

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

September 15, 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, September 15, 2016.

Three of the Board members were present: Charles Atkinson, Bob Latham and Troy Votaw. Billy McGavock and Junior Rideout were 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, Jill Stevens, Elizabeth Gamble, Robert Gamble, Clark Valentiner, Jim Smith, Butch Conklin, Linda Hood, Leroy Hood, Cathy Ross, Larry Barnes, Brenda Barnes, Jeanne Dellinger and Phyllis Latham.

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 (August 18, 2016 and Executive Session August 18, 2016): A motion to approve the minutes of the August monthly meeting, plus the minutes of the Executive Sessions of August 18, 2016, was made by Troy Votaw, 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.

Approval of Prior Month's Financial Report (August 2016): In the absence of Billy McGavock, Charles Atkinson presented the report for August which is attached herein as Exhibit B and read the financial summary shown on the next page. A motion to approve that report was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of August 31 , 2016:

Operations Checking:	\$103,042.31	
Second Checking	\$ 27,414.13	
Pool Checking:	\$ 20,334.19	
Money Market:	\$ 55,896.80	(as of August 24, 2016)
Total Monies:	\$206,687.43	
Pool Loan Principal:	\$301,610.34	(as of August 15, 2016)
ADA Contract Principal:	\$ 99,518.54	(as of August 29, 2016)

POA Clerk's Report (August 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 Troy Votaw. Unanimous affirmative vote by those present.

Ms. Herrmann then informed the Board that of the thirteen property owners to whom delinquent notices were sent at the beginning of this quarter, seven had since paid in full and four had made partial payments. Three second notice letters were sent on August 13th. One of those three then made a partial payment.

Property Manager's Report (August/September): The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present.

Old Business:

Foreclosures/Liens of Properties. Ms. Herrmann told the Board that two of the three certified letters sent to dues delinquent property owners were returned unopened and unclaimed. She intends to send them again via regular mail. Meanwhile, Bob Latham will activate these two cases with the POA's lawyer. Mr. Latham also reported that the Britt estate is expected to be settled in October. A filing of foreclosure was made on the Boykin lot (#237) and a hearing on this case is to be held October 5th at the Bladen County Courthouse. Mr. Atkinson may attend since Mr. Latham expects to be out of the country at that time.

Horsepen Road Canal Overpass. Mr. Atkinson reported that the contract has been signed, most components are on order, two contractor cranes are on site, and construction is expected to start within ten days, finishing before the end of the year.

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.

Billing Program Upgrade/Replacement. Hank Howell reported on the results of a committee (he, George Starke and Tish Herrmann) investigation into alternatives to the current software used by the POA for billing and maintenance of the membership data base. At the last meeting of the Board, it was reported that solutions to the problems experienced may have been found. Since then, the information has been processed twice, once using the old system, and again using the new configuration, and the results appear to be identical, implying the new configuration is working satisfactorily. Also, a test changing the new dues rate and eliminating the previous assessments, has also been successful with the new configuration. The new configuration is simply the old application exercising new options, running under a newer (2015) version of ACCESS. No cost was incurred by the POA. Many thanks to Tish Herrmann and George Starke for their fine efforts.

Mr. Atkinson reminded all that the Dues Collection Policy needs to be updated to reflect the new due amounts as of October 1st. Mr. Latham agreed to take care of this change.

Pig Pickin' Results. Jim Crayton reported that the Pig Pickin' event held on September 3rd was a success, with good results, but attended by a much smaller crowd than expected, believed to be due primarily to the anticipation of tropical storms over the Labor Day weekend.

Move Main Bank Account to Southern Bank. Mr. Atkinson reported that Billy McGavock had 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 or so due to the large amount of data that must be entered into the new account to facilitate online payments.

New Business:

Bridge Maintenance Bids. Bids have been received from three different companies, addressing the maintenance needs of the Bull Bay bridge and the bridge over North Horsepen at the boat lift. None of these maintenance needs is considered to be urgent. Each of the three bids called for large expenditures by the POA. Thus, in light of the recent financial commitment for the replacement of the Horsepen Road Canal Overpass, it was decided to postpone action on these bids until that bridge replacement is complete and paid for.

Pool Closing, Winterization, Repairs. Jim Crayton reported that the POA pool will be closed at the end of the day (9:00 pm) on October 2nd. After closing, winterization of the pool will be done as proposed by Wilmington Pools and described in the Property Manager's report. That company is also developing proposals for the needed repairs and improvements to the pool and deck surfaces.

Other Business:

Trash Piles Burning. Much concern was expressed over the closing of the trash pile area until the piles can be burned. In brief, it was explained that the area is owned by the developer, not the POA. And even though the POA will pay for the burning, liability concerns dictate that it must be done by someone approved by the developer. That choice appears to have been made and the POA must wait until that person does the job.

Lot 540 Standing Water. The owner of Lot 541 asked the Board to assist him in persuading Jack Carlisle to fulfill his promise to resolve the problem of standing water on Lot 540, apparently caused by the washing away of a section of the berm, allowing water from Horsepen Lake to flow onto that lot. Mr. Atkinson agreed to look into that issue.

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Bob Latham, and passed at 8:08 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

September 15, 2016

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (August 18, 2016 and Exec. Session August 18, 2016)	Bob Latham
Approval of Prior Month's Financial Report (August 2016)	Billy McGavock
POA Clerk's Report (August 2016)	Tish Herrmann
Property Manager's Report (August/September 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 Upgrade/Replacement	Hank Howell
6. Pig Pickin' Results	Bob Latham
7.. Move POA Bank Account	Billy McGavock

New Business:

1. Bridge Maintenance Bids	Charles Atkinson
2. Pool Closing, Winterization, Repairs	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 – August 2016

	TOTAL
	(\$)
INCOME	
Non-Profit Income	
Club Card	150.00
Dues	14,689.00
Gate Access	800.00
Interest Paid by Members on Dues	140.58
Pool	5,160.00
Refunds-Allowances	180.95
Rental	400.00
Total Non-Profit Income	21,520.53
Total INCOME	21,520.53
EXPENSES	
Building Cleaning	750.00
Cost of Labor	
Asst Pool Operator – JA	80.00
Certified Pool Operator	450.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,130.00
Funds Transfer	
Interest Paid Pool	1,341.51
Principal Paid Pool	3,955.53
Total Funds Transfer	5,297.04
Grounds	
Mowing & Cleaning	2,315.00
Trash Removal	240.00
Total Grounds	2,555.00
Meals & Entertainment	2,066.18
Member Event	166.05
Office Expenses	
Bank Charges	14.63
Telephone	409.49
Total Office Expenses	424.12
Repair & Maintenance	
Boat Lift	150.00
Gate	1,018.40
Pool	369.00

Total Repair & Maintenance	1,537.40
Road Repair & Maintenance	4,217.50
Taxes & Licenses	630.44
Utilities	
Electricity	1,334.24
Sewer	150.40
Water	142.93
Total Utilities	1,627.57
Total EXPENSES	21,401.30
 NET OPERATING INCOME	 119.23
 OTHER INCOME	
Interest Earned	0.47
NET OTHER INCOME	0.47
 NET INCOME	 119.70

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Exhibit C:

Clerk's Report

From the Clerk

September 1, 2016

August 31, 2016	Outstanding Dues	\$24,751.96
August 31, 2016	Credit Balance	\$ 4,089.11

Lots reported sold in August 2016

Buyer	Lot	Home	Seller
James & Teresa Sopko	164	Fuquay Varina, NC	Eugene Martin
James & Carik Wimmer	256	Rocky Point, NC	John Jackson
Charles Lankert & Sally Phillips	528	Fredricksburg, VA	Jack Hall

Total Billable Lots 456.5

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Exhibit D: Property Manager Report August/September 2016

1. I continue to issue gate passes to new owners. 2-cards & 8-windshield stickers. Two new families, one permanent and one seasonal. Both seem like very nice additions to the community.
2. The floor in the exercise room has been repaired. The cause seems to be the rubber covering over the floor is trapping moisture causing the floor to buckle. Was informed of two more places Tuesday. The problem does not exist anywhere else in the clubhouse.
3. I had Red re-grade the dirt section of E. Bayridge Rd. It was good the first few days but there is still a lot of "sugar sand" present and the grading does not last very long in some sections.
4. One of the pumps for the pool developed a leak and I have ordered and received the seal needed to fix it. Jr. Rideout has installed it for us.
5. Wilmington Pools has recommended that we keep one pump running year-round after we close the pool for the season. They also suggest that we turn off the chlorinator and manually add chlorine as needed until the water gets cold enough not to need it. They are working on several proposals to give us some options in making some repairs/improvements to avoid last year's problems.
6. We have had a recurring gate problem since the storm. The right gate at times does not want to re-set after opening. I have reset it a number of times and it may work for an hour or several days. As of today (Tue.) it has work for two days. The problem seems to be water in the sensor imbedded in the asphalt. I intend to reseal it as soon as it dries out more.
7. I have met with Clint from S&C Construction to assist him with getting equipment set up for the bridge replacement project. Last week he brought in two cranes to use for the job.
8. Butch Maultsby has put fire hose around the piers at the main boat ramp for us. The fire dept. donated the hose and Butch graciously installed it for us.

9. The brush piles have not been burned as yet. This may create a problem with a place for S & C to dispose of the trees they need to remove for the bridge work. I talked to Red again Tuesday and emphasized the need to get at least some of it burned this week. S & C is scheduled to start next week. We also have one lot owner holding debris on their lot still awaiting clearance to move it. That is holding up their home construction.
10. We had a situation develop Monday that is a cause for concern. Twice during the day a couple was observed on walking north on N. Horsepen carrying backpacks etc... and leaving through the woods via the "yellow gate" on NC 41. They were apparently using an older White Ford Crown Victoria that looked like a police car which was observed parked by the gate on NC 41. It had very dark windows with black rims and tires. We contacted the sheriff's dept. and they came and took a report after the first sighting. I got another call several hours later in the day but by the time I got to the gate the car was gone. I checked with several other residents but, no one south of Ed Stone's house had seen anything so we were unable to determine where the couple had been inside Bay Tree. No reports of break-ins have been received that I know of so far. However, if that is what's going on it may be weeks before it is discovered if they are hitting seasonal homes. I talked to the Sheriff McVicker personally that evening and he assured me they would give it some priority. Also, the residents of N. Horsepen are now on high alert. Tuesday morning I met with three detectives that the sheriff sent out and they are working on it for us. I and others are checking the "yellow gate" periodically for signs of the white car. Anyone seeing anything suspicious should call 911 immediately and then let me know.

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