

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting December 13, 2011

The Bay Tree Lakes Property Owner's Association, Inc Board of Directors monthly meeting was held at the clubhouse on Tuesday December 13, 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: Mick Robeson, Linda Wooten, and Mike Dilello.

President Clark Wooten called the meeting to order at 7:00 pm 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:

Approval of Financial Report: (Attached as Exhibit C)

Treasurer Valentiner reported the following:

We currently have \$92,083.87 in our Checking Accounts and \$55,462.13 in our Money Market account for a total of \$147,546.00.

Our Road Loan Principal stands at \$144,071.37.

Treasurer Valentiner indicated a quarterly payment of of \$10,000 towards the Road principal was made but not included in the treasurer's report.

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

Roy Dew indicated 334,910 vehicle entries since gates were installed, with approximately an additional 110,000 entries through the Contractor section of the main gate.

Approval of Clerks Report: (Attached as Exhibit E)

There being no comments, a motion was made by Junior Rideout and seconded by Clark Valentiner to approve the reports as presented. The motion was unanimously approved.

Business & Issues:

Cabana Re-Shingling:

With the completion of the Cabana foundation, it was decided to re-submit bids for the re-shingling project due to the reduction in weight of the proposed shingles. Roy and Carl will present revised bids at the January Board Meeting.

Clubhouse Capacity:

The Bladen County Fire Marshall has completed calculations on the maximum occupancy of the Clubhouse under different scenarios. The information will be posted in the Clubhouse. A statement outlining the maximums will be added to the Clubhouse Rental Agreement and Rental Application, which must be agreed to and signed by the renter prior to approval.

Exercise Equipment Disposal:

The purchase of new equipment has resulted in less space being available for some of the older pieces which were donated to the POA for community use. A motion was made and seconded to contact the individual's donating the equipment to see if they would like to have the equipment back. If not, it will be donated to the Bladen County Crisis Center. The motion was unanimously approved.

Library:

The library space in the exercise room has been used by many community members. The number of books donated has outpaced the available shelving. As a result a motion was made and seconded to expand the shelf space in the room to accommodate the extra books. The motion was approved unanimously.

Security Cameras for Clubhouse Porch:

Reports of trash being left on the porch resulted in a discussion about possibly adding security cameras on the rear, screened-in-porch. An initial cost estimate of \$2400 was presented. The Board felt this was a large payout and a motion was made and seconded to monitor the situation for several weeks before committing any funding. The Motion was unanimously approved.

Late Night Partying on Community property:

As previously reported, late night partying continues to occur, with resulting trash left for cleanup. Roy Dew reported results from the front gate monitoring equipment. It was agreed by all to continue discussion in executive session.

Committee Reports:

Architectural Committee: Alfred Tyndall

Nothing new to report

Certificate of Occupancy: Mike Smith

Nothing new to report

Fireworks Fourth of July Committee: Chris Pack

Nothing new to report

Playground Committee: Tonya Todd

Nothing new to report

Safety Committee: Brian Wolf

Nothing new to report

Swimming Pool Committee: Sonya Smith

Nothing new to report

Water Committee: Charles Atkinson

Nothing new to report

POA Member Comments & Concerns:

Mike Dilello had two issues of concern to discuss. One was a request to install drip guards on the roof of the exercise room entrance to prevent rain from soaking people trying to enter the room. Junior Rideout made a motion to install rain guard which was seconded by George Starke. The motion was approved unanimously. The second issue concerned cleaning of the mats in the exercise room. Roy Dew and Carl Cain will contact cleaning contractor to assure the mats are vacuumed on a regular basis.

Mick Robeson suggested the installation of speed bumps on both South and North Horsepen Roads. Speeding on these roads has become a problem. The Board requested Roy and Carl investigate number of bumps required and costs and report findings at next meeting. Mick also requested the installation of "No Wake" signs on the newer sections of the canal system. Roy and Carl will investigate costs and report at next Board meeting. He also inquired into the feasibility of having the Bladen County Sheriff's department occasionally patrol the community. It was pointed out our being a "gated community" may pose some problems, but the Board will investigate.

There being no additional business, the regular meeting was adjourned at 7:50 pm. at which time the Board moved to executive session to discuss legal representation, illegal usage of the security gate system, and personnel issues.

Respectfully Submitted,
George Starke
Secretary
POA Board of Directors

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

Agenda
Tuesday, December 13, 2011

- | | |
|---|-------------------|
| Call to Order and Welcome Members & Guests | Clark Wooten |
| Invocation | Clark Valentiner |
| Presentation of Consent Agenda Items: | |
| ● Approval of Prior Meeting Minutes (Nov. 2011) | George Starke |
| ● Approval of Prior Month's Financial Report (Nov. 2011) | Clark Valentiner |
| ● Property Manager's Report (Nov. 2011) | Roy Dew |
| ● POA Clerk's Report (Nov. 2011) | Tish Herrmann |
| POA Member Comments & Concerns: | |
| 1. Late Night Partying | Clark Valentiner |
| Business: | |
| 1. Clubhouse Capacity Report | Roy Dew/Carl Cain |
| 2. Exercise Equipment Disposal | Roy Dew/Carl Cain |
| 3. Library Space Increase | Roy Dew/Carl Cain |
| 4. Exercise Room/Porch Security Cameras | Roy Dew/Carl Cain |
| 5. Exercise Room Exterior Steps | Roy Dew/Carl Cain |

Committee Reports & Issues

Executive Session may be held immediately following monthly board meeting.

Exhibit C
 Bay Tree Lakes Property Owners Association
 Profit & Loss
 November 2011

Income	
Non-Profit Income	
Club Card	10.00
Contractor Code	-200.00
Dues	9,038.15
Gate Access	155.00
Key Deposit	25.00
Mowing Income	150.00
Roads	3,600.00
Total Non-Profit Income	12,778.15
Total Income	\$12,778.15
Expenses	
Building cleaning	650.00
Cost of Labor	
Clerk	500.00
Prop Mgr Mileage	150.00
Property Manager	1,404.71
Total Cost of Labor	2,054.71
Total Cost of Labor	2,054.71
Funds transfer	
Interest Paid	729.25
Principal Paid	4,500.75
Total Funds transfer	5,230.00
Grounds	
Mowing & cleaning	1,025.00
Total Grounds	1,025.00
Office Expenses	
Bank Charges	9.95
Internet	71.57
Postage	59.11
Quick Books Online	24.95
Supplies	306.96
Telephone	144.75
Web site	140.00
Total Office Expenses	757.29
Repair & Maintenance	
Cabana	850.00
Clubhouse	59.65
Total Repair & Maintenance	909.65
Trailer storage facility	78.00
Utilities	
Electricity	359.28
Total Utilities	359.28
Total Expenses	\$11,063.93
Net Operating Income	\$1,714.22
Net Income	\$1,714.22

Exhibit D Property Managers Report for Nov. 2011

Clubhouse:

- 1.Replaced metal filter grids in clubhouse
- 2.Purchased exercise bicycle
- 3.Material on order to replace steps
- 4.Foundation under the cabana is completed

Entrance gates:

1.The windshield tag gate had to be overhauled because of worn bearing and shaft. Belts and adjustments were done on the other gates. The two entrance gates have had 334,910 entries since they were installed in 2007.

Exhibit E Clerk's Report

November 30, 2011 Outstanding Dues: \$26,361.16

November 30, 2011 Credit Balance \$583.07

Lots Reported Sold November 2011

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Terry & Janet Packer	257*	Bay Tree Lakes	Felton M. Jackson
Glenn & Leanne Page	62	Roseboro, NC	Sleepy Creek Farms
Ken Matthews	647**	Raleigh, NC	Lake Creek Corp
Lake Creek Corp	603	Bay Tree Lakes	Ken Matthews
Tommy & Emily Hatcher	340**	Elizabethtown, NC	Lake Creek Corp
Tommy & Emily Hatcher	341.5**	Elizabethtown, NC	Lake Creek Corp

*amalgamate with lot 258

** lots not previously sold

The Hatcher's lots are amalgamated.

Total lots to be billed: 436.5