

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**July 19, 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, July 19, 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, Ginny Ruark, Greg Ruark, Maryellen Robeson, Butch Conklin, Todd Karpinski, Tricia Switzer, Brenda Barnes, Larry Barnes, Deborah Warwick, Phillip Warwick, Debbi Kettle, Tommy Hatcher, Joe Hulon, Hank Purvis, Cristy Purvis, Lynn Rideout, Chet Bojanowski and Michele Lewis.

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 (June 21, 2018):** Junior Rideout moved for approval of the June minutes as presented. Billy McGavock seconded. 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). [Troy Votaw moved for approval of the minutes of the Executive Session held on June 21, 2018. Billy McGavock seconded. Unanimous affirmative vote by those present.](#)

**Approval of Prior Month's Financial Report (June 2018):** Billy McGavock presented the report for June 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 June report was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of July 1, 2018:

BB&T Second Checking	\$ 70,547.12	(as of 6/29/18)
Southern Operations Checking	\$ 198,418.95	(as of 6/30/18)
Southern MM Savings	\$ 56,051.07	(as of 6/26/18)
TOTAL	\$ 325,017.14	
Loan Principal	\$ 515,447.97	(as of 6/27/18)

**POA Clerk's Report (June 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.

**Property Manager's Report (June/July):** The report was presented by Jim Crayton 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 confirmed that lien notices were sent from the attorney to two additional property owners, for a total of six that currently have been turned over to the attorney.

**Steve Jones Sr. Memorial.** Mr. Votaw reported no further action on this subject. He is developing the wording to go on the plaque from the obituary notice.

**Bull Bay Bridge Repair Update.** Mr. Atkinson reported that agreement has been reached, for Phase 1, with the same company that engineered the construction of the Horsepen Road bridge two years ago. Some equipment has already been moved on-site so work should begin by the end of this month.

**Burn Pile Security.** Per the Property Manager's report, the gates to the burn area are up and locked. A sign is on the gate giving 10-5:00pm Saturdays as the open times. Any other time is by appointment with the Property Manager.

**Fourth of July Celebration Review.** Mr. Atkinson expressed appreciation to all those who contributed their time and effort to making this the most successful Fourth of July Celebration at Bay Tree Lakes ever. Special thanks went to the women's association for involving so many fresh faces and to Ricky Price (and White Sand Realty) for the contribution of the huge bounce house.

### **New Business:**

**Front Gate System Replacement.** As reported in the Property Manager's report, the front gate system of Bay Tree Lakes suffered a total loss from lightning strikes during a storm in late June. The Board has been working with our insurance company and a number of possible bidders to determine the best solution to replace the needed capability. Two bidders remain and it is expected that one will be selected at an Executive Session of the Board immediately following this meeting, that work will start within a week, and the completion will come within 3 to 4 weeks.

**Labor Day Pig Pickin' Preparation.** Jim Crayton told of the plan to celebrate Labor Day with a Pig Pickin' at the Clubhouse on Saturday, September 1<sup>st</sup>. The event will be catered by the Bay Tree Lakes Volunteer Fire Department, paid for by the BTL POA. The POA will pay for 350 plates at \$7.50 per plate, as has been done for the last couple of years. The Board asked the Clerk to send out post cards to all property owners informing them and inviting them to attend, from 1:00 pm until 2:30 pm, or until the food runs out. Each card should include an invitation also to each property owner to join [nextdoor.com](http://nextdoor.com).

**POA Member Comments:** There were a larger than usual number of property owners in attendance at this meeting and they provided several comments and questions, primarily addressing the lack of grounds maintenance by the developer, particularly up front around the gate area, and around the lots and street sides owned by the developer.

There being no further business, a motion to adjourn was made by Troy Votaw and seconded by Bob Latham. 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**

**July 19, 2018**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (June 21, 2018) and Executive Session (June 21, 2019)	Bob Latham
Approval of Prior Months' Financial Report (June 2018)	Billy McGavock
POA Clerk's Report (June 2018)	Tish Herrmann
Property Manager's Report (June/July 2018)	Jim Crayton

**Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Bull Bay Bridge Repair Update	Charles Atkinson
4. Burn Pile Security	Charles Atkinson
5. Fourth of July Celebration Review	Jim Crayton

**New Business:**

1. Front Gate System Replacement	Charles Atkinson
2. Labor Day Pig Pickin' Preparation (Post Card Notification)	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 – June 2018

	TOTAL (\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	11,699.06
Interest Paid by Members on Dues	38.22
Total Non-Profit Income	11,737.28
<b>Total INCOME</b>	<b>11,737.28</b>
<b>EXPENSES</b>	
Building Cleaning	435.00
Cost of Labor	
Certified Pool Operator	440.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,040.00
Grounds	
Debris Pile Burning	6,000.00
General Landscape Work for POA	780.00
Total Grounds	6,780.00
Member Event	85.12
Office Expenses	
Bank Charges	375.40
BB&T Credit Card Payment	1,181.26
Telephone	384.79
Total Office Expenses	1,941.45
Repair & Maintenance	
Clubhouse	779.87
Gate	499.59
Pool	5,434.82
Supplies & Equipment	34.16
Total Repair & Maintenance	6,748.44
Southern Loan	10,287.38
Uncategorized Expense	134.00
Utilities	
Electricity	1,307.46
Sewer	75.20
Water	262.80
Total Utilities	1,645.46
<b>Total EXPENSES</b>	<b>30,096.85</b>

NET OPERATING INCOME	- 18,359.57
OTHER INCOME – Interest Earned	7.60
<b>NET INCOME</b>	<b>-18,351.97</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

**July 1, 2018**

June 30, 2018	Outstanding Dues	\$23,832.03
June 30, 2018	Credit Balance	\$ 8,858.87

**Billing July 1, 2018**

453.5 Lots	\$81,630.00
Interest	714.89
Outstanding	<u>23,832.03</u>
Total Billed	\$106,176.92

**Lots Reported Sold in June 2018**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
Michael & Amanda Kornegy	275	Clinton, NC	South River Land Company
Roy Sessoms, III	352	Elizabethtown, NC	Terry Weese
Steven & Irene Apperson	158	Myrtle Beach, SC	Rocky Strickland

George Conklin amalgamated lots 254 and 255

**Total Billable Lots      453.5**

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## **Exhibit D**

### **Property Mgr. Report June/July 2018**

1. Due to gates being out, no cards issued this month.
2. Biggest issue this month was the gates. On Sunday night June 24<sup>th</sup> we were hit with the worst lightning storm I can remember. It took out the entire gate system including the computer in the office and several internet systems mostly in homes in the east end of the community. Several houses were also hit with only minor damage. Our initial assessment was that the damage at the gates was limited to the motherboard in the guest gate. However, once that board was installed, we discovered that virtually every part had sustained damage. The technician advised us that due to its age and the scarcity of parts, the best course was to replace the entire system. At the board's direction, I then made arrangements to file an insurance claim and get prices together for replacing the system. The board has also been gathering bids. I also made arrangements to have the data on the hard drive on the damaged computer salvaged. It was reinstalled on a new computer and I believe it will work once we have functioning gate to test it on.
3. The cabana side gate at the pool has also malfunctioned and we are awaiting parts to repair it.
4. The repaint on the Horsepen Boat Lift was completed and some mechanical issues are being addressed.
5. The new signs at the pool seem to be working. There have been no reports of glass at the pool in the last couple of weeks. Please continue be vigilant when you are there and don't hesitate to remind anyone of the rules.
6. The fire ant treatment of the community property has been completed as was successful. We have switched to Down East Pest Control Company. I had a report of some ground hornets near the basketball court and that area was also sprayed. I was advised that they are difficult to kill due to the depth of their nests. They do, however, usually abandon them once they are disturbed. Be cautious on any canal bank.
7. I had a board replaced on the main lift.
8. The 4<sup>th</sup> of July events all went very well. The kid's fishing tournament was a huge success and some have said that the fireworks were the best yet. Thanks to all who helped with these events.
9. The gates to the burn area are up and locked. A sign is on the gate giving 10-5:00 pm Saturdays as the open times. Any other time is by appointment with me only. Anyone doing major clearing with a contractor needs to contact me also.
10. The quarterly maintenance in the fitness center was done and I am waiting on some estimates for some minor repairs. We will be retiring the Horizon treadmill

as soon as I can get it removed. It is not a commercial machine and has finally reached the end of its useful life. Please do not use it.

11.Sent approximately 25 grass letters and had to have 3 lots cut and billed.

12.Finally, I would like to thank those of you who responded to my request for new volunteers for the fire department. We now have about 10 new members undergoing training.