

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting August 9, 2011

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday August 9, 2011. The following Board Members were present: Clark Wooten, Clark Valentiner, Junior Rideout, Brenda Cherry and George Starke. Others present were Tish Herrmann (POA Clerk), Roy Dew (Property Manager), and Carl Cain (Assistant Property Manager). The following POA members were also present: Hank Howell, Chris Cherry, Mick Robeson, Michael Dilello, John Shaw, Allen Wells, Alfred Tyndall, Sonya Smith.

President Clark Wooten called the meeting to order at 7:00 p.m. at which time everyone was welcomed to the meeting. President Wooten expressed his appreciation for everyone's attendance.

Clark Valentiner gave the invocation.

Secretary Starke distributed the agenda. (Attached as Exhibit A)

Approval of Previous Months minutes:

No changes were necessary. Report approved unanimously

Approval of Financial Report: (Attached as Exhibit C)

Treasurer Valentiner reported the following:

BB&T Checking:	\$85,222.21
1st Citizens Checking:	\$15,690.00
1st Citizens Money Market:	\$55,424.84
Total Monies:	\$156,337.05

Road Loan Principal:	\$171,870.92
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Financial report approved unanimously.

Approval of Property Manager's Report: (Attached as Exhibit D)

Material for NO PET signs have been ordered.

Primary and Secondary exit signs have been installed in the Clubhouse to comply with Bladen County fire codes.

Gate house cameras will shortly be able to view and record license plate numbers.

Street repair at Egret and Blue Heron Drives as a result of water line repairs have not been completed. Clerk will send letter to Lake Creek asking repairs be made ASAP as per the Memo of Understanding agreed to by the POA and Lake Creek.

Property Managers report approved unanimously.

Approval of Clerks Report: (Attached as Exhibit E)

Tish Herrmann requested a change in the Vehicle Identification Form to include closing date and settlement lawyers' name. When a new property owner requests a Gate Entrance Card, the Property Manager will ask for this information and forward a copy of the completed form to the Clerk. This information will assist the Clerk in keeping our records current and know to whom and where to send the billing cards.

Clerk's report approved unanimously.

Business & Issues:

Old TV and Console:

Roy Dew suggested we donate the TV and console in the main clubhouse room to Bay Tree VFD, since it no longer is needed. A motion was made, seconded and unanimously approved.

Bay Tree Backup Generator:

Our backup generator is presently being stored in the Bay Tree VFD Station House, awaiting approval of a Gate House Certificate of Occupancy. Since this was taking up needed space, the Property Manager agreed to move it to the Trailer Storage Lot Shed. The Board also approved up to \$600 for shelving in the Shed.

Exercise Room Completion:

Discussion of two flooring options was presented by the Property Manager and Mr. Mike Dilello. After considering the differences, the Board unanimously approved purchase of a ¾ in. thick, non-interlocking, flooring mat system, pending approval of a suitable transition between the mat and wood floor.

Animal Control Issues:

The Clerk has mailed two Animal Control violation letters to property owners as reported at last month's meeting.

Lake/Canal Ownership:

No additional information was received. President Wooten will follow up with Lake Creek.

House Rental Update:

No additional information was received. President Wooten will follow up with Lake Creek.

Annual Labor Day Picnic:

A motion was made, seconded, and unanimously approved to have the Bay Tree VFD cater the annual picnic, pending notification from Mr. Bob Latham that they can provide the service. The date of the picnic will be **Saturday, September 3rd, 2011 starting at 1:00 p.m.** A notification letter will go out shortly.

Tennis Backboard Update:

Completed.

Bay Tree VFD Golf Tournament Contribution:

Motion made, seconded and unanimously approved to contribute \$1,500 towards their annual golf tournament.

Committee Reports:

Swimming Pool Committee

Ms. Sonya Smith reported she is still gathering information and pricing.

POA Member Comments & Concerns:

Mr. John Shaw expressed concern regarding canal water levels and inability to launch watercraft, especially into the canal system. The Board agreed to collect additional data to present to Lake Creek.

Clark Valentiner reported on a member's concern about the zip line and pier on Mr. Wells property. Mr. Wells indicated the pier is only temporary and will be repositioned parallel to property line. Lake Creek will be contacted to assure they gave written approval as mandated in the covenants.

There being no issues to discuss in Executive Session, the meeting was adjourned at 9:15 p.m.

Respectfully Submitted,
George Starke
Secretary, Bay Tree POA

Bay Tree Lakes Property Owners Association
Board of Directors Meeting

Exhibit A

Agenda
August 9, 2011

Call to Order and Welcome Members & Guests

Clark Wooten

Invocation

Clark Valentiner

Presentation of Consent Agenda Items:

- | | |
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| 1. Approval of Prior Meeting Minutes (July 2011) | George Starke |
| 2. Approval of Prior Month's Financial Report (July 2011) | Clark Valentiner |
| 3. Property Manager's Report (July 2011) | Roy Dew |
| 4. POA Clerk's Report (July 2011) | Tish Herrmann |

POA Member Comments & Concerns:

Business:

- | | |
|-------------------------------------|-----------|
| 1. Update on Lake/Canal Ownership | POA Board |
| 2. Disposition of Animal Complaints | POA Board |
| 3. House Rental Update | POA Board |
| 4. Annual Labor Day Picnic | POA Board |
| 5. Tennis Backboard update | Carl Cain |
| 6. VFD Golf Tournament Contribution | POA Board |
| 7. Exercise Room/mat update | Roy Dew |

Committee Reports & Issues

Executive Session may be held immediately following monthly board meeting.

Exhibit C

Bay Tree Lakes Property Owners Association Profit & Loss

July 2011

	Total
Income	
Non-Profit Income	
Club Card	30.00
Dues	25,442.30
Gate Access	105.00
Mowing Income	225.00
Rental	200.00
Roads	10,167.00
Total Non-Profit Income	36,169.30
Total Income	\$36,169.30
Expenses	
Building cleaning	325.00
Building fire protection	75.00
Cost of Labor	
Cost of Labor	
Clerk	500.00
Guard	980.00
Prop Mgr Mileage	335.50
Property Manager	1,368.82
Total Cost of Labor	3,184.32
Total Cost of Labor	3,184.32
Funds transfer	
Interest Paid	837.25
Principal Paid	4,392.75
Total Funds transfer	5,230.00
Gate	910.81
Grounds	
Mowing & cleaning	1,480.00
Trash removal	190.00
Total Grounds	1,670.00
Member Event	608.02
Office Expenses	
Bank Charges	49.35
Internet	71.48
Postage	63.59

Quick Books Online	24.95
Stationery & Printing	77.80
Supplies	166.75
Telephone	145.31
Web site	120.00
Total Office Expenses	719.23
Repair & Maintenance	
Boat Lift	1,392.36
Canals	241.36
Clubhouse	977.95
Pest Control	85.00
Playground	75.00
Total Repair & Maintenance	2,771.67
Trailer storage facility	78.00
Utilities	
Electricity	714.43
Water/Sewer	135.22
Total Utilities	849.65
Total Expenses	\$16,421.70
Net Operating Income	\$19,747.60
Net Income	\$19,747.60

Exhibit D

Property Managers report for July 2011 Roy Dew/Carl Cain

Clubhouse:

- Air handling fan replaced on the A/C unit for west end for the clubhouse.
- PM the exercise equipment, replaced the safety key on one of the treadmills.
- Carl and I are working on a project in the clubhouse to comply to codes of the Bladen county fire marshal. Installed a emergency alarm on the door from the exercise room to the porch. This door is for secondary exit and can only open from the inside.
- Materials for NO Pet signs are on order

Canal/Street:

- Installed barricade at the end of the street where the new canal was cut through. It will be painted when the treated material has seasoned and will except paint.
- At the intersection of Egret and Bay Tree Dr the water line was repaired and the street has not been repaired. About three years ago a water line was repaired at Blue Heron and Bay Tree Dr and the asphalt has never been properly repaired.

Entrance/Exit gates

- We had to have Southern Time Equipment Technician to repair problem with exit gate it had intermitting circuit problem and has been repaired.
- Had to have the camera for exit gate repaired

Recommendation

- The fire dept has requested we relocate the generator. It will be put in the storage building at the trailer storage building.
- Recommend to donate the surplus television to the fire dept. (the one that was in the exercise room)
- Need to install shelves in the storage building.

Exhibit E

Clerk's Report

August 9, 2011

Outstanding Dues: July 31, 2011: \$32,846.26

Credit Balance: July 31, 2011: \$3,176.93

Lots Reported Sold June 2011

Buyer	Lot	Home	Seller
Brian Wolf	214	Bay Tree Lakes	James Smith

Seven Late Letters were sent by certified mail. All seven were accepted and signed for.

Two letters were sent to people concerning keeping their dogs on their property unless the animals were leashed.