

Monthly Board of Directors Meeting

The Bay Tree Lakes Property Owners Association Board of Directors monthly meeting was held at the Bay Tree Lakes Clubhouse on Tuesday, June 5, 2007 at 7:00 pm. The following Board Members were present: Mr. John Shaw, Mr. Dennis Ford, Mr. Charles Massey, Mr. Charles Atkinson and Mr. Roy Dew. Others present were Mrs. Tish Herrmann, POA Clerk, and POA Member: Mr. Terry Packer

President John Shaw called the meeting to order promptly at 7:00 pm at which time everyone was welcomed to the meeting. President Shaw expressed his appreciation for everyone's attendance.

At President Shaw's request Mr. Roy Dew gave the invocation.

President Shaw distributed the meeting agenda to all present. (Attached marked Exhibit A)

Approval of May 1, 2007 Meeting Minutes (Attached marked Exhibit B)

Secretary Charles Atkinson distributed the minutes for the prior month's meeting. The minutes from the May meeting were emailed to all board members prior to the meeting for their review. Charles Massey made a motion to approve the minutes as presented. Vice President Dennis Ford seconded the motion. Minutes were unanimously approved.

Approval of Financial Report (Attached marked Exhibit C)

Treasurer Charles Massey presented the May 31, 2007 financial report. May income from cards, clubhouse rental, dues, miscellaneous and road fund was \$14,123. The year to date income is \$122,783. Expenses for the month for buildings, grounds, insurance, maintenance, member events, refunds, office, taxes, utilities VFD support, wages, salaries, and miscellaneous was \$7,852.00. Expenses for the new gate project totaled \$4641.00. Total expenses for the month of April 2007 were \$12493.00. The year to date total expenditures is \$68,393.00. The operating profit for the month of May is \$6,271.00 and the total operating profit for the year \$82,114.00

The POA operating cash is \$47,728.00, money market account balance \$92,653.00, investment account balance \$ 168,997.00. Total of all accounts ending May 2007 is \$309,378.00. Additionally, Treasurer Massey reported issues regarding a reoccurring ADT bill for security camera maintenance at the main gate. No one could determine who authorized the reoccurring expense; therefore Mr. Massey did not pay this invoice for the month. He continues this investigation with the company and will report his findings at the next board meeting.

Motion to approve the financial report and to continue the investigation of the camera maintenance agreement as presented by Treasurer Massey was made by Charles Atkinson and seconded by Vice President Dennis Ford.. The motion was unanimously approved.

Property Manager's Report (Attached marked Exhibit D)

At Large Board Member and Property Manager Roy Dew presented the report to the board. Items completed since the last meeting are: Clubhouse wall receptacles, floor cleaned and waxed, reworked hand rail on west end of building, raked the beach area, playground and boat ramp driveway. Cabana breezeway ceiling replaced and painted and installed three mooring buoys in the lake. A new copier was purchased for the POA office and a new telephone line was installed. The telephone numbers are as follows: 910-588-4399 POA Office, Gate House 910-588-4334 and Clubhouse 910-588-4631. Vice President Ford inquired as to the new "No Wake " signs discussed in the last meeting. Mr. Dew advised he did not have time to get this done; however he would do so.

New Gate Entrance update

Roy and Barbara Dew traveled to Southern Time for software training. He continues to enter the data into the computer for the new vehicle tags and cards. Mr. Dew is still installing new style tags on vehicles. All property owners' data has been entered in the database, but there is still a lot to enter from the paper work on individual vehicles of property owners. During the last month, several gate boards have been replaced. Mr. Dew reports no work has been done on the new gatehouse in the last two weeks and does not know when the work will resume. It seems the Corporation has decided to make some changes to the appearance and are awaiting materials as well as the contractor to return. Mr. Dew advises he has made several trips to pick up additional materials to expedite the completion of this project.

Mr. Dew requests the board to allow him to examine the feasibility of installing a small golf practice area. Some residents are currently using an area to practice short iron shots. This project would require the installation of an elevated tee box and small landing area. Roy believes this project could be done very economically. The board agreed for Roy to define the scope of the project and prepare a budget for the next board meeting.

Southeastern Pond Restocking representative will be at Bay Tree on June 6, 2007 to examine our waterways in order to make recommendations to improve fish populations and improve habit for the fish. This report will be presented at a future board meeting. In the past Mr. Jones has assisted in the cost of restocking. Roy will inquire when Mr. Jones plans on stocking the new canals and determine his interest in assisting in our investigative efforts with existing canals. The beaver population issue has not been resolved as we are still trying to find a trapper.

National Geographic will be filming a documentary around the Horsepen Lake area as well as some excavation in the area. The limited information we have seems to involve some extinct animals and soils or layers of soil types. Here will be some helicopter activity in the area during this time.

A motion was made by Charles Atkinson and seconded by Charles Massey to approve the Property Manager's Report and golf practice area feasibility study. Motion was unanimously approved.

Clerk's Report (Attached marked Exhibit E)

POA Clerk Tish Herrmann presented the clerk's monthly report. Tish reports no lots were reported sold during the previous month. Five delinquent letters for unpaid dues were mailed on May 1, 2007. Three of the recipients have responded with payment in full, a fourth make a \$250.00 payment and promised to pay balance in June 2007. President Shaw is speaking with the fifth property owner. Samples of "Late Payment Letters" were presented for review by the board. Due to the increase in POA dues last year, the board desires to change the policy regarding the first of the late payment letters. The present policy states the first late letter will be sent to the Property owner after the dues are in arrears one year. The board desires to change this policy from one year to after two quarters. This change would result in potential letters being mailed in July and January of each year. The board also agreed with the POA clerk to stop charging \$ 5.00 for replacement gate cards due the implementation of the new entrance policies and procedures. Dennis Ford made a motion and Seconded by Charles Massey to approve the Clerk's Report as presented as well as to change the "Late Letter Policy" as requested. Motion was unanimously approved.

Old Business

A brief discussion regarding the status of the Lewis lots amalgamate issue. President Shaw restated the board's previous position. Both parties appear to have some conflicting information regarding this issue. John Shaw will follow up on this issue before next meeting and report to the board.

President Shaw explains we do not have the lease agreement for the new storage area property between POA and Mr. Steve Jones. Charles Massey informs Steve Jones has agreed to provide two acres for the storage project. Charles Massey was ask and agreed to follow up on this issue with Steve Jones and report back to the board. Mr. Dew reports he observed the surveyor on site today.

Street repair and resurfacing project was discussed. President Shaw and Vice President Ford have appointed a committee to update the scope and cost of this project. The committee consists of the following members: Mr. Dennis Ford, Mr. Charles Massey, Mr. Roy Dew, Mr. Tommy Edge and Mr. Carl Allen. President Shaw encourages any POA member wishing to serve on this committee to do so. The Board desires to proceed with discussions regarding drainage, water line replacement and updating quotations.

POA member Terry Packer updated the board on the security committee's findings. The committee has determined several places where the overall security can and is being breached. Some areas are, but not limited to, the following: beside the Corporation office building, trails off NC 41 accessing the Horsepen area and the trash dump area. Mr. Dew advises Steve Jones desires to have gates installed at points of this type in lieu of cables for safety and liability reasons. The board agreed for the Property Manager to price gates for these areas and report back to the board at the next meeting. Everyone agreed. Discussion regarding areas adjoining Bay Tree Properties that are hunted by hunting clubs and the access to said property is via some installed gates. President

Shaw will discuss with the principals and try to reach some type of agreement. He will report back to the board at the July meeting. Mr. Packer also advises the Guard instructions and standing orders have been updated as requested by the board. A motion was made by Dennis Ford and seconded by Charles Atkinson to approve the Security Teams report as presented. Passed unanimously.

New Business

The Board appointed a committee to handle the activities for July Fourth celebration Committee volunteers are Lenox Harrelson chairperson, Phyllis Latham co chairperson for children activities and Charles Atkinson to handle the flotilla. Any POA member is encouraged to help this committee. The holiday will be observed on Wednesday July 4 2007. Tentative schedule for events is as follows: Children's Activities and cook out begin at 4:00 pm and flotilla assembly at 8:00 pm. Property owners should check the bulletin board at the Gate House for additional instructions and revised schedules. A motion was made by Charles Atkinson and seconded by Roy Dew to authorize up to \$1500.00 for the fireworks and food for this event. President Shaw will check into the fireworks permitting and recruit someone to handle the fireworks show. Unanimously approved.

President Shaw emailed the five year plan to all board members He expressed the need to update the plan through the year 2012. This item was tabled due to time and more pressing issues.

President Shaw requested POA's web site information to be updated as soon as possible, POA member Starke agreed to handle this issue. At Mr. Starke's request, the following item will be deleted from the website: "Meet your Neighbor Section" also the Clubhouse Rental agreement requires updating to reflect changes made at the last POA General Membership meeting. A motion was made by Charles Atkinson and seconded by Charles Massey to make the proposed changes to the Website. Unanimously approved Dennis Ford requests the board to allow a weather station link and web cam feed of the lake to be added to the POA Website. There will be no cost to the Association for this service. A motion was made by Roy Dew and seconded by Charles Massey to approve the weather station and web cam links to the POA Website. Unanimously approved. The Board appreciates Mr. Starke dedication to this service to our association.

Bladen County Hospital meeting to discuss the County Hospital issues with the Bay Tree residents will be Thursday night June 7, 2007 at the clubhouse.

Charles Massey advised a property owners' boat was damaged on the boatlift at the canal. Accident investigation reveals one of the cables broke, dropping the owner's boat resulting in some minor damage (Estimate \$150.00). Roy Dew notified our insurance carrier. Roy has repaired the cables and replaced turnbuckles. Dennis Ford explains during "low water times" the cables are overlapping when rewinding resulting in some of

the stranded wire being cut. He suggests we should take a closer look at this issue. Everyone agrees. President Shaw instructs our treasurer to work this out with the property owner and our insurance carrier. Roy Dew advises the new lift at Horsepen is nearing completion.

Treasurer Charles Massey informed the board of several issues regarding the POA accounting system and records keeping. Mr. Massey has received a list of suggested recommendations from a local CPA, which would improve records keeping as well as records auditing. After discussion the board wishes to pursue these improvements and authorized Mr. Massey to investigate the cost to upgrade our computer software, our computers compatibility with this new software, and potential replacement of our computer if needed. Also, we should look into remote secure access potential for this system. Additionally, inquire as to the necessary training for POA staff to implement these improvements.

Executive Session

All Property Owner Association Members were dismissed and the board went into Executive Session. This session was held to discuss private matters, which could result in future potential legal actions, by the board.

There being no other business, a motion was made by Dennis Ford seconded by Director Roy Dew to adjourn the motion passed. The meeting adjourns at 9:39 pm.

Respectfully submitted,



Charles H Atkinson
Secretary
Bay Tree Lakes POA

Exhibit A
POA Board Meeting
June 5, 2007

Welcome-----John Shaw
Invocation-----Roy Dew
Minutes May 1, 2007-----Charles Atkinson
Treasurer's Report-----Charles Massey
Property Manager's Report-----Roy Dew
Clerk's Report-----Tish Herrmann

Old Business:

- | | | |
|----|---|----------------|
| 1. | Trailer Parking | Charles Massey |
| 2. | Paving project | Dennis Ford |
| 3. | Holiday Activities 4 th July and Labor day | John Shaw |
| 4. | Bladen County Hospital information Meeting | John Shaw |

New Business:

- | | | |
|----|-----------------------------------|---------------|
| 1. | Revision of Clubhouse rental----- | Board |
| 2. | Clean up of web site | George Starke |
| 3. | Security Team Update----- | Brian Wolf |

Exhibit C
June Financial Report

	Jan	Feb	Mar	Apr	May	Total
Income						
cards	\$140	\$70	\$155	\$260	\$195	\$820
club rental	-	\$400	\$600	-	\$200	\$1,200
dues	\$36,039	\$7,442	\$4,128	\$29,285	\$10,164	\$87,058
Roads	\$13,856	\$3,096	\$1,692	\$10,944	\$3,564	\$33,152
misc	\$295	-	-	\$258	-	\$553
Operating Income	\$50,330	\$11,008	\$6,575	\$40,747	\$14,123	\$122,783
Expenses						
Buildings	\$2,898	\$283	\$3,396	\$297	\$538	\$7,412
Grounds	-	\$397	\$400	\$720	\$1,973	\$3,490
Insurance	\$3,438	-	-	-	\$750	\$4,188
Maintenance	\$937	\$138	\$1,524	\$2,156	\$1,544	\$6,299
Member events	-	-	-	\$1,072	\$91	\$1,163
Miscellaneous	\$200	\$491	\$849	\$475	\$458	\$2,473
Refund	\$3,285	-	-	\$150	\$150	\$3,585
Office	\$106	\$304	\$202	\$881	\$199	\$1,692
Taxes	-	-	\$1,242	-	-	\$1,536
Utilities	\$662	\$725	\$696	\$459	\$728	\$3,270
VFD support	-	-	-	-	-	-
Wages & Salaries	\$1,000	\$1,000	\$1,000	\$1,140	\$1,420	\$5,560
Operating Expenses	\$12,526	\$3,632	\$9,309	\$7,350	\$7,852	\$40,669
Gate Project	2,035	678	17,563	2,663	4,641	\$27,580
Special Projects	\$40	\$104				\$144
Total Expenses	\$14,601	\$4,414	\$26,872	\$10,013	\$12,493	\$68,393
Operating Profit/Loss	\$37,804	\$7,376	(\$2,734)	\$33,397	\$6,271	\$82,114
Total Profit/Loss	\$35,729	\$6,594	(\$20,297)	\$30,734	\$1,630	\$54,390
Operating Cash	\$59,066	\$35,660	\$15,363	\$46,098	\$47,728	
Money Market Acct.	\$61,572	\$91,797	\$92,085	\$92,364	\$92,653	
Investment	\$159,047	\$156,128	\$158,045	\$164,146	\$168,997	
Total	\$279,685	\$283,585	\$265,493	\$302,608	\$309,378	

Exhibit D

Property Managers Report for May 2007

Clubhouse:

- Repaired wall receptacles
- Floor refinished
- Reworked hand rail on the west end
- Raked the beach, playground, and boat ramp driveway
- Purchase a new copier for the office \$399.00
- Telephone has been installed in the office 910-588-4399

Other #'s Gate house 910-588-4334

Clubhouse 910-588-4631.

Cabana:

- Replaced breezeway ceiling and painted
- Installed three mooring buoys in the lake.

Gate Entrance:

- Traveled to Southern Time for the software training Barbara and myself.
- Entering data into computer
- Still installing tags
- All property owners is now in the data base
- A lot of work has to be done with the paper work.
- No work has been done to the new building in last two week do not know when work will resume
- Have had to replace several gate boards

Recommendations:

- Would like to discuss installing a golf driving tee.

Exhibit E

Clerk's Report

June 5, 2007

From the Clerk

No lots were reported sold May 2007

Dues

Three of the five recipients of delinquent letters sent May 1st have responded with total payments. One paid \$250.00 with promise of the rest this month. John Shaw is speaking with the fifth person.

Late Letters

The late letters are attached. I would suggest that the second letter omit the threat of sale and include instead "a lien will be registered against the property". This is in actuality what does occur.

May I stop charging \$5.00 for replacement gate cards?