



Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting October 12, 2010

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the Club House on Tuesday October 12, 2010. The following Board Members were present: Charles Atkinson, Clark Wooten, Clark Valentiner, Junior Rideout, and Dennis Ford. Others present were Tish Herrmann (POA Clerk) and Roy Dew (Property Manager). The following POA members were also present: George Starke, Alfred Tyndall, Michael Dilello, Brian Wolf, and Robert Walton.

President Charles Atkinson called the meeting to order at 7:02 pm at which time everyone was welcomed to the meeting. President Atkinson expressed his appreciation for everyone's attendance.

Dennis Ford gave the invocation.

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

Approval of September, 2010 minutes (Attached as Exhibit B)

Dennis Ford presented the minutes that were taken in his absence by President Charles Atkinson. There were no corrections.

Approval of Financial Report (Attached as Exhibit C)

Clark Valentiner presented the September financial report. The principal on the road loan as of September 15, 2010 was \$257,647. President Atkinson commended the board for keeping expenses down so we could possibly meet our goal of paying the loan off in a little over 5 years.

Property Manager's Report (Attached as Exhibit D)

Roy Dew presented his report. He indicated that the channel in Horsepen Lake had been marked with 3" PVC pipe so that property owners could navigate their boats to the lift area and stay in deeper water.

Clerks Report (Attached as Exhibit E)

Clerk Herrmann presented the monthly report. She indicated that property was being sold in the community and that she was not being contacted by closing attorneys asking if there were any overdue BTLPOA dues before the property sale. She indicated that this was the best way for the BTLPOA to collect overdue funds. President Atkinson asked Vice President Wooten to research the matter at the Bladen County Courthouse to see if a solution was available.

Approval of Consent Items

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

POA Member Comments & Concerns

BTLVFD Annual Golf Tournament:

The Bay Tree Lakes Volunteer Fire Department annual golf tournament is scheduled for Saturday October 16, 2010. President Atkinson reminded everyone of this important event that is one of the primary sources of income for our fire department. He encouraged everyone to support the fire department by donation, or by attending and playing, or in any way that you can as a property owner. The BTLPOA Board of Directors approved a \$1500 donation in August for the annual golf tournament and fund raiser.

Ashley Benton – Elizabethtown Health and Fitness Center:

Ashley Benton is the manager of the fitness center in Elizabethtown and wanted to address the community regarding the opportunities that the health and fitness center provides to the area. Ashley advised that they have kick boxing classes, stretch classes, water aerobics classes and other fitness programs that would fit any lifestyle. She advised everyone to eat right and exercise and wanted everyone in the community to know that the health club has a lot to offer and is under new management. Membership prices are \$40 a month for an individual or \$64 for a couple. For each child you add an additional \$8.00 each. The club also offers a discount of \$5 a month for an individual and \$8 for a couple for the corporate rate. Ashley closed by saying that fitness is important and that you only get once chance at health.

Bill Szigety:

The Board of Directors received a request to reimburse Mr. Szigety for his old gate cards that were used in the old gate system that was replaced with our new gate entrance system in 1997. The board decided to move the request to the executive session for discussion.

Club House:

Tricia Dilello requested that the board allow the property owners to use the club house for the annual Halloween event. The board agreed as long as someone took responsibility to clean after the event. Clark Valentiner made a motion to allow the use of the club house each year for the event and was seconded by Clark Wooten. Motion was approved.

Business:**Lake and Canal Issues:****Report on Channel marking at Horsepen boat lift:**

Roy Dew reported to the board that the channel had been marked by 3” PVC pipe. The new channel marking should help property owners navigate through some of the shallow areas near the boat lift.

Policies:**Review and approval of exercise room use policy:**

Roy Dew reported that a new piece of exercise equipment had been added to the exercise room. A used Nordic Treadmill was donated by Leon and Anita Kelley. Mike Dellilo requested to know the status of the board requiring a fee to each property owner to use the exercise room. Mike advised that the funds could be used to repair equipment and that only the serious work out enthusiast would obtain the card and use the facility. Charles Atkinson advised that the community provided the funds for the up fit of the room and that at the present time it did not seem like the thing to do to also charge the same property owners to use the facility. The board will monitor the use of the facility and will address this issue in the future. Robert Walton was concerned about the age limit of persons using the facility. You must be 14 years of age to use the facility and between the ages of 14 and 16 you must be accompanied by a parent.

The board reviewed the rules and regulations for using the fitness facility. Clark Valentiner made a motion to approve the rules and regulations and was seconded by Junior Rideout. The motion was approved. The rules and regulations will be posted on the community website and in the facility for all property owners to review.

Welcome Packets:

The board discussed the need to find out when property was sold in the community before the sale took place so we could collect unpaid dues and deliver information to the new property owner. President Atkinson asked Dennis Ford to assist him in preparing a Welcome Packet for new property owners that includes all of the policies and procedures and any information that the community might want to share with a new property owner.

Buildings and Grounds:**Road issues:**

Danny Lytch submitted a proposal to use weed spray to spray the sides of the walkway to prevent the weeds from growing across the path. The proposal for \$300 included the materials and labor. Clark Wooten asked Roy Dew to check with Danny Lytch to see if he would spray the weed control and allow Clark Wooten to add an additional herbicide to the mix when he supplied the service. Roy will report back to the board.

Roy Dew reported that the repairs were being made to the shoulders of the road on Horsepen Drive where erosion had taken place. The top soil had been delivered and sod was scheduled for Thursday October 14, 2010.

Charles Atkinson reported that he received an estimate for putting tar in the cracks in the road on Bay Tree Drive and Horsepen. It was agreed to obtain at least two more estimates before further discussion and approval of the work.

Buildings:

Disposition of Pool Table and Foosball Table:

The Bay Tree Lakes Volunteer Fire Department advised Roy Dew that the fire department would like to have the pool table and foosball table as a donation from the community and that their intentions would be to auction or sale the items. The fire department would use the proceeds of the sale for the benefit of the community and to support the volunteer fire department. The minutes from the previous meetings were checked to see if a vote took place on the disposition of the items and a vote was not taken, just an agreement to proceed with a 45 day posting and sealed bid. Clark Wooten suggested that an announcement be placed on the community website and on the bulletin board that indicated that the items would be donated to the fire department for auction in 45 days. The board would hear objections and comments during that time in favor of or opposed to the donation.

Pesticide Building Inspections:

Leslie Wooten with State Pesticide indicated that he lives in Bay Tree Lakes and wanted the opportunity to bid on the treatment of the club house and other areas of the community for termites and other pests when it is time for the board to renew the present contract. The board agreed to the competition and welcomed the additional quotes for service to our community.

Other Reports & Issues:

Report from Security Committee/Larceny:

Brian Wolf reported that he observed that the street sign on Horsepen Drive had been struck by a vehicle and knocked over. Brian reported that there were tire tracks that show that the car must have been speeding and lost control and slid into the sign. He found glass in the roadway and other vehicle debris. Charles Atkinson advised that he had been contacted by Steven Cole and that Mr. Cole reported to him that a coworker of his caused the damage and would make the repairs.

Brian Wolf also reported that a very large boat used the new lift system that assists boats getting into Horsepen Lake from the canal and that the boat appeared to be too large for the lift. Brian wanted to know if the lift had been tested for weight. The board advised Brian that the lift is still the property of the corporation and that they should still have the original specification of the lift that would advise the lifting/weight capacity. Brian agreed to check with the corporation on the weight capacity and report back to the board.

Brian Wolf also wanted to give notice to all of the community that it is hunting season and to be careful in the woods around Bay Tree Lakes. Brian was most concerned about the parents that allow their children to ride four wheelers and other motorized vehicles on the property. He is concerned about accidents that can occur during the hunting season. Brian Wolf also wanted to commend the guards for doing their job this summer and doing it well. He witnessed the guard interacting with an aggressive person that said that he was going to go through the gate one way or another no matter what the guard said. Brian said that the guard did his job in a professional manner and denied access because the person did not have a tag, access card, or any property owner to visit.

Brian Wolf was also concerned about the boards that have been removed from the end of the canal at the boat launch. During recent rains the heavy runoff of water from the canal to the lake has caused a new sandbar to form that will eventually prevent boats from launching in the lake with the lift system.

Guards:

Roy Dew recommended that the board consider a bonus for the deputy that arranged the scheduling for the guards for the summer months. The deputy, Gary Purdie, was responsible for scheduling a deputy to work on the weekends and holidays. If for some reason the assigned deputy could not come or Mr. Purdie could not find someone to work, he would come himself to make sure that the Bay Tree Community was covered. Junior Rideout made a motion that the board approve a \$200 bonus to recognize his time spent in scheduling and the extra work making the assignments and filling in for other deputies. The motion was seconded by Dennis Ford. Motion carried.

Bulletin Board:

Roy Dew indicated that a sign had been placed in the ground in front of the bulletin board. He reminded everyone that the bulletin board policy required that a sign be hung under the bulletin board and that it must be a specific color, size, and design in order to comply.

Architectural Study Committee Update:

George Starke indicated that he was waiting on Steven Jones to contact him again regarding further discussion. George indicated that he has not received a response from his email requests,

Board adjourned the meeting at 8:36 PM with the executive session to follow.

Executive Session:

Executive Session began at 8:40 and ended at 9:28 PM.

Adjourn:

With there being no other business, at 9:28 PM a motion was made by Clark Wooten to adjourn seconded by Charles Atkinson. The motion carried.

Respectfully submitted,
Dennis Ford
Secretary
Bay Tree POA

Exhibit A
Bay Tree Lakes Property Owners Association
Board of Directors Meeting

Agenda
Tuesday, October 12, 2010

Call to Order and Welcome		Charles Atkinson
Invocation		Dennis Ford
Presentation of Consent Agenda Items:		
1. Approval of Prior Meeting Minutes (September 21, 2010)		Dennis Ford
2. Approval of Prior Month's Financial Report (September, 2010)		Clark Valentiner
3. Property Manager's Report (September 2010)		Roy Dew
4. POA Clerk's Report (September 2010)		Tish Herrmann
POA Member Comments & Concerns: (Three minute time limit per member)		
Reminder: BTLVFD Annual golf tournament Saturday morning October 16		
Ashley Benton	Health and Wellness Center Elizabethtown	
Bill Szigety	Refund on contractor cards	Tish Herrmann
Club house	Request for community Halloween event	Tricia Dillelo
Business:		
Lake and Canal Issues:		
1. Report on Channel Marking at Horsepen boat lift		Roy Dew
Policies:		
1. Review and approval of exercise room use policy		Board
Buildings and Grounds:		Roy Dew
B. Road Issues		
1. Lytch proposal for spraying walking path edge		
2. Report Horsepen Erosion repairs		
3. Roadway cracking on Bay Tree Drive and Horsepen		
4. Buildings		
• Disposition of Pool table and Foosball table		
Other Reports & Issues		
1. Report from Security Committee		Brian Wolf
• Road Sign Incident (Steven Cole)		
2. Architectural Study Committee		George Starke

Exhibit C

Bay Tree Lakes Property Owners Association Profit & Loss September 2010

	Total
Income	
Non-Profit Income	
Club Card	15.00
Dues	2,889.91
Gate Access	35.00
Misc. Income	268.00
Mowing Income	420.00
Rental	400.00
Roads	1,152.00
Total Non-Profit Income	5,179.91
Total Income	\$5,179.91
Expenses	
Building fire protection	75.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Guard	420.00
Prop Mgr Mileage	298.10
Property Manager	750.00
Total Cost of Labor	1,968.10
Total Cost of Labor	1,968.10
Funds transfer	5,230.00
Grounds	
Mowing & cleaning	900.00
Trash removal	150.00
Total Grounds	1,050.00
Legal & Professional Fees	10.00
Office Expenses	
Bank Charges	8.95
Internet	71.40
Postage	181.54
Quick Books Online	24.95
Stationery & Printing	75.43
Telephone	281.47

Web site	100.00
Total Office Expenses	743.74
Repair & Maintenance	
Boat Lift	1,672.00
Clubhouse	86.20
Total Repair & Maintenance	<u>1,758.20</u>
Trailer storage facility	79.00
Utilities	
Electricity	753.79
Water/Sewer	110.00
Total Utilities	<u>863.79</u>
VFD Support	<u>1,800.00</u>
Total Expenses	<u>\$13,577.83</u>
Net Operating Income	<u>\$-8,397.92</u>
Net Income	<u>\$-8,397.92</u>

Exhibit D

Property Managers Report for September 2010

Canal:

- Replaced/repared the electrical switches and motor contacts on the boat lift. Work completed by Smith Co. and Jr. Rideout.

Trailer Storage:

- Willie cut the grass and weeds in the area

Clubhouse:

- Had ice machine repaired and filters changed.

Horsepen Lake:

- Markers have been installed in the channel at the lift

Exhibit E

From the Clerk

October 12, 2010

Dues:

Outstanding Balance September 30, 2010: \$30,506.08

Credit Balance September 30, 2010: \$5,274.43

Billing October 1, 2010

434.5 lots \$54,747.00

Interest 902.78

Outstanding 30,506.08

Total \$86,155.86

Lot reported sold in September

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
David Bremner	909	Aynor, SC	Lake Bay East, LLC