

POA BOARD MINUTES

July 11, 2006

The POA board meeting was held at the Bay Tree community building on July 11, 2006 at 7:00 pm. The following board members were in attendance: Roger Wright, Bob Brediger, Charles Massey, John Hemingway and John Shaw. Others present were clerk, Tish Herrmann and property manager, Roy Dew. POA members in attendance included: Terry Packard, Brian Wolf, Ed Stone, Bob Laythan, Larry Harless, Netta Massey and Loren Becker.

President Wright called the meeting to order and welcomed everyone to the meeting. John Hemingway gave the invocation.

The agenda was passed out and is attached as exhibit 1.

Roy Dew gave the Property Manager report which is attached as exhibit 2. He reported continued problems with the gate. The underground sensor had to be replaced and the electronic control had to be replaced. The deputies have started using the telephone data sheets for weekend entries. Mr. Dew has installed anchors on the charcoal grills in the picnic area so they would not be moved around. He recommended that if we were going to continue with a flag that we get a pole that will withstand high winds. Mr. Dew had two concerns; four wheelers on the playground and continued damage to the recreation room. Upon motion made by Bob Brediger, seconded by John Shaw, it was unanimously approved to purchase a flag pole for \$483 to replace the current one.

Tish Herrmann gave the clerk's report. She said we had 2 properties that were sold in June. Rob Kramer sold to Raymond and Judith Gill and Bryan Wright sold to Stephen and Karen Coles. Dues billing will go out right away and the letters with the dues increase and road assessment went out the 1st of July.

John Shaw presented the minutes from the June 6th meeting. There was one item that was corrected. Upon motion made by Bob Brediger, seconded by Charles Massey, the June 6, 2006 minutes were unanimously approved with the correction.

Charles Massey gave the June 2006 financial report. Income was \$1,541. Expenses were \$12,579 with a net loss of \$11,039. Cash at month end was \$67,574. Investments total was \$142,880. Upon motion made by John Shaw, seconded by Bob Brediger, the treasurer's report was unanimously approved. Report is attached as exhibit 3.

Old Business:

There was no report on the covenants and by-laws committee at this time. Charles Atkinson is still working on the boat lift safety issue. Bob Brediger reported that his committee was recommending that we purchase an additional 100 grass carp because of the growing grass problems in the canals. Upon motion made by Bob Brediger, seconded

by Charles Massey, it was unanimously approved to purchase the additional 100 grass carp. The additional report information will be brought to the next meeting.

A special presentation was made by the State of Forest Service Representative to members of the Bay Tree Volunteer Fire Department designating the Bay Tree community as a Fire Wise Community.

The security committee has had 2 meetings. This committee was formed because of the concern about non owner use of the community. The full report is attached as exhibit 4. The committee had 4 priorities:

- 1)Control entry cards, send letters to all property owners to reply with card numbers, then delete all unaccounted for cards
- 2)Put up no trespassing signs and at boat ramps and other areas
- 3)Get Lake Creek to support POA policies
- 4)Use annual stickers on boats

Upon motion made by John Shaw, seconded by Charles Massey, it was unanimously approved to send letters to POA members to get card numbers along with POA rules about visitors and guests. Upon motion made by Charles Massey, seconded by John Hemingway, it was unanimously approved to put up no trespassing signs as recommended.

A procedure was presented by Charles Massey and Roy Dew for getting bids for major renovations and capital improvements. It is attached as exhibit 5. Upon motion made by Charles Massey, seconded by John Hemingway, it was unanimously approved to accept the procedure as presented.

Charles Massey reported that he had contacted 2 CPA firms about doing a review of the POA books. Upon motion made by John Hemingway, seconded by Bob Brediger, it was unanimously approved to proceed with using Charles's choice of a CPA firm to use as agreed upon procedures to review.

A special meeting of the Board will be held prior to the next Board meeting on August 1St to discuss the 5 year plan.

The Grooms law suit is scheduled the week of July 17th. The attorney is writing another letter on the restriction violation with Mr. Briggs.

New Business:

President Roger Wright thanked everyone who worked on the July 4th celebration, especially Lenox Harrelson for making it a success. President Wright was to respond to letter from a new owner, Mr. Bob Maude about statements made by the salesman when he bought his lot. Upon motion made by Bob Brediger, seconded by John Hemingway, it

was unanimously approved for President Wright to copy Mr. Maude's letter, and express our concerns about the salesman's statements as it pertained to the POA, to Steve Jones.

President Wright was to get a letter out to those who needed to mow their lots so that Roy could make plans to get them mowed.

Michael Owen, of Michael's Trash Away, made a presentation to the Board to pick up garbage once a week. The cost would be \$18 per month, \$45 quarterly, \$85 for 6 months or \$170 per year. This presentation was made because the present dumpster site may be closing. The County Commissioners have purchased a sight between Baytree and Coley Creek but do not have a time table to complete the site. If anyone has an interest they can call Michael Owen at 910-863-3390. See attached exhibit 6.

The meeting was adjourned at 9:55 pm.

Respectfully Submitted,

John Shaw, Secretary

POA BOARD MEETING

July 11, 2006

Club House

Call to Order

1. Invocation
2. Welcome
 - a. Property Owners
 - b. Guest
3. Property Manager's Report
4. Clerk's Report
5. Reading of the June 5, 2006 Board Minutes
6. Reading of the Treasurer's Report

OLD Business

7. Review of Covenants and by Laws---Jim Crayton/Team
 - a. Goal—Covenants and By Laws that includes the **legal changes and revisions** that have taken place since the original documents were written.
 - b. A process to insure that changes and revisions are properly managed.
 - i. Revised copies are circulated to property owners in a timely fashion.
 1. Master Copy
 - a. Stored/maintained/available
8. Boat lift capacity study---Charles Atkinson/Team
9. Fish Team Update—Bob Brediger/Team
10. Special Presentation—Bob Latham/Bay Tee Fire Dept.
11. Security Team update (note-this discussion will take approx. 45 minutes)
12. Bid Procedure Update Charles Massey/Roy Dew
 - a. Sourcing
 - i. Materials
 - ii. Labor
 - iii. Services
13. Financial Review----Charles Massey
 - iii. Annually
14. Review of Action Plan for Street Resurface/Repair
 - a. Meeting with Attorney (May 25, 2006)
 - b. Meeting with Steve Jones (June 1, 2006)

15. FIVE YEAR PLAN IMPLEMENTATION

- a. 2006 issues
 - i. Double Entrance Gate System (widen current entrance) (street sub comm.)
 - ii. Trailer/Boat/Etc. Storage
 - iii. Boat Lift Weight Capacity
- b. 2007 and beyond
 - i. Reference 5 year plan

16. Status of Grooms action

17. Status of Briggs Action

18. Status of House Action

NEW BUSINESS

19 Thank you---Fourth of July Celebration Team

20. Response to Bob Maude

21. Grass Cutting

- a. Need/requirement to mow lot
 - i. Guidelines
 - ii. POA policy for mowing lots
 - iii. Cost to property owner
 - 1. Process for collecting

22. Adjournment

Exhibit 2

Property Managers report for June 2006

- Had problems with the out gate:
 - Replaced sensor under road, the sensor had been under road since the first gate were installed in the 70's
 - Replaced the electronic controls in the cabinet (the controls that were replaced are obsolete).
 - Deputies started using the telephone data sheets
- Installed anchors on the grills in the picnic area.

Recommendation:

Purchase g. new flag pole that will with stand 110 mph winds.

Concern:

Kid riding four wheeler in the playground area

Hole in the wall of the recreation Room

Exhibit 3

Financial Report

	Jan	Feb	Mar	Apr	May	June	Total
Income							
cards	\$165	\$75	\$505	\$285	\$275	\$90	\$1,395
club rental			\$350			\$200	\$550
dues	\$27,590	\$14,738	\$2,625	\$15,360	\$3,391	\$971	\$64,675
misc.	<u>\$245</u>	<u>\$165</u>	<u>\$20</u>	<u>\$50</u>		<u>\$280</u>	<u>\$760</u>
Operating Income	\$28,000	\$14,978	\$3,500	\$15,695	\$3,666	\$1,541	\$67,380
Grant for dry hydrants			\$14,400				\$14,400
Total Income			\$17,900	\$15,695	\$3,666	\$1,541	\$38,802
							\$0
Expenses							\$0
Buildings	\$596	\$496	\$464	\$446	\$793	\$631	\$3,426
Grounds		\$150	\$210	\$335	\$1,070	\$703	\$2,468
Insurance					\$750		\$750
Maintenance			\$4,784	\$2,222	\$3,670	\$5,603	\$16,279
Member events							\$0
Misc		\$3,683	\$100	\$52	\$52		\$3,887
Refund				\$15		\$10	\$25
Office	\$35	\$506	\$354	\$288	\$189	\$471	\$1,843
Taxes		\$421	\$596	\$270			\$1,287
Utilities	\$669	\$620	\$646	\$594	\$636	\$697	\$3,862
VFD Support							\$0
Wages & Salaries	<u>\$847</u>	<u>\$564</u>	<u>\$500</u>	<u>\$500</u>	<u>\$920</u>	<u>\$4,464</u>	<u>\$7,795</u>
Operating Expenses	\$2,146	\$6,439	\$7,655	\$4,722	\$8,080	\$12,579	\$41,621
Special projects	<u>\$4,645</u>	<u>\$206</u>	<u>\$332</u>	<u>\$1,545</u>			<u>\$6,728</u>
Total Expenses	\$6,791	\$6,645	\$7,986	\$6,267	\$8,080	\$12,579	\$48,348
Operating Profit/Loss	\$25,854	\$8,539	(\$4,154)	\$10,973	(\$4,414)	(\$11,039)	\$25,759
Total Profit/Loss	\$21,209	\$8,333	(\$4,486)	\$9,428	(\$4,414)	(\$11,039)	\$19,031
Operating Cash	\$54,484	\$62,817	\$72,731	\$82,159	\$77,745	\$6,378	
Reserve Cash	\$1,061	\$1,053	\$1,044	\$1,045	\$1,045	\$1,045	
Money Market Acct.						\$60,151	
Investment	\$143,029	\$143,193	\$143,024	\$145,677	\$142,877	\$142,880	
Total	\$198,574	\$207,062	\$216,799	\$228,881	\$221,667	\$210,454	

Exhibit 4

Security Review Committee — Minutes for Meeting #1 — June 15th, 2006

1. At the beginning of the meeting it was discussed that perhaps we should

do a community survey to find out what the community's view is on

increasing the security and to what point they would feel comfortable with

the POA board proceeding.
2. Responsibilities for the guards
 - a. Initial drive through by guard should be to ensure that all gates are locked including the yellow gate on 41 and all the gate across from the current dump site. The guard should also put a note on each vehicle at the boat ramps asking them to checkout as they leave the community as well as taking down their license plate number.
 - b. Keep guard at gate (no ride around) at all times other than initial ride through and closing drive through. The committee feels that these ride around(s) by the guard takes away from the security at the gate and provide no real service to the community.
 - c. The guard should place cones out to the right of the gate with a sign for guest or visitors to pull to the right. This would allow property owners to enter without obstruction or delay.
 - i. When a visitor arrives the guard should go out with clip board and write down the visitor's name, the visitor's plate #, the person they are visiting and the property owner's number. The guard should then return to his guard post and proceed by calling the property owner to check to see if this person is a legitimate visitor. If the property owner agrees to allow entry then the guard should use the provided temporary guest pass (document 1A) and it should remain visible in the guest vehicle windshield while in Bay Tree. This form should be made in various colors and randomly changed each day. These passes should also be returned at the end of the day when leaving.
 - ii. If no property owner can be reached then the visitor will not be given access and should be asked to leave. With the availability of communication today it should not be expected for the guard to chase down people to help a visitor gain entry. This is going to require that property owners make better arrangements with their guest in the future. Furthermore, this will help to enforce the on going problem of guest in the community when the property owner is not present.
 - iii.

3. Card Control — (Priority # 1)

- a. The committees first recommendation would be to send out a letter to all property owners and contractors (document 1B) asking for them to list the card numbers that they have in their possession. The letter should have a cancellation date for the cards listed so it falls on the property owner if the card number is not returned by the due date.
- b. When the due date arrives all cards not listed on the property owners returned letters should be disabled.
- c. If possible in the gate system, contractor's cards should be given a 6-8 month expiration so that it will automatically cancel itself. There also should be a limit to how many cards that a contractor should have (recommendation 2).
- d. The homeowner, not the builders should work out card issues or purchases through the Clerk. In the event that a contractor's card does not work or is lost they should contact property owner.

4. General Recommendation for improved Security

- a. **(Priority # 3)** The corporation (Lake Creek) should follow the same policies and procedures as property owners in that guest of the corporation should receive the guest pass (1A) and follow any other guidelines of the operating procedures.
- b. **(Priority # 2)** No trespassing signs or posted signs along Hwy 41 and in designated areas such as the boat ramps and areas of known offenses should be posted with no trespassing signs.
- c. Enforce trespassing violations by calling the Bladen County Sheriffs Department.
- d. **(Priority # 4)** Annual Stickers for boats or vehicles based on a valid DMV registration or similar papers matching property owners name, and address(es).
- e. A gate on the canal boat ramp with a electromagnetic lock such as the door on the club house would be an easy way to keep out trespassers.
- f. The committee is recommending that the board look into adding a remote control to the boat lift with key fobs given to property owners only. This will help to protect and keep the canals inaccessible to the increased traffic from the State Park on Hwy 41.

Dear Baytree Property Owner:

In order to provide you with better security and protect your investment at Bay Tree Lakes, the current POA board is asking that all property owners send in the attached document by July 30th. We are asking that you provide us with the number of each card that you have on hand so that we can clean out the system of old, lost or invalid cards. If you wish to submit the cards online then you may do so by going to the link listed below. Please note that any card not submitted by July 30th will be revoked and no longer will work to gain access to the BayTree Lakes Community.

Link to submit card numbers online: <http://www.baytreecommunity.com>

Detach form below and mail to the address listed below

Property Owner Name(s): _____

Lot # _____

Card Number: _____

Card Number: _____

Card Number: _____

Card Number: _____

Bay Tree Lakes Property Owners Association, Inc.
640 Bay Tree Drive
Harrells, NC 28444

Exhibit 5

Policy and Procedure for Contracting

Purpose: The purpose of this procedure is to define the process for procuring goods and services for capital projects and general maintenance to the common properties at Bay Tree Lakes.

Policy:

Capital projects: Before a capital project is implemented the property manager will scope the project. The project will then be presented to the Board of Directors for approval. Once the project is approved the property manager will obtain three bids from qualified contractors. The contractor will have ten (10) days to return their quote for the project. The contractor with the lowest bid will be awarded the project. The Board of Directors reserves the right to disapprove a bid for cause.

Maintenance: The property manager is empowered to spend up to \$2000 on maintenance of the facilities and equipment. Barring an emergency, an expenditure of that amount will be discussed with the President of the Board of Directors before proceeding.

Definitions:

Capital project: An investment to the common property that:

- Adds value to the property in excess of \$1000.00
- Purchase of new equipment, or new addition and enhancements to existing facilities

Maintenance: The act of maintaining the existing grounds, facilities, equipment and supplies for the common property.

Contractor: A company or individual that has the skills, qualifications and ability to perform a task or job that has been scoped.

Scope: The act of defining the nature of the work to be performed, how it is to be performed and an estimate of materials and labor costs.

Exhibit 6
Michael's Trash Away, LLC.

- 1) All trashcans remain the property of *Michael's Trash Away*. They are not to be altered in any form. If you decide to discontinue this service, you must let MTA know two weeks in advance so trashcan(s) can be picked up.
- 2) Trashcan(s) should be placed approximately 6-8 feet from road by your driveway the **night before your assigned pickup day**. Please do not put trashcan in the path of mail or newspaper delivery persons.
- 3) For safety reasons, trashcans will be laid down once they are emptied. Trashcans are to be removed from shoulder of road by customer once they have been emptied.
- 4) Only household trash is accepted at this time. **Kitchen / food waste must be bagged**. Please put all trash in the trashcan(s) provided by MTA. Trash on the ground will not be picked up. Any trash placed above the lip of the trashcan **MUST** be bagged and tied shut. It is the customers responsibility to wash out trashcan(s) at least twice yearly, or more if needed.
- 5) Invoices will be mailed by the 25th of each month for the following month. Payment is due by the 7th. Late notices will be delivered after the 7th and a \$2 late fee will be added to statement. If your trashcan is picked up because of non-payment and you decide you want it back, your bill must be paid in full plus a \$10 re-delivery fee. All Payments must be mailed to *Michael's Trash Away* in the envelope provided with your statement. PLEASE DO NOT put payment in or on your trashcan.
- 6) All returned checks are subject to a \$35.00 processing fee.
- 7) Do not place hot ashes, solvents, paints, or other flammable liquids in the trashcan.
- 8) All dogs need to be either pinned or leashed on pickup day.
- 9) If a holiday falls on your regular pickup day, I will inform you the preceding week as to when your trash will be picked up. When you are on vacation, please let me know ahead of time if you want your trash picked up while you are away.
- 10) If you need to contact me, please call before your pickup day.
- 11) *Michael's Trash Away* reserves the right to change pickup days. All changes will be made in writing.
- 12) If you are physically unable to move the cart to the road, please call me to discuss options.

- 13) If inclement weather (severe snow / ice storms, major hurricane) occurs on your pickup day, your trash will be picked up as soon as possible.

Please complete and return bottom part of this form if you wish to subscribe to this service.
An envelope is enclosed for your convenience.

Cut here-----

Name: _____

Mailing Address: _____

Physical (911) Address: _____

Telephone Number. _____

I have read and understand the above instructions and policies. I understand this is an optional service and does not affect the Solid Waste fees charged by Bladen County.

Signature _____