

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

February 16, 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, February 16, 2017.

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 Larry Barnes, Brenda Barnes, Robert Gamble, Clark Valentiner, Ginny Ruark, Greg Ruark, Mick Robeson, Maryellen Robeson, Debbi Kettle, Sally Phillips, Kevin Keshler, Tammy Keshler, Cathy Ross, George Starke and Robert Walton. Robert Nassef also attended.

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 (January 19, 2017): A motion to approve the minutes of the January monthly meeting 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 (January 2017): Billy McGavock presented the report for January, which is attached herein as Exhibit B, and the financial summary shown below. A motion to approve that report was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present.

Financials as of January 31 , 2017:

Operations Checking:	\$115,822.32	(as of 1/27/17)
Second Checking	\$ 38,550.57	(as of 1/27/17)
Pool Checking:	\$ 26,966.42	(as of 1/31/17)
Money Market:	\$ 55,933.02	(as of 1/29/17)

Total Monies:	\$237,272.33	
Pool Loan Principal:	\$286,257.10	(as of 1/13/17)
ADA Contract Principal:	\$ 95,794.77	(as of 1/05/17)
Construction Loan	\$ 2,627.33	(as of 1/10/17)

Mr. McGavock also reported that the bank accounts and loans have been moved to Southern Bank, except for one account left in BB&T to cover any outstanding checks. All bills for the bridge construction have been paid. Southern Bank is combining the pool loans and the bridge loan into a single loan account and single payment.

POA Clerk's Report (January 2017): The report, noting that Total Billable Lots had decreased to 453.5, was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve the Clerk's report was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present. Ms. Herrmann also reported that in response to the invitation attached to the January billing, over \$1,500 had been received to help the Bay Tree Lakes Volunteer Fire Department pay for its new lighted sign.

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

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported there has been no change in the status of the three issues regarding outstanding dues owed.

POA Files Maintenance. Mr. Latham reported that organization of the files is continuing. Progress has been made since the last Board meeting. The financial files have been reviewed, revealing missing tax returns and 1099 generations for 2015 and 2016. Mr McGavock will follow up on these missing documents. Mr. Latham also explained that files at the gatehouse and at the clerk's house will remain there with proper notation in the office files as to their whereabouts, and periodic copies will be made on flash drives and those drives will be placed in the fire-proof file in the office.

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.

Horsepen Boat Lift and Property. A proposal from Smithco Sales & Service, Inc. to repair the Horsepen boat lift was approved at the last Board meeting. The needed cylinder has been ordered and progress has been halted until that cylinder is delivered. Mr. Atkinson asked that Mr. Crayton confirm the status “tomorrow.”

Steve Jones, Senior Memorial. Troy Votaw, chairman of the committee formed at the November Board meeting to evaluate and propose to the Board the erection of an appropriate memorial for the Bay Tree Lakes founder, Mr. Steve Jones, Senior, who died on October 16th, reported on a meeting of the committee. The committee favors a large stone marker on a sliver of common property next to the main boat lift, with appropriate words either etched into the stone or on a brass plate attached to the stone. Costs of the two methods are being investigated by the committee members. Also, the words and phrases are being drafted with the assistance of Mr. Steve Jones, Jr. POA members are invited to comment and suggest, using the POA web site facility. The committee is also considering naming the new bridge on Horsepen Road “The Jones Memorial Bridge.”

Donations for BTLVFD Sign. As reported by the Clerk, POA members donated in excess of \$1,500 to assist in the cost to replace the sign and signboard at the fire station. An additional \$550 has been sent directly, bringing the total to over \$2,000. On behalf of the fire department, Mr. Latham expressed its thanks to the community.

2017 Budget Preparation. Mr. McGavock reported that a draft of the subject budget has been started with an expectation to complete it in the next ten days or so. Special event items to be included are **a)** the pool opening and Memorial Day celebration, **b)** the BTLVFD Golf Tournament (May 13th) **c)** the Fourth of July celebration activities, **d)** the Labor Day weekend Pig Pickin', and **e)** the planting of a permanent tree outside the clubhouse for a Christmas Tree Lighting ceremony in December. The two significant capital projects planned are the repair of the Horsepen boat lift and the reconstruction of the upper portion of the Bull Bay bridge.. Mr. Atkinson asked the Property Manager to provide estimates of these projects and the Treasurer to complete the draft of the budget and distribute it via email for review by the Board. Board members were asked to review recent expenditures and suggest to the Treasurer any other items for special consideration.

New Business:

Other Business:

Concealed Carry Permit Class. Maryellen Robeson reported that a dozen or so people have agreed to attend a Concealed Carry Permit Class. She will order the materials, schedule the class and notify the attendees.

BTLVFD Open House. Debbi Kettle informed the group that the BTL Volunteer Fire Department will be holding an Open House at the station on May 27th, from 9 am to 3 pm, celebrating the 20th anniversary of the founding of the department.

Nextdoor.com. Greg Ruark informed the group that the number of BTL community users now registered has grown to 70 and more benefits are being discovered each day. All residents and property owners of BTL are invited to sign up and join in.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Billy McGavock, and passed at 8:05 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes *Property Owners Association*

Board of Directors Meeting Agenda

February 16, 2017

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (January 19, 2017)	Bob Latham
Approval of Prior Month's Financial Report (January 2017)	Billy McGavock
POA Clerk's Report (January 2017)	Tish Herrmann
Property Manager's Report (January/February)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. POA Files Maintenance	Bob Latham
4. Drainage on South Horsepen	Charles Atkinson
5. Horsepen Boat Lift Repairs	Jim Crayton
6. Steve Jones, Sr. Memorial	Troy Votaw
7. Donations for BTLVFD Sign	Bob Latham
8. 2017 Budget Preparation	Billy McGavock

New Business:

1. 2017 Events Planning	Charles Atkinson
a. Pool Opening Date	
b. Fourth of July Celebration	
c. Labor Day Pig Pickin'	
d. BTLVFD Golf Tournament	

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 – January 2017

	TOTAL
	(\$)
INCOME	
Non-Profit Income	
Dues	82,548.61
Interest Paid by Members on Dues	94.77
Misc. Income	260.00
Rental	400.00
Total Non-Profit Income	83,303.38
Services	2,180.00
Total INCOME	85,483.38
EXPENSES	
Building Cleaning	375.00
Building Fire Protection	75.00
Cost of Labor	
Asst. Property Manager - JC	185.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,785.00
Grounds	
Trash Removal	120.00
Total Grounds	120.00
Insurance	11,333.00
Office Expenses	
Bank Charges	9.95
Telephone	339.84
Web Site	127.01
Total Office Expenses	476.80
Repair & Maintenance	
Pool	364.80
Total Repair & Maintenance	364.80
Road Repair & Maintenance	11,128.00
Utilities	
Electricity	960.29
Sewer	75.20
Water	55.04
Total Utilities	1,090.53
Total EXPENSES	26,748.13
NET OPERATING INCOME	58,735.25
OTHER INCOME – Interest Earned	0.61
NET INCOME	58,735.86

Exhibit C

Clerk's Report

From the Clerk

February 1, 2017

January 31, 2017	Outstanding Dues	\$54,070.81
January 31, 2017	Credit Balance	\$ 9,186.80

No lots reported sold in January 2017

Chester Barnhill amalgamated lots 523, 524, 525 & 526.

Total Billable Lots 453.5

The billing cards sent in January had a note inviting donations for the new sign at the fire station. Checks in the amount of \$1,530.00 have been received through the POA as of February 1, 2017.

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Exhibit D:

Property Mgr. Report Jan/Feb 2017 *(Preliminary)*

1. I have issued several passes and cards at the main gate and have issued Billy McGavock a key to the storage lot to give Four County access. They are going to install some LED lighting in the area as an experiment at no cost to us.
2. On Monday, January 30, Steve Jones, saw me at breakfast and advised me that Leon Kelly was having a contractor remove several large trees from his property and asked if Leon got permission to remove the trees. I told him this was the first I had heard of it and that I was not aware that we were in the permission granting business for this issue. He disagreed. Subsequently I investigated and found it to be accurate and that three (6 wheel) loads had been taken to our burn pile. After discussing the matter with Charles I advised Leon that we were owed \$300 for use of the site. Leon, after considerable discussion, stated that he was not aware of the policy and refused to pay the fee. He was going to call his lawyer. He also denied being aware that he had to get permission from the Corp. before cutting the trees which were all in excess of 12" in diameter. He stated that he was sure a number of people had taken out large trees without permission. (which is likely a true statement considering that is what caused the policy to be written.)
3. Subsequent to this conversation, I also advised Steve Daw (the tree contractor) of the fee schedule. When I explained our rationale for the policy, he offered to burn the piles "a lot cheaper" than what we are currently paying.
4. I posted a large print version of the policy on the bulletin board with the big red notice sign underneath. Later that morning, George Starke called me about a similar issue. He has two fairly large dead pines that he wants to remove. I advised him of all the current policies and he indicated a willingness to comply and we negotiated a price of \$75.00 since he did not have a full load. He has paid Tish. Later still, Tommy Smith called wanting to remove some trees also. He had 3 full loads for a cost of \$300 and was OK with the fee. We may need to discuss billing process. Currently, I am informing property owner to pay Tish the fee and am informing her of the amount owed.
5. In other business, I am waiting for Butch Maultsby to give me a final bid on the railings etc..for the main entry bridge work. He has given me a verbal

quote of \$6,400 to replace everything like is was. I had asked him for a price on the main boat lift paint job and he has since declined to bid that job. Since we are not getting any movement from the original contractor I thought it prudent to get something else going. The price we had approved was approx. \$1500 which was about half the next high bid.

6. Additionally, I am in the process of writing specification for re-bidding our landscaping/grass cutting needs for the common properties. (I hope to have them for the meeting for your approval)
7. I ordered a set of Pediatric pads for the pool AED. The ones we had were out of date. We will need to replace the batteries in both AED units soon also. They will run about \$250 each.
8. I am in the process of repairing the electronic lock on the fitness center. One end has come loose and it is not closing securely. (hope to have the done tomorrow...had to get a tool)

9. I have been in discussion with Donovan about the pool and our plan is to have it ready to open by mid-May. At this time, the pool does not have the stain that it had last year so we are assuming that our plan is working. This will allow us time to get it "seasoned" before the "official" opening on Memorial Day week-end. We will also un-winterize the cabana during that process. I plan to do that as soon as I am sure we have had our last freeze.
10. There have been no new developments on the Horsepen lift project. Still waiting for manufacturer to ship part.
11. Previously I had reported making contact with USDA about our beaver problem. They came and set traps and have caught two beavers so far. Anyone still having a problem should let me know.
12. There was an incident at the gate on Monday (2/13) around 5:30 PM involving an couple of our young men. For some reason they decided to place pine straw across the bridge roadway making it appear blocked. Troy Votaw called and alerted me to this issue and also (since I was off the property) handled dealing with the two young men. They cleaned it up and I notified the parent of the one Troy could identify. I have received assurances that this will not happen again.

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