

## **Monthly Board of Directors Meeting November 17, 2009**

The Bay Tree Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday November 17, 2009. The following Board Members were present: John Shaw, Charles Atkinson, Roy Dew, Charles Massey and Clark Valentiner. Others were Steve Lewis Property Manager and POA members, Junior Rideout, Terry Packer, Chris Pack, Michael Smith, Michael Dilello, Alfred Tyndell and George Starke.

President Charles Atkinson called the meeting to order at 7:07 pm at which time everyone was welcomed to the meeting. President Atkinson expressed his appreciation for everyone's attendance.

Clark Valentiner give the invocation.

President Atkinson distributed the agenda. (Attached as Exhibit A)

**Approval of October 13, 2009 minutes** (Attached as Exhibit B)

John Shaw presented the minutes. There were no corrections.

**Approval of Financial Report** (Attached as Exhibit C)

Treasure Valentiner presented the October financial report.

**Property Manager's Report** ( Attached as Exhibit D)

Steve Lewis presented the monthly report.

**Clerks Report** (Attached as Exhibit E)

President Atkinson presented the monthly report.

**Approval of Consent Items**

In order to expedite the meeting, members reviewed all reports prior to the meeting. President Atkinson asks for any comments or questions regarding any of the reports. There being no other comments a motion was made by Roy Dew seconded by Clark Valentiner to approve the reports as presented. The motion was unanimously approved.

**POA Member's Concerns**

Mike Dilello expressed his concern about trash left in the recreation room. Manager Lewis said that it had been addressed. He also had 2 other suggestions:

1. The steps at the recreation room be power washed because of the danger of Slipping.
2. That handy cap signs be placed at the ramp to keep the area open.

**Business**

**1. Lake and Canal Issues:**

- Charles Massey chairman, Roy Dew, Clark Wooten, and Junior Rideout the Water Level Committee meet and discussed electronic measuring devices for the lake. Several types were presented with pricing ranging from \$9750 to \$4594. The committee had installed manual measuring devices prior to the Board Meeting. It was decided to use the manual system with George Starke will monitor Horse Pens lake and Steve Lewis will monitor Bay Tree and the standpipe. Measurement will be taken after each rain and once a week.

**2. Policies:**

- George Starke Chairman of the Architectural Review Committee handed out the Draft that was completed at the joint meeting with the Committee. He reported that he was giving a copy to the corporation for their input. It will be reviewed after their input.
- John Shaw requested that we proceed with a new bulletin board which was discussed several months ago. Charles Massey made a motion seconded by Clark Valentiner to spend up to \$1000 to replace the Bulletin Board. Roy and Steve Lewis were to work out the details with the Corporation.

**3. Buildings and Grounds Issues:**

Information was not complete so it was tabled till next meeting.

**4. Security Issues:**

- α. Construction is complete on the storage building and the lights have been installed. All we are waiting for is the final inspection.

**5. Other Issues:**

- The engineer who helped with the roads was asked to review the final product and make any suggestions that we need to consider. A copy of his review is attached as Exhibit F.
- Charles Massey made a motion seconded by Roy Dew to hire Willie to edge the sidewalk for \$200 motion carried.

**6. Executive Session:**

There was no business to discuss.

**8. Adjourn:**

With there being no other business, President Atkinson adjourned the meeting at 9:15pm.

Respectfully submitted,  
John Shaw  
Secretary  
Bay Tree POA

**BAY TREE LAKES                      Exhibit A**  
**PROPERTY OWNERS ASSOICATION**  
BOARD OF DIRECTORS MEETING  
TUESDAY, November 17, 2009

**Call to Order and Welcome**

Charles Atkinson  
Clark Valentiner

**Invocation**

**Presentation of Consent Agenda Items:**

- 1. Prior meeting's minutes (October 13 , 2009)
- 2. Treasurer's Report (Month of October 2009)
- 3. Property Manager's Report
- 4. Clerk's Report

John Shaw  
Clark Valentiner  
  
Steve Lewis  
Tish Herrmann

**POA Member's Concerns**

**Business**

**A. Lake and Canal Committee Report**

Charles Massey

**B. Policies**

- a. Architectural Committee Review (Committee Report)
- b. Bulletin Board (Status Report)

George Starke  
  
John Shaw

**C. Buildings and Grounds Issues**

- 1. Recreation Room Renovation Plan

Steve Lewis

**D.Security Issues**

- 2. Status of security measures for storage area
- Steve Lewis

Dennis Ford

**E.Other Issues**

**Executive Session:**

Immediately following board meeting to discuss personnel issues and potential legal issues

**Adjournment**

**Bay Tree Lakes Property Owners Association Exhibit C**  
**Profit & Loss**  
**October 2009**

**Total**

Income	
Non-Profit Income	
Dues	19,621.27
Gate Access	285.00
Key Deposit	75.00
Mowing Income	140.00
Rental	200.00
Roads	7,920.00
Total Non-Profit Income	28,241.27
<b>Total Income</b>	<b>\$28,241.27</b>
Expenses	
Building cleaning	350.00
Building fire protection	335.00
<b>Cost of Labor</b>	
Clerk	500.00
Guard	200.00
Property Manager	875.00
Total Cost of Labor	1,575.00
Funds transfer	15,230.00
Gate	121.94
Grounds	
Mowing & cleaning	600.00
Trash removal	110.00
Total Grounds	710.00
Office Expenses	
Bank Charges	8.95
Postage	66.99
Quick Books Online	24.95
Telephone/Internet	220.22
Web site	198.82
Total Office Expenses	519.93
Repair & Maintenance	
Clubhouse	36.28
Pest Control	90.00
Total Repair & Maintenance	126.28
Road Repair & Maintenance	495.00
Trailer storage facility	2,200.00
Uncategorized Expense	265.78
Utilities	
Electricity	587.04
Total Utilities	587.04
VFD Support	1,500.00
<b>Total Expenses</b>	<b>\$24,015.97</b>
Net Operating Income	\$4,225.30
<b>Net Income</b>	<b>\$4,225.30</b>

**PROPERTY MANAGER'S REPORT  
October 2009**

**Exhibit D**

Clubhouse:

- Replaced light bulbs and air conditioning filters
- Bid pending from Hector to perform cleaning duties of clubhouse

Mowing:

- Lot survey and mowing continue

Trailer Storage:

- Storage building under construction

Misc:

- Contractor reimbursement forms were completed and delivered to Clark Valentin
- Four wheeler access to Bay Tree Property off of Hwy 41 closed off with gates
- Dirt was moved on sides of gates on Hwy 41 to prevent access around gates

**Clerk's Report**

**Exhibit E**

November 10, 2009

Outstanding Balance October 31, 2009 \$43,959.62

Credit Balance October 31, 2009 \$583.67

**Lots Reported Sold October 2009**

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
James Donald Sutton	21	Clinton, NC	Estate of Louellen Francis





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September 12, 2009

Memorandum To: Charles Atkinson  
Memorandum From: Richie Hines, PE    
Subject: Bay Tree Lakes Drainage and Resurfacing Project

It was good to see you and Dennis a couple of weekends ago and take a look at the work that has been done to the streets in Bay Tree. As I told you then, it appears to me that you received a quality job from the contractors that you selected to perform the work. I have noted below the observations and recommendations (in italics) from my visit for your reference.

The fact that you possess the weight tickets from the trucks that hauled the asphalt and a copy of the asphalt core samples is helpful. Together they should indicate the amount of asphalt that was placed on the roadways and insure that you received the average thickness that the contractor quoted he would place.

I did not notice any signs of "reflective cracking" in the roadways, which indicates to me that most of the areas that showed cracking or subgrade failure were properly repaired prior to placement of the asphalt overlay. *Note any cracking in the areas that should have been patched prior to resurfacing - it could be a sign that the problem that caused the original cracking is not resolved.*

There appear to be only a few "bird baths," or low spots in the roadway that hold water. It appears that the contractor was able to achieve positive drainage off of the roadway and into the roadside ditches in most areas. It is very important for the durability of the asphalt that proper drainage from the roadway be maintained. *I suggest that the homeowners be vigilant in preventing a build-up of sediment or grass that could prevent water from leaving the roadway. Also, try to insure that the roadside ditches move water to an outlet rather than hold it for long periods of time. Water in the roadway subgrade is detrimental to the life of the asphalt.*

I believe that the asphalt over the driveways is cracking because its thickness is reduced to "feather" or taper it down to tie into the driveways. It is more of a cosmetic issue than a structural flaw and should not pose any real problem to the asphalt on the roadway. *You may want to contact the contractor and see if he has any suggestions to remedy the situation. I did note that it looked like several homeowners may have scraped away their asphalt aprons, but I don't know if that is a feasible solution for all.*

It appears that most of the roadway shoulders have been backfilled and stabilized with vegetation. However, I did note in several areas along the sidewalk that there is little or no shoulder to provide support for the edges and to provide an added measure of safety. *I recommend that you consider placing some earthen material in these areas to help with shoulder stability and safety. A one to two foot shoulder in most areas would be sufficient to help prevent the edges of the asphalt from starting to fail.*

*Stabilize the areas where drop inlet boxes and grates were placed over the storm drain. This will help reduce the chance of sediment entering the storm drain system and causing blockage problems. Monitor the growth of grass over the grates and keep them clear so runoff can enter the system freely.*

Lastly, I want to commend you on your communication with the NC Department of Transportation. It sounds as if they listened to your concerns and addressed them with the addition of the weir at the bottom of the culvert, which effectively keeps the water level at a higher elevation.

Thank you again for giving me the opportunity to assist the residents of Bay Tree with the project. If I can answer any questions or provide any additional information about this project or any other, please do not hesitate to contact me at [richie@hinesengineeringgroup.com](mailto:richie@hinesengineeringgroup.com) or (919) 422-8011.

LRH/