

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**September 21, 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, September 21, 2017.

All Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, Junior Rideout, and Troy Votaw. POA Clerk Tish Herrman and Assistant Secretary Hank Howell were also in attendance. Property Manager Jim Crayton was unable to attend. Property owners in attendance were Robert Gamble, Greg Ruark, Virginia Ruark, Tom Donadeo, Karen Donadeo, Steve Tatum, Ricky Price, Jeanne Dellinger, John Jones and Clark Valentiner..

Mr. Atkinson called the meeting to order at 7:00 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

**Approval of Prior Meeting Minutes (August 17, 2017):** A motion to approve the minutes of the August monthly meeting was made by Junior Rideout and 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 (August 2017):** Billy McGavock presented the report for July 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 Troy Votaw, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of September 1, 2017:

BB&T Second Checking	\$ 54,233.73	(as of 8/31/17)
Southern Operations Checking	\$ 188,160.38	(as of 8/31/17)
Southern MM Savings	\$ 55,980.63	(as of 8/24/17)
TOTAL	\$ 298,374.74	
Loan Principal	\$ 620,085.68	(as of 8/31/17)

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

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

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported no known changes in the status of attorney-related issues. He had been unable to speak to the attorney. It is believed that settlement of the Britt Estate is imminent.

**Drainage on South Horsepen.** Mr. Atkinson reported no progress in discussions with Steve Jones, Jr. on this topic. Attendees reported that, with recent rains, drainage from the road into the canal went well after a drain on Horsepen was uncovered.

**Steve Jones Sr. Memorial.** Mr. Votaw reported no progress in discussions with Steve Jones, Jr. on this topic.

**Labor Day Weekend Celebration Review.** In the Property Manager's report, Mr. Crayton reported that the Labor Day Pig Pickin' went very well. It was estimated that 300 or more people attended. The serving was well organized and the food was excellent. Mr. Atkinson emphasized that the event was sponsored by the BTL POA, catered by the BTL Volunteer Fire Department,

**Policy for Back Dues at Un-Amalgamation.** Discussion on this issue was postponed to the next Executive Session meeting of the Board.

**Horsepen Lake Level.** Board members and attendees appeared to agree that the Horsepen Lake level is currently ok, following the recent rains. Lake access is acceptable and the Horspen boat lift is functioning well. Water level in the canals is up by about six inches. Mr. Atkinson's informal research into dues and benefits at other POA's showed that BTL has a good balance of monthly dues versus benefits received.

### **New Business:**

**BTL Tree Lighting (December 2017).** Mr. Crayton had informed the Board that the POA contracted landscaper offered to acquire and plant an Arborvitae on the front lawn of the Clubhouse, initially around five feet with growth to about ten feet, to be used as a Christmas tree, for a turnkey price of \$140. Robert Gamble informed the Board that he intends to construct a mechanical tree, between 100 and 200 feet tall, lighted for Christmas, either in his yard or on POA community property, if the Board prefers. Troy Votaw made a motion, seconded by Bob Latham, that Robert Gamble chair a committee to put into effect a tree installation as he had described, in the space across Bay Tree Drive from the Clubhouse, nearest the pool, complete with appropriate power and lighting, at a cost not to exceed one thousand dollars (\$1,000). Unanimous affirmative vote by those present.

**Short Term Rental Violations.** The Board had received complaints about short term renters (as defined in the Bay Tree Lakes Rental Policy) using POA benefits to which they were not entitled, Owners of the rented properties had apparently advertised erroneously that the forbidden facilities were available to short term renters. Registered letters from the Board were sent to the three owner-violators, asking that they stop the erroneous advertising and inform their renters of the limitations. Mr. Atkinson reported that two of the three had responded and were cooperating, and he intended to contact the third.

**Canal Banks Trimming:** 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.

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Troy Votaw. The meeting was adjourned at 7:35 pm.

Respectfully Submitted,

Bob Latham, Secretary

**Exhibit A**

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

**Board of Directors Meeting Agenda**

**September 21, 2017**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (August 17, 2017)	Bob Latham
Approval of Prior Month's Financial Report (August 2017)	Billy McGavock
POA Clerk's Report (August 2017)	Tish Herrmann
Property Manager's Report (August/September)	Jim Crayton

**Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Drainage on South Horsepen	Charles Atkinson
3. Steve Jones, Sr. Memorial	Troy Votaw
4. Labor Day Weekend Celebration Review	Jim Crayton
5. Policy for Back Dues at Amalgamation/Separation	Troy Votaw
6. Horsepen Lake Level	Charles Atkinson

**New Business:**

1. Bay Tree Lakes Tree Lighting (December 2017)	Charles Atkinson
2. Short Term Rental Violations	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 – August 2017

	TOTAL (\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	17,215.00
Interest Paid by Members on Dues	73.50
Rental	400.00
Total Non-Profit Income	17,688.50
<b>Total INCOME</b>	<b>17,688.50</b>
<b>EXPENSES</b>	
Building Cleaning	600.00
Cost of Labor	
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,600.00
Grounds	
General Landscape Work for POA	1,620.00
Trash Removal	120.00
Total Grounds	1,740.00
Member Event	4,400.00
Office Expenses	
Telephone	427.92
Total Office Expenses	427.92
Repair & Maintenance	
Canals	595.00
Gate	4,196.08
Pool	130.25
Total Repair & Maintenance	4,921.33
Uncategorized Expense	10,287.38
Utilities	
Electricity	1,196.10
Sewer	75.20
Water	88.20
Total Utilities	1,359.50
<b>Total EXPENSES</b>	<b>25,336.13</b>
NET OPERATING INCOME	- 7,647.63
OTHER INCOME – Interest Earned	7.36
<b>NET INCOME</b>	<b>- 7,640.27</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

September 1, 2017

August 31, 2017	Outstanding Dues	\$38,114.13
August 31, 2017	Credit Balance	\$ 5,738.31

**Lots Reported Sold in August 2017**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
Redbird Land Co., LLC	151	Harrells, NC	Timothy Salzman
Scott & Christina Detwiller	156.5/157	Harrells, NC	Steve Tatum
Bry-Be Corp.	622	Harrells, NC	Joe Caccioppoli
Randy & Carol Edge	622	Elizabethtown, NC	Bry-Be Corporation

Steve Tatum still owns .5 of lot 156

**Total Billable Lots      454.5 (as of August 1) plus .5 makes 455 lots.**

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## **Exhibit D      Property Mgr. Report August/September 2017**

Issued a number of windshield passes this month and have had to order another batch. (See Below)

Sent 20 "Grass Letters" this month, which is one of the best yet. Property owners are getting better about conforming to the 1`st of the month inspections. We did have to cut three lots this month. Tish has billed them.

Had parts replaced on treadmill in fitness center.

Made plan with Donovan about pool furniture re: hurricane. Furniture was placed in storage area. WE have put a few chairs etc... back out. Remaining furniture is still available on a "self-service" basis, but we did not think it necessary to put it all back out since we are so near the end of the season. Our plan is to keep the pool open as long as the weather permits. (Usage is already falling off) We have sufficient chemicals etc...on hand so there is no additional cost to doing so. We estimate that we will close around the first of October. I will place signage at gate when this happens.

Had seals replaced in two pump motors due to leakage. It appears one pump has bearing problems and technician is coming back this week to repair or replace.

Winterization plan is to continue running one or two pumps as needed and adding powdered chlorine as needed until water temp gets below 55 degrees. After that we will run one pump at a time to maintain filtration and watch for algae buildup.

We will have the beach tilled one more time this season. That is scheduled for this week. If the rain and good weather continue we will likely be cutting clubhouse etc... grass thru October.

Labor Day meal went very well. Fire Dept. was very well organized and food was excellent. We had about as many people as I have ever seen for that meal. The place was packed and there were lots of compliments on the food.

Device #	Type	Owner
1536	Pass	Heather Heath
1537	Pass	Janet Packer
1538	Pass	Bill Hawks (Maultsby)
1539	Pass	Leroy Hood
1540	"	"
1541	Pass	Mallory Long
31749	Card	Randy Edge
1543	Pass	Bob Meyer
1544	"	"
1542	Pass	Teresa Alphin
31750	Card	Georgia Zeng (realtor)
1550	Pass	Marney Harris
1545	Pass	Kim Talbert
90	Key (boat)	Sally Phillips
89	Key (boat)	Butch Maultsby