

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

April 15, 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 Wednesday, April 15, 2015.

All of the Board members were present: Charles Atkinson, John Ciccarelli, Bob Latham, Junior Rideout and Troy Votaw. (At an Executive Session of the Board just prior to this meeting, Lee Hauser resigned from the Board, and John Ciccarelli was appointed to replace Mr. Hauser on the Board.) Also present and participating were members of the previous Board, Roger Wright, Lee Hauser, and Clark Valentiner. 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, Jon Hosking, Janet Hosking, Tommy Smith, Erin Smith, Rita Kissam, Janet Packer and Mick Robeson.

Former President Roger Wright called the meeting to order at 7:00 pm and welcomed all POA members to the meeting. Mr. Wright had been asked by the new President, Charles Atkinson, to preside over this transition meeting. Mr. Wright then introduced the new officers of the POA: President, Charles Atkinson; Vice President, Troy Votaw; Secretary, Bob Latham; Treasurer, John Ciccarelli; and Member At Large, Junior Rideout. Mr. Wright then asked Clark Valentiner to provide us with the invocation.

Approval of Prior Meeting Minutes (March 19, March 30, and April 2, 2015): A motion to approve all three sets of minutes was made by Charles Atkinson, seconded by Troy Votaw. Unanimous affirmative vote by those present. These minutes will be posted on the Bay Tree Lakes POA website, www.baytreecommunity.com.

Approval of Prior Month's Financial Report (March 2015): Report was presented by outgoing Treasurer Clark Valentiner and is attached herein as Exhibit B. Motion to approve was made by Junior Rideout, seconded by Charles Atkinson. Unanimous affirmative vote by those present was made.

Financials for March 2015:

Operations Checking:	\$ 89,656.97
Pool Checking:	\$ 14,688.88
Money Market:	\$ 55,778.07
Total Monies:	\$160,123.92

Pool Loan Principal:	\$ 352,060.30
ADA Contract Principal:	\$ 114,754.06

POA Clerk's Report (March 2015): Report was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve was made by Charles Atkinson, seconded by Junior Rideout. Unanimous affirmative vote by those present. Bob Latham asked for a summary of the procedures for collecting back dues. Roger Wright provided the answer.

Property Manager's Report (March/April 2015): Report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve was made by Junior Rideout, seconded by Charles Atkinson. Unanimous affirmative vote by those present. Mr. Crayton emphasized three issues that need the Board's attention and which could be addressed later in this meeting: 1) which night for the fireworks, 7/3 or 7/5?; 2) acquisition of new software for the office; and 3) placing a lien on one particular property.

Old Business:

POA Financial Audits. Treasurer Clark Valentiner reported that the auditor has completed the audits of 2013 and 2014 transactions. Some revisions are to be made to the packaging of the report for 2014. Mr. Wright asked Mr. Valentiner to find a way to get those Audit Reports available for viewing on the POA web site. Mr. Valentiner agreed to to just that.

Positive Facts of BTL on the Web. Mr. Wright explained the objective of this effort, to present a positive view of BTL to counter the negative views being presented by others on the Internet. Brian Wolf was spearheading this effort but was unable to complete it before his term of office expired. Mr. Wright urged the new Board members to consider this as an ongoing task. A question arose as to whether the special BTL video was now available from the POA web site. It was not. John Ciccarelli agreed to add it if someone

would provide him with the linking information, which Lee Hauser agreed to do.

ARC Development. Roger Wright reported on his conversations with Jack Carlisle and his understanding of Mr. Carlisle's involvement with the developer of BTL. At one point, Mr. Carlisle had agreed to pursue the POA taking control of the Architectural Review Committee, the ARC. Action on this by Mr. Carlisle is pending.

Boat Lift Modifications. At its meeting on April 30th, the Board moved to commission Greg Bagley to prepare and present engineering drawings to upgrade and certify the weight capacity of the Boat Lift structure to be at least 10,000 pounds. Junior Rideout informed this new Board that some additional information has become available and suggested it be considered before acting on that motion. Mr. Rideout then moved to postpone action on that motion until this new information has been reviewed. John Ciccarelli seconded that motion and it passed unanimously by all those present.

Pier Repairs/Replacement. James Woodruff Pier Builders was contracted and began the replacement of the POA pier in the week before the Annual Meeting. Junior Rideout reported that the work is still in process and is proceeding according to the plan. The work may well be finished within the next seven days.

Pool / Kool Deck Repairs. Roger Wright summarized the issue for the new members of the Board. The Board has contracted with Tarheel Pools, represented by Mitch Collins, to repair completely the Kool Deck surface and to repaint the complete Kool Deck surface in a uniform color, giving a warranty of one year, while also repairing the cracks at the bottom of the pool for which Tarheel Pools is responsible, all work to be completed before the opening of the pool for the season on May 23rd. This work also began the week before the Annual Meeting and is continuing. Mr. Atkinson asked Mr. Wright to continue as the “negotiator” with Mitch Collins until this work is satisfactorily completed.

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. Mr. Terry Randall is working with the state DOT and the BTL VFD to get the neighborhood and Highway 41 cleanup done in concert.

Annual Meeting Review. The 2015 Annual Meeting of the POA was held on April 11th. Roger Wright asked if there were any suggestions or recommendations for improvement from any of the Board members or the property owners in attendance. No critical comments were forthcoming.

Office/Clubhouse Equipment Acquisitions. Jim Crayton gave a summary of the issues on this subject, some of which were covered in the Property Manager's report. Here, he described again the need for an improved overhead projector in the Clubhouse and an additional speaker for the existing, PA system, neither of which is an urgent problem. He has reviewed the request for a third AED, a request made at the Annual Meeting, and has determined that placing one on the outside of the Clubhouse would be unwise and unnecessary.

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 has attempted to get the developer to handle this problem, and suggested that the new Board work to convince the new developer, Jack Carlisle, that the problem is his.

Job Description for Business Manager. Roger Wright presented the draft version of the Job Description at the Annual Meeting. It is included herein as Exhibit E. The membership voted in favor of hiring a Business Manager for the position described. Mr. Wright urged the new Board to finish the Job Description and to pursue the hiring of a Business Manager as a high priority.

Requests for Copies. Requests for copies of POA contracts and POA membership lists have raised questions as to the obligation of the POA to provide the information while protecting the privacy of the people involved. Lee Hauser explained the background and the sources of information that have been consulted. There were various opinions and positions expressed, both from the Board and from the property owners in attendance. The new Board must consider this issue and come to a decision.

New Business:

Church Services in the Clubhouse. 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 past winter, asked at the Board meeting on March 19th to have the POA partner with him and to provide the Clubhouse as a facility for him to conduct Sunday morning services. He repeated the request at the Annual Meeting. The Board agreed to take the matter under advisement, as there are many layers to be peeled before a decision can be made.

Golf Carts and ATV's in Bay Tree Lakes. Several incidents involving these vehicles have occurred in recent weeks, endangering residents and damaging property. The question of legal authority to address this was not clarified by the Deputy Sheriff at the Annual Meeting. It was suggested that the Sheriff be asked to return to a future Board meeting and clarify the role of his department in BTL

Similarly, it was suggested that Bladen County Animal Control be invited to come to a Board meeting and explain their policies and their applicability to BTL.

BTL VFD Golf Tournament Sponsorship. Bob Latham explained that the BTL Volunteer Fire Department is holding its annual fund-raising event, a Golf Tournament, at the new Vineyard course at White Lake, on May 2nd and is asking the BTL POA to provide its sponsorship as it has in prior years. Mr. Latham moved that the POA be a Gold Sponsor of the tournament, donating \$1500 as in previous years. Charles Atkinson seconded the motion and it passed unanimously by all those present.

Activate Neighborhood Call List / Email List. A recommendation was made by a property owner at the Annual Meeting, that a neighborhood Call List be developed to notify all residents in the event of an emergency or some other notable event such as the death of a resident. Someone suggested an email list could suffice for the same purpose. Property Manager Jim Crayton and BTWA President Debbi Kettle agreed to investigate the options in implementing such a program.

Registration of Approved By-Laws Changes. The changes to the POA By-Laws that were approved by the membership at the Annual Meeting need to be put into the proper form, notarized and presented to the Bladen County Register of Deeds in order for the changes to become legal and official. At the request of the Board, Hank Howell agreed to draft a version of the necessary documentation that could serve this purpose.

Other Business:

July 4th Celebration. As explained in the Property Manager's report, the Fireworks provider is already booked for July 4th which will be on a Saturday this year. Friday night, the 3rd, and Sunday night, the 5th, are available dates. The charge on Friday or Sunday will be \$4,000, as compared to a charge of \$10,000 for that Saturday, for the same show. Troy Votaw moved that the July 4th Fireworks be held on Friday night, July 3rd, this year, with all other July 4th activities to be held on Saturday, July 4th. Junior Rideout seconded the motion and it passed with a unanimous vote by all present.

The question of musical entertainment arose and the popular choices were a live band or recorded music with a DJ. Lee Hauser stated he could be available to provide the recorded music as he did a number of times last year, known as Beach Music and More. Jim Crayton was asked to investigate the options available relative to a live band and make the results known to the Board members so that a decision could be made as soon as possible.

New Board Members on the Web. It was noted that the pictures and identification of the new Board members and officers on the POA web site need to be provided and posted. Jim Crayton was asked to address this need and get it done.

Board Meeting Date Change. Mick Robeson asked how POA members will be notified that the Board meeting previously scheduled for April 16th has been moved to April 15th. The answers were that John Ciccarelli will place the notice on the POA web site and Jim Crayton will put a notice on the Bulletin Board and the front door of the Clubhouse.

Expenses vs. Budget. Mick Robeson also asked when the monthly expense reports will show coincidence with the annual budget. Clark Valentiner, the previous Treasurer, stated that a report format is being developed to do just that. John Ciccarelli, the new Treasurer, committed to equalize the reports of actual vs. budget as soon as he can.

BTWA Activities. Debbi Kettle reported that beautification plans, providing new plants on some common properties, has been postponed until October. Also, the 'trash walk' to clean up the trash in the neighborhood has been called off due to the small amount of trash discovered while planning. Ms. Kettle also questioned interest in a weather alarm for the neighborhood. It was suggested that perhaps weather alarm radios would be better for those so interested. Ms. Kettle voiced a desire by the BTWA to provide welcome baskets to new residents, but to do so they need the names and addresses of those new residents. Roger Wright suggested she coordinate this need with the GRC and the new Business Manager. Finally, Ms. Kettle announced a partial schedule of planned activities, including meetings of the group on May 11th and June 8th, and a Luau dinner for all POA members and guests on June 20th.

POA Web Site Updates. John Ciccarelli, the new Board member and Treasurer, is also the web site administrator for the POA. He stated that he wants to receive more information to keep the POA web site more current and informative.

Property Manager Cell Phone Cancellation. Jim Crayton reported that the usage of the special cell phone and number for the Property Manager and assistants has been too low to justify keeping and paying for that service. Troy Votaw moved to cancel that cell phone. Bob Latham seconded the motion and it passed by a unanimous vote,

There being no further business, a motion to adjourn was made by Charles Atkinson, seconded by Troy Votaw, and passed at 9:34 pm.

Respectfully submitted,

Bob Latham
Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

April 15, 2015

Call to Order and Welcome Members and Guests	Roger Wright
Invocation	? ?
Election of Officers	? ?
Approval of Prior Meetings Minutes (March 9, March 19 and April 2 2015)	Lee Hauser
Approval of Prior Month's Financial Report (March 2015)	Clark Valentiner
POA Clerk's Report (March 2015)	Tish Herrmann
Property Manager's Report (March/April 2015)	Jim Crayton

Old Business:

1. POA Financial Audits (2013 & 2014)	Clark Valentiner
2. Positive Facts of BTL on the Web	? ?
3. ARC Development	Roger Wright
4. Boat Lift Modifications	Jim Crayton
5. Pier Repairs/Replacement	Jim Crayton
6. Pool / Kool Deck Repairs	Roger Wright
7. Neighborhood Clean-Up Day/Adopt-A-Highway	Roger Wright

- 8. Annual Meeting Review Roger Wright
- 9. Office/Clubhouse Equipment Acquisitions (Third AED?) Jim Crayton
- 10. Clear Drainage Ditch on Horsepen (Pool Water?) Roger Wright
- 11. Job Description for Business Manager Roger Wright
- 12. Contracts Copies for Members Lee Hauser
- 13. Membership Lists Copies for Members Lee Hauser

New Business:

- 1. Church Services in the Clubhouse Roger Wright
- 2. Golf Carts and ATV's in Bay Tree Lakes Roger Wright
- 3. Bay Tree Lakes POA Golf Tournament Sponsorship Bob Latham
- 4. Activate Neighborhood Call List / Email List ? ?
- 5. Registration of Approved By-Laws Changes Lee Hauser

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 – March 2015

	TOTAL
Income	(\$)
Non-Profit Income	
Dues	5,998.44
Pool	2,300.00
Recovery	25.00
Rental	200.00
Total Non-Profit Income	8,523.44
Total Income	8,523.44
Expenses	
Building cleaning	300.00
Building fire protection	75.00
Cost of Labor	
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,600.00
Funds transfer	
Interest Paid Pool	1,844.44
Principal Paid Pool	4,736.93
Total Funds transfer	6,581.37
Grounds	
Mowing & cleaning	166.19
Trash removal	37.50
Total Grounds	203.69
Legal & Professional Fees	2,245.00
Member Event	15.84

Office Expenses	
Bank Charges	9.95
Internet	150.97
Quick Books Online	26.95
Telephone	296.19
Total Office Expenses	484.06
Repair & Maintenance	
Clubhouse	145.94
Total Repair & Maintenance	145.94
Trailer storage facility	85.00
Utilities	
Electricity	903.07
Sewer	41.60
Water	37.29
Total Utilities	981.96
Total Expenses	12,717.86
Net Operating Income	-4,194.42
Other Income	
Interest Earned	101.53
Total Other Income	101.53
Net Other Income	101.53
Net Income	-4,092.89

Monday, Apr 13, 2015 10:19:06 AM PDT GMT-4 - Cash Basis

This report was created using QuickBooks Online Plus.

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Exhibit C: Clerk's Report

From the Clerk

April 15, 2015

March 31, 2015 Outstanding Dues: \$24,831.95
March 31, 2015 Credit Balance: \$6,513.95

Lots reported sold March 2015

Buyer	Lot	Home	Seller
Daryl & Anna Lester	927	Hope Mills, NC	New Lot
Blackbird Land Co. LLC	105	Raleigh, NC	Green river Capitol LLC
Benjamin Merwin	560/561	Harrells, NC	Keystone Management

Billable Lots 456.5

Billing April 1, 2015

456.5 Lots \$57,519.00
Interest 744.84
Outstanding Dues 24,831.95
Total Billing \$83,095.79

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Exhibit D Property Managers Report – March/April 2015

1. Issued 4 new gate cards and 6 windshield tags
2. I am working with Southern Time technicians diagnosing the problem with the exit gate not opening. This is a very random occurrence that the techs think is caused by sand getting in the sensor in the road. I can't fix it until the cracks dry out enough to vacuum and seal them.
3. In the process of trying to get the cabana and pool water back on I have discovered problems with the valves on outdoor showers and toilets. One has a cracked valve due to freezing and the other will not shut off. They were drained during the winterization process but apparently trap water and don't drain completely. Junior brought some parts and we got most of it fixed today.
4. I am continuing to work with the pier contractor and things are going well. Project should be completed within the next week.
5. I am still waiting for approval of an engineer so we can proceed with the boat lift refurbishment. I spoke with the Marina and the heaviest current production boat weighs in excess of 6,000 lbs. empty. When you add fuel, passengers and equipment that puts the weight above 7,000 lbs which makes our target certification of 10,000 lbs. about right.
6. I am in the process of getting bids to do our grass cutting and lawn maintenance for the common properties. So far I have received two but am expecting more. I have reached out to all the contractors that I am aware of that cut grass in Bay Tree.
7. State Pest Control has been and done most of the Fire Ant treatment in the common properties. He ran out of chemical and will come back and finish as weather permits. It carries a one year guarantee.
8. I am still trying to get our fireworks show organized. As I stated in last month's report it will have to be on either Friday, July 3rd or Sunday, July 5. Two reasons: Since the 4th is on a Saturday it booked very early and is full. It also costs \$10k for the same show we get on Friday/Sunday for \$4K. I have not done anything about

entertainment. Should I try to find some entertainment? We have money budgeted.

9. The signs in the dump area seem to be doing their job and everything is staying neat looking. I had recommended earlier putting Red Mote under contract to burn it as needed but, so far there has been no action. We are approaching the time when a burn would be needed.

10. Hired Tyler Polk to clean up pine cones etc...around clubhouse. He did a great job.

11. We have an issue in the office with compatibility between the computer and the new printer. The computer will not accept the driver for the printer. Tech support says it's a computer issue. I have asked Darren Kelly (new resident) to look at it for us. If he cannot solve the problem, I would like to get Evans Computers out here to straighten it out. Pending the outcome, I would also like approval to proceed with looking for some newer software to handle our billing and POA records. The current software will not work on anything newer than Windows 7. We are also using a 2007 version of Microsoft Office.

12. We have an issue with an estate involving two lots that is tied up in court. We have been cutting the grass and billing the estate,. They are also in arrears on dues. I strongly recommend that we file a lien to make sure we get our money once it is settled. I am getting ready to have some more cleanup done on the property.

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Exhibit E

Job Description for Business Manager

DRAFT

Position: Business Manager Bay Tree Lakes POA

Purpose: The Bay Tree Lakes Business Manager will work under the supervision of the Bay Tree Lakes POA Board to accomplish the following:

1. Understand and manage the Financial Affairs of the Property Owners Association
2. Work in concert with the Property Manager to manage and maintain the common areas and to assist in the enforcement of the Covenants and Restrictions
3. To insure the POA operates for the benefit and well being of all residents and property owners of Bay Tree Lakes.

Facilitated through the following:

- Assist with Association Management and Governance
- Handle all Association finances and record maintenance
- Perform necessary accounting function to include:
 - Billing and Dues Collection
 - Budget Management
 - Accounts receivable and payable
 - Monitor and interpret cash flow and predict future trends
- Work with the Property Manager to maintain and manage Technology and Communications Systems
- Perform Strategic Analysis and develop financial management mechanisms that minimize financial risk
- Produce and interpret accurate financial reports
- Maintain regular office hours to serve as a point of contact with the membership
- Monitor community clubhouse activities and assist as needed

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