

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**February 18, 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, February 18, 2016.

Four of the Board members were present: Charles Atkinson, John Ciccarelli, Junior Rideout and Troy Votaw. Bob Latham was unable to attend. POA Clerk Tish Herrmann, Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, Cathy Ross, Mick Robeson, Maryellen Robeson, Jill Stevens, Butch Conklin, Tom Donadeo, Karen Donadeo, Larry Barnes, Brenda Barnes, Terry Packer, Byron Massey and Lawson Massey.

Vice-President Troy Votaw called the meeting to order at 7:03 pm and welcomed all POA members to the meeting. Mr. Votaw then asked Junior Rideout to provide us with the invocation. (Mr. Atkinson was delayed, but arrived at 7:14 pm.)

**Approval of Prior Meeting Minutes (January 21, 2016):** A motion to approve the minutes of the January monthly meeting was made by Junior Rideout, seconded by John Ciccarelli. Unanimous affirmative vote by those present. The minutes of the Executive Session held on January 21<sup>st</sup> were also presented. A motion to approve those was also made by Junior Rideout and seconded by John Ciccarelli, passing with a 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 (January 2016):** Report was presented by Treasurer John Ciccarelli and is attached herein as Exhibit B. Motion to approve the report was made by John Ciccarelli and seconded by Junior Rideout. Unanimous affirmative vote by those present was made.

Financials as of January 31, 2016:

Operations Checking:	\$ 89,901.20
Second Checking	\$ 16,463.09

Pool Checking:	\$ 24,490.32
Money Market:	\$ 55,848.94
Total Monies:	\$186,703.55

Pool Loan Principal:	\$322,738.51
ADA Contract Principal:	\$105,914.02

**POA Clerk's Report (January 2016):** The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Some discussion followed on the process of amalgamation and the back dues to be paid following a separation of lots. Motion to approve the Clerk's report was made by Junior Rideout, seconded by Charles Atkinson. Unanimous affirmative vote by those present.

**Property Manager's Report (January/February):** The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present. In addition to the written report, Mr. Crayton reported that the changes in the security for the kitchen cabinet keys have been completed, and also that the person performing maintenance on the exercise equipment in the Fitness Center found two cables that are worn and need to be replaced. Mr. Crayton authorized their replacement at a cost not to exceed \$300.00.

### **Old Business:**

**ARC Development.** President Atkinson has made no progress with Mr. Steve Jones, Jr. on this topic, primarily due to other pressing matters. At the previous Board meeting, members were asked to send to Mr. Atkinson their Top Ten concerns relative to appearance and quality of life in BTL that an ARC should address. Mr. Atkinson explained that he would like to pursue this subject further in an Executive Session following this meeting.

**Boat Lift Modifications.** Per the Property Manager's report, there has been no further progress on repairs to the Horsepen lift. An engineer, Rob Armstrong, has evaluated the main boat lift situation and has prepared a report and recommendation which Mr. Crayton presented to the Board for review.

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

**Foreclosures/Liens of Properties.** Two additional accounts were turned over to the lawyer in January and the "third letter" has been sent to each of them.. Neither had

responded as of two days prior to this meeting. Their “15 days to respond” would expire on February 22<sup>nd</sup>. If no response is received, the next step to be taken will be discussed at the March Board meeting. Mr. Atkinson asked if a lien is filed, the cost of the pursuit of the outstanding dues, including all applicable attorney's costs, can be added to the amount due from the property owner. Mr. Howell agreed to pass the question to Mr. Latham for an answer.

**Sealing Cracks In The Roads.** As was covered as part of the Property Manager's report, this project has been completed.

**Re-keying Clubhouse Locks:** As reported in the Property Manager's report, an improved price has been received for re-keying the Clubhouse and adding one lock.

**2016 Budget Preparation.** Treasurer John Ciccarelli presented an updated report of Actual vs Budgeted Expenses in 2015. This report will be refined for presentation to the membership at the Annual Meeting on April 9<sup>th</sup>. He also prepared a draft of a budget for 2016 for the Board's consideration. Regular budget items were based on expenditures by the POA in all categories over the last three years, plus 5%, as well as the projected income in the various categories. A list of six proposed Capital Projects was included with estimated costs of each. Mr. Atkinson asked about several anomalies he had detected in the BTL Yearly Expenses Summary Spreadsheet produced by Mick Robeson. Mr. Ciccarelli and Mr. Robeson agreed to examine these areas and report their findings to the Board as soon as possible. Further, Mr. Atkinson asked that each Board member develop their questions and obtain the answers about this proposed budget prior to the March Board meeting so that the budget can be passed at that meeting, the last scheduled Board meeting prior to the Annual Meeting of the POA on April 9<sup>th</sup>. With that in mind, the Board agreed to hold a special meeting to discuss and refine budget issues on March 13<sup>th</sup>, at 3:00 pm.

**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 9<sup>th</sup>. Mr. Atkinson has assigned certain parts of the presentation to individual Board members. At this meeting, he asked Jim Crayton to prepare the slides for projection.

**Golf Carts / OHV Policies Modifications.** At the January meeting, the Board agreed to delete the requirement in each of these policies that the vehicle owner have liability insurance prior to registration of the vehicle. The two policies have been modified, but the wrong versions were posted on the POA web site. Mr. Howell agreed to inform Mr. Latham that he had passed the wrong versions to Mr. Ciccarelli for posting and the correct versions would be provided.

## **New Business:**

**Horsepen Road Canal Overpass.** Mr. Atkinson and Mr. Crayton reviewed the exchanges they have had with Mr. Steve Jones, Jr., the representative of Lake Creek Corporation, on the progress and plans for a resolution of the problems caused by the collapse of the pipe underneath Horsepen Road on February 3<sup>rd</sup>. Mr. Jones has worked with multiple engineers to find one that can produce a bid package for soliciting bids on the replacement of the bridge over the canal. Both believe Mr. Jones sincerely intends to replace the bridge to a state as good as or better than it was before the deterioration which led to the collapse. Meanwhile, several improvements are being pursued for the alternative roads while Horsepen Road is closed for repairs. In answer to a question concerning communication of the status, Mr. Atkinson stated the he will attempt to post the latest information on the project's status, plans and other related information on the POA web site, as currently as possible.

**POA Files Maintenance.** In Mr. Latham's absence, Mr. Howell attempted to explain the concern that the proper files in the office were not being maintained. Mr. Latham proposes that the POA clerk be authorized to organize the files and develop procedures that will enable them to be maintained from year to year, instead of depending on the ideas and abilities of each Board Secretary which can be a different person each year. Mr. Atkinson asks that Mr. Latham prepare a proposal explaining what needs to be done and how it should be implemented. This should be communicated to all Board members via email in order to expedite the implementation.

## **Other Business:**

**Bay Tree Women's Association.** Debbi Kettle reported that the BTWA plans an Italian themed dinner at the Clubhouse for all Bay Tree Lakes residents and guests on Saturday, February 20<sup>th</sup>. The BTWA also plans to support the Memorial Day celebration on the Sunday before Memorial Day with the serving of hotdogs and ice cream. Lastly, the BTWA wants to organize a clean-up day in the Spring, picking up trash on the roads, the walks, the canals and the lakes. The Board agreed to support them in that activity.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Troy Votaw, and passed at 8:48 pm.

Respectfully submitted,

Bob Latham, Secretary

## Exhibit A

# *Bay Tree Lakes* *Property Owners Association*

## **Board of Directors Meeting Agenda**

**February 18, 2016**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (January 21, 2016) and Executive Session Minutes (January 21, 2016)	Bob Latham
Approval of Prior Month's Financial Report (January 2016)	John Ciccarelli
POA Clerk's Report (January 2016)	Tish Herrmann
Property Manager's Report (January / February 2016)	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
6. Re-keying Clubhouse Locks	Jim Crayton
7. 2016 Budget Preparation	John Ciccarelli
8. 2016 Annual Meeting Preparation	Charles Atkinson
9. Golf Carts / OHV Policies Modifications	Bob Latham

### **New Business:**

1. Horsepen Road Canal Overpass	Charles Atkinson
2. POA Files Maintenance	Bob Latham

### **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.

## **Exhibit B**

### **Bay Tree Lakes Property Owners Association** **Profit and Loss – January 2016**

	<b>TOTAL</b>
<b>Income</b>	<b>(\$)</b>
Non-Profit Income	
Dues	24,924.10
Pool	16,497.00
Total Non-Profit Income	45,421.10
Total Income	45,421.10
<b>Expenses</b>	
Building Cleaning	300.00
Building Fire Protection	75.00
Cost of Labor	
Clerk	600.00
Prop. Mgr. Travel	200.00
Property Manager	800.00
Total Cost of Labor	1,600.00
Funds Transfer	
Interest Paid Pool	1,442.62
Principal Paid Pool	3,854.42
Total Funds Transfer	5,297.04
Insurance	11,264.00
Legal & Professional Fees	400.00
Office Expenses	9.95
Equipment	23.49
Postage	49.00
Quick Books Online	26.95
Stationery & Printing	79.70

Supplies	77.71
Telephone	329.77
Total Office Expenses	596.57
Repair & Maintenance	
Pest Control	85.00
Total Repair & Maintenance	85.00
Utilities	
Electricity	606.51
Sewer	75.20
Water	135.43
Total Utilities	817.14
Total Expenses	20,434.75
Net Operating Income	20,986.35
Other Income	
Interest Earned	17.15
Total Other Income	17.15
Net Other Income	17.15
Net Income	21,003.50

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**Exhibit C:**

**Clerk's Report**

From the Clerk

**February 1, 2016**

January 31, 2015	Outstanding Dues	\$53,413.00
January 31, 2015	Credit Balance	\$ 5,826.00

**Lots reported sold in January 2016**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
Phillip & Deborah Warwick	64	White Lake, NC	Blaine Custer
Phillip & Deborah Warwick	65	White Lake, NC	Conrad Kurtz

Lee Hauser separated lots 56 and 57. He paid all the back dues.

**Billable Lots 458.5**

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## **Exhibit D      Property Manager Report - Jan/Feb 2016**

1. I have issued very few tags or cards this month.
2. As you know we had a catastrophic failure of the Horsepen Bridge. There were no serious injuries to Mrs. Edge who was on the bridge when it collapsed, however there was serious damage to her car. I got a call from Debbi Kettle about 6:00 AM that morning and immediately went to the scene. I called the Fire Dept. to assist and they remained until the car had been removed and the scene secured. I also notified Steve Jones and Red Mote of the situation. Red immediately went to work making access available using the dirt part of East Bay Ridge Rdl. I spoke to Steve on Tuesday about additional improvements to the path around East Island. He said he would talk to Red about it. He also stated that he was gathering information on the engineering of the project but he intends to replace the bridge. It will take several months. Mr. Atkinson may have further information later in the meeting.
3. Red has cleared the drainage ditch near the bridge and water is flowing as best it can. The water currently in the ditch is at the same level as the canals and will not drain until the canals recede.
4. The crack seal project has been finished and repair to the tennis court has been ordered. Diamond had tried to seal the tennis court but they were unable to reach them with their machine plus the material they had was not really suitable. They did further research on other materials and presented us with a proposal for \$509.25. Since it was to have been part of the original project, I gave them the go ahead. Re-paving the courts would be in the \$10,000 range.
5. We have received another price for re-keying the locks which is much less than the original. New price is in the \$700 range for rekeying the clubhouse and adding one new lock. I am going to take care of the pool keys by buying two new deadbolts and having them re-keyed. This will be far cheaper than having RiteWay do it.
6. Golf Cart/ATV registration is proceeding but, it is going very slowly. I am just not getting many requests.

7. I have made several attempts to contact Mike Smith of SmithCo about the Horsepen Lift. He finally answered me on Tuesday of this week. He said he would be here this week, which is the same thing he told me last month. As of 3:30 this afternoon he has not come.
8. You should find in your packets a proposal from Rob Armstrong, PE for the modification of the main boat lift. This is very similar to what Jr. Rideout presented to the last board and does not depend on the cantilever for support. This drawing covers the structural work but, as you can see he is also waiting on Mike Smith of SmithCo for information concerning the lift mechanism. Please consult the narration he sent which is attached to the drawing.
9. I have contacted East Coast Pyrotechnics about the 4<sup>th</sup> of July show and am waiting for a contract. We are on their schedule for \$4,000 for basically the same show as last year.
10. I also have prices for several good bands all in the \$2,000 price range. We have the opportunity to book the band "North Tower" which is as good as it gets, for \$1,800. It is an all-round party band that I have used many times in other venues and it never fails to be the crowd favorite. They play a good variety.
11. I have been in contact with the Bladen Co. Health Dept. about the mosquito issue and they advise that the "Tiger Mosquito" which is the main carrier of the virus is primarily a container breeder and will not begin to breed in this area until it gets warm and stays warm. The other varieties that do breed in the swampy areas are not normally carriers of the virus. They further advise that pregnant mothers are the only ones likely to be adversely affected by the virus. A normal healthy person will likely feel no ill effects from a bite by a carrier mosquito. They will come and spray if needed.

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