

# *Bay Tree Lakes*

## *Property Owners Association*

### Board Meeting Minutes

October 20, 2016

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, October 20, 2016.

Four of the Board members were present: Charles Atkinson, Bob Latham, Billy McGavock and Junior Rideout. Troy Votaw was unable to attend. POA Clerk Tish Herrmann and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, George Starke, Elizabeth Gamble, Robert Gamble, Clark Valentiner, Cathy Ross, Ginny Ruark, Greg Ruark, Todd Kapinski, Tricia Switzer and Mary A. Capps.

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

**Approval of Prior Meeting Minutes (September 15, 2016):** A motion to approve the minutes of the September monthly meeting was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present. The minutes of the monthly meeting will be posted on the BTL POA website, [www.baytreecommunity.com](http://www.baytreecommunity.com).

**Approval of Prior Month's Financial Report (September 2016):** Billy McGavock presented the report for September, which is attached herein as Exhibit B, and read the financial summary shown below. A motion to approve that report was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of September 30 , 2016:

Operations Checking:	\$103,042.31	(as of 8/31/16)
Second Checking	\$ 27,414.13	(as of 8/31/16)
Pool Checking:	\$ 11,024.44	(as of 10/16/16)
Money Market:	\$ 55,904.59	(as of 10/16/16)
Total Monies:	\$197,385.47	

Pool Loan Principal:	\$295,462.69	(as of 10/16/16)
ADA Contract Principal:	\$ 98,598.53	(as of 10/16/16)

**POA Clerk's Report (September 2016):** The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve the Clerk's report was made by Bob Latham, seconded by Billy McGavock. Unanimous affirmative vote by those present.

**Property Manager's Report (September/October):** 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 Junior Rideout, seconded by Billy McGavock. Unanimous affirmative vote by those present.

Mr. Atkinson supplemented the written report by explaining how a water line had been broken that morning by those working on the bridge construction on Horsepen Road. Apparently, the markings of the water line by the locator service were off by about 12 feet.

Also, the large cranes had been removed from the construction site to be used in the repair of the bridges on NC 41 and US 701. They should be back on the BTL site in a week or so.

### **Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham had been unable to contact the POA's lawyer for an update prior to the meeting. He reported that the lawyers were still working on the Britt estate which was expected to be settled in October. A filing of foreclosure had been made on the Boykin lot (#237) and a hearing on this case was to be held October 5<sup>th</sup> at the Bladen County Courthouse. No information on the status of this case was available..

**Horsepen Road Canal Overpass.** Mr. Atkinson reported that work on the project had been progressing prior to the arrival of hurricane Matthew. Nevertheless, they remain on target to be done by the end of this year. The crew had also suffered thefts of Re-Bar and a Gangbox for tools at the site, prompting Mr. Atkinson to ask residents in the area to be alert to strangers at the site, those not wearing the yellow/orange vests, or to anyone there after working hours, and to report any such observations to the Property Manager right away.

**POA Files Maintenance.** Mr. Latham reported that organization of the files is continuing, in general, but no progress has been made since the last Board meeting. The majority of the files that now need further examination are a large variety of financial reports and records.

**Drainage on South Horsepen.** The drainage problems on South Horsepen Road were brought up at the May Board meeting. As agreed, Mr. Atkinson has pursued this issue and obtained agreement from Mr. Steve Jones, Jr. of Lake Creek Corporation, in June, that Mr. Jones would produce a plan to remedy the problem. That plan is not yet available. Mr. Atkinson spoke again to the developer today and will revisit the issue next week when checking on the Boat Lift deed.

Robert Gamble has examined the issue and has an idea for a solution. Mr. Atkinson suggested Mr. Gamble take the idea to the developer. Mr. Gamble agreed.

**Billing Program Performance October 1st.** Ms. Herrmann reported that the program “worked like a charm” when producing the October 1<sup>st</sup> billing.

**Move POA Bank Account.** Mr. McGavock has successfully arranged to move the Operations Checking Account from BB&T to the Southern Bank, as approved by the Board at the August meeting. The actual switch may not occur until December due to the large amount of data that must be entered into the new account to facilitate online payments. He plans to perform the data entry while he recuperates from surgery in the next few weeks. He expects the move to be completed by the end of this year.

**Pool Closing, Winterization, Repairs.** See the Property Manager's report.

### **New Business:**

**Revised Dues Collection Policy.** The policy needed to be updated to reflect the change in dues as of October 1<sup>st</sup>. This change was made. The updated policy is available on the POA web site. Bob Latham moved that the change be approved by the Board. Billy McGavock seconded and the motion was approved by all members present.

**Trash Piles – Dumping and Burning Policy.** The Board has recognized the need for a POA policy concerning the use of the developer-owned lots approved for the disposal of yard trash by BTL property owners. A rough draft of a policy was presented by Mr. Atkinson for discussion and provoking of thought by Board members. The proposed policy will be reviewed again at the next Board meeting. The draft is attached herein as Exhibit E.

## **Other Business:**

**Steve Jones, Senior Memorial.** Mr. Atkinson suggested the POA should consider the erection of an appropriate memorial for the Bay Tree Lakes founder, Mr. Steve Jones, Senior. Mr. Jones died on October 16<sup>th</sup>. Ideas to be considered include a statue, a stone with a commemorative plaque, a wall plaque, and so on. The neighborhood is invited to comment and suggest, using the POA web site comments facility.

**Nextdoor.com** Clark Valentiner had received an invitation to join nextdoor.com as a means of communicating with his neighbors. Several attendees commented on their experiences with the web site which claims to be “the private social network for your neighborhood.” Debbi Kettle advised that the BTLWA maintains a list of people in the BTLWA and their email addresses to share.

**BTL Volunteer Fire Department ISO Inspection.** Bob Latham reported optimism that the recently completed ISO inspection of the department will result in lowering (i.e., improving) the rating of the department, which should result in the lowering of homeowner insurance rates for all residents of BTL.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Billy McGavock, and passed at 8:00 pm.

Respectfully submitted,

Bob Latham, Secretary

**Exhibit A**

***Bay Tree Lakes***  
***Property Owners Association***

**Board of Directors Meeting Agenda**

**October 20, 2016**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (September 15, 2016)	Bob Latham
Approval of Prior Month's Financial Report (September 2016)	Billy McGavock
POA Clerk's Report (September 2016)	Tish Herrmann
Property Manager's Report (September/October 2016)	Jim Crayton

**Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Horsepen Road Canal Overpass	Charles Atkinson
3. POA Files Maintenance	Bob Latham
4. Drainage on South Horsepen	Charles Atkinson
5. Billing Program Performance October 1st	Tish Herrmann
6. Move POA Bank Account	Billy McGavock
7.. Pool Closing, Winterization, Repairs	Jim Crayton

**New Business:**

1. Revised Dues Collection Policy	Bob Latham
2. Trash Piles – Dumping and Burning Policiy	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 – September 2016**

	<b>TOTAL</b>
	(\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	3,332.52
Interest Paid by Members on Dues	32.09
Pool	1,125.00
Total Non-Profit Income	4,489.61
<b>Total INCOME</b>	<b>4,489.61</b>
<b>EXPENSES</b>	
Bereavement	200.00
Building Cleaning	525.00
Building Fire Protection	75.00
Cost of Labor	
Asst Pool Operator – JA	50.00
Certified Pool Operator	360.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,010.00
Funds Transfer	4,012.71
Grounds	
Mowing & Cleaning	30.00
Total Grounds	30.00
Office Expenses	
Telephone	360.91
Total Office Expenses	360.91
Repair & Maintenance	
Pest Control	450.00
Pool	19.50
Total Repair & Maintenance	469.50
Road Repair & Maintenance	1,695.00
Utilities	
Electricity	1,359.66
Sewer	75.20
Water	98.59
Total Utilities	1,533.45
<b>Total EXPENSES</b>	<b>10,911.57</b>
<b>NET OPERATING INCOME</b>	<b>-6,421.96</b>
<b>NET INCOME</b>	<b>-6,421.96</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

**October 1, 2016**

September 30, 2016	Outstanding Dues	\$19,731.94
September 30, 2016	Credit Balance	\$ 4,638.11

**Billing October 1, 2016**

456.5 Lots	\$82,170.00
Interest	591.74
Outstanding	<u>19,731.94</u>
Total Billed	\$102,493.68

**Lots reported sold in September 2016**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
Federal National Mortgage	173	Dallas, TX	Ronnie Turner
Douglas & Aliena Maples	28	Harrells, NC	Steve Tatum
Nucom Mobility	156/157	Dallas, TX	Terry Randall
Nucom Mobility	158	Dallas, TX	Terry Randall

**Total Billable Lots      456.5**

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## **Exhibit D: Property Manager Report September/October 2016**

1. Gate passes and cards continue as usual.
2. Pool is closed and we are running one pump per plan from Wilmington Pools all equipment is in storage.
3. Red has burned two of the piles which is good since we have need of more space since the storm. Residents are using the place to dump storm debris.
4. We had very little damage due to the storm. Trees down etc... Our biggest problem was being land-locked for several days due to roads being out. Both Baytree Dr. and S. Horsepen flooded but I have not heard of any serious damage as a result.
5. The lake reached plus 15" and the canals were about 6" past full.
6. Our landscaper will be taking care of the trees on the common properties.
7. Our gate generator worked as designed until it almost ran out of propane fuel. It took several days to get a delivery so I took the gate arms off until that happened.
8. There have been no new issues with the gate since the last report.
9. As some of you are aware our fire department, in addition to assisting with rescues to our south, prepared a number of meals for those in the community who were in need.

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Yard Debris and Grass Clippings Disposal Policy

Bay Tree Lakes

Lake Creek Corporation and Red Bird Land Development Corporation have agreed to allow Bay Tree Lakes Property Owners Association members to use a designated area to dispose of shrubbery trimmings, grass clippings, small dead limbs, pine straw, pine cones, leaves and small trees (trees with a ground level diameter of less than six inches). Trees with a ground level diameter greater than six inches must have prior approval before being removed. (See Restrictive Covenants regarding tree removal). Under no circumstance will any building materials(s) or demolition materials be disposed in disposal site. Should a property owner have questions, please contact Bay Tree Lakes Property Manager for answers prior to disposal.

All approved yard debris (as defined above) may be placed in the disposal site located at the East end of the development. Use of this site is for property owners only, trimmings and grass clippings performed by contractors must be removed from Bay Tree Lakes properties at completion of the task.

In the event a property owner has a large project requiring a contractor, there will be a charge for use of this disposal site as well as prior approval by Bay Tree Lakes Property Manager is required. This fee will be based on the size of the truck(s) used and the number of loads dumped. The purpose of this fee is to assist in the routine maintenance of the disposal site.

Six wheel dump trucks                      \$100.00 per load (each load dumped)

Ten wheel dump trucks                      \$150.00 per load (each load dumped)

No tractor trailer loads will be allowed to dump at the site (anything over ten wheels)

Contractors will not be allowed to dump any approved materials generated from property outside the Bay Tree Lakes community.

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