

Monthly Board of Directors Meeting October 13, 2009

The Bay Tree Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday October 13, 2009. The following Board Members were present: John Shaw, Charles Atkinson, Roy Dew, Charles Massey and Clark Valentiner. Others were Tish Herrmann, POA Clerk, Steve Lewis Property Manager and POA members, Jim Crayton, Brian Wolf, Ray Adcox, Junior Rideout, Clark Wooten, Terry Packer and George Stark

President Charles Atkinson called the meeting to order at 7:04 pm at which time everyone was welcomed to the meeting. President Atkinson expressed his appreciation for everyone's attendance.

Charles Massey give the invocation.

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

Approval of September 15, 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 September financial report.

Property Manager's Report (Attached as Exhibit D)

Steve Lewis presented the monthly report.

Clerks Report (Attached as Exhibit E)

POA Clerk Tish Herrmann presented her 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 John Shaw seconded by Charles Massey to approve the reports as presented. The motion was unanimously approved.

POA Member's Concerns

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None were voiced.

Business

1. Lake and Canal Issues:

- A motion was made by Roy Dew seconded by John Shaw that a committee be appointed to review all information concerning lake levels and other issues. President Atkinson appointed Charles Massey chairman, Roy Dew, Clark Wooten, and Jr Rideout.

2. Policies:

- President Atkinson ask chairman Stark to schedule a joint meeting with the board and the Architectural Review Committee have a work session.

3. Buildings and Grounds Issues:

- a. Charles Atkinson ask the Property Manager to provide an overview and get additional cost for the recreation and exercise room which will be subject to approval of contracts.
- b. Property Manager stated that the cleaning issue was taken care of and that Lake Cleaning would be handling all our buildings.

4. Security Issues:

- α. Construction has begun on the storage building.
- β. Someone went around the gate through the ditch and film is being review to identify the individual.

5. Other Issues:

- A motion was made by Charles Massey seconded by Roy Dew to donate the budgeted \$1500.00 to the BTLVFD.

6. Executive Session:

There was one personal issue discussed.

8. Adjourn:

With there being no other business, President Atkinson adjourned the meeting at 8:30.

Respectfully submitted,
John Shaw
Secretary
Bay Tree POA

Agenda

Exhibit A

BAY TREE LAKES PROPERTY OWNERS ASSOICATION

BOARD OF DIRECTORS MEETING
TUESDAY, October 13, 2009

Call to Order and Welcome

Charles Atkinson

Invocation

Charles Massey

Presentation of Consent Agenda Items:

1. Prior meeting's minutes (September 15, 2009)
2. Treasurer's Report (Month of September 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 Issues Status Report

Charles Massey

B. Policies

- a. Architectural Committee Review (Committee Report)
- b. Review bulletin board policy

George Starke
John Shaw

C. Buildings and Grounds Issues

- a. Recreation Room Renovation Plan
- b. Hand rail for Clubhouse front steps
- c. Cleaning Issues(i.e. rec room)

Steve Lewis
Steve Lewis
Clarke Valentiner

D.Security Issues

- a. Status of security measures for storage area
- b. Front gate Incident weekend of 10-09-09

Dennis Ford
Steve Lewis
Brian Wolfe

E. Other Issues

- a. Request for budgeted \$1500.00 donation to the BTLVFD
Annual Golf Tournament Sponsorship

Executive Session: Immediately following board meeting to discuss personnel issues and potential legal issues

Adjournment

Treasurers Report

Exhibit C

Bay Tree Lakes Property Owners Association

Profit & Loss

September 2009

	<u>Total</u>
Income	
Non-Profit Income	
Club Card	25.00
Dues	1,748.05
Misc. Income	78.00
Mowing Income	130.00
Roads	<u>648.00</u>
Total Non-Profit Income	2,629.05
Uncategorized Income	<u>1,588.64</u>
Total Income	\$4,217.69
Expenses	
Building cleaning	300.00
Cost of Labor	
Clerk	500.00
Guard	420.00
Property Manager	<u>500.00</u>
Total Cost of Labor	1,420.00
Funds Transfer	5,230.00
Grounds	
Mowing & Cleaning	<u>995.00</u>
Total Grounds	995.00
Local Property Taxes	32.68
Office Expenses	
Bank Charges	8.95
Telephone/Internet	214.89
Web Site	<u>80.00</u>
Total Office Expenses	303.84
Repair & Maintenance	98.44
Cabana	<u>118.80</u>
Total Repair & Maintenance	217.24
Taxes Paid	8,014.00
Uncategorized Expense	930.44
Utilities	
Electricity	726.16
Water/Sewer	<u>266.50</u>
Total Utilities	992.66
VFD Support	<u>1,800.00</u>
Total Expenses	<u>\$20,236.06</u>
Net Operating Income	<u>\$-16,018.37</u>
Net Income	<u>\$-16,018.37</u>

Tuesday, Oct 13, 2009 10:56:09AM GMT Cash Basis

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 Valentiner
- 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

October 13, 2009

Outstanding Balance September 30, 2009 \$23,753.13

Credit Balance September 30, 2009 \$ 7,423.27

Billing October 1, 2009

Dues:	\$54,747.00 (434.5 lots)
Interest:	710.28
Outstanding	<u>23,753.13</u>
Total	\$79,210.41

Lots Reported Sold September 2009

Buyer	Lot	Home	Seller
David & Andrea Saad	578	Pinehurst, NC	David McCall