

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**March 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, March 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 Robert Gamble, Elizabeth Gamble, Ginny Ruark, Greg Ruark, Mick Robeson, Maryellen Robeson, Debbi Kettle, Todd Karpinski, George Starke 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 (February 16, 2017):** A motion to approve the minutes of the February monthly meeting was made by Junior Rideout, seconded by Troy Votaw. 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 (February 2017):** Billy McGavock presented the report for February, which is attached herein as Exhibit B, and the financial summary shown below. A motion to approve that report was made by Bob Latham, seconded by Troy Votaw. Unanimous affirmative vote by those present.

Financials as of February 28 , 2017:

BB&T Operations Checking:	\$ 16,573.48	(as of 2/24/17)
BB&T Second Checking	\$ 38,550.01	(as of 2/24/17)
Southern Operations Checking:	\$136,852.89	(as of 2/28/17)
Southern MM Savings:	\$ 55,939.69	(as of 2/27/17)
Total Monies:	\$247,916.07	

Pool Loan Principal:	\$283,168.76	(as of 2/10/17)
ADA Loan Principal:	\$ 94,861.03	(as of 2/08/17)
Construction Loan	\$173,436.73	(as of 2/15/17)

**POA Clerk's Report (February 2017):** The report, noting that Total Billable Lots had increased to 455.5, 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.

**Property Manager's Report (February/March):** 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.

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported he has received no indication of a change in the status of the three issues regarding outstanding dues owed. Mr. Atkinson asked that he contact the POA lawyer to verify this.

**POA Files Maintenance.** Mr. Latham reported that organization of the files is continuing. He said that an outline of the files organization has been completed and is available for the Board's use. Mr. Atkinson asked that Mr. Latham establish a period for updates of the electronic files (via thumb drives), such as each January and July.

**Drainage on South Horsepen.** The drainage problems on South Horsepen Road were brought up at the May 2016 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. In a recent meeting between the two, Mr. Jones promised to produce a report on the options being pursued within the next 10 days.

**Horsepen Boat Lift Repairs.** See the Property Manager's report for the latest status of this item.

**Steve Jones, Senior Memorial.** Troy Votaw, chairman of the committee formed 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 16<sup>th</sup>, reported that the committee has obtained cost estimates of the two main structures being considered, a monument or a bench, and the two means of inscribing a message, etched in the stone or

cast in a brass plaque. The committee will now evaluate the options and present its proposal to the Board. The committee is also considering naming the new bridge on Horsepen Road “The Jones Memorial Bridge.”

**2017 Budget Preparation.** Mr. McGavock reported that a draft of the subject budget has been reviewed by Board members and several suggested updates have been applied. He answered several questions and the Board appeared ready to approve the budget, but Mr. Atkinson asked that approval be postponed until the Board's Executive Session to be held following this meeting.

**Yard Debris and Grass Clippings Policy Approval.** At the February Board meeting it was agreed that the subject policy should be revised to eliminate any restriction on the size of trees to be disposed of in the disposal site, and also to show that the fee applies to an amount over a pick-up load, whether a contractor is involved or not. That revision was made prior to this meeting, was distributed to Board members via email, and at least three Board members (a majority) responded with a YES vote to approve the revision. However, at this Board meeting, Mr. Atkinson asked the Board to hold approval until it could be discussed in an Executive Session.

**Update on BTLVFD'S ISO Rating.** Bob Latham reported that the BTL Volunteer Fire Department has received an improved ISO rating of 6 following the inspections and tests conducted last year. The implication to BTL property owners is that their cost of property insurance should be reduced in turn, possibly by as much as 20%. The new rating and potential cost reductions do not go into effect until June 1, 2017.

### **New Business:**

**Discussion on summertime guards at main gate.** A discussion on this subject took into consideration the need for guards, the times they might be needed, the availability of personnel to perform that duty, and the cost of those personnel. The property manager was asked to determine the cost and availability of off-duty county sheriff deputies. Further consideration was postponed until the next Board meeting.

**Signage on ends of bridge.** As shown in the Property Manager's report, chevron reflective warning markers for each end of the new bridge railings have been ordered. Questions have been raised as to whether additional signage is needed at that location, as well as at other locations in the community, signs that would suggest no jumping or diving, or that such activity is done at one's own risk. Is a general notice on the front bulletin board sufficient? Bob Latham agreed to confer with the POA lawyer as to our obligations and solutions on this matter.

**Other Business:**

**POA Member Comments:**

**Concealed Carry Permit Class.** Maryellen Robeson reported that the subject class was held successfully with 12 people receiving qualifications. An additional 10 people have expressed an interest. Ms. Robeson agreed to address this subject at the upcoming POA Annual Meeting in April.

**BTLWA 50/50 Raffle.** Debbi Kettle asked for and received permission for the BTL Women's Association to hold a 50/50 raffle at the upcoming Annual Meeting, as they have done in the past.

**Dustbuster for the Fitness Center.** Debbi Kettle asked the Board to provide a “dustbuster” for use in maintaining cleanliness in the Fitness Center.

**Use of Unapproved Entrance to BTL.** A resident reported that another current resident of BTL was using the path through the wooded area off NC41, in lieu of the main gate, to drive into the community. There is a gate at the path's opening off the highway but the gate is not locked. Jim Crayton reported that the owner of that property (not Lake Creek Corporation) has given permission for the POA to put a lock on that gate. Mr. Atkinson asked Mr. Crayton to get that permission in writing before attaching the lock.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Troy Votaw, and passed at 7:59 pm.

Respectfully submitted,

Bob Latham, Secretary

**Exhibit A**

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

**Board of Directors Meeting Agenda**

**March 16, 2017**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (February 16, 2017)	Bob Latham
Approval of Prior Month's Financial Report (February 2017)	Billy McGavock
POA Clerk's Report (February 2017)	Tish Herrmann
Property Manager's Report (February/March)	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. 2017 Budget Preparation	Billy McGavock
8. Yard Debris and Grass Clippings Policy Approval	Charles Atkinson
9. Update on BTLVFD's ISO Rating	Bob Latham

**New Business:**

1. Discussion on summertime guards at main gate	Charles Atkinson
2. Signage on ends of bridge	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.

## Exhibit B

### Bay Tree Lakes Property Owners Association Profit and Loss – February 2017

	<b>TOTAL</b>
	(\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	9,145.02
Interest Paid by Members on Dues	78.35
Recovery	275.00
Total Non-Profit Income	9,498.37
Services	113,309.82
<b>Total INCOME</b>	<b>122,808.19</b>
<b>EXPENSES</b>	
Building Cleaning	300.00
Cost of Labor	
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,600.00
Funds Transfer	110,000.00
Grounds	
Mowing & Cleaning	100.00
Total Grounds	100.00
Office Expenses	
Bank Charges	-2,641.56
Telephone	358.10
Total Office Expenses	-2,283.46
Repair & Maintenance	
Boat Lift	7,500.00
Clubhouse	825.00
Total Repair & Maintenance	8,325.00
Road Repair & Maintenance	7,279.00
Utilities	596.49
Water	48.01
Total Utilities	644.50
VFD Support	160.00
<b>Total EXPENSES</b>	<b>126,125.04</b>
<b>NET OPERATING INCOME</b>	<b>-3,316.85</b>
OTHER INCOME – Interest Earned	0.59
<b>NET INCOME</b>	<b>-3,316.26</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

**March 1, 2017**

February 28, 2017	Outstanding Dues	\$41,096.91
February 28, 2017	Credit Balance	\$ 9,701.29

**Lots reported sold in February 2017**

<b>Buyer</b>	<b>Home</b>	<b>Lot</b>	<b>Seller</b>
Joel Parker	Clinton NC	904	New Lot
Joel Parker	Clinton NC	905	New Lot

**Total Billable Lots      455.5**

The billing cards sent in January had a note inviting donations for the new sign at the fire station. Checks in the amount of \$2,080.00 have been received through the POA as of March 1, 2017.

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## **Exhibit D:**

### **Property Mgr. Report Feb./March 2017**

1. Issued a card and several windshield stickers at gate. See attachment.
2. Spent a considerable amount of time working with Donovan at the pool. Started it up, added salt etc...to begin operation and remove algae. We have brought the water level back up, removed all leaves and trash and vacuumed several times and continue to do so. The warm weather and sun were making it difficult get ahead of the algae but we are making progress now. The cold weather is helping.
3. We have to replace part of the pump housing where we installed the new motor. Parts are ordered at no cost to us. Also having backflow preventers installed on each pump to prevent further problems. Should be done Thursday or Friday. I have also ordered 12 cases of acid thru Troy Votaw. (best price). I have had to add water twice and I am beginning to think we have a leak. I will be keeping a close eye on the water levels in the next few weeks. Added water Wednesday also.
- 4, I have bid out the landscaping for the common areas. I contacted 5 landscapers that do work in the area but as of now have only received two bids, one of which is our current contractor. At this time I do not recommend a change in contractors. See attachment.
5. I also began re-bidding the painting of the main boat lift and have received one of \$6,700 (Parker's Painting). However, last Wednesday the previous low bidder Elvis Blackmon (\$1,495) contacted me and has promised to begin work as soon as weather permits. Temperature needs to be above 55 for a couple of days. He is currently on a job in Bay Tree.
6. We sent several letters last month to property owners with hurricane damage. I have worked with several who have completed damage removal. There were two mailings. The first group had a deadline of the March 15<sup>th</sup> as you can see below, all have either completed or are working on it. The second group was a few weeks later. See attachment.
7. I have ordered chevron reflective warning markers for each end of the new bridge railings and am working on getting a little landscaping done on the approaches.
8. I have been in contact with MinuteMan which is the company we ordered the Horsepen Lift hydraulics from. March 20<sup>th</sup> will be the end of the eight weeks originally projected as the delivery date but, according to MinuteMan, as of Monday they still don't have a projected shipping date. SmithCo is standing by and will begin installation as soon as the parts are delivered. MinuteMan is located in Maine.
9. Finished changing batteries in Exit lights at clubhouse and replaced several light bulbs. I am amazed that the A/C filters still don't need changing. They look almost new but were installed in October.
10. *Attempted to get bids for the fireworks show but could not find anyone close that was open the weekend of the 1st other than the company we have been using. I have finalized arrangements with East Coast Pyro on the Fireworks show which will actually*



*take place on Saturday the 1<sup>st</sup> of July with all the other usual activities. Billy has sent deposit. Full cost \$4,400 which is a 10% increase and the first in 4 years.*

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