

Monthly Board of Directors Meeting January 12, 2010

The Bay Tree Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday January 12, 2010. The following Board Members were present: John Shaw, Charles Atkinson, Roy Dew, and Clark Valentiner. Member Charles Massey was out of town and could not attend. Others present were Tish Herrmann, POA Clerk and POA members, Junior Rideout, Terry Packer, Michael Dilello, Clarke Wooten, John Ciccarelli, Jim Crayton and George Starke.

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.

Roy Dew give the invocation.

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

Approval of December 8, 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 December financial report.

Property Manager's Report (Attached as Exhibit D)

Roy Dew presented the monthly report.

Clerks Report (Attached as Exhibit E)

Clerk Herrmann 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 John Shaw seconded by Clark Valentiner to approve the reports as presented. The motion was unanimously approved.

POA Member's Concerns

Roy Dew advised that he had checked into some commercial equipment for the exercise room. He has equipment supplier that is to come down and make some recommendations. The equipment being used is not holding up because it is designed for home use.

Dennis Ford wants to reactive the men's club. He plans to have a meeting within the next 6 weeks.

He requested that the POA sponsor breakfast after the Easter Sun Rise Service. A motion was made to sponsor the breakfast by Roy Dew seconded John Shaw. The motion was carried unanimously.

Business

● **Lake and Canal Issues:**

- Clarke Wooten reported that the Board and the Committee met with Stephen Jones to discuss the Corporation plans for the canals both new and old. The Committee and the Board were to prepare a list of questions and present to Stephen and he would respond in writing.
- Roy Dew reported on the water level report. Based on the measurement we have had 13 inches of rain and both lakes are up 13 inches.

● **Policies:**

- George Starke Chairman of the Architectural Review Committee stated that the corporation had not replied to the request for them to review the draft and comment. George asked permission to post the draft on the web to get member comments. The Board agreed that this was a good idea because of the coming of the annual meeting.
- President Atkinson stated that he was preparing a policy for the Board to consider regarding sharing POA information.

● **Buildings and Grounds Issues:**

- Roy is reviewing improvement to the recreation and exercise room. Including the steps and decking.
- President Atkinson asks Roy Dew to look at getting someone to do needed maintenance on the sidewalks and road shoulders. There is a possibility that there is a leak in the drain junction a Dennis Fords house.
- John Shaw stated the corporation had approved the site for the new bulletin board and was going to provide some of the materials. Roy Dew is working on getting done.

- **Security Issues:**

- a. Construction is complete on the storage building and the lights have been installed. Cameras and equipment room is in the process of being installed.
- b. Gates were down over Christmas. It was determined that there was a malfunction in the key pad which resulted in the gate being taken down. This was after rain.

- **Executive Session:**

There was business discuss about Property Manager. No action was taken.

- **Other Business:**

- A motion was made to approve Roy Dew as interim Property Manager and pay him and cover his expenses by Clark Valentiner seconded by John Shaw. Motion carried unanimously.

7. 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
PROPERTY OWNERS ASSOICATION
BOARD OF DIRECTORS MEETING
TUESDAY, January 12, 2009**

Exhibit A

Call to Order and Welcome

Charles Atkinson

Invocation

Roy Dew

Presentation of Consent Agenda Items:

- Prior meeting's minutes (December 8, 2009)
- Treasurer's Report (Month of December 2009)
- Property Manager's Report
- Clerk's Report

John Shaw
Clark Valentiner
Roy Dew
Tish Herrmann

POA Member's Concerns:

Dennis Ford Activation of Men's Club

Business

1.Lake and Canal Issues

- a.Report on status of canal equalization by Lake Creek Corp Charles Massey & Clarke Wooten
- b.Report on lake level study and data collection Roy Dew & Charles Massey

2.Policies

- a. Architectural Committee Review (Committee Report) George Starke
 - Feed back from Lake Creek Corporation's initial review
- b. Development of a policy regarding POA information sharing Charles Atkinson

3.Buildings and Grounds Issues

- a.Recreation Room Renovation Plan Roy Dew
- b.Decking and steps to recreation & exercise room Roy Dew
- c.Needed maintenance on sidewalks and shoulder of roads Roy Dew
- d.Break and or leak in a drain pipe in junction box Ford canal Charles Atkinson
- e.Status of a new Bulletin Board Charles Atkinson

4.Security Issues

- a.Status of security measures for storage area Roy Dew
 - Signage, Cameras, building etc.
- b. Security Breach..... Gates and damage incidents Roy Dew

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

Adjournment

**Bay Tree Lakes Property Owners Association
Profit & Loss
January 2010**

Exhibit C

	<u>Total</u>
Income	
Non-Profit Income	
Club Card	25.00
Dues	25,447.58
Gate Access	175.00
Roads	<u>10,134.00</u>
Total Non-Profit Income	35,781.58
Total Income	\$35,781.58
Expenses	
Building cleaning	
Cost of Labor	190.00
Clerk	338.80
Property Manager	500.00
Total Cost of Labor	1,069.55
Total Cost of Labor	1,908.35
Funds transfer	15,230.00
Gate	25.73
Insurance	4,421.00
Legal & Professional Fees	395.00
Office Expenses	
Bank Charges	8.95
Internet	71.54
Postage	129.50
Quick Books Online	24.95
Supplies	27.85
Telephone	145.51
Web site	40.00
Total Office Expenses	448.30
Repair & Maintenance	
Clubhouse	360.11
Pest Control	90.00
Total Repair & Maintenance	450.11
Trailer storage facility	300.23
Utilities	
Electricity	693.37
Water/Sewer	112.54
Total Utilities	805.91
Total Expenses	\$24,174.63
Net Operating Income	\$11,606.95
Net Income	\$11,606.95

Property Managers Report Jan. 2010

Exhibit D

Clubhouse:

- Willie cleaned mildew from the front of the clubhouse.
- Willie cleaned the yard area of pine cones, limbs, and trimmed shrubbery.
- Have not found anyone to work on our exercise equipment. The motor is burned up on the treadmill, pulley's, and cables are broken on the weight machine. Micheal Dilello has obtained price on weight machine.

Tennis Court:

- Met with representative from North State Resurfacing Inc. It has been six years since work was done on the tennis court. A crack has appeared in the asphalt base and needs to be repaired, This needs to be in the 2011 budget at a cost of \$6000.00 For the repair and resurfacing.

Gate Entrance:

- Had signs made for property managers schedule and posted at the gate house
 1. Had street lights repaired
- Purchased bulletin board to be installed at the gate

Trailer Storage:

- Installed two camera's
- Installed signs along fence about the camera's
- Installed lock on the storage building.

Streets:

- Had the sink hole excavated along Bay Tree Dr. between Blue Heron and Hawk drive found an old tree stump buried causing the hole. No problem was found with the drain pipe.

Clerk's Report

Exhibit E

Outstanding Balance January 31, 2009 \$44,493.91

Credit Balance January 31, 2009 \$ 4,721.22

No Lots sold January 2010