

Bay Tree Lakes

Property Owners Association

BOARD MEETING MINUTES EXECUTIVE SESSION March 9, 2015

A called meeting of the Bay Tree Lakes (BTL) Property Owners Association, Inc. (POA) Board of Directors (Board), in Executive Session, was held at the BTL Clubhouse on Monday, March 9, 2015. The following Board members were present: Roger Wright, Clark Valentiner, Lee Hauser, Junior Rideout and Brian Wolf. Property Manager Jim Crayton and Assistant Secretary Hank Howell also attended.

President Roger Wright called the meeting to order at 9:00 pm.

Business:

President Roger Wright entertained a motion from Lee Hauser, that the Board propose to the membership at the Annual Meeting that the following requirement be added to the BTL POA By-Laws:

- o The Board will be required to develop, approve and present to the membership at each Annual Meeting an Operating Budget for that year, reflecting anticipated income and expenses for the POA, as well as a report of Actual Expenditures versus the Operating Budget for the prior year.

The motion was seconded by Brian Wolf and received unanimous approval by all members of the Board.

President Roger Wright entertained a motion from Lee Hauser, that the Board propose to the membership at the Annual Meeting that the following changes be made to Article IV, Section 2. Number, Tenure and Qualifications of the By-Laws of the BTL POA.

- o Each Director shall have a term of office lasting from the Annual Meeting at which he/she is elected until the Annual Meeting two years later. A Director may be elected for a two-years term no more than three times in succession.

- o Elections to fill three Directors' positions will take place in odd numbered years, and elections to fill the other two Directors' positions will take place in even numbered years.

- o A Director need not be a resident of North Carolina but must be a property owner

in Bay Tree Lakes when elected.

The motion was seconded by Junior Rideout and received unanimous approval by all members of the Board.

It had been previously agreed by the Board that two additional questions be presented to the membership for a vote at the 2015 Annual Meeting. These are 1) a vote to increase the dues of each member by either \$0, \$5, \$10, \$15 or \$20 per month; and 2) a vote to hire a Business Manager, combining many of the functions currently performed by the Treasurer and the Clerk and providing additional professional management of the growing funds of the POA.

There being no further business before the Board at that time, Clark Valentiner moved that the meeting be adjourned. Lee Hauser provided a second and the meeting was adjourned at 9:25 pm.

Respectfully submitted,

Lee Hauser
Secretary

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

March 19, 2015

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, March 19, 2015.

Four of the Board members were present: Roger Wright, Lee Hauser, Junior Rideout and Clark Valentiner. Brian Wolf was absent. POA Property Manager Jim Crayton, POA Clerk Tish Herrmann and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, Carey Horrell, James E. Naylor, Donovan Vinson, Larry T. Barnes, Brenda M. Barnes and Chris Pack.

President Roger Wright called the meeting to order at 7:00 pm and welcomed all POA members to the meeting. He asked Clark Valentiner to provide us with the invocation.

Approval of Prior Meeting Minutes (February 12, 2015 and March 9, 2015): A motion to approve the first set of minutes was made by Lee Hauser, seconded by Clark Valentiner. Unanimous affirmative vote by those present. Then Mr. Hauser moved to approve the minutes of the special Board meeting of March 9th, seconded by Junior Rideout. Unanimous affirmative vote by those present. These minutes have been posted on the Bay Tree Lakes POA website, www.baytreecommunity.com.

Approval of Prior Month's Financial Report (February 2015): Report was presented by Clark Valentiner and is attached herein as Exhibit B. Motion to approve was made by Mr. Valentiner, seconded by Lee Hauser. Unanimous affirmative vote by those present was made.

Financials for February 2015:

| | |
|----------------------|--------------|
| Operations Checking: | \$ 90,388.49 |
| Pool Checking: | \$ 18,050.25 |
| Money Market: | \$ 55,771.88 |
| Total Monies: | \$164,210.62 |

Pool Loan Principal: \$ 355,037.48
ADA Contract Principal: \$ 116,513.81

POA Clerk's Report (February 2015): Report was presented by Tish Hermann, and is attached herein as Exhibit C. Motion to approve was made by Junior Rideout, seconded by Lee Hauser. Unanimous affirmative vote by those present. It was noted that the number of lots in BTL that are currently being billed, 455.5, has increased by four since last report.

Property Manager's Report (February/March 2015): Report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve was made by Clark Valentiner, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Mr. Crayton added to his written report by stating that Dale Jernigan had agreed to adde the goose eggs in Bay Tree Lakes for the fee of \$500, the amount previously paid for the same job. Clark Valentiner moved that the Board approve hiring Mr. Jernigan for this purpose. Junior Rideout seconded the motion and it was approved by all those present.

An item in Mr. Crayton's report referred to agreement reached with the State Parks and the Army Corps of Engineers relative to the boat lift modifications and the pier replacement. Copies of the emails reflecting this, as well as the permit issued and referenced therein, are on file with these minutes.

Special Presentation: Mr. Wright then called on Carey Horrell, a member of the POA and a minister who conducted the worship services on the BTL pier last summer as well as some additional services in his home during this winter. Mr. Horrell had agreed to lead the Easter Sunrise Service at BTL on Easter morning. He discussed the particulars with the Board and they agreed to hold the services on the beach of the Clubhouse, starting at 7:00 A.M. (The pier may be under repair at that time.) The POA will arrange to have coffee and pastries available following the service. Notice of the service will be posted on the POA web site and on the Bulletin Board at the front gate.

Mr. Horrell then explained to the Board that he has encountered divine intervention, to start a church in the Bay Tree Lakes community. He wants the POA to partner with him and to provide the Clubhouse as a facility for Sunday morning services. He foresees a full array of church-related activities being available and, someday maybe, a special church building will be built. He asks the Board to give this proposal serious consideration.

Business:

POA Financial Audits. Treasurer Clark Valentiner reported that the auditor has completed the audit of 2013 transactions. Some revisions have been made to the report following a review by the Board. An additional audit, covering 2014, will be completed and available prior to the POA Annual Meeting in April.

Positive Facts of BTL on the Web. Brian Wolf was absent so no report was available. A question arose as to whether the special BTL video was now available from the POA web site. No one was certain but it was believed by some that the link had been provided.

ARC Development. Roger Wright reported that he expects to participate in a telephone conversation at 9:00 P.M. on March 19th (the night of this meeting) which would shed some light on this subject, to be revealed when appropriate.

Governance Review Committee (GRC) Report. Lee Hauser reported that the GRC had arranged to have the Board approve presenting two proposals, for changes to the POA By-Laws, to the membership at the Annual Meeting. The specific wording for these changes needs to be identified. Lee Hauser agreed to assist in its writing. He also will present the 12 recommendations from the GRC to the membership at the Annual Meeting.

Boat Lift Modifications. Two different sets of illustrative drawings were presented to the Board for consideration. Jim Crayton reported that within the last week a potential contractor, Andy Nichols, brought an engineer who looked at the project and provided different suggestions for the needed modifications. He proposed the Board contract for structural portion drawings for an amount between four and four and a half thousand dollars. It was estimated that the drawings could be done within two weeks. Junior Rideout thought he had an alternative way of acquiring equivalent drawings for a much smaller cost, but it would take a few days to find out. The Board agreed to wait for Junior to investigate his proposed alternative, within the next seven days, and the Board would then reconvene to consider the options.

Pier Repairs/Replacement. Four bids have been received, but with enough inconsistency among them to make an apples to apples comparison impossible. All had not responded to the same set of specs, and all had not broken down their bids in the four separate areas as required. The Board asked the Property Manager to request each bidder to re-bid based on a common set of specs with costs in four parts as specified. The bids thus far will be filed with this set of minutes.

Neighborhood Cleanup Day/Adopt-A-Highway. Roger Wright asked that we all keep in mind that this is an activity the community needs to plan for this Spring, cleaning up the neighborhood plus the area along Highway 41 adjacent to BTL.

Annual Meeting Preparation. The date for the 2015 Annual Meeting is April 11th. Roger Wright noted that preparations are on schedule: the Annual Meeting Notice has been mailed to all members, the Womens Association is preparing to provide the snacks, and the Clerk is preparing the five ballots for each voting member present. At least one more planning session is expected to be needed before all preparation is completed.

New Business:

Office/Clubhouse Equipment Acquisitions. Jim Crayton proposed the POA acquire the latest version of Microsoft Office for use in the POA office. The current version (1997) in use is out of date and not compatible with some of the equipment and software now in use there. He estimates a cost of \$200. He also explained the need for a new, faster printer, specifically a Brother Laser printer, for the printing of reports, billing notices, etc. The one currently in use is also out of date and incompatible with the newer operating systems. It is no longer supported by the manufacturer. Mr. Crayton estimated a cost of \$200 for the Brother Laser printer. Lee Hauser moved that the Board approve the purchase of the latest version of Microsoft Office and the Brother Laser printer, at a cost NTE \$400.00. Junior Rideout seconded the motion and it was approved by all those present.

The need for a new projector in the Clubhouse, for improved detail and clarity, was also discussed. One with new LCD technology with a brightness of 3700 lumens was proposed. The current one installed uses out of date DLT technology with brightness of only 2200 lumens. The one proposed has an estimated cost of at least \$690. Junior Rideout recommended that this acquisition be tabled until our other expense obligations are clarified. No Board member objected.

An additional AED is needed, to be housed in the Clubhouse. The current one, which has found good use, will be returned to the Pool area once the Pool is opened. A good used but reconditioned unit is available for approximately \$700. Junior Rideout moved that the Board approve acquisition of this unit. Lee Hauser seconded the motion and it was approved by all those present.

Finally, on this subject, Jim Crayton proposed the consideration of swapping the office and the chair storage rooms, so as to allow a POA presence at the front door. He was seeking to determine interest from the Board in pursuing this project. He estimated the

necessary changes could be done at a cost of about \$300, with the labor provided free by POA members. Clark Valentiner reminded the Board of the need for a Fireproof Filing Cabinet in the office. Roger Wright suggested this proposal be re-evaluated after the Annual Meeting. No Board member objected.

Clear Drainage Ditch on Horsepen. At the Town Hall meeting in February, attention was brought to the need to facilitate the drainage of the ditch that runs along the side of Horsepen Road in front of lots 401 and 402. Apparently growth in the ditch now prevents proper drainage into the canal, and it has been accentuated by the additional water flowing from the flushing of the Pool pumps, occasionally. Roger Wright said he will attempt to get the developer to handle this problem, but if not, it will be addressed again at the next Board meeting.

Set Pool Opening Date. With Memorial Day being celebrated on Monday, May 25th this year, it was proposed that the Pool be opened by the Saturday of that weekend, May 23rd. Junior Rideout moved that the Pool be opened this year on May 23rd, contingent on the needed repairs to the Pool area being completed by that time. Clark Valentiner seconded the motion. Roger Wright expressed confidence that Mitch will address those repairs and have them completed in time. The motion passed unanimously.

Job Description for Business Manager. Roger Wright read an outline, a “building block” in bullet form, for the job description of the to-be-hired (if passed by the membership at the Annual Meeting) Business Manager. Most agreed that it was a good start but needed some work. Mr. Wright suggested he send a copy to all Board members and then have the Board reconvene to discuss the plus and minus of each bullet.

Vote to Foreclose On Three Properties. There are three properties in BTL for which a lien has been filed due to failure to pay dues, and no response has been received within the allotted time. Three separate motions were made by Lee Hauser to foreclose on those properties, one for each property. The first was for Lot 637, seconded by Clark Valentiner; the second was for Lot 639, seconded by Clark Valentiner; and the third was for Lot 932, seconded by Junior Rideout. Each motion was voted and passed unanimously by all those present.

Other Business:

Unauthorized Use of Exercise Room. Debbi Kettle made the Board aware of the Exercise Room being used by “seven young ladies,” believed to be non-residents of BTL, but guests of a Property Owner who was not present, in violation of the BTL policy regarding use of that room. The BTL Property Manager was asked then to produce a sign stating that rule clearly and mount it in the Exercise Room.

50/50 Raffle at Annual Meeting. Debbi Kettle asked permission from the Board for the Womens Association to conduct a 50/50 raffle at the Annual Meeting, the proceeds to go to the Bladen County Crisis Center.. This is to be done because the association was not able to hold its normally annual auction as a fund raiser last year. Permission was given.

Request for Copy of Contract. Chris Pack asked for a copy of the “second pool contract” and asked that his request be entered in the minutes of this Board meeting. He stated that he has already obtained a copy of the “first pool contract,” given to him by Brenda Cherry, formerly a member of the BTL Board of Directors. Lee Hauser expressed his opinion that Mr. Pack is entitled to a copy of the contract. Roger Wright responded that he assumed Mr. Pack was referring to what is known as the “ADA compliance” contract, and asked Mr. Pack to request a copy from Jim Crayton, Property Manager. He then directed the Property Manager to consider the request based on current policies, rules, regulations of the POA and applicable laws.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Clark Valentiner, and passed at 9:02 pm.

Respectfully submitted,

Lee Hauser
Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

March 19, 2015

| | |
|---|------------------|
| Call to Order and Welcome Members and Guests | Roger Wright |
| Invocation | Clark Valentiner |
| Approval of Prior Meetings Minutes (February 12 & March 9, 2015) | Lee Hauser |
| Approval of Prior Month's Financial Report (February 2015) | Clark Valentiner |
| POA Clerk's Report (February 2015) | Tish Herrmann |
| Property Manager's Report (February/March 2015) | Jim Crayton |

Business:

| | |
|--|------------------|
| 1. POA Financial Audits (2013 & 2014) | Clark Valentiner |
| 2. Positive Facts of BTL on the Web | Brian Wolf |
| 3. ARC Development | Roger Wright |
| 4. Governance Review Committee (GRC) Report Legal Review Status | Lee Hauser |
| 5. Boat Lift Modifications | Jim Crayton |
| 6. Pier Repairs/Replacement | Jim Crayton |
| 7. Neighborhood Clean-Up Day/Adopt-A-Highway | Roger Wright |
| 8. Annual Meeting Preparation | Roger Wright |

New Business:

- | | | |
|----|---|--------------|
| 1. | Office/Clubhouse Equipment Acquisitions | Jim Crayton |
| 2. | Clear Drainage Ditch on Horsepen (Pool Water?) | Roger Wright |
| 3. | Set Pool Opening Date (May 23 rd ? - Memorial Day is May 25 th) | Roger Wright |
| 4. | Job Description for Business Manager | Roger Wright |
| 5. | Vote to Foreclose On Three Properties | Roger Wright |

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 – February 2015**

| | TOTAL |
|-------------------------|---------------|
| Income | (\$) |
| Non-Profit Income | |
| Dues | 7,921.93 |
| Gate Access | 25.00 |
| Pool | 3,220.00 |
| Total Non-Profit Income | 11,166.93 |
| Total Income | 11,166.93 |
| Expenses | |
| Cost of Labor | |
| Certified Pool Operator | 90.00 |
| Clerk | 600.00 |
| Property Manager | 1,000.00 |
| Total Cost of Labor | 1,690.00 |
| Funds transfer | |
| Interest Paid Pool | 1,156.00 |
| Principal Paid Pool | 2,856.71 |
| Total Funds transfer | 4,012.71 |
| Grounds | |
| Trash removal | 37.50 |
| Total Grounds | 37.50 |
| Member Event | 290.61 |
| Office Expenses | |
| Bank Charges | 21.95 |
| Internet | 73.19 |
| Postage | 122.40 |

| | |
|----------------------------|----------|
| Quick Books Online | 26.95 |
| Stationary & Printing | 57.11 |
| Supplies | 32.07 |
| Telephone | 296.02 |
| Web site | 9.90 |
| Total Office Expenses | 639.59 |
| | |
| Repair & Maintenance | |
| Clubhouse | 477.10 |
| Gate | 794.47 |
| Total Repair & Maintenance | 1,271.57 |
| | |
| Trailer storage facility | 85.00 |
| | |
| Utilities | |
| Electricity | 867.72 |
| Sewer | 80.00 |
| Water | 35.28 |
| Total Utilities | 983.00 |
| | |
| Total Expenses | 9,009.98 |
| | |
| Net Operating Income | 2,156.95 |
| | |
| Other Income | |
| Interest Earned | 15.58 |
| Total Other Income | 15.58 |
| | |
| Net Other Income | 15.58 |
| | |
| Net Income | 2,172.53 |

Wednesday, Mar 11, 2015 06:32:44 PM PST GMT-5 - Cash Basis

This report was created using QuickBooks Online Plus.

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Exhibit C: Clerk's Report

From the Clerk

March 19, 2015

February 28, 2015 Outstanding Dues: \$33,379.41

February 28, 2015 Credit Balance: \$6,056.46

Lots reported sold February 2015

| Buyer | Lot | Home | Seller |
|--------------------------|------------|-------------------|--------------------|
| Miguel & Gladys Santiago | 280 | Fayetteville, NC | New Lot |
| Edward & Vivian Morrell | 935 | Holly Ridge, NC | So. River Land Co. |
| Timothy Thomas | 297 | Lake Waccamaw, NC | New Lot. |
| Timothy Thomas | 298 | Lake Waccamaw, NC | New Lot |
| Chris & Susanne Frank | 295 | Fayetteville, NC | New Lot |

Billable Lots 455.5

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Exhibit D Property Managers Report – Feb/March 2015

1. I have issued several new cards and windshield tags plus a key to the trailer storage area. We are beginning to have more frequent episodes of rejected codes and cards. I have not been able to determine the problem yet. In the last three months we have had to replace 7 cards. We have also had a problem with several contractor codes. I will continue to try to solve the problem and keep you informed. We are running short on cards and tags so I have placed an order for more of both.
2. In the process of handling the above, I have met some really nice new people. I have spent time with them all in order to make sure they have a good general understanding of the processes and procedures for Bay Tree. I believe all of them will be assets to the community. The most frequent comment has been “Why are you keeping this place such a secret?” or something similar.
3. We have had a complaint about a barking dog on Hawk Dr. I referred them to the county animal control people.
4. Worked with Donovan on repairing a pipe in the pump house. Result of a bad glue joint.
5. We had a repair on one of the A/C units at the clubhouse. Mr. Rideout was able to fix it for us.
6. Most of the rest of my time has been spend on the pier and boat lift projects working with the contractors getting bids etc.... I will have more on this and some recommendations later in the meeting.
7. I have also been in contact with the State Parks people and the Army Corps of Engineers about our pending projects. Basically, we have no issues to resolve with either agency.
8. One item I would like to add to the repair list is the main boat ramp dock. We need to replace about two dozen planks and then I would like to coat it with one of the new restorative coatings. I would estimate \$300-\$350. We can do the work ourselves.
9. I have contacted Dale Jernigan about addling the goose eggs for us this year. We paid Ronnie \$500 and he will do it for that. We overlooked that last year and our goose population has grown as a result.
10. NO WAKE signs are ready to install as soon as I can get my pump running.
11. I made and posted a sign in the dump area about what is allowed.

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