

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

December 16, 2015

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Wednesday, December 16, 2015.

All of the Board members were present: Charles Atkinson, John Ciccarelli, Bob Latham, Junior Rideout and Troy Votaw. POA Clerk Tish Herrmann and Assistant Secretary Hank Howell also were in attendance. POA Property Manager Jim Crayton was unable to attend. No other property owners were in attendance at this meeting.

President Charles Atkinson called the meeting to order at 7:00 pm and welcomed all POA members to the meeting. Mr. Atkinson then asked Bob Latham to provide us with the invocation.

Approval of Prior Meeting Minutes (November 19, 2015): A motion to approve the minutes of the November monthly meeting, plus the minutes of the two Executive Sessions held on October 15, 2015 and November 19, 2015 was made by John Ciccarelli, seconded by Junior Rideout. Unanimous affirmative vote by those present. The minutes of the monthly meeting will be posted on the BTL POA website, www.baytreecommunity.com.

Approval of Prior Month's Financial Report (November 2015): Report was presented by Treasurer John Ciccarelli and is attached herein as Exhibit B. Mr. Ciccarelli corrected his own report in that the first line should refer to the month end of November, not October. Motion to approve as corrected was made by John Ciccarelli and seconded by Bob Latham. Unanimous affirmative vote by those present was made.

Financials as of November 30, 2015:	[Corrected]
Operations Checking:	\$ 84,939.20
Second Checking	\$ 10,968.48
Pool Checking:	\$ 18,587.40
Money Market:	\$ 55,835.18

Total Monies:	\$170,330.26
Pool Loan Principal:	\$328,685.05
ADA Contract Principal:	\$107,710.12

POA Clerk's Report (November 2015): The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Main discussion centered on the collection of nearly \$9,500 of delinquent dues since letters were sent to delinquent property owners on October 1st and October 16th. A new list will be developed with the end of the current quarter on December 31st. Motion to approve the Clerk's report was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present.

Property Manager's Report (November/December) The report was presented by Charles Atkinson in the absence of Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Bob Latham, seconded by John Ciccarelli. Unanimous affirmative vote by those present.

Old Business:

ARC Development. President Atkinson has had further contact with Mr. Steve Jones, Jr.. Mr. Jones wants to know what the Board believes to be the Top Ten concerns relative to appearance and quality of life in BTL that an ARC should address. Mr. Atkinson asked each Board member to develop his own top ten list and provide that list to Mr. Atkinson within the next few days. At the November Board meeting, Jim Crayton presented a draft, prepared by architect Terry Cox about a year ago, of proposed ARC makeup, procedures and guidelines. Board members were asked to review this draft and send comments to Mr. Atkinson along with their top ten list as this may be the basis of the discussion with Mr. Jones.

Boat Lift Modifications. Work on the Horsepen lift repair continues, with efforts as recently as three days ago, several hours on a Sunday. Each repair seems to point out the need for another. Progress is being made, but the end is not yet in sight. As covered in the Property Manager's report, three engineers have been contacted to look at the main boat lift project. One has turned us down, and one is scheduled to be on site for an evaluation within a few days. It looks now that the goal of developing a plan for the project by the end of this year will not be reached, but probably shortly after the first of the year.

Clear Drainage Ditch on Horsepen. The status of this issue was covered in the Property Manager's report.

Foreclosures/Liens of Properties. New information on the fee schedule of the POA attorney, Michael Levine, prompted a review of the logic used to determine when an account would be given to the attorney for a third letter and possible filing of a lien. Eight accounts had been identified as qualified to be turned over to the POA attorney but the review reduced that number to two. A lien has been placed on the property of one additional lot owner since the November Board meeting.

Sealing Cracks In The Roads. As covered as part of the Property Manager's report, three companies have now submitted bids on this project. Homogenizing the bids should permit a Board decision to be made in January.

New Business:

Bay Tree Lakes Tree Lighting – 2015. Interest in and information about this Christmas event was lacking, and clearly there was short time to plan, prepare and execute the steps necessary to carry it out. Mr. Atkinson suggested that he ask the Property Manager (absent from this meeting) to arrange a tree for lighting and Christmas music for a tree lighting service on Sunday, December 20th. A motion to that effect was made by Bob Latham, and seconded by John Ciccarelli. Unanimous affirmative vote by those present.

2016 Budget Preparation. Mr. Atkinson asked the Treasurer, John Ciccarelli, to draft a 2016 budget for the POA, to be presented for discussion at the January 2016 Board meeting. The preparation should consider expenditures by the POA in all categories over the last three years, as well as the projected income in various categories.

2016 Annual Meeting Preparation. The POA By-Laws call for the Annual Meeting to be held on the second Saturday of April. In 2016, that will be April 9th. John Ciccarelli agreed to prepare a report of actual versus budgeted expenditures in 2015. Mr Atkinson asked all present to review the lists of tasks to be done by the Board in 2015 and be prepared to comment on each one. This list should include the recommendations of the GRC that were presented at the 2015 Annual Meeting.

Other Business:

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Junior Rideout, and passed at 8:01 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

December 16, 2015

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (November 19, 2015) (Plus Executive Sessions on 10/15/2015 and 11/19/2015)	Bob Latham
Approval of Prior Month's Financial Report (November 2015)	John Ciccarelli
POA Clerk's Report (November 2015)	Tish Herrmann
Property Manager's Report (November/December 2015)	Jim Crayton

Old Business:

1. ARC Development	Charles Atkinson
2. Boat Lift Modifications	Jim Crayton
3. Clear Drainage Ditch on Horsepen	Jim Crayton
4. Foreclosures/Liens of Properties	Bob Latham
5. Sealing Cracks in the Roads	Jim Crayton

New Business:

1. Bay Tree Lakes Tree Lighting - 2015	Charles Atkinson
2. 2016 Budget Preparation	John Ciccarelli
3. 2016 Annual Meeting Preparation	Charles Atkinson

Other Business:

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 – November 2015

	TOTAL
Income	(\$)
Non-Profit Income	
Dues	11,229.49
Total Non-Profit Income	11,229.49
Total Income	11,229.49
Expenses	
Building Cleaning	730.00
Cost of Labor	
Asst Pool Operator – JA	30.00
Certified Pool Operator	120.00
Clerk	600.00
Prop. Mgr. Travel	200.00
Property Manager	800.00
Total Cost of Labor	1,750.00
Funds Transfer	
Interest Paid Pool	1,468.62
Principal Paid Pool	3,828.42
Total Funds Transfer	5,297.04
Grounds	
Mowing & Cleaning	1,600.00
Trash removal	120.00
Total Grounds	1,720.00
Office Expenses	
Bank Charges	4.68
Internet	9.95
Telephone	331.05

Total Office Expenses	345.68
Repair & Maintenance	
Canals	100.00
Total Repair & Maintenance	100.00
Utilities	
Electricity	637.25
Sewer	75.20
Water	49.01
Total Utilities	761.46
Total Expenses	10,704.18
Net Operating Income	525.31
Other Income	
Interest Earned	106.90
Total Other Income	106.90
Net Other Income	106.90
Net Income	632.21

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Exhibit C: Clerk's Report

From the Clerk

December 16, 2015

November 30, 2015	Outstanding Dues	\$34,312.04
November 30, 2015	Credit Balance	\$ 905.35

Lots reported sold in November 2015

Buyer	Lot	Home	Seller
Stephanie Ensminger	49	White Lake, NC	Don Jordan
Mallory Long	195	Harrells, NC	Drew Covert
Redbird Land Co. LLC	276	Harrells, NC	Thomas Walsh
Redbird Land Co. LLC	423	Harrells, NC	Thomas Walsh

Billable Lots 457.5

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Exhibit D Property Manager Report Nov/Dec 2015

Several new windshield tags and gate card

I have met with several contractors about the crack sealing issues and I now have three bids. I am working on resolving some discrepancies in the bids before presenting them to you but it looks at this time like the bid for just the crack sealing part will be about \$2,100. The part I am trying to get more clarity on is the investigation and repair of the problems with the Horsepen canal bridge.

I have also made contact with two new engineers to work on the main boat lift situation. I have a meeting scheduled with one of them, Rob Armstrong from Bladenboro, on Monday. He was recommended to me by some local officials who have worked with him.

I have instructed Red Mote to do the ditch clearing on Horsepen but to date he has not begun. I think Steve Jones has had him working on grading and prepping Little Dock Loop for paving. My unofficial understanding is that paving will begin soon. Red says he will get to it soon. He gave us a price of \$1,000 to clear the ditch and lower the driveway tiles or \$500 without the tile work. I don't think we will get good drainage with out lowering the tiles.

I have received only a few requests for golf cart registrations. What I have received is some push back because of the requirement to have liability insurance. Some have said they don't intend to register because of that requirement. My investigation shows that this insurance would cost between \$10 & \$20 per month. The variables have to do with the size and speed of the vehicle etc...

Last Sunday Jr. and I spent several hours with Mike Smith at the Horsepen lift. His visit here surprised me but we are glad he came. The conclusion that I have come to is that the lift is not well engineered. We keep discovering new problems... solve one problem and that reveals another. I'm sure Jr. can elaborate.

I was contacted again about the dog at the Ruby Hair house. I advised the caller that Bladen Co. Animal Control is the best bet for some action. I told him that we had already sent letters to the owner of the dog. Perhaps it is time to consider a fine.

I have also contacted our landscaper and requested a price for edging the sidewalk along Bay Tree Drive. As we have discussed previously the grass is encroaching on the paving and we need to get it under control before serious damage is done.

Finally, I have spoken with a locksmith about re-keying our locks. We are trying to set a date when he can come see what we need.

You also notice the decorations at the gate. We have received several very positive comments about them.

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