

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

May 21, 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, May 21, 2015.

All of the Board members were present: Charles Atkinson, John Ciccarelli, Bob Latham, Junior Rideout and Troy Votaw. 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, Kimberly Wise, Cathy Ross, Lee Hauser, Clark Valentiner and Donovan Vinson.

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 (Executive Sessions #1 and #2, plus Monthly on April 15, 2015): A motion to approve all three sets of minutes was made by Bob Latham, 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 (April 2015): Report was presented by Treasurer John Ciccarelli and is attached herein as Exhibit B. Motion to approve was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present was made. [N.B. Following this meeting, it was discovered that the report shown at the meeting did not show all deposits in the proper category. The report was corrected and the corrected report is shown below as Exhibit B.]

The Treasurer reported that Southern Bank requires a signed copy of the minutes of a Board meeting in which the Board authorizes John Ciccarelli (or anyone else) to sign checks on the POA account(s) with that bank. Troy Votaw moved that the Board authorize John Ciccarelli to sign checks for the POA checking account with Southern Bank, seconded by Bob Latham. Charles Atkinson moved that the motion be amended

to include Troy Votaw as an additional signer of checks for that account, seconded by Bob Latham. Both the amendment and the motion was passed with an affirmative vote by all Board members.

Financials for April 2015:

Operations Checking:	\$ 84,974.19
Pool Checking:	\$ 11,691.84
Money Market:	\$ 55,785.41
Total Monies:	\$152,451.44

Pool Loan Principal:	\$ 349,184.45
ADA Contract Principal:	\$ 113,889.91

POA Clerk's Report (April 2015): Report was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present. A question was raised as to the status of the liens placed on three BTL properties and the vote taken at the Board meeting of March 19, 2015 to foreclose on those properties. Hank Howell told the Board that, at the request of Property Manager Jim Crayton, he had made contact with the office of Cynthia Singletary, the legal representative of the POA, to assure she has a copy of the minutes of that March 19th Board meeting, and sent her a copy, receipt of which was confirmed by Ms. Singletary's assistant, Melissa, on May 21, 2015. No other information on the status was available during the meeting, so Bob Latham agreed to follow up with Ms. Singletary to determine the status and report same to the Board. It was then noted that three other properties had outstanding debts over \$1,500 each. Mr. Latham agreed to include these in his status discussion with Ms. Singletary. A motion to file liens on each of those three properties, belonging to Sheila Boykin, to the estate of Hubert McConnell and to John Young, was made by Troy Votaw, seconded by Bob Latham, and passed by a unanimous vote. Bob Latham will include the filing of these liens in his discussion with Ms. Singletary.

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 Troy Votaw, seconded by John Ciccarelli. Unanimous affirmative vote by those present. In response to Mr. Crayton's mention in his report that he had purchased a new phone for the pool, Debbi Kettle mentioned that the phone in the Exercise Room was also inoperable.

Regarding the bids for grass cutting in the common area, and the mention of a separate

effort to mow the grass inside the pool fence area, President Atkinson asked that the Property Manager update the bid from Old Heritage Landscaping to include the pool area, then present the bids to the Board for their vote.

Regarding the computer problems in the office, Junior Rideout agreed to take the computer and the printer to his place of work and attempt to get the interface problem resolved. While there, he will also attempt to get the latest version of Microsoft Office installed on the computer. There may still be a need to get Evans Computers involved to resolve potential problems with Access and the POA billing system.

A problem with the newly acquired Fireproof filing cabinet was reported wherein once locked, the key cannot be removed. [N.B. This problem was addressed immediately after this meeting and solved by the Property Manager.]

Old Business:

POA Financial Audits On The Web Site. At the Annual Meeting, the commitment was made to make the 2013 and 2014 POA Audit Reports available on the POA web site. Clark Valentiner agreed to provide soft copies of the reports to John Ciccarelli who will put them on there,

Positive Facts of BTL on the Web. The objective of this effort, to present a positive view of BTL to counter the negative views being presented by others on the Internet, was reviewed. Brian Wolf was spearheading this effort but was unable to complete it before his term of office expired. At the January Board meeting, Mr. Wolf had provided a list of points he believed should be emphasized. Hank Howell agreed to provide that list to President Atkinson for his review. It was also noted that the special BTL video was now available from the POA web site.

ARC Development. At the April Board meeting, 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 still pending. Jim Crayton agreed to provide the telephone number for Mr. Carlisle to President Atkinson so that he could pursue this point with Mr. Carlisle.

Boat Lift Modifications. At the Executive Session of the Board on April 15th, the Board decided to contract with Carolina Crane Inspections to certify the lifting mechanism of the main boat lift to OSHA standards, and also to determine the maximum weight which the cradle will lift in its current state. This work has been completed,

achieving certification and determining a maximum lift capacity of 4,000 pounds. The Board had previously moved that Greg Bagley be hired 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 has now agreed to provide Mr. Bagley's engineering proposal to the other Board members for their consideration. It was generally agreed that no work on the structure would begin before the Fall of 2015.

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 has been completed according to the plan and payment for the work has been made.

Pool / Kool Deck Repairs. The Board had 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 was completed on May 20th. A bill for that work has been received, plus a request for payment of \$551.48 for “Balance on previous bill,” \$2,228.69 for “Draining and cleaning the pool,” \$60.00 for “Six bags of salt,” and \$241.68 for “Four cases of hydrochloric acid.” The bill also included a statement: “Tarheel Pools will guarantee the damaged kool deck which was repaired for one year. The kool deck that was repaired is covered only under the one year warranty. WARRANTY DATE [May 20, 2015 – May 20, 2016].” The charge for supplies was considered to be exorbitant and all Board members agreed to look for a new, cheaper supplier. Troy Votaw moved, and Bob Latham seconded, that the debt to Tarheel Pools be paid, and also the approximately \$2,500 still owed to Chad Devane, but the payment of \$551.40 owed Tarheel Pools be withheld until all manuals for the pool equipment purchased are supplied to the POA. This motion passed with unanimous approval of all Board members.

Neighborhood Cleanup Day/Adopt-A-Highway. Following a brief discussion, it was decided that no organized effort would be held this spring on a “cleanup day” for BTL. However, an invitation would be issued to all POA members to assist, support and participate in the effort underway by the BTL Volunteer Fire Department to adopt and keep clean that portion of Highway 41 between the fire station and Sleepy Creek Farms Road, about two miles west of the station. Terry Randall is spearheading the effort for the BTL VFD and will be asked to post the dates of planned activities on the POA web site.

Office/Clubhouse Equipment Acquisitions. Jim Crayton reported that no further action on this subject was planned, based primarily on an overall effort to control expenses. A question arose as to whether Wi-Fi in the Clubhouse was still free. John Ciccarelli volunteered to check this out.

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. Charles Atkinson agreed to pursue this with the new developer, Jack Carlisle, also.

Job Description for Business Manager. This Job Description is yet to be completed. President Atkinson declared this item to be tabled until the fall of 2015 due to the long list of higher priority items to be undertaken by this new Board. In the interim, Tish Herrmann is requested to continue to serve the POA as its Clerk.

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. A legal opinion is needed as to the obligations of the POA. President Atkinson will research the background of this issue and pursue an appropriate discussion with legal representative(s).

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. Following a discussion by the Board, Bob Latham moved that the Board not give permission for the Clubhouse to be used, without appropriate charge, for church services. Troy Votaw seconded the motion and it passed unanimously.

Golf Carts and ATV's in Bay Tree Lakes. Several incidents involving these vehicles have occurred in recent weeks, endangering residents and damaging property. Junior Rideout has a draft of a policy on their use which he will make available to other Board members so that it can be discussed at the Board meeting in June. Meanwhile, Charles Atkinson will pursue solutions from other organizations similar to the BTL POA.

Activate Neighborhood Call List / Email List. Membership support for this

suggestion has been lacking, so the Board members agreed to drop effort on this issue.

Registration of Approved By-Laws Changes. The changes to the POA By-Laws that were approved by the membership at the Annual Meeting were 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. A search for the POA By-Laws on the Bladen County Registry revealed that they had never been registered, in Bladen County or Sampson County or with the N.C. Secretary of State. Bob Latham will pursue the updating of the copy on the POA web site and in the records within the office of the POA, and also confirm with Cynthia Singletary that this action is sufficient.

New Business:

Benevolence Policy On The Web Site: It was agreed at the Annual Meeting that the Benevolence Policy adopted by the Board in December of 2014 would be posted on the POA web site. Hank Howell agreed to provide a copy of the policy to John Ciccarelli so that he could post it.

Pool Opening Plans: The BTL pool is set to open for the 2015 season on Saturday, May 23rd, with the normal operating hours of 7 AM to 9 PM, subject only to a routine inspection by the county on May 24th.

July 4th Celebration. Current plans are as follows:

Friday, July 3 rd	DJ Lee Hauser and Fireworks	6 PM to 9 PM
Saturday, July 4 th	Youth Fishing Tournament	8 AM to 11 AM
	Bike and Golf Cart Parade	5:00 PM
	Hot Dogs at the Clubhouse	5:30 PM
	Ice Cream at the Clubhouse	6:00 PM
	Flotilla by the Clubhouse	8:30 PM

Other Business:

BTWA Activities. Debbi Kettle reported a partial schedule of planned activities, including a meeting of the group on June 8th, and a 'Celebrate Summer' dinner for all POA members and guests on June 20th. Those planning to attend are asked to notify Ms. Kettle by June 5th. There will be a charge of \$5 per person at the dinner.

The BTWA wants to sponsor line dancing classes for POA members in the Clubhouse this summer and asked permission from the Board to use the Clubhouse for that purpose, free of charge. Permission was granted.

Lock On Yellow Gate On 41. Debbi Kettle also asked about the possibility of placing a padlock on the yellow gate on the south side of Highway 41, east of the BTL gate. It is suspected that unauthorized people are using that path to gain access to the BTL community. She was advised that the Board has no authority to padlock that gate.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Bob Latham, and passed at 9:49 pm.

Respectfully submitted,

Bob Latham
Secretary

Exhibit A

Bay Tree Lakes *Property Owners Association*

Board of Directors Meeting Agenda

May 21, 2015

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	? ?
Approval of Prior Meetings Minutes (Exec. Sessions #1 & #2, plus Monthly on April 15, 2015)	Bob Latham
Approval of Prior Month's Financial Report (April 2015)	John Ciccarelli
POA Clerk's Report (April 2015)	Tish Herrmann
Property Manager's Report (April/May 2015)	Jim Crayton
Old Business:	
1. POA Financial Audits On The Web Site	John Ciccarelli
2. Positive Facts of BTL on the Web	? ?
3. ARC Development	Charles Atkinson
4. Boat Lift Modifications	Jim Crayton
5. Pier Repairs/Replacement	Jim Crayton
6. Pool / Kool Deck Repairs	Charles Atkinson
7. Neighborhood Clean-Up Day/Adopt-A-Highway	Charles Atkinson
8. Office/Clubhouse Equipment Acquisitions	Jim Crayton

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| 9. | Clear Drainage Ditch on Horsepen | Charles Atkinson |
| 10. | Job Description for Business Manager | Charles Atkinson |
| 11. | Contracts Copies for Members | Charles Atkinson |
| 12. | Membership Lists Copies for Members | Charles Atkinson |
| 13. | Church Services in the Clubhouse | Charles Atkinson |
| 14. | Golf Carts and ATV's in Bay Tree Lakes | Charles Atkinson |
| 15. | Activate Neighborhood Call List / Email List | Jim Crayton |
| 16. | Registration of Approved By-Laws Changes | Bob Latham |

New Business:

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| 1. | Benevolence Policy On The Web Site | John Ciccarelli |
| 2. | Pool Opening Plans | Jim Crayton |
| 3. | July 4 th Celebration Plans | Jim Crayton |

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 – April 2015

	TOTAL
Income	(\$)
Non-Profit Income	
Dues	27,778.00
Gate Access	750.00
Misc. Income	65.00
Pool	8,898.00
Total Non-Profit Income	37,491.00
Total Income	37,491.00
Expenses	
Building cleaning	300.00
Cost of Labor	
Certified Pool Operator	210.00
Clerk	600.00
Prop. Mgr. Travel	200.00
Property Manager	800.00
Total Cost of Labor	1,810.00
Grounds	
Mowing & cleaning	145.00
Trash removal	37.50
Total Grounds	182.50
Interest Expense	9.90
Legal & Professional Fees	-3,160.00
Office Expenses	
Bank Charges	114.86
Postage	196.00
Quick Books Online	26.95

Stationery & Printing	169.73
Supplies	19.83
Telephone	375.87
Total Office Expenses	903.24
Repair & Maintenance	
Boat Lift	1,698.00
Exercise Room	150.00
Pest Control	85.00
Pool	4,725.02
Total Repair & Maintenance	6,658.02
Taxes & Licenses	120.00
Trailer storage facility	85.00
Utilities	
Electricity	630.32
Sewer	75.20
Water	76.48
Total Utilities	782.00
Total Expenses	7,690.66
Net Operating Income	29,800.34
Other Income	
Interest Earned	126.88
Total Other Income	126.88
Net Other Income	126.88
Net Income	29,927.22

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Exhibit C: Clerk's Report

From the Clerk

May 21, 2015

April 30, 2015 Outstanding Dues: \$41,024.24

April 30, 2015 Credit Balance: \$4,010.46

Lots reported sold April 2015

Buyer	Lot	Home	Seller
Greg Ruark	424/425	Mars Hill, NC	Wells Fargo Mortgage
H. G. & Charlotte Maxwell	320/319.5	Goldsboro, NC	BRY-BE Corp.
Redbird Land Co. LLC	568	Wilmington, NC	Kip Chojanacki
Bobbi Mathis	73	Clinton, NC	Bruce Bright

Billable Lots 456.5

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Exhibit D Property Managers Report – April/May 2015

1. Issued approximately a dozen new cards and windshield stickers.
2. There have been no new issues with the gate system.
3. As you know the pier was finished and looks good. There were some boards that popped the screws holding and that has been taken care of by the contractor. The poles at the end of the pier are for future addition of a roof as funds permit.
- 4, Work on the pool has concluded and we are on schedule to open on the 23rd at 10:00 AM. An inspection has been called for and will take place either tomorrow or early Friday AM. Donovan says he is ready. I replaced the defective shower valves today and have purchased a new phone for the pool. I am having the grass trimmed inside on Friday afternoon. This was delayed due to the curing process with the repairs to the Kool Deck. I had Jim Woodruff drag the beach.
5. We had a successful bid process for the grass cutting in the common area. Old Heritage Landscaping out of Currie, NC was the low bidder with a price of \$280.00 per cut of all the common properties. There were several parts to the bid and he was low bidder on all of them. The high bidder was Willie Cromartie at \$345.00.
6. The fireworks show is booked for Friday, July 3rd. We sent the contract and a check for 50% yesterday. As far as I know Lee Hauser is going to a DJ show for us that night. All the other activities will be on Saturday as usual.
7. So far Red has not burned the pile at the dump. According to him every time it rained the wind was too high.
8. We have been unable to resolve the computer problems in the office as reported last month. Tish called me today to report the the mouse would not work and she was unable to get it to print. I have talked to Evans Computers people and they will come and check it for us but I have not ordered it yet. I do not know what the expense will be and we probably won't know until they come.
9. Most property owners are cooperating on the grass cutting issues however we sent a large number of letters the first of this month. Our policy of “once a month” is at

times somewhat in conflict with the Covenants that say “neat and attractive at all times.” Some owners are having trouble understanding that we have had a lot of rain lately. Back when we were in the drought, once every 6 weeks sufficed. My point is that if lots don't look quite a good as they did, it's because of the rain. I am trying to work with folks on this but it looks like we are going to have to cut some of them.

10. Regarding the board pictures on the web, that has not happened yet but I brought my camera tonight so get ready to smile.

11. Finally, I will try to email this report to you as soon as I get my computer issues solved.

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