

*CORRECTED*

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**May 17, 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, May 17, 2018.

All Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, Junior Rideout and Troy Votaw. 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, Timmy Dellinger, Ginny Ruark, Greg Ruark, Maryellen Robeson, Mick Robeson, Joe Hulon, Butch Conklin, Todd karpinski, Tricia Switzer, Lynn Rideout, Ginny Rogers, John Rogers and George Starke.

President Atkinson called the meeting to order at 7:05 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

#### **Approval of Prior Meeting Minutes (March 15, 2018 and April 19, 2018):**

Since the April meeting was canceled, the minutes for the March meeting and the April statement were addressed here. Bob Latham moved for approval of the March minutes with a second from Junior Rideout. Troy Votaw moved for approval of the April statement with a second from Billy McGavock. Both motions received a 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 (March and April 2018):** Billy McGavock presented the report for March and April via email prior to the meeting, Those reports are attached herein as Exhibit B, and the most recent financial summary is shown below. A motion to approve the March report was

made by Billy McGavock, seconded by Bob Latham, and a motion to approve the April report was made by Billy McGavock, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of May 1, 2018:

|                              |               |                 |
|------------------------------|---------------|-----------------|
| BB&T Second Checking         | \$ 70,544.81  | (as of 4/27/18) |
| Southern Operations Checking | \$ 225,317.50 | (as of 4/30/18) |
| Southern MM Savings          | \$ 56,036.79  | (as of 4/25/18) |
| TOTAL                        | \$ 351,899.10 |                 |
| Loan Principal               | \$ 532,665.93 | (as of 4/27/18) |

**POA Clerk's Report (April 2018):** 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. Approval of the Clerk's report for March was postponed until the May meeting of the Board.

**Property Manager's Report (April/May):** 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 Billy McGavock. Unanimous affirmative vote by those present.

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported that settlement of the Britt Estate is complete and overdue dues and interest has been paid.

**Steve Jones Sr. Memorial.** After hearing several explanations for the delay in raising the flag pole (as the memorial to Steve Jones, Sr.), Mr. Atkinson requested that the responsible parties finish raising the flag pole or hide the pole from view, i.e., remove the pole from the parking lot.

**Property Manager Job Description Revision.** Review of the revised Job Description was postponed until the next Executive Session of the Board.

**2018 Annual Meeting Review.** The annual meeting of the POA was held on , April 14<sup>th</sup>. Mr. Atkinson stated that, in his opinion, it was the “best ever.” General agreement was heard from the other Board members as well as the attendees.

**Street Signs for Little Dock Loop.** See the status as reported in the Property Manager's report.

### **New Business:**

**The Allyssa Lorraine Band – May 26.** See the Property Manager's report.

**Boat Ramps – Warning Signs.** This, too, was covered in the Property Manager's report. With the addition of the signs as reported, it was agreed that current signs are adequate.

**Women's Association Update.** Mr. Atkinson reported that positive progress had been made by the group and asked for comments from the association's new president, Jeanne Dellinger. Her comments addressed their plan to assist in the pool opening celebraton by preparing and serving the hot dogs and sundaes. She also stated plans for a June meeting, the only one for the summer. Other newly elected officers include Lynn Rideout as vice-president, Tricia Switzer as treasurer and Maryellen Robeson as secretary

**Bull Bay Bridge Repair Update.** Mr. Atkinson reported that replacement of the railings along the sides of the bridge has been completed and that estimates are expected soon for the Phase 1 and Phase 2 repairs. Phase 1 covers the need to remove the rust from the rebar and seal the exposed portions. Phase 2 addresses the need to stabilize the bulwarks.

**Burn Pile Security.** Mr. Atkinson explained the dilemma in providing the benefits of the burn pile along with the need to “police” its use without the need for police. Several solutions are being considered and are being addressed with the current developer.

**POA Member Comments.** Greg Ruark stated his concerns with the continuing and growing issue of water levels in the canals, the streets and some low-lying lots. Mr. Atkinson assured him that the issue was not closed and solutions continue to be pursued.

Robert Gamble commented on the lack of grass maintenance around the front entrance of Bay Tree Lakes. Mr. Atkinson explained that the area in question, including the streets that flow through it, are not part of the common areas to be maintained by the POA.

There being no further business, a motion to adjourn was made by Troy Votaw and seconded by Billy McGavock. The meeting was adjourned at 8:04 pm.

Respectfully Submitted,

Bob Latham, Secretary

**Exhibit A REVISED**

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

**Board of Directors Meeting Agenda**

**May 17, 2018**

|  |                  |
|--|------------------|
| Call to Order and Welcome Members and Guests                           | Charles Atkinson |
| Invocation   | Bob Latham       |
| Approval of Prior Meetings Minutes (March 15, 2018 and April 19, 2018) | Bob Latham       |
| Approval of Prior Months' Financial Reports (March and April 2018)     | Billy McGavock   |
| POA Clerk's Report (March 2018 and April 2018)                         | Tish Herrmann    |
| Property Manager's Report (March/April and April/May 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 Annual Meeting Review                     | Charles Atkinson |
| 5. Street Signs for Little Dock Loop, East Island | Jim Crayton      |

**New Business:**

|                                       |                  |
|---------------------------------------|------------------|
| 1. The Allyssa Lorraine Band – May 26 | Jim Crayton      |
| 2. Boat Ramps – Warning Signs         | Billy McGavock   |
| 3. Women's Association Update         | Charles Atkinson |
| 4. Bull Bay Bridge Repair Update      | Charles Atkinson |
| 5. Burn Pile Security                 | 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 – March 2018

|                                  | <b>TOTAL</b>       |
|----------------------------------|--------------------|
|                                  | (\$)               |
| <b>INCOME</b>                    |                    |
| Fees Billed                      | 200.00             |
| Non-Profit Income                |                    |
| Dues                             | 8,643.95           |
| Interest Paid by Members on Dues | 155.96             |
| Total Non-Profit Income          | 8,799.91           |
| <b>Total INCOME</b>              | <b>8,999.91</b>    |
| <br>                             |                    |
| <b>EXPENSES</b>                  |                    |
| Building Cleaning                | 150.00             |
| Building Fire Protection         | 75.00              |
| Cost of Labor                    |                    |
| Clerk                            | 600.00             |
| Property Manager                 | 1,000.00           |
| Total Cost of Labor              | 1,600.00           |
| Grounds                          |                    |
| General Landscape Work for POA   | ,200.00            |
| Total Grounds                    | 200.00             |
| Member Event                     | 2,200.00           |
| Office Expenses                  |                    |
| Telephone                        | 349.91             |
| Total Office Expenses            | 349.91             |
| Road Repair & Maintenance        | 20,725.00          |
| Uncategorized Expense            | 10,663.48          |
| Utilities                        |                    |
| Electricity                      | 749.25             |
| Sewer                            | 75.20              |
| Water                            | 57.39              |
| Total Utilities                  | 881.84             |
| <b>Total EXPENSES</b>            | <b>36,845.23</b>   |
| <br>                             |                    |
| NET OPERATING INCOME             | - 27,845.32        |
| <br>                             |                    |
| OTHER INCOME – Interest Earned   | 6.22               |
| <br>                             |                    |
| <b>NET INCOME</b>                | <b>- 27,839.10</b> |

**Bay Tree Lakes Property Owners Association**  
**Profit and Loss – April 2018**

|                                  | TOTAL<br>(\$)    |
|----------------------------------|------------------|
| <b>INCOME</b>                    |                  |
| Fees Billed                      | 600.00           |
| Non-Profit Income                |                  |
| Dues                             | 64,170.97        |
| Gate Access (cards, stickers)    | 670.00           |
| Interest Paid by Members on Dues | 2,354.19         |
| POA Lot Mowing                   | 525.00           |
| Total Non-Profit Income          | 67,720.16        |
| <b>Total INCOME</b>              | <b>68,320.16</b> |
| <b>EXPENSES</b>                  |                  |
| Building Cleaning                | 75.00            |
| Cost of Labor                    |                  |
| Certified Pool Operator          | 170.00           |
| Clerk                            | 600.00           |
| Property Manager                 | 1,000.00         |
| Total Cost of Labor              | 1,770.00         |
| Office Expenses                  |                  |
| Bank Charges                     | 24.30            |
| BB&T Credit Card Payment         | 701.07           |
| Telephone                        | 354.84           |
| Total Office Expenses            | 1,080.21         |
| Repair & Maintenance             |                  |
| Bay Tree Lift                    | 400.00           |
| Gate                             | 821.98           |
| Total Repair & Maintenance       | 1,221.98         |
| Road Repair & Maintenance        | 406.60           |
| Southern Loan                    | 10,287.38        |
| Utilities                        |                  |
| Electricity                      | 806.20           |
| Sewer                            | 75.20            |
| Water                            | 35.95            |
| Total Utilities                  | 917.35           |
| <b>Total EXPENSES</b>            | <b>15,758.52</b> |
| <b>NET OPERATING INCOME</b>      | <b>52,561.64</b> |
| OTHER INCOME – Interest Earned   | 6.91             |
| <b>NET INCOME</b>                | <b>52,568.55</b> |

## Exhibit C

## Clerk's Report

From the Clerk

**April 1, 2018**

|                |                  |             |
|----------------|------------------|-------------|
| March 31, 2018 | Outstanding Dues | \$41,966.20 |
| March 31, 2018 | Credit Balance   | \$11,826.73 |

### **Billing April 1, 2018**

|              |              |
|--------------|--------------|
| 454.5 Lots   | \$81,810.00  |
| Interest     | 1,258.73     |
| Outstanding  | 41,966.20    |
| Total Billed | \$125,034.93 |

### **Lots Reported Sold in March 2018**

| <b>Buyer</b>            | <b>Lot</b>  | <b>Home</b>  | <b>Seller</b>          |
|-------------------------|-------------|--------------|------------------------|
| David & Beltra Kidd     | PHIV42.5/43 | Harrells, NC | William Augustine, Jr. |
| Jonathan & Sherri Smith | 73          | Raeford, NC  | Bobbi Mathis           |
| Larry Talbert           | 91          | Harrells, NC | Bobby Maulsby*         |
| Troy & Lida Votaw       | 326         | Harrells, NC | Stephen Jones, Jr.     |

\*This sale actually took place September 2017, but the POA was not notified.

John Jones amalgamated lots 173 and 174

Scott Detwiler amalgamated lots 157 and 156.5.

**Total Billable Lots      454.5**

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**Clerk's Report**

From the Clerk

**May 1, 2018**

|                |                  |             |
|----------------|------------------|-------------|
| April 30, 2018 | Outstanding Dues | \$50,830.78 |
| April 30, 2018 | Credit Balance   | \$ 6,602.74 |

**Lots Reported Sold in April 2018**

| <b>Buyer</b>                  | <b>Lot</b> | <b>Home</b>       | <b>Seller</b>      |
|-------------------------------|------------|-------------------|--------------------|
| 1 <sup>st</sup> Citizens Bank | 574        | Raleigh, NC       | Tim Parnell        |
| BRY-BE, LLC                   | 66/67      | Harrells, NC      | Grace Britt Estate |
| Jerry Dean Drake              | 66/67      | Lefthank, WV      | BRY-BE,LLC         |
| Marvin Tatum                  | 904        | Elizabethtown, NC | Joel Parker        |
| Marvin Tatum                  | 905        | Elizabethtown, NC | Joel Parker        |
| Dr. Tracie Vestal             | 906        | Elizabethtown, NC | Tomahawk Land Co.  |
| Dr. Tracie Vestal             | 907        | Elizabethtown, NC | Tomahawk Land Co.  |

**Total Billable Lots      454.5**

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## Exhibit D

### Property Mgr. Report March/May 2018

- Card report will be attached
- Most of our work the last two months has been associated with getting the pool ready to open. We have been working with Wilmington Pools to replace a good part of the cool deck and that is nearly complete. At this writing, a little touch up and then painting the repairs to match is all that is left. We have replaced two of our pumps. Cleaned the pool and are working to get the chemical balance established. We have also replaced the sand in the filters after discovering that they only had about half what they needed. I purchased enough salt and acid to get us started and will get more as needed.
- During the process Donovan asked me to get a replacement for him. He plans on being away a lot to spend time with his grandchildren. He also stated that his certification was expiring this month. I have appointed Lee Tibbetts as his replacement. Lee has recently completed his certification. Lee has put in a lot of hours getting things squared away and I'm sure he will be a great asset. Kent Allen is also getting his certification in as soon as school is out. As most of you will remember Kent and Janet both worked with Donovan in the past and are familiar with many aspects of operating the pool.
- I have also been working with both Lee and Kent in getting them qualified on the various aspects of my job so they can assist me. They will be "on duty" a few weekends this summer which will hopefully allow me a little uninterrupted time with my family.
- At the beginning of this month we had a very successful workday clearing the trees from around the tennis courts. Everyone seemed to really enjoy working together. Approximately 15 of our residents turned out to help. Don Sutton, another property owner, donated one of his crews with a backhoe to get up the stumps and put them on the burn pile. He also took out the stump on the clubhouse circle but was unable to remove the one in front of the Cabana because of the underground power lines. We will be working on putting some more decorative plants back on the site. Our landscaper will also add a few more roses to the clubhouse circle.
- I am trying to come up with some other community projects both to bring us together and help improve the community. This will include the replanting mentioned above plus a few others. A small low maintenance bed around our street signs is one idea. If you have ideas, please let me know.
- We have set a schedule for the summer events as follows: Official Pool opening will be Saturday, May 26<sup>th</sup> with a hot dog cookout with trimmings courtesy of our ladies club plus a DJ and live band performance. Chip Lankert, another resident plays in a new band and has arranged for them to perform for free. They are called "The Alyssa Lorraine Band". All the 4<sup>th</sup> of July events that we normally have will be on Saturday, July 7<sup>th</sup> ending with our traditional FIREWORKS show. We will also have a DJ that night as well. Applications for the youth fishing tournament are available at the bulletin board at the gate.
- I am in the process of replacing the warning signs at both boat ramps about the Hydrilla problems that other lakes are experiencing. I am also placing additional sign at the gate. We all need to be diligent in making sure that no one puts a boat or trailer in Bay Tree Lake that has come from any other lake without first giving it a good cleaning. Please caution any guest that you invite here to boat or fish
- I have completed two yard inspections and am happy to report that the great majority of our

property owners are doing an excellent job. I have averaged about 30 letters each and those who got letters have responded positively.

- We had 2 incidents a couple of week-ends ago with “visitors” on the other side of the main boat lift. The first time I warned them that this was private property and they grumbled but left. The next night they were back and had started a small fire on the beach which has spread to a small patch of broom straw, This time I threatened to have them arrested both for trespassing and arson. Whereupon they beat a very hasty retreat when they heard me beginning to contact our dispatch center. As a result we have placed a lock on the gate behind the sales office.
- Signs for Little Dock are ready except for painting the posts. They are treated and still somewhat green and need to dry out more before painting.
- I had the shingles that had blown off the clubhouse replaced thanks to Butch Maulsby, one of our property owners.
- Finally we are beginning to add quite a few very nice new owners to our rolls. In my dealings with getting them equipped with passes etc... I have been vry pleased to make their acquaintances.

Card Sales March-May 2018

|  | <b>Device</b> | <b>Amount</b> | <b>Owner</b>                |
|--|---------------|---------------|-----------------------------|
|  | 31753         | 25            | J. Smith                    |
|  | 1601          | 35            | “                           |
|  | 1602          | 35            | E. Stone                    |
|  | 1604          | 35            | J. Massey                   |
|  | 31755         | 25            | D. Kidd                     |
|  | 1607          | 35            | “                           |
|  | 1606          | 35            | “                           |
|  | 1605          | 35            | “                           |
|  | 1657          | 35            | A. Hudson                   |
|  | Key           | 25            | “                           |
|  | Key           | 25            | K. Talbert                  |
|  | 1610          | 35            | B Bryant                    |
|  | 1613          | 35            | T. Alphin                   |
|  | 1612          | 35            | T. Delinger                 |
|  | 1603          | 35            | M. Robeson                  |
|  | 1614          | 35            | D. Everett                  |
|  | 31756         | 25            | Dev. Mkt. Group             |
|  | 1617          | 35            | M. Daniel                   |
|  | 1618          | 35            | S. Yarborough               |
|  | 1619          | 35            | C. Rogers-Carver            |
|  | 1615          | 35            | B. Maultsby                 |
|  | 21757         | 25            | R. Strickland               |
|  | 1624          | 35            | “                           |
|  | 31759         | 25            | S. Mills                    |
|  | 1625          | 35            | “                           |
|  | 1626          | 35            | “                           |
|  | 1621          | 35            | T. Vestal/R. Long           |
|  | 1622          | 35            | “                           |
|  | 1623          | 35            | “                           |
|  | Dump Fee      | 500           | M. Lanier (5 loads to dump) |

