

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

March 17, 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, March 17, 2016.

All of the Board members were present: Charles Atkinson, John Ciccarelli, Bob Latham, Junior Rideout and Troy Votaw. POA Clerk Tish Herrmann, Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, Clark Valentiner, Jeanne Dellinger and Donovan Vinson.

President Charles Atkinson called the meeting to order at 7:03 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 (February 18, 2016): A motion to approve the minutes of the February monthly meeting was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present. The minutes of the Executive Session held on February 18th were also presented. A motion to approve those was also made by Troy Votaw and seconded by Junior Rideout, 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.

Approval of Prior Month's Financial Report (February 2016): Report was presented by Treasurer John Ciccarelli and is attached herein as Exhibit B. Motion to approve the report was made by Bob Latham and seconded by Junior Rideout. Unanimous affirmative vote by those present was made.

Financials as of February 29, 2016:

Operations Checking:	\$ 102,328.14
Second Checking	\$ 16,463.48
Pool Checking:	\$ 19,193.28
Money Market:	\$ 55,855.35

Total Monies: \$193,840.25

Pool Loan Principal: \$319,767.98

ADA Contract Principal: \$105,017.31

POA Clerk's Report (February 2016): The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Ms. Herrmann also reported that 19 proxies for the Annual Meeting have already been received. Motion to approve the Clerk's report was made by Troy Votaw, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Property Manager's Report (February/March): 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 forms currently on the POA web site for the registration of OHV's and Golf Carts do not have spaces for all of the information needed. It was pointed out that the web site still displayed old, incorrect versions of the policies. Mr. Howell was asked to add the needed items to the correct versions and get them to Mr. Ciccarelli in a form acceptable to him, to replace the old versions on the POA web site. Mr. Crayton then reported that he had received one bid for the covering of the end of the pier, and was expecting a second one shortly.

Old Business:

Boat Lift Modifications. The status of the repairs to the Horsepen lift and the upgrade to the Main lake lift were covered in the Property Manager's report.

Clear Drainage Ditch on Horsepen. No further work on this project is expected until the replacement of the Horsepen Road Canal Overpass is completed.

Foreclosures/Liens of Properties. At the February Board meeting, Mr. Atkinson asked if a lien is filed, can the cost of the pursuit of the outstanding dues, including all applicable attorney's costs, be added to the amount due from the property owner? Mr. Latham reported that it could, and he was then asked to determine these costs for each account that has been turned over to the POA lawyer and provide them to that lawyer, to be used when a lien is filed. There has been some action to improve our contact knowledge of certain overdue accounts, but no new letters or filings were reported.

Re-keying Clubhouse Locks: The locksmith is expected to return to Bay Tree Lakes on March 21st to complete the work on this project.

2016 Budget Preparation. The special meeting of the Board members to discuss and refine budget issues, scheduled for March 13th, had been postponed until March 17th, immediately following the scheduled Board meeting. Thus, discussion of this topic was postponed until that session.

2016 Annual Meeting Preparation. Discussion on this topic was also postponed until the special meeting to be held following this Board meeting. The Annual Meeting is scheduled for April 9th at 10:00 AM.

Golf Carts / OHV Policies Modifications. No further discussion of this topic was needed following the discussion held as part of the Project Manager's report. See above.

Horsepen Road Canal Overpass. Mr. Atkinson reviewed the exchange he has 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 3rd. Mr. Jones now has four different designs for the replacement and he plans to pick one of them. Thus, the replacement project is still in the design stage. The cheapest alternative will still be expensive and Mr. Jones may ask the POA to pay some portion of the cost. Meanwhile, major improvements have been made to the two alternative routes being used while the bridge is out.

POA Files Maintenance. Mr. Latham reported that an inventory of the existing files was taken and that information was incorporated into the proposal he presented for a file outline to be followed. In response to a question as to how long certain files should be kept, Mr. Atkinson recommended that **NO** POA financial files ever be discarded. Mr. Atkinson then suggested that Mr. Latham proceed as follows: Mr. Latham will coordinate individual work sessions with each Board member to order the current files per the file outline he presented.

New Business:

Other Business:

Bay Tree Women's Association. Debbi Kettle reported that the BTWA plans to address the Neighborhood Cleanup by passing out large plastic bags at the Annual Meeting. A representative of the BTWA will speak at that meeting. The BTWA also plans to support the Memorial Day celebration on May 29th, the Sunday before Memorial Day, with the serving of hotdogs and ice cream at 6:00 PM. A band being hired by the Project Manager will play from 7:00 PM until 10:00 PM that night.

Pool Repairs and Opening: Donovan Vinson, the BTL Certified Pool Operator, reported that the pool needs to be drained in order to make needed repairs and this should be scheduled far enough ahead to be ready for the pool opening before the Memorial Day weekend. It was strongly advised and agreed that a “pool expert” should be brought on board prior to the draining to advise as to the best and proper way to drain the pool to avoid any collapse of the pool walls or bottom. The Property Manager agreed to obtain that “pool expert.”

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Junior Rideout, and passed at 8:13 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

March 17, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (February 18, 2016) and Executive Session Minutes (February 18, 2016)	Bob Latham
Approval of Prior Month's Financial Report (February 2016)	John Ciccarelli
POA Clerk's Report (February 2016)	Tish Herrmann
Property Manager's Report (February/March 2016)	Jim Crayton

Old Business:

1. Boat Lift Modifications	Jim Crayton
2. Clear Drainage Ditch on Horsepen	Jim Crayton
3. Foreclosures/Liens of Properties	Bob Latham
4. Re-keying Clubhouse Locks	Jim Crayton
5. 2016 Budget Preparation	John Ciccarelli
6. 2016 Annual Meeting Preparation	Charles Atkinson
7. Golf Carts / OHV Policies Modifications	Bob Latham
8. Horsepen Road Canal Overpass	Charles Atkinson
9. POA Files Maintenance	Bob Latham

New Business:

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 2016

	TOTAL
Income	(\$)
Non-Profit Income	
Dues	23,788.52
Gate Access	850.00
Rental	225.00
Total Non-Profit Income	24,863.52
Total Income	24,863.52
Expenses	
Building Cleaning	300.00
Cost of Labor	
Clerk	600.00
Prop. Mgr. Travel	400.00
Property Manager	1,600.00
Total Cost of Labor	2,600.00
Funds Transfer	
Interest Paid Pool	1,429.80
Principal Paid Pool	3,867.24
Total Funds Transfer	5,297.04
Grounds	
Trash Removal	120.00
Total Grounds	120.00
Office Expenses	9.95
Equipment	124.10
Internet	9.90
Postage	175.00
Quick Books Online	26.95

Stationery & Printing	27.20
Telephone	330.09
Total Office Expenses	703.19
Repair & Maintenance	
Gate	4,710.04
Total Repair & Maintenance	4,710.04
Road Repair & Maintenance	3,346.00
Utilities	
Electricity	687.34
Sewer	75.20
Water	58.06
Total Utilities	820.60
Total Expenses	17,896.87
Net Operating Income	6,966.65
Other Income	
Interest Earned	163.64
Total Other Income	163.64
Net Other Income	163.64
Net Income	7,130.29

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Exhibit C:

Clerk's Report

From the Clerk

March 1, 2016

February 29, 2015	Outstanding Dues	\$35,266.60
February 29, 2015	Credit Balance	\$ 7,490.41

Lots reported sold in February 2016

None

Billable Lots 458.5

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Exhibit D Property Manager Report - Feb/Mar 2016

- I have had a couple of informal conversations with Steve Jones and he says he is still receiving drawings and engineer reports in trying to come up with a plan for the bridge replacement.
- Red Mote seems to be doing a good job at keeping E. Bay Ridge Rd. and East Island Drive open and clear.
- There is still no pavement on Little Dock although there has been a little more grading done in the last few days.
- The gate was repaired last week and is now working fine. We replaced the key pad and during the repair work the technician found a worn bearing in the right lane gate. He repaired it using a bearing from the right lane exit gate which has been inoperable for several years. It still has most of the mechanical parts in it. That saved us some money on the part and by not having to have another trip charge. The bearing looked as good as new. The phone line issues have not repeated, so either it was due to wetness or Star fixed it. Also, I had to order some additional gate cards and stickers.
- As you already know we had some vandalism to some mailboxes last week. The boy was identified and his father has pledged to cover the cost of the repairs in addition implementing to some serious punishment for the son. I am waiting on one more property owner to send me his "bill" and I will forward them all to Mr. Perryman.
- In the process of dealing with the above I discovered a problem with one of our cameras and have since had it repaired.
- I finally heard from Mike Smith of SmithCo on the Horsepen lift. The cost of the new hydraulic piston will be \$7,406 plus \$1,650 for Mike's labor and the crane rental to install it. As yet he has not sent me a bill for the work done so far. The original estimate was approx.. \$1,000.
- Golf car registration is progressing but still slowly. I have about 30 done so far. I need some guidance about enforcement etc...
- I talked to our engineer last week about the Main boat lift and he was still waiting to hear from Mike Smith. Since we got our estimate today I'm hoping that is a good sign. I was unable to get up with Mr. Armstrong this afternoon. He had promised to let me now when he heard from Mike.
- We had a little storm damage to the clubhouse and it has been repaired.
- Still don't have a contract on the Fireworks but I have been assured that one is forthcoming.

- We will probably start back with cutting the Common Properties next week
- Other than the above it has been a relatively quiet month at Bay Tree.

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