

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

June 16, 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, June 16, 2016.

All of the Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, 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, Phyllis Latham, George Starke, Brenda Barnes, Larry Barnes and Clark Valentiner.

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 (May 19, 2016 and Executive Session May 19, 2016): A motion to approve the minutes of the May monthly meeting, plus the minutes of the Executive Session of May 19, 2016, was made by Troy Votaw, seconded by Billy McGavock. 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 (April and May 2016): Billy McGavock presented both the report for April and the report for May. The report for May is attached herein as Exhibit B. The Financial Report for April was not available at the May meeting of the Board, so it was made available to the Board members and the property owners via email and the POA web site about a week after the May meeting. A motion to approve that report as well as the report for May was made by Bob Latham, seconded by Troy Votaw. Unanimous affirmative vote by those present.

Financials as of May 31, 2016:

Operations Checking:	\$121,504.56
Second Checking	\$ 21,967.21
Pool Checking:	\$ 19,774.31

Money Market:	\$ 55,875.96	
Total Monies:	\$219,122.04	
Pool Loan Principal:	\$310,698.97	(as of 5/13/16)
ADA Contract Principal:	\$103,189.24	(as of 5/06/16)

POA Clerk's Report (May 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 Junior Rideout, seconded by Billy McGavock. Unanimous affirmative vote by those present.

Ms. Herrmann then informed the Board of two different problems she has experienced with the POA Billing program. The first was experienced as she produced the billing for the second quarter on April 1, 2016. The program was showing credits for those accounts with prior interest due but zero balance as of March 31st, in the amount of the prior interest. She made adjustments manually and the billing went out correctly. The second problem was experienced this week as she was updating the data. The system produced a pop-up saying there was not enough memory for the display requested. Both of these problems require a good deal of further investigation. Junior Rideout agreed to work with Ms. Herrmann to resolve those problems, with the assistance of Hank Howell and George Starke as needed.

Another issue was addressed which is a shortcoming of the current Billing program. It only allows the billing notices to show three components of the bill that is mailed out: Amount Due for POA Dues, Amount Due for Pool Assessment and Amount Due for Interest. Billing for Legal Fees and Lawn/Lot Maintenance will show in the total, but not be itemized. This causes confusion to some who aren't sure why the sum of the components listed doesn't equal the total. Modification of this unique Billing program to accommodate this need does not appear to be feasible. Billy McGavock agreed to investigate alternative Billing programs which can provide the needs of this POA.

Property Manager's Report (May/June): 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. With respect to the damage to the gate controller caused by a power surge following a power outage caused by an automobile accident on Highway 701, Mr. Crayton was asked by the Board to work with the White Lake Fire Department to identify the party responsible for the outage and either recoup the amount lost due to the outage or file with the proper insurance company.

Old Business:

Foreclosures/Liens of Properties. Mr. Latham updated the Board on the status of the outstanding accounts placed with the lawyer. The foreclosure procedure has begun on the Patel Lot #637, and a title search has begun on the Boykin Lot #237 with the intent to foreclose if no mortgage exists for the property, both as reported last month. No new information was available on those two accounts nor on the Britt estate account.

Mr. Atkinson asked the Property Manager to contact Mr. Perryman and express that the Board is quite upset that he has paid for the damages to mailboxes done by his son, but he has made no effort to pay the back dues, for over two years.

Horsepen Road Canal Overpass. Mr. Atkinson reviewed the efforts of the Board relative to this issue since the Annual Meeting in April up to this date, including the most recent receipt of a 26 pages report on the engineers' activities and findings. The final drawings are being made and, when available, will be the basis for bids by a number of contractors. Once these drawings are received, it is expected that a date for the meeting of the POA membership can be set and members notified. That notice must precede the meeting by at least 30 days.

A detailed listing of activities relative to this project have been posted on the Bulletin Boards at the front gate and at the pool, as well as on the POA web site. An update of activities through today's date will be posted following this Board meeting.

POA Files Maintenance. Mr. Latham reported that organization of the files is continuing. A POA Files outline has been set up and the existing files are being examined and re-filed accordingly. Several key files are being kept in the Gatehouse and they will not be duplicated, but notated as to their whereabouts. A copy of those files will be maintained in the office on a flash drive, as a backup. The Board agreed that two files, dealing with FICA reports which the POA no longer needs and member complaints over 15 years old, could be discarded. The majority of the files that now need further examination are a large variety of financial reports and records.

Independence Day Celebration Plans. The general plan was covered in the Property Manager's report. Larry and Brenda Barnes provided an update on the preparation for the Youth Fishing Tournament which is to be the first event of the day on July 2nd, the day all events will take place for this year's celebration. Prizes are being acquired and T-Shirts for participants have been ordered. The cost of the T-Shirts is being covered this year by White Sands Realty. A request was made that special efforts be made to spray the fishing holes for fire ants just before the day of the tournament.

Phyllis Latham covered plans for the children's parade. She also asked those present to encourage others to participate in the flotilla. Last year, there were very few boats in the flotilla. Unless we get some more participants, the event may be canceled entirely. Those planning to participate should call Phyllis at 876-2060

The schedule of events is:

Youth Fishing Tournament	8:00 AM
Children's Parade	4:30 PM
Ice Cream Party	Immediately after the parade
DJ (At the Pool) for Music and Dancing	7:00 PM
Flotilla	8:30 PM
Fireworks	9:00 PM

Pier Covering Bids. The Property Manager previously reported that one bid had been received for this work effort, in the amount of \$4,840. A request for a bid was sent to Chad Devane but a response has not yet been received. In this month's Property Manager's Report, a potential problem with the fireworks was described, if the end of the pier is covered. That will mean the fireworks will be set off closer to the Clubhouse, Cabana and Pool, requiring that viewers move outside those areas to meet the minimum distance requirement. Alternatives were discussed and will be further discussed at the next Board meeting.

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 has obtained agreement from Mr. Steve Jones, Jr. of Lake Creek Corporation to produce a plan to remedy the problem. That plan is not yet available.

New Business:

Other Business:

Debbi Kettle expressed concern over enforcement of the Golf Cart Rules and Regulations. There is a young lady definitely under the age of 16 who has been driving a golf cart through the neighborhood without a person of age 16 on board. Ms. Kettle was informed that all members of the POA are responsible for enforcement. She also expressed concern over a dog that runs loose around the clubhouse while the cleaning person is cleaning the clubhouse.

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Billy McGavock, and passed at 8:26 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

May 19, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (May 19, 2016 and Exec. Session May 19,2016)	Bob Latham
Approval of Prior Month's Financial Report (May 2016)	Billy McGavock
POA Clerk's Report (May 2016)	Tish Herrmann
Property Manager's Report (May/June 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. Independence Day Celebration Plans	Jim Crayton
5. Pier Covering Bids	Jim Crayton
6. Drainage on South Horsepen	Charles Atkinson

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 – May 2016

	TOTAL
Income	(\$)
Non-Profit Income	
Dues	7,505.31
Interest paid my Members on Dues	61.60
Pool	2,532.00
Total Non-Profit Income	10,098.91
Total Income	10,098.91
Expenses	
Building Cleaning	375.00
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	980.41
Principal Paid Pool	3,032.30
Total Funds Transfer	4,012.71
Grounds	
Mowing & Cleaning	350.00
Trash Removal	120.00
Total Grounds	470.00
Legal & Professional Fees	1,600.00
Meals & Entertainment	1,200.00

Office Expenses	
Bank Charges	63.77
Internet	180.95
Telephone	330.81
Total Office Expenses	575.53
Repair & Maintenance	
Clubhouse	329.68
Pier	120.00
Pool	85.85
Supplies & Equipment	42.49
Total Repair & Maintenance	578.02
Utilities	
Electricity	602.96
Sewer	151.16
Water	35.95
Total Utilities	790.07
Total Expenses	11,276.33
Net Operating Income	- 1,177.42
Other Income	
Interest Earned	0.56
Total Other Income	0.56
Other Expenses	
Miscellaneous	1,500.00
Total Other Expenses	1,500.00
Net Other Income	- 1,499.44
Net Income	- 2,676.86

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Exhibit C:

Clerk's Report

From the Clerk

June 1, 2016

May 31, 2016	Outstanding Dues	\$33,733.95
May 31, 2016	Credit Balance	\$ 5,567.91

Lots reported sold in May 2016

Buyer	Lot	Home	Seller
Timothy & Jeanne Dellinger	334*	Harrells, NC	Charles Massey
Francis & Lynn Rideout	62	Hope Mills, NC	Larry Barnhart

*Amalgamation with Lot 333

Billable Lots 456.5

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Exhibit D: Property Manager Report May/June 2016

- Issued several gate cards and windshield stickers this month. Had to order a new batch of cards which should be here in about a week.
- We had a power outage and a resulting surge that damaged one of the gate controllers. Luckily we had a spare and were able to get back in business soon after we discovered the problem. Now we do not have a spare. I am investigating getting one repaired.
- We had a damage incident at the exit gate recently. I will show you the video and solicit your recommendations.
- Last week Byron Massey informed me that there was a group of 4 fishermen in creek boats here fishing all day. In questioning them, they claimed to be guests. I investigated further and discovered that the card they used belonged to a man who had not had property here for a number of years. As a result Tish and I went through the gate system and purged a number of old cards. As best we can tell it is now completely current.
- I purchased and installed two infant swing chairs at the playground. The old ones did not have a way to strap a child in them. Already received several positive comments.
- Put a lost and found box with a sign designating as such at the pool.
- I posted an update on the bridge project at the main gate and at the pool. A lot of people have been stopping and reading them.
- Purchased and installed “Bass fishing is catch and release...” signs for the boat ramp and at the main lift entrance to the canals.

- I am having our 4th of July sign re-done to reflect the fact that everything will be on Sat. July 2nd this year. We have a DJ (Lee Hauser) lined up for a pool party that night before and after the fireworks. All other events will be at the same times as usual which are on the sign. The sign went up today.
- I picked up the permit for the fireworks show this week. Billy as graciously agreed to let us use his pontoon boat to move the fireworks from the boat ramp to the pier. I have also given the pier roof plans to Chad DeVane and am waiting for his bid however, in talking with the fireworks company this morning I discovered that roofing the pier may cause a problem for next year's show. Currently the show is done from the end of the pier to give us adequate safety clearance from the crowd. Roofing may cause us to move closer to shore so much that at a minimum we would have to close the pool during the show. We might want to look at a deck rather than a roof. The company says they could shoot from a deck and this would not affect the safety distances. Just a thought.
- We are having a problem with one property owner maintaining his property that I would like to discuss with you in executive session. How we handle it will set a precedent and I want to make sure I handle it correctly.
- As of this writing, Red has not burned the wood pile. He says he will do it as soon as we have a day of continuous rain. The piles are ready.
- Pool opening and Memorial Day festivities were a smashing success. Everybody loved the band and had a great time. I estimated we had well over 200 to attend. We ran out of hot dogs and had 5 drinks left out of 250 purchased.
- One additional word on the pool. The bottom is a little on the rough side due to the problems we had in cleaning it. I have been advising people that if it is a

problem, they should use swim shoes for the kids and that we are aware and will try to deal with it before next season.

- I replaced the flag at the clubhouse. It was getting frayed around the edges.
- I have contacted several neighbors about doing a little landscaping at the corners and around the major signs in the development. Response has been positive. Hopefully we will see some results by next meeting.
- We had a problem with the main lift last weekend. Nothing is broken. It was an adjustment issue caused by sand buildup under the cradle on the lake side. We got it adjusted not to go quite so low which solved that problem. I had to fix a separate issue with the small limit cable getting tangled and cutting off prematurely. I purchased some replacement cable yesterday and hope by tomorrow to have new cable installed to prevent this from recurring.
- I also had the entire lift pressure washed last weekend and am working on getting it painted before the algae has a chance to build back up.
- I had the boat storage area cut and sprayed with Round-up last week also.
- As far as the Horsepen Lift is concerned, I was informed this week that the hydraulic ram had not been ordered due to the company not having the \$7K to order it. They want us to order it and have it shipped to them. I need your recommendation.
- I had three reports of Black Bears seen inside the community in the last two weeks. One on Little Dock (at dusk) ; One behind the tennis courts (7:30 AM); and one on S. Horsepen near the Votaws. They have not seemed aggressive at all and have left when human presence was sensed. I am told that long- time residents have occasionally seen them in the past and they have not caused a problem.

- I got a call from Steve Jones about some damage to the new Little Dock Road pavement. A contractor clearing a lot caused some indentations in the pavement while unloading his equipment. While not an expert it seemed to me a result of some hot asphalt and possibly some issues with the base under the asphalt. I have photos if any of you want to see them . I was advised by the property owner that Steve had some sand clay dumped on the road to prevent further damage and will clear it when the project is complete. In a related issue...got a complaint about some dumping of yard waste on the same road. It turns out that its pine straw and is some Red is going to use there.
- Finally, I have been having a lot of trouble with my cell phone. It seems that Verizon's coverage has degraded significantly in this area. To the extent that Verizon has offered to release me from all obligations if I can find a provider with better coverage. If anyone uses another service with good coverage, I would appreciate knowing who that provider is.

Revised 6/16/16

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