

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**October 19, 2017**

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, October 19, 2017.

Four Board members were present: Bob Latham, Billy McGavock, Junior Rideout, and Troy Votaw. President Charles Atkinson was not able to attend. Property Manager Jim Crayton, POA Clerk Tish Herrman and Assistant Secretary Hank Howell were also in attendance. Property owners in attendance were Robert Gamble, Tom Donadeo, Karen Donadeo, Tim Dellinger, Mick Robeson, Phillip Warwick, Deborah Warwick, Debbi Kettle, Tricia Switzer, Todd Karpinski, Butch Conklin and Richie Brady..

Vice President Votaw called the meeting to order at 7:01 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

**Approval of Prior Meeting Minutes (September 21, 2017):** A motion to approve the minutes of the September monthly meeting was made by Junior Rideout and 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](http://www.baytreecommunity.com)

**Approval of Prior Month's Financial Report (September 2017):** Billy McGavock presented the report for September via email prior to the meeting, It is attached herein as Exhibit B, and the financial summary is shown below. A motion to approve that report was made by Bob Latham, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of October 1, 2017:

BB&T Second Checking	\$ 54,234.62	(as of 9/29/17)
Southern Operations Checking	\$ 174,464.87	(as of 9/30/17)
Southern MM Savings	\$ 55,988.45	(as of 9/27/17)
TOTAL	\$ 284,687.94	
Loan Principal	\$ 611,800.66	(as of 9/30/17)

**POA Clerk's Report (September 2017):** The report was presented by Tish Herrmann, and is attached as Exhibit C. Motion to approve the report was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present.

**Property Manager's Report (September/October):** The report was presented by Jim Crayton and is attached herein as Exhibit D. Motion to approve the report was made by Bob Latham and seconded by Junior Rideout. Unanimous affirmative vote by those present. The recommendation from the Property Manager to purchase and issue approximately 20 windshield stickers to the Bladen County Sheriff's department for the Sheriff's patrol cars, facilitating access through the BTL gate, was approved unanimously by the Board members present.

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported no known changes in the status of the one attorney-related issue currently in play. It is believed that settlement of the Britt Estate is imminent. Mr. Votaw requested the POA Clerk to find the name of the attorney handling the settlement of the Britt Estate.

**Steve Jones Sr. Memorial.** Mr. Votaw reported a discussion of this topic with Steve Jones, Jr. revealed that he is working on the wording that he wants to appear on the stone.

**Policy for Back Dues at Un-Amalgamation.** Prior discussions on this issue have led to the drafting of a policy which is now under review by members of the Board. The new policy is intended to cover the restrictions and procedures of Lot Amalgamation and Separation.

**Lake and Canal Drainage Issues.** Mr. Votaw reported no known progress toward a resolution of these issues.

**Bay Tree Lakes Tree Lighting.** Robert Gamble requested assistance to get a 3" x 20' hole dug for a 20' galvanized pipe which would serve as the base of the self-manufactured tree, which will be about 60 feet high. Billy McGavock offered to get a hole dug which would be about 12" x 12'. Mr. Gamble agreed that this would be acceptable. When asked for a preference of white lights versus multi-colored lights on the tree, the majority of the Board expressed a preference for multi-colored lights.

**Short Term Rentals.** In the absence of Mr. Atkinson, there was nothing new to report on this topic.

**Canal Banks Trimming:** At last month's meeting it was noted that trees and shrubs along the banks of the canal near the Lake Boat Lift were preventing direct entry to the boat lift. Mr. Atkinson agreed to follow up with a solution. The Property Manager (absent at last month's meeting) had received no instruction on this topic so no progress was apparent. The Property Manager agreed to pursue a resolution.

### **New Business:**

**Property Manager Job Description Revision.** A draft of a revised policy, adding sections on Security Cameras, Yard Debris Management and Annual Duties, is under review by Board members. No action was taken due to the absence of Mr. Atkinson.

**Other Business:**

**Charitable Gifts vs. Auction.** Debbi Kettle, speaking for the Bay Tree Women's Association, reported they intend this year, in lieu of an auction as has been done in previous years, to conduct a sharing of wine, cheese and hors d'oeuvres (finger foods) with attendees bringing gifts of non-perishable food to be donated to Bladen Crisis Center. The target date for the event is December 2<sup>nd</sup>.

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Billy McGavock. The meeting was adjourned at 7:38 pm.

Respectfully Submitted,

Bob Latham, Secretary

**Exhibit A**

***Bay Tree Lakes***  
***Property Owners Association***

**Board of Directors Meeting Agenda**

**October 19, 2017**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (September 21, 2017)	Bob Latham
Approval of Prior Month's Financial Report (September 2017)	Billy McGavock
POA Clerk's Report (September 2017)	Tish Herrmann
Property Manager's Report (September/October)	Jim Crayton

**Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Policy for Back Dues at Amalgamation/Separation	Troy Votaw
4. Lake and Canal Drainage Issues	Charles Atkinson
5. Bay Tree Lakes Tree Lighting (December 2017)	Charles Atkinson
6. Short Term Rental Violations	Charles Atkinson
7. Canal Banks Trimming	Charles Atkinson

**New Business:**

1. Property Manager Job Description Revision	Charles Atkinson
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**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 – September 2017

	TOTAL (\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	6,892.92
Interest Paid by Members on Dues	112.15
Gate Access (cards, stickers)	590.00
POA Lot Mowing	500.00
Total Non-Profit Income	8,095.07
<b>Total INCOME</b>	<b>8,095.07</b>
<b>EXPENSES</b>	
Building Cleaning	600.00
Cost of Labor	
Certified Pool Operator	340.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,940.00
Grounds	
General Landscape Work for POA	150.00
Total Grounds	150.00
Member Event	249.36
Office Expenses	
Bank Charges	10,287.38
Telephone	397.15
Total Office Expenses	10,684.53
Repair & Maintenance	
Gate	976.76
Total Repair & Maintenance	976.76
Utilities	
Electricity	1,310.04
Sewer	75.20
Water	59.06
Total Utilities	1,444.30
VFD Support	2,650.00
<b>Total EXPENSES</b>	<b>18,694.95</b>
NET OPERATING INCOME	- 10,599.88
OTHER INCOME – Interest Earned	8.71
<b>NET INCOME</b>	<b>- 10,591.17</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

**October 1, 2017**

September 30, 2017	Outstanding Dues	\$31,465.65
September 30, 2017	Credit Balance	\$ 6,515.25

**Billing October 1, 2017**

454.5 Lots	\$81,810.00\
Interest	788.84
Outstanding	<u>31,465.65</u>
Total billed	\$114,064.49

**Lots Reported Sold in September 2017**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
CE Investment Properties, LLC	18	Hope Mills, NC	John Shaw
Ralph & Leigh Powell	324`	Raleigh, NC	Stephen Jones, Jr.
Cathy Ross	.5 of 156	Harrells, NC	Steve Tatum

Cathy Ross purchased .5 of lot 156 and amalgamated with 155.

**Total Billable Lots      454.5**

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## **Exhibit D      Property Mgr. Report Sept./Oct. 2017**

1. Sold a number of cards and stickers this month and also ordered new stickers. (see list below.)
2. Working with Donovan on closing pool. We are scheduled to close Sunday afternoon. We will run the salt generator as long as there is adequate salt in the pool. After that we will disconnect it and use chlorine “shock” until water temperature drops to the point algae will not grow. We will also alternate the pumps to maintain some circulation.
3. Very few grass letters have gone out this month and it is doubtful we will send any more this season, especially if this cold spell continues.
4. PM has been done of exercise room.
5. Common property grass has been cut and we will likely cut it one more time this season. This is dependent on weather.
6. The “burn piles” are ready to be burned but Red has not got the “go ahead” from Steve Jones to burn it.
7. We are having a problem with the exit gate. It still works but, is making loud noises when it operates. Technician has been called.
8. I have been asked by the sheriff if we can provide windshield stickers for his patrol cars. We have issued them to the local fire departments and many of the county's ambulances and emergency vehicles. I strongly recommend we do this as it will greatly increase their ability to patrol inside Bay Tree. It will take approx. 20 stickers. I have worked with the sheriff's detectives.

### Sept/Oct 2017 Gate pass sales

Device #	Type	Owner
1551	Pass	Jim Smith
1547	Pass	Ginny Rogers-Carver
1548	Pass	Scott Detwiller
1549	Pass	Scott Detwiller
1558	Pass	Hank Purvis (Phillip Warwick)
1561	Pass	Phillip Warwick
1562	Pass	Jesse Cox
1559	Pass	Jesse Cox
31571	Card	Jesse Cox
1560	Pass	Kristian Kelly