

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

November 13, 2014

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association, Inc. (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, November 13, 2014.

Four of the Board members were present: Roger Wright, Lee Hauser, Junior Rideout and Clark Valentiner. Brian Wolf did not attend. POA Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. POA Clerk Tish Hermann did not attend. Property owners in attendance are listed in Exhibit E.

President Roger Wright called the meeting to order at 7:00 pm and welcomed all POA members to the meeting, after which Clark Valentiner provided the invocation. Roger opened the meeting by introducing Chris Ellis, the Bladen County Tax Administrator, while reviewing how BTL property values have changed and the positive expectations for the future.

Bladen County Tax – 2015 Re-appraisals

Chris Ellis provided a comprehensive explanation of the reasons for a re-appraisal of our real estate taxes which will be effective next year. Actually, the re-appraisal applies to the property value. Often during his presentation, he emphasized that BTL homeowners can check the registered square footage of their homes at the Tax Office in Elizabethtown, on-line at www.bladeninfo.org, or the preferred method, telephoning the Tax Office. Also, Mr. Ellis described several real estate tax discounts that may apply to property owners in BTL, such as the Senior Citizen Discount, the Disability Discount, the Veterans Discount, and the Farm/Forestry Management Program Discount. Per Mr. Ellis, notices of completed re-appraisals and the new values should go out early to mid-January of 2015 (and be available on-line at about the same time). He urged that if anyone then wants to appeal, it should be done as soon thereafter as possible. The Board wishes to thank Mr. Ellis for his time and his outstanding presentation.

In conjunction with Mr. Ellis' presentation, Bob Latham was asked to explain to the

many POA members in attendance, the reclassification of the BTL Volunteer Fire Department (VFD) that is expected next year, also. In brief, the VFD is preparing for a major inspection which, hopefully, will result in an improved classification for our VFD and that should then result in lower insurance rates for all homeowners in the BTL Fire District.

(Following these two presentations, a Break in the meeting was declared at 8:08 pm, and the meeting resumed at 8:22 pm.)

POA Member Comment

POA member Patricia Dilello asked for a personal privilege to speak to those still remaining following the Break, and was granted permission by the President. She spoke about a disturbance in the neighborhood the previous Saturday evening and expressed great displeasure as to how it was handled. There were several opinions expressed about the matter, some clearly containing misunderstandings and/or misinterpretations.

Approval of Prior Meeting Minutes (October 9, 2014): Motion to approve was made by Junior Rideout, seconded by Clark Valentiner. Unanimous affirmative vote by those present. Minutes are posted on the Bay Tree Lakes POA website, www.baytreecommunity.com.

Approval of Prior Month's Financial Report (October 2014): Report was presented by Clark Valentiner and is attached herein as Exhibit B. Motion to approve was made by Lee Hauser, seconded by Junior Rideout. Unanimous affirmative vote by those present was made.

Financials for October 2014:

Operations Checking:	\$ 84,748.73
Pool Checking:	\$ 9,281.75
Money Market:	\$ 55,743.92
Total Monies:	\$ 149,774.40

Pool Loan Principal:	\$ 366,447.21
ADA Contract Principal:	\$ 118,237.19

POA Clerk's Report (October 2014): Report was submitted by Tish Hermann, presented by Roger Wright, and is attached herein as Exhibit C. Motion to approve was made by Roger Wright, seconded by Clark Valentiner. Unanimous affirmative vote by

those present. It was noted that the report failed to provide the number of lots in BTL that are currently being billed. This is an item that the Board would like included in future Clerk Reports. [After the meeting, the number of lots billed as of October 31 was determined to be 452.5. This fact was added to the Clerk's Report.]

Property Manager's Report (October/November 2014): Report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve was made by Lee Hauser, seconded by Junior Rideout. Unanimous affirmative vote by those present.

In response to the news on the youth utilizing the clubhouse following the new policy (“Youth Activities Policy”) approved at the October 9th Board meeting, it was noted that the schedule of clubhouse use by this group is now available on the POA web site calendar.

Also, Mr. Crayton reported that the heavily damaged window in the gatehouse has finally deteriorated to the danger point, and that lacking any action by the owner/developer, he intended to cover the opening with a sheet of plywood. The President commented strongly that he preferred the POA pay the cost of replacing the window, instead of leaving an unsightly covering over the window at the entrance to our neighborhood.

Business:

POA Financial Audit. Treasurer Clark Valentiner reported that the auditor is close to completion. All material requested has been delivered. It was noted that this audit will cover the calendar year of 2013, and that the results of an additional audit covering 2014 will be available prior to the POA Annual Meeting next April.

Actual vs. Budget Expense Reporting. Treasurer Clark Valentiner also updated the board on the progress being made on financial reporting and presented the report showing “Actuals Thru October Vs 12 Month Budget,” and the Profit and Loss by month for January – October of 2014. The financial report in Exhibit C will only show the Profit and Loss statement for October.

Next Town Hall Meeting. Roger Wright explained the thinking that led to Chris Ellis appearing tonight as opposed to holding a Town Hall meeting. With the many activities expected in association with the coming holidays, he stated that there probably would not be another Town Hall meeting this year, but was hopeful that one could be set up and scheduled for early next year, prior to the POA Annual Meeting.

Pool Safety and Protocol. Included in the PM report was an explanation of the changes in the storage of items in the swimming pool area.

Lot Maintenance Enforcement. A proposal for a POA Lot Maintenance Policy was distributed to the Board members for their review, prior to the meeting. It will be presented for action at the Board meeting for December.

Self Maintenance of Lawns by POA. Discussion of this topic was postponed to a future meeting.

Positive Facts of BTL on the Web. Roger Wright explained that a desire to settle the issue between some property owners and the BTL developer concerning the draining of the Bay Tree Lake led to the Board appointing a team to develop and publish, on the POA web site, the positive facts regarding the subject. Brian Wolf is leading this team and will be providing a report in the near future.

Benevolence Team. At the October Board meeting, the Board established a Benevolent Team, headed by Roger Wright, to administer a Benevolent Fund of \$200, to be used as needed for support of families in bereavement due to the loss of a member of the BTL POA. It is to be used to express condolences and to ease the bereavement itself, not to pay bills or to make capital purchases. POA member Mick Robeson expressed concern that there was no document defining the policy and procedures of this team. Mr. Wright explained further the intent and principles guiding the activity and that the guidelines were still being developed.

ARC Architect Evaluation. Roger Wright explained the objective here was to re-establish the Architectural Review Committee and that Terry Cox, an architect, is working with the Board to lay out the makeup and procedures for such a committee, by the first of 2015, with the agreement and approval of the BTL developer.

Liens For Overdue Debts Over \$1,000. This new policy is now in effect and one lien has already been filed. With current debts, there potentially are 5 to 7 more liens to be filed.

Governance Review Committee (GRC) Update. Lee Hauser, chairman of the GRC, presented a summary of the GRC activities as reported in the minutes of the GRC meeting on November 6, 2014. He reported on the primary focus of that GRC meeting, to identify the “pinchpoints” within our existing BTL POA By-Laws, Covenants and Restrictions, and related Policies and Procedures. These then will be the focus of a presentation to be made to the Board at its December meeting, on December 11th.

Further, Mr. Hauser reported the resignation of a GRC member, Kelly Butler, and the nomination of his replacement, Mr. George Starke. Lee Hauser then moved that the Board approve Mr. Starke's participation on the committee. Clark Valentiner seconded the motion and there was a unanimous affirmative vote by all those present.

Finally, Roger Wright suggested that Mr. Hauser prepare a summary of the findings and recommendations of the GRC and present them at the next Town Hall meeting, probably in January.

New Business:

Holiday Decorations / Preparations. Roger Wright encouraged POA members to participate and enjoy the decorations he hopes to see in and around the clubhouse this holiday season, including a Christmas tree lighting in the clubhouse.

There being no further business, a motion to adjourn was made by Lee Hauser, seconded by Junior Rideout, and passed at 9:34 pm.

Respectfully submitted,

Lee Hauser
Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

November 13, 2014

Call to Order and Welcome Members and Guests	Roger Wright
Invocation	Clark Valentiner
Bladen County Tax Evaluation	Chris Ellis
Approval of Prior Meeting Minutes (October 9, 2014)	Lee Hauser
Approval of Prior Month's Financial Report (October 2014)	Clark Valentiner
POA Clerk's Report (October 2014)	Tish Herrmann
Property Manager's Report (October/November 2014)	Jim Crayton
Business:	
1. POA Financial Audit	Clark Valentiner
2. Actual vs. Budget Expense Reporting Valentiner	Clark
• 3. Governance Review Committee (GRC) Update	Lee Hauser
4. Next Town Hall Meeting(s)	Roger Wright
5. Pool Safety and Protocol	John Ciccarelli
6. Lot Maintenance Enforcement	Jim Crayton

- 7. Self Maintenance of Lawns by POA Jim Crayton
- 8. Positive Facts of BTL on the Web Brian Wolf
- 9. Benevolence Team Roger Wright
- 10.ARC Architect Evaluation Roger Wright
- 11.Liens For Overdue Debts Over \$1,000 Roger Wright

New Business:

- 1. Holiday Decorations / Preparations Roger Wright

POA Member Comments:

- ~ **Please note that POA members that would like to share comments must be recognized by the Presiding Officer.**
- ~ **Please note also that individual comments will be limited to three (3) minutes.**

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Exhibit B

Bay Tree Lakes Property Owners Association Profit and Loss – October 2014

	Total
Income	
Non-Profit Income	
Dues	30,101.54
Gate Access	825.00
Pool	11,802.00
Rental	200.00
Total Non-Profit Income	42,928.54
Total Income	\$42,928.54
Expenses	
Building cleaning	600.00
Cost of Labor	
Cost of Labor	
Asst Pool Operator - JA	170.00
Certified Pool Operator	340.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,110.00
Total Cost of Labor	2,110.00
Funds transfer	
Interest Paid Pool	1,586.96
Principal Paid Pool	3,710.08
Total Funds transfer	5,297.04
Grounds	
Mowing & cleaning	650.00
Trash removal	37.50
Total Grounds	687.50
Office Expenses	
Bank Charges	9.95
Internet	72.69
Quick Books Online	26.95
Telephone	355.77
Web site	9.90
Total Office Expenses	475.26

Repair & Maintenance

Canals	289.51
Exercise Room	419.30
Gate	130.00
Pest Control	85.00
Pool	51.48
Total Repair & Maintenance	975.29
Trailer storage facility	85.00
Utilities	
Electricity	1,085.69
Sewer	80.00
Water	53.03
Total Utilities	1,218.72
Total Expenses	\$11,448.81
Net Operating Income	\$31,479.73
Net Income	\$31,479.73

Tuesday, Nov 18, 2014 04:08:16 PM PST GMT-5 - Cash Basis This report was created using QuickBooks Online Plus.



Exhibit C: Clerk's Report

**From the Clerk
November 13, 2014**

October 31, 2014 Outstanding Dues: \$37,186.01
October 31, 2014 Credit Balance: \$ 899.16

Lots reported sold October 2014

Buyer	Lot	Home	Seller
East Bladen Land Co.	158	Harrells, NC	R. Johnson & R. Swinson
Terry & Cynthia Randall	158	Harrells, NC	East Bladen Land Company
Timothy & Jeanne Dellinger	82	Durham, NC	James Malphrus
Dyfield & Karen Harris	555	Fayetteville, NC	Claude Dunston
William Hoffman	554	Kinston, NC	Homer Long
Phuong Thi Ph & Dien Tran	428	Fayetteville, NC	John Urban

The number of lots billed as of October 31 was 452.5.

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Exhibit D

Property Mgrs. Report Sept./Oct. 2014

- Issued 3 gate cards and 6 windshield tags all to new families
- Replaced 2 defective cards
- We had a problem with the gate two weeks ago and had to replace the controller unit in the right hand entry gate. Do not have the invoice yet. We do not have a spare so I am going to have the unit that was replaced rebuilt.
- I worked with several residents in getting their lot maintenance done.
- Preventative maintenance was done on the exercise equipment. One walking belt was replaced and one of the decks was flipped.
- I have built and installed a cabinet for the AED and first aid equipment at pool. It is bright red and is located at the water fountain between the restrooms. The AED will be moved to the clubhouse over the winter as soon as I can figure out how to store it and make it available if needed. It does us no good at the pool during the winter months.
- We resolved the equipment storage issues at the pool. The lost and found will be in the left side restroom near the door and for the time being the maintenance equipment is in the right side restroom. It will be relocated to a yet to be determined location. We may need to look at a small storage unit inside the pool fence. I will have something worked out by the time we open next year.
- I had the street ends of the first three canals cleared of bushes etc...per last month's report.
- We had a noise complaint that resulted in the Sheriff's dept. being called last week-end. The complaint, from a resident, came to me about 8:30 PM and the sound could be heard at my house. I told them I didn't think I could do anything but would try. In an effort to keep the peace, I found the source at a party and went and asked the property owner to turn it down but got no cooperation. The complainant called the Sheriff. This made me aware that we do not have any kind of policy to deal with this. I would recommend that the board give this some consideration. The sheriff can enforce the county ordinance if called but, we could issue fines etc... if we had a policy. (You should have a copy of the pertinent page of the county's ordinance in your packet.)
- Thanks to Mr. Rideout we now have a bulletin board case for the pool. It is similar to the ones at the main gate but it only has one door. I am considering mounting it on the pump house wall to the right of the restrooms. Your thoughts on this?
- The situation with the youth using the clubhouse seems to be working out well and I have issued Lori Massey a key for the home school group. We do need to develop some kind of form that would list times, dates etc... in order to avoid scheduling problems.
- The new and revised policies have been posted on the web site as has the contact information for Jr. Rideout re: clubhouse rentals.
- We have had several sightings of some large foxes in the community. I would encourage the board to expedite consideration of the proposed lot maintenance policy that I presented at the last meeting.
- Finally, I am getting very concerned about the trash pile off the end of Bay Tree Drive. It is already so large that burning it is going to be a very real safety issue and it continues to grow every day.

Exhibit E

ATTENDEES

Ozay & Gordana Ertan
Butch Conklin
Steve Tatum
John & Mary Jo Ciccarelli
Sandy & Sherry Stevens
Mick Robeson
Jerry Evans
George Starke
Danny Kissam
Robert A. Walton
J R Wise
Cathy Ross
Mickey Hicks & Judy Hicks
Phyllis & Bob Latham
Diane Becker
Sharon & Robert Smith
Mark & Dawn Polk
Debbi Kettle
Jill Stevens
Myron Cashwell

Jim Smith
Mike Smith
Nancy Langdon
Carl Langdon
Larry Barnes
Brenda Barnes
Ricky Price
Mary A. Capps
Nancy J. Capps
Kent Allen
Francis Daniel
Donovan Vinson
Michelle Lewis
Rick Honeycutt
Jane Wright
Anita Kelly
Jon Hosking
Charles Ingram
Hilda Ingram
Ronnie Turner

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