

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**February 15, 2018**

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 15, 2018.

Four Board members were present: Charles Atkinson, Bob Latham, Billy McGavock and Junior Rideout. Troy Votaw was unable to attend. Property Manager Jim Crayton, POA Clerk Tish Herrmann and Assistant Secretary Hank Howell were also in attendance. Property owners in attendance were Robert Gamble, Jeanne Dellinger, Clark Valentiner, Brenda Barnes and Larry Barnes.

President 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 (January 18, 2018):** A motion to approve those minutes was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present. The minutes of the monthly meetings will be posted on the BTL POA website, [www.baytreecommunity.com](http://www.baytreecommunity.com)

**Approval of Prior Month's Financial Report (January 2018):** Billy McGavock presented the report for January via email prior to the meeting, That report is attached herein as Exhibit B, and the most recent financial summary is shown below. A motion to approve the report was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of February 1, 2018:

BB&T Second Checking	\$ 65,136.04	(as of 1/26/18)
Southern Operations Checking	\$ 218,493.02	(as of 1/31/18)
Southern MM Savings	\$ 56,016.75	(as of 1/28/18)
TOTAL	\$ 339,645.81	
Loan Principal	\$ 578,267.39	(as of 1/26/18)

**POA Clerk's Report (January 2018):** The report was presented by Tish Herrmann, and is attached as Exhibit C. Motion to approve the report was made by Bob Latham and seconded by Billy McGavock. Unanimous affirmative vote by those present.

**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 Junior Rideout and seconded by Bob Latham. Unanimous affirmative vote by those present. In addition to the written report, Mr. Crayton reported on the repair of the overhead lights in the main gate area.

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported that it is believed that settlement of the Britt Estate is imminent, waiting an appraisal of the property. The attorney was not available for an update on other matters.

**Steve Jones Sr. Memorial.** Mr. Votaw was not available for a report on this topic.

**Property Manager Job Description Revision.** Comments were exchanged on a version reviewed by Board members prior to this meeting and changes were agreed. Mr. Atkinson will modify the document and send it to Board members for further review.

**2018 Budget Preparation.** Billy McGavock presented a draft budget and a few minor changes were suggested. Mr. McGavock agreed to update the document and provide it to the Board members for final review and approval at the next Board meeting in March.

**2018 Annual Meeting Preparation.** The annual meeting of the POA will be held in the Clubhouse at 10:00 am on Saturday, April 14<sup>th</sup>. Bob Latham agreed to prepare the letter notifying POA members of the meeting and place it in the mail in mid-March, or not less than ten nor more than fifty days prior to the date of the meeting.

### **New Business:**

**Plans for Memorial Day, 4<sup>th</sup> of July, Labor Day.** POA-sponsored celebrations of these three holidays was discussed. Memorial Day will be on May 28<sup>th</sup>. The pool will open on May 25<sup>th</sup>. The POA will sponsor a pool party on Saturday, May 26<sup>th</sup>, with hot dogs and a DJ, open to all POA members and their guests.

The 4<sup>th</sup> of July celebration events will take place on Saturday, July 7<sup>th</sup>. The usual events are scheduled and include the Youth Fishing Tournament in the morning, a parade of decorated bikes, trikes and golf carts in the afternoon, followed by hot dogs and ice cream, and then a decorated boat flotilla in the canals at dark, with a finale of fireworks over the lake. Volunteers are needed to assist in all of these events. Larry and Brenda Barnes have agreed to coordinate the fishing tournament, and Bob and Phyllis Latham have agreed to coordinate both the parade and boat flotilla as they all have done so well over the last few years. But they would very much like to have some younger adults join them in planning and executing the plans for these events, in hopes that they can take over the duties in future years. All volunteers are always welcome.

This year, Labor Day will be celebrated nationally on Monday, September 3<sup>rd</sup>. The annual BTL Pig Pickin' barbecue will be held on Saturday, September 1<sup>st</sup>. The meal will be catered by the BTL Volunteer Fire Department and served in the Clubhouse from 1 pm to 3 pm. Again, all POA members and their guests are invited to participate.

**Pool Opening Date.** As previously mentioned herein, the date planned for the opening of the BTL swimming pool this year is Friday, May 25<sup>th</sup>.

**Street Signs for Little Dock Loop.** Currently there are no street signs in place for the recently paved street known as Little Dock Loop. This could be a problem for first responders responding to an emergency situation on that street. Historically, the Corporation has provided the street signs in BTL. It is not known if they will meet the need on Little Dock Loop. Jim Crayton was asked to obtain cost estimates for the POA installing the signs and Charles Atkinson agreed to approach the Corporation with the issue.

**Update BTL Boating and Fishing Regulations.** Bob Latham presented an updated version of the subject regulations, modified to reflect the changed role of the N.C. Wildlife Commission in the oversight of the BTL lakes and canals. He moved for approval and Junior Rideout seconded the motion. Unanimous affirmative vote by those present. A copy of the revised regulations is contained herein as Exhibit E.

**Other Business:**

Robert Gamble asked for assistance again from Billy McGavock in modifying the Christmas Tree / Flag pole, preparing its use for the Steve Jones, Sr. Memorial.

Jeanne Dellinger informed the Board of the plans by several residents to provide the "Dive-In Movies" in the pool and cabana areas during the summer, beginning in June.

There being no further business, a motion to adjourn was made by Junior Rideout and seconded by Bob Latham. The meeting was adjourned at 8:04 pm.

Respectfully Submitted,

Bob Latham, Secretary

## Exhibit A

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board of Directors Meeting Agenda**

**February 15, 2018**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (January 18, 2018)	Bob Latham
Approval of Prior Months' Financial Report (January 2018)	Billy McGavock
POA Clerk's Report (January 2018)	Tish Herrmann
Property Manager's Report (January/February 2018)	Jim Crayton

#### **Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Property Manager Job Description Revision	Charles Atkinson
4. 2018 Budget Preparation	Billy McGavock
5. 2018 Annual Meeting Preparation	Charles Atkinson

#### **New Business:**

1. Plans for Memorial Day, 4 <sup>th</sup> of July, Labor Day	Charles Atkinson
2. Pool Opening Date	Jim Crayton
3. Street Signs for Little Dock Loop	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.

## Exhibit B

### Bay Tree Lakes Property Owners Association Profit and Loss – January 2018

	<b>TOTAL</b>
	(\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	54,195.18
Gate Access (cards,stickers)	460.00
Interest Paid by Members on Dues	120.15
Key Deposit	40.00
Total Non-Profit Income	54,815.33
<b>Total INCOME</b>	<b>54,815.33</b>
<b>EXPENSES</b>	
Building Cleaning	375.00
Cost of Labor	
Asst. Property Manager - JC	205.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,805.00
Insurance	11,192.00
Office Expenses	
Bank Charges	25.20
Telephone	357.26
Total Office Expenses	382.46
Repair & Maintenance	
Pool	368.14
Total Repair & Maintenance	368.14
Uncategorized Expense	10,287.38
Utilities	
Electricity	1,194.64
Sewer	75.20
Water	35.28
Total Utilities	1,305.12
<b>Total EXPENSES</b>	<b>25,715.10</b>
<b>NET OPERATING INCOME</b>	<b>29,100.23</b>
OTHER INCOME – Interest Earned	7.37
<b>NET INCOME</b>	<b>29,107.60</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

February 1, 2018

January 31, 2018	Outstanding Dues	\$64,769.01
January 31, 2018	Credit Balance	\$ 9,338.46

**No Lots Reported Sold in January 2018**

**Total Billable Lots      456.0**

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**Scott Detwiler purchased lots 157 and 156.5 as you recall. Cathy Ross purchased 156.5 also. Cathy has amalgamated her half, but Scott has not. The courthouse record shows that it is his intent, but it has not actually occurred, therefore the total lot number is actually 456 as of now.**

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## **Exhibit D**

### **Property Mgr. Report Jan./Feb. 2018**

1. Sold gate cards etc...as in report.
2. Had PM done in Exercise Facility
3. Got Red to help and removed tree from Bay Ridge Rd. that was blown down in last week's wind. I had been in process of trying to contact lot owner who lives in New Jersey due to disease in tree. Should we send him a bill for the cleanup?  
Photo Attached.
4. Still working with Red on getting pile burned. He actually started once but had to put it out due to wind.
5. Had Pest treatment done on clubhouse
6. Responded to a complaint by property owner of neighbor creating unsightly and other Restrictive Covenant issues which we need to discuss in Exec. Session.  
This is what the packet with photos is about.
7. In researching the above I had a lengthy conversation with Lisa Beamen with Redbird about a number of POA issues. Among other things she has offered to come to a meeting and answer any questions. It was a good and amicable discussion. A lot of issues that have concerned us may be favorably resolved with some good communication.
8. Issued a contractor code for the Hamilton house on Hawk Dr. (\$500 dep.)
9. I have East Coast Pyro standing by so we need to nail down date for Fireworks for week of 4th of July. My recommendation is for either Sunday 7/1 or Friday 7/6.
10. Purchased 6 - 2x6x8' treated lumber for Horsepen Lift. Rob Gamble will install for us.
11. Had TV problem in exercise room last week, called Star and they fixed.
12. Have had cleaning in clubhouse reduced to once a month and am getting prices from other cleaning companies.
13. I have talked with Donovan about pool. Water is still relatively clear with only one pump running. We are looking at an "official" opening on May 25<sup>th</sup> but will try to get it ready by the first of that week in case we encounter problems. We will know more as we get closer to the 25<sup>th</sup>.



## Gate Card Sales Jan/Feb 2018

Name	Device	Amount
Vanderbilt Homes	Contractor Code	\$500.00 deposit
E. Stone	1580	\$35.00
S. Prevatte	1596	\$35.00
D. Sutton	1597	\$35.00
K. Williams (44-A)	1598	\$35.00

## **Exhibit E**

### **BAY TREE LAKES BOATING AND FISHING REGULATIONS**

The following rules and regulations have been established by the Board of Directors of Bay Tree Lakes Property Owners Association. We submit these rules and regulations as a guide for all property owners to observe to ensure the safety and protection of our natural environment, canal waterways, fish habitat, and shore line properties. These rules and regulations cover the canal system and Horsepen Lake. Bay Tree Lake, the big lake, is a public lake and covered by all North Carolina State Laws regarding boating and fishing rules and regulations. It is the property owners' responsibility to notify other family members and guests of these rules and regulations.

Intentional disregard and violating these rules and regulations will result in the following disciplinary action: 1) First occurrence = warning letter from the POA board. 2) Second occurrence = \$50.00 fine. 3) Will result in suspension of access to the common areas pending a meeting with the board of directors. The fine will be considered a special assessment and collected along with regular monthly property owners' dues.

#### **BOATING**

- All boaters and water craft operators should adhere to all North Carolina state laws, rules and regulations.
- All fishing craft should be registered with BTL Property Owners Association and have a decal attached in a visible location. (Sample decal is shown below.)
- All canal systems in Bay Tree Lakes are "NO WAKE ZONES". Horsepen Lake has designated areas marked. "NO WAKE ZONES" will also be defined as within 50 yards of any boat dock or the boat lift on Horsepen Lake.
- "NO LITTERING" in any of the waterways within Bay Tree Lakes. All disposable items including but not limited to food and beverage containers, bait containers, paper and plastics of any kind, must be secured in your vessel and disposed of properly.
- Boat Lifts are to be operated by property owners only or those who have been trained in its operation.

## FISHING

- All property owners and their guests must adhere to all North Carolina state fishing laws, rules and regulations. The North Carolina state fishing laws apply to all lakes and canals in the Bay Tree Lakes community.
- All largemouth bass in the canal system and Horsepen Lake are CATCH AND RELEASE, defined as, after capture, the fish is unhooked and returned to the water before experiencing any serious exhaustion or injury. NO LARGEMOUTH BASS ARE TO BE REMOVED FROM THE PROPERTY.
- Guests, excluding family members, must be accompanied by the property owner at all times when fishing in the canal systems or on Horsepen Lake. Property owner may be in a different boat than their guest as long as they are together.
- No unattended fishing apparatus, to include nets, float rigs or fish traps are allowed in the canal system or on Horsepen Lake.
- Family members are defined as: parent, siblings, sons or daughters, including in-laws, stepchild, grandchild, niece or nephew.

Accepted & Passed by POA Board 10/11/12, amended 6/11/13 and amended again 2/15/18.

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[ SAMPLE ]  
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