

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

July 21, 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, July 21, 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, Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Debbi Kettle, George Starke, Brenda Barnes, Larry Barnes, Cathy Ross, Virginia Ruark, Greg Ruark, Todd Karpinski, Tricia Switzer and Jeanne Dellinger.

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 (June 16, 2016 and Executive Sessions June 16 and June 24, 2016): A motion to approve the minutes of the June monthly meeting, plus the minutes of the Executive Sessions of June 16 and June 24, 2016, was made by Junior rideout, 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 (June 2016): Billy McGavock presented the report for June which is attached herein as Exhibit B. A motion to approve that report was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of June 30, 2016:

Operations Checking:	\$ 99,515.39
Second Checking	\$ 21,914.49
Pool Checking:	\$ 14,477.27
Money Market:	\$ 55,883.29

Total Monies:	\$191,790.44
Pool Loan Principal:	\$307,689.56
ADA Contract Principal:	\$102,270.38

POA Clerk's Report (June 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 that 21 proxies for voting at the upcoming POA membership meeting have been received, 17 in the care of the Board and 4 in the care of individuals.

Property Manager's Report (June/July): 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 Bob Latham. Unanimous affirmative vote by those present. With respect to the report of smoking in the pool area, Bob Latham verified that the Pool Facility Rules and Regulations state, "No smoking is allowed on the premises inside the fenced in area of the pool." Thus, the Property Manager was asked to procure and post a "No Smoking" sign in the pool area. Also, the Property Manager was asked to inquire about the insurance coverage for the POA, to determine if the damage done to the gate controllers by lightning strikes would be covered.

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 been halted on the Patel Lot #637 since a settlement was received following the June Board meeting. A title search on the Boykin Lot #237 was completed and foreclosure proceedings have begun. The lawyer reported contact with the lawyer representing the Britt estate, suggesting payment could be expected "very soon."

Horsepen Road Canal Overpass. Mr. Atkinson reviewed the efforts of the Board relative to this issue since the last Board meeting, and provided a general description of the recommendation to be made to the POA membership at the Special Meeting which is now scheduled for July 31 at 3:00 PM. Bids have been received from two companies and one (the lowest bidder) will be recommended. The final drawings have also been received and reviewed and are available for review by any POA member upon request. The agenda for the Special Meeting was addressed and assignments made to prepare for that meeting. Specifically, there is expected to be one vote – to accept or reject the

Board's recommendation.

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.

Independence Day Celebration Review. The successful celebration was covered in the Property Manager's report. Stormy weather prevented the flotilla, but other events were well received and well attended. Larry and Brenda Barnes provided a report on the results of the Youth Fishing Tournament. That report is attached herein as Exhibit E.

Pier Covering Bids. The Property Manager previously reported that one bid had been received for this work effort, in the amount of \$4,840. Considering the current demand for funds on capital projects and the potential conflict with the fireworks should the end of the pier be covered permanently, the Board elected to table this subject for future consideration.

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.

Billing Program Upgrade/Replacement. Ms. Herrmann reported that on July 1st, when running the POA Billing Program to produce the quarterly billing, it executed without a hitch! However, it still does not address the need to itemize additional charges that compose the billing total for a given individual. George Starke was encouraged to volunteer to check with several HOA/POA's to see if they have suggestions as to software that might meet our need. Similarly, Hank Howell will seek suggestions from the CPA firm in Elizabethtown, S. Preston Douglas. Meanwhile, Mr. Starke, Mr. Howell and Ms. Herrmann will form a committee to investigate alternatives, including an upgrade of the base program, Access, and even hiring a firm to "handle" our billing needs.

New Business:

POA Membership Meeting Plans. In addition to the plans outlined above, it was stated that E.B. Pannkuk, the consulting engineer on the project, will be present to present the efforts that led to the Board's recommendation.

Fish Habitats. Byron Massey was expected to attend this meeting and make a proposal on this subject. He was not present so discussion on the topic was postponed.

Plan for Pig Pickin'. The annual Pig Pickin' sponsored by the POA for all POA members and guests on Labor Day weekend was set for Saturday, September 3rd, from 1:00 PM to 3:00 PM. Last year, we planned for 300 plates and almost ran out (we did run out of some items), so this year the number will be increased to 350. Similarly, the BTL Volunteer Fire Department has traditionally prepared and served the meal as a fund raiser, at a charge of \$7.00 per plate, and barely broke even last year. Thus, the Board agreed to pay \$7.50 for each of the 350 plates this year.

Other Business:

Debbi Kettle expressed concern over the presence of beavers in the canals. The Property Manager had responded to reports of beavers recently and thought the problem had been resolved. He will pursue help from the proper state agency.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Bob Latham, and passed at 7:57 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

July 21, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (June 16, 2016 and Exec. Sessions June 16 and June 24,2016)	Bob Latham
Approval of Prior Month's Financial Report (June 2016)	Billy McGavock
POA Clerk's Report (June 2016)	Tish Herrmann
Property Manager's Report (June/July 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 Review	Jim Crayton
5. Pier Covering Bids	Jim Crayton
6. Drainage on South Horsepen	Charles Atkinson
7. Billing Program Upgrade/Replacement	Tish Herrmann

New Business:

1. POA Membership Meeting (July 31) Plans	Charles Atkinson
2. Fish Habitats	Byron Massey
3. Plan for Pig Pickin'	Charles Atkinson

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	
Club Card	20.00
Dues	15,288.76
Gate Access	910.00
Interest paid my Members on Dues	73.90
Misc. Income	37.07
POA Lot Mowing	115.00
Pool	1,416.00
Recovery	242.00
Rental	200.00
Total Non-Profit Income	18,302.73
Total Income	18,302.73
Expenses	
Building Cleaning	450.00
Cost of Labor	
Certified Pool Operator	510.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,110.00
Grounds	
Mowing & Cleaning	810.00
Total Grounds	810.00
Legal & Professional Fees	580.00
Meals & Entertainment	109.11
Office Expenses	
Bank Charges	9.95
Internet	34.90
Telephone	357.60
Total Office Expenses	402.45

Repair & Maintenance	
Boat Lift	675.00
Clubhouse	714.79
Pool	2,840.90
Total Repair & Maintenance	4,230.69
Road Repair & Maintenance	28,187.50
Uncategorized Expense	1,284.33
Utilities	
Electricity	1,115.81
Sewer	75.20
Water	41.98
Total Utilities	1,232.99
 Total Expenses	 39,397.07
 Net Operating Income	 - 21,094.34
 Other Income	
Interest Earned	0.54
Total Other Income	0.54
 Other Expenses	
Miscellaneous	450.00
Total Other Expenses	450.00
 Net Other Income	 - 449.46
 Net Income	 - 21,543.80

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Exhibit C:

Clerk's Report

From the Clerk

July 1, 2016

June 30, 2016	Outstanding Dues	\$16,568.71
June 30, 2016	Credit Balance	\$ 5,614.91

Billing July 1, 2016

456.5 Lots	\$64,366.50
Interest	496.94
Outstanding	16,568.71
Total billed	\$81,432.15

Lots reported sold in June 2016

Buyer	Lot	Home	Seller
Logan Herndon	407	Fayetteville, NC	Wayne Herndon
Todd Karpinski	513	Harrells, NC	Lee VanTine
Redbird Land Co. LLC	512	Harrells, NC	William Vogler
Redbird Land Co. LLC	127	Harrells, NC	Stephen Jones, Jr.
Kevin & Tammy Keshler	572	Harrells, NC	Margie Moses

Billable Lots 456.5

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Exhibit D: Property Manager Report June/July 2016

- Gate cards etc...are picking up. I sold 8 windshield stickers and 3 gate passes. We have four new full time residents to add to our community. Karpinski, Keshler, Ruark and Gamble.
- Fourth of July celebration went very well with the exception of the Flotilla which had to be cancelled due to the weather. Fireworks were a little late because of the weather but went off well. It was a good show and everyone seemed delighted.
- We had an issue of smokers reported at the pool that some found objectionable. The problem seemed to center on some renters. I've heard no additional complaints. We might want to visit a smoking policy or not.
- The storm that hit us on Sunday, July 3, caused some problems at the gate but were fixed fairly quickly. The one that hit us last week however has not been fixed. We seem to be becoming more susceptible to lightning strikes and ground return from nearby strikes. I have delayed the gate repairs until we can get a better handle on what's causing the problem. At this time, I do not believe the gate system is the problem. It seems prudent to me to fix the problem before risking damage to more components. Everything seems to point to either a phone or power grounding problem. Star was here Monday and found nothing wrong with their equipment. Duke came that Tuesday to check the power side. They found everything good up to the meter but found a 6-8 volt drop from the meter to the sub-panel that powers the gate. The Duke guy says to him that means a weak neutral somewhere in that line which we need to investigate further. Billy, Jr. and I are going to investigate the problem on our side of the meter this week-end (I have posted signage explaining that there may be a delay in fixing the gates and also reminding everyone of the membership meeting on the 31st.)
- Concerning the issue we had last month when the power went out, I have not been able to get a name of the house mover that caused the problem. The White Lake FD did not get any information. Duke Energy does not have a name nor does the Highway Patrol. Don't know where else to look.
- The lot maintenance policy continues to work well. With most property owners doing a good job.
- Concerning the meeting, I have discovered that one of our residents, Tonya Todd, is an emerging artist and I have invited her to display a few of her works there. It

should not take up any extra space and should lend a nice atmosphere to the meeting.

- Preventive maintenance on the exercise equipment was done today and everything was good. They replaced a worn cable that they found last visit.
- I replaced the control wire on the main lift that I mention in last month's report and got it adjusted. No problems have been reported since.
- I had to replace all the guts of the commode in the fitness center due to a bad gasket. I could not find replacement parts to repair it. Thanks to Donovan for his help.
- Donovan reports that pool usage seems up significantly from last year. So far it has not had an impact on our operating cost.
- Landscaper continues to do a good job.
- I have discussed burning the pile with Red but he has not felt safe with the lack of a soaking rain. I spoke with the fire department about assisting and they agree with Red that the risk is just too high without a good rain.
- Along that line, the fire dept. has a "new" truck. It is used but in very good shape and doubles our pumping capacity. This was done in order to help reduce your insurance rating. You can expect to see increased traffic in the community as we continue to train with other departments to prepare for our ISO inspection which is scheduled for the week of Sept. 19.

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Exhibit E: (Next Page)

BAY TREE LAKES YOUTH FISHING TOURNAMENT
JULY 2, 2016

MINNOWS AGES 4 -7 12 Participants

	Trophy Winners		Rod & Reel Winner
MOST FISH CAUGHT15.....	GABRIEL WILSON	Age 7	Gunner Lewis
BIGGEST FISH CAUGHT 8 inches.....	GRAYSON SCOTT	Age 6	

BRIM AGES 8-11 11 Participants

	Trophy Winners		Rod & Reel Winner
MOST FISH CAUGHT.....2.....	MILES CLINTON	Age 11	Lawson Massey
BIGGEST FISH CAUGHT.....9 inches.....	LAWSON MASSEY	Age 9	

BASS AGES 12-15 10 Participants

	Trophy Winners		Rod & Reel Winner
MOST FISH CAUGHT.....5.....	LAUREN FESTA	Age 14	Lauren Festa
BIGGEST FISH CAUGHT....14 1/2 inches....	RILEY SMITH	Age 14	

TOTAL PARTICIPATING 33

TOTAL FISH CAUGHT MINNOWS- 30

TOTAL FISH CAUGHT BRIM 9

TOTAL FISH CAUGHT BASS 14

TOTAL..... 53 All fish released in good shape.

Special Thanks to the following volunteers who served as Judges, Recorders, Safety Officers, Bait cutters, taking fish off hooks, rod and reel repairs, providing water for contestants, etc.

Thanks also to the parents for their support.

Minnows- Junior Rideout, Mike Smith, Janet Allen, Linda Hood, Phoebe McGavock, Zax Robeson and Bob Latham

Brim: Hank Howell, Brian and Katina Wolf, L.D. And Nancy Brock, Byron Massey

Bass-Danny Lytch, Cody Nassef and Adam, Marissa and Susan Festa, Mick and Maryellen Robeson.

Thanks to Ricky Price-White Sands Realty Co. for donating the nice monogram tournament Tee Shirts.

Bladen Office Supply gave us a discount on trophies.

Lee Hauser donated 33 2016 fishing badges, Brenda Barnes put together on ribbon.

Larry and Brenda Barnes furnished name tags and 40 bottles of water.

Brian Wolf furnished the ice to ice water bottles down with.

Total expense this year : \$166.75 This included 6 trophies, 3 rods and reels for drawings, snacks, 70 bottles of water and fishing worms.

PARTICIPANTS:

MINNOWS fishing:Brayden Hauser, Kamar Johnson, Makayla Johnson, Gunner Lewis, Colt Lewis, Ella Butts, Tanner Massey, Zeb Price, Aiden Robeson, Andrew Wilson, Gabriel Wilson, Grayson Scott

BRIM fishing: Brice Clinton, Miles Clinton, Joshua Hauser, Jamar Johnson, Lawson Massey, Reagon Massey, Kylie Stone, Leelee Votaw, Scarlet Votaw, Aaron Wilson, Courtney Butts

BASS fishing:Nina Crawford, Jillian Dole, Lauren Festa, Josh Hayes, Grady Howell, Reid Robeson, Alana Wilson, Ashtin Wright, Emma Wright, Riley Smith.

THANK YOU AND WE HAD A GREAT TIME- Larry and Brenda Barnes