the process of cleaning and preparing the pool for the 2014 season.
 - a. Property Mgr Jim will work with Mitch to bring resolution to the pool crack.
6. We agreed the theme of our 2014 annual meeting is to remind our citizens that we as a community can be the type of community we want to be.
 - a. The key is to understand what we want to be and take a united approach to moving toward the defined target.
7. Early on we will have the following on the April 12, agenda:
 - a. Welcome
 - b. Invocation
 - c. Fire dept update

- d. Ladies club update
 - e. CERTS Team
 - f. Financial report
8. We agreed to ask attorney Singletary to participate in our annual meeting
 - a. We anticipate some property owners would like her comments and opinion on specific issues pertaining to our covenants and/or by-laws.
 - i. Property Mgr. Jim is to extend this invitation to Attorney Singletary.
 9. We agreed that our monthly meeting scheduled for April 10, will simply be a review of and approval of reports including a brief review of the 2014 budget.
 10. We agreed to have a deputy man the gate on April 12, to minimize any traffic flow issues.

Secretary Wright requested all Board members to continue to think about agenda items for the Annual Meeting and share these items with him as soon as possible.

Board member Valentiner made a motion to adjourn seconded by board member Wright and the motion received unanimous support.

MINUTES FROM A CALLED BOARD MEETING HELD ON SUNDAY, APRIL 6, 2014 AT THE CLUBHOUSE:Attendees: Troy-Brian-Clark-Junior-Roger

Property Mgr. Crayton

BUSINESS DISCUSSION:

- 1. President Votaw shared a letter that he had picked up from Tish about thirty minutes prior to our 3:00 pm April 6, meeting.**
 - a. President Votaw opened and read the letter to the board.**
 - i. The letter stated that we needed to allow a specific Property Owner an opportunity to view POA documents.**
 - 1. We thought we had clearly conveyed to all property owners that a property owner must be in good standing (dues paid) to participate in many of the privileges extended to members in good standing including reviewing documents.**
 - b. Since the letter communicating the concerns of this property owner came from an Attorney we concluded the appropriate action would be to have our POA Attorney respond.**
 - 1. No further action planned until we hear from Attorney Singletary.**
- 2. We agreed to ask Architect Cleve Pate to participate in our April 12, 2014 meeting.**
 - a. Action President Votaw to ask Cleve Pate to attend our annual meeting.**
- 3. Property Manager Jim Crayton reported that Tarheel Pool will come on April 16, to begin the process of preparing the pool and making any needed adjustment prior to the 2014 swim season.**
- 4. Board member Wright advised that the NCWC commission would like to attend and be on the agenda at our April 12, annual meeting.**
 - a. We agreed to allow the NCWC to be on the front end of the agenda.**
- 5. Property Manager Jim shared that the Raleigh DOI had indicated we could add the sidewalk and steps at the front gate however, because we have not heard back from the Bladen Co. DOI the position of the board remains as previously stated---TAKE NO ACTION UNTIL WRITTEN ENDORSEMENT FROM THE BLADEN CO. DOI is received.**
- 6. We agreed the Thursday, April 10, monthly board meeting agenda will focus primarily on approving March reports.**
 - a. Budget review**
 - b. Finalize agenda for the April 12, annual meeting.**
- 7. Motion to adjourn Clark Valentiner**
 - a. Second Junior Rideout**
 - i. Unanimous affirmative vote**