

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting July 10, 2012

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the clubhouse on Tuesday June 12, 2012. The following Board Members were present: Brenda Cherry, Troy Votaw, Clark Valentiner, Junior Rideout, and Mick Robeson. Staffs present were Tish Herrmann (POA Clerk), Carl Cain (Property Manager). The following POA members were also present: Chris Cherry, John & Mary Jo Ciccarelli, Maryellen Robeson, Debbie Kettle, Hank Howell, Allen Wells, Henry Cashwell, Donovan Vinson, Rick Lashmit, Terry Packer and John Shaw.

President Brenda Cherry called the meeting to order at 7:00 pm at which time everyone was welcomed to the meeting. President Cherry expressed her appreciation for everyone's attendance.

Clark Valentiner gave the invocation.

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

Approval of Previous Months minutes: Valentiner 1st, Rideout 2nd

Approval of Financial Report: (Attached as Exhibit B) Votaw 1st, Robeson 2nd
Treasurer Valentiner reported the following financials for June 2012:

Operations Checking Account: \$43,303.55
Operations Money Market Account: \$55,526.75
Road Loan Checking: \$15,690.00
Total Monies: \$114,520.30
Our Road Loan Principal: \$81306.85

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

Carl Cain reported:

- a) Repainted pier markings and "NO DIVING" markings.
- b) Replaced approximately 51 deck boards on the cabana deck and pier.
- c) Quarterly preventative maintenance on exercise equipment completed and treadmill repaired under warrantee.
- d) 11 gate passes were issued

Approval of Clerks Report: (Attached as Exhibit D)

June 30, 2012 Outstanding Dues: \$17,869.52

June 30, 2012 Credit Balance: \$4176.94

Billing July 1, 2012

436.5 Lots	\$54999.00
Interest	\$ 604.83
Outstanding	<u>\$17869.52</u>
Total	\$73473.35

Lot Reported Sold June 2012

Buyer	Lot	Home	Seller
Micheal & Aaron Edwards	937	Clinton	East Bladen Land Co.

Business & Issues:

July 4th Celebration: Brenda Cherry expressed thanks from the board to those involved in making the celebration a success. Bob & Phyllis Latham for the parade, Troy & Leda Votaw for the boat parade, Maryellen & Mick Robeson for the fishing tournament and Sue Gillis for the ice cream social.

Monthly Meeting Day Change: The board had requested that the Bay Tree Fire Department change their training day from Tuesdays to allow the property owners that are members to attend the monthly POA meetings. This created other conflicts therefore a motion was made and seconded to move the POA monthly meetings from the second Tuesday of the month to the second Thursday for the month. The board voted and passed moving future meetings starting in August 2012.

Boating and Fishing Rules: New boating and fishing rules have been drafted and reviewed by the board. They will be posted with these monthly minutes as "Exhibit E" to be reviewed by the property owners. Any changes that property owners would like to see can be sent to the board under the "Contact Us" section on the front page of the website. Change request will be reviewed and a final vote to implement them will take place next month.

New Signage at Boat Lifts: New signs have been made and should be installed within the next week.

Committee Reports & Issues:

Rental Committee: Mr. John Shaw, the appointed chairman, stated that an initial meeting had taken place and they will have another meeting this month to start the process. They will look at both short and long term rentals.

Water Committee: Mr. Mike Smith was out of town and could not present a report this month but did request that the board reiterate that the speed limits are 18mph. Vehicles are passing his house at over 40 mph. Mr. Allen Wells reported that he was resigning from the water committee. President Cherry sincerely thanked Mr. Wells for his work. It was also brought out that Mr. Steve Coles had also resigned.

Pool Committee: Mr. Robeson read an e-mail to the board from Ms. Sonya Smith. The committee has had a couple of meeting this month and will have their next meeting on Thursday July 27th. The committee has reached out to Ms. Sue Gillis who has extensive knowledge in pool management. They are continuing to research and work with various contractors on this project. A question was asked about the vote for the pool and Ms. Brenda Cherry stated that the attorneys are reviewing it and we will hopefully have a decision soon.

POA Member Comments & Concerns:

- 1) Motor vehicles in Storage Lot: Carl Cain advised that the motorcycle in the lot had been removed. Mr. Allen Wells advised that his truck would be removed very soon.
- 2) Boat Lift at Horsepen Dropping: Mr. Steve Jones Jr. had the serviceman here and parts were needed. President Cherry stated that a meeting was planned with Mr. Jones on Wednesday 7/11/12 to discuss several items. One item being the possibility of turning over the lift to the POA.
- 3) Concrete Dam Repair Responsibility: The board felt that responsibility should fall on the community since it was damaged by members of the community. There was also discussion of the type of material to use when replacing the flapper apparatus that was mounted on top of the wall.

Other issues:

Weather Station: Prior month a member asked about the weather station that Dennis Ford had. Mr. J. Rideout stated that he had sent an e-mail to Mr. Ford but had not received a response. Mr. Henry Cashwell was checking on the cost of a new system but left the meeting early.

Speed Limit Signs & Speed Bumps: Ms. Debbie Kettle requested that speed limit signs and speed bumps be placed on North Horsepen. Mr. M Robeson stated that additional signs and speed bumps had been requested on S. Horsepen and the east end of Bay Tree Drive.

EXHIBIT A

Bay Tree Lakes Property Owners Association

Board of Directors Meeting

Agenda
Tuesday, July 10, 2012

Call to Order and Welcome Members & Guests	Brenda Cherry
Invocation	Clark Valentiner
Presentation of Consent Agenda Items:	
1. Approval of Prior Meeting Minutes (June 2012)	Mick Robeson
2. Approval of Prior Month's Financial Report (June 2012)	Clark Valentiner
3. Property Manager's Report (June 2012)	Carl Cain
4. POA Clerk's Report (June 2012)	Tish Herrmann
Business:	
• July 4 th Celebration	Brenda Cherry
• Monthly Meeting Day Change	POA Board
• Boating & Fishing Regulations	POA Board
• New Signage at Boat Lifts	Carl Cain
• POA Board Responsibilities	POA Board
Committee Reports & Issues:	
• Rental Committee Report	Mick Robeson
• Water Committee Update	Mike Smith
• Swimming Pool Update	Brenda Cherry
POA Member Comments & Concerns:	
1) Motor Vehicles in Storage Lot	Carl Cain/Roy Dew
2) Boat Lift @ Horsepen Lake Dropping	POA Board
3) Concrete Dam Repairs Responsibility	Carl Cain

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B
Bay Tree Lakes Property Owners Association
Profit & Loss
June 2012

Income

Non-Profit Income

Dues	3,736.03
Gate Access	600.00
Key Deposit	25.00
POA Lot Mowing	150.00
Rental	500.00
Roads	1,476.00
Total Non-Profit Income	6,487.03
Total Income	\$6,487.03

Expenses

Building cleaning	650.00
Building fire protection	75.00

Cost of Labor

Clerk	500.00
Guard	1,120.00
Prop Mgr Mileage	335.50
Property Manager	1,812.34
Total Cost of Labor	3,767.84

Funds transfer

Interest Paid	422.68
Principal Paid	4,807.32
Total Funds transfer	5,230.00
Gate	12.67

Grounds

Mowing & cleaning	1,425.00
Total Grounds	1,425.00

Office Expenses

Bank Charges	11.95
Internet	71.79
Postage	11.50
Quick Books Online	26.95
Stationery & Printing	435.54
Supplies	142.93
Telephone	150.24
Web site	124.90
Total Office Expenses	975.80

Repair & Maintenance

Boat Ramps	1,165.81
Cabana	83.63
Clubhouse	381.03
Pest Control	1,363.00
Total Repair & Maintenance	2,993.47
Road Repair & Maintenance	11.91
Trailer storage facility	278.00

Utilities

Electricity	489.65
Water/Sewer	250.76
Total Utilities	740.41
Total Expenses	\$16,160.10
Net Operating Income	\$ -9,673.07
Net Income	\$ -9,673.07

Monday, Jul 09, 2012 08:45:13 PM GMT-4 - Cash Basis

EXHIBIT C

July 7, 2012

Property Manager's Report- June 2012

oRepainted pier markings, added additional "No Diving" marking between the 2 existing locations. Added a minus symbol to depth markings to indicate the water level is below that specified (due to changes in water levels).

oThe worst decking boards have been replaced on the cabana deck and pier. Approximately 51 boards replaced, handrail tightened in several locations.

oQuarterly preventive maintenance was completed on the exercise equipment; some components of the vision treadmill were replaced under warrantee.

o11 gate passes issued.

oUpdate on library/exercise room usage: Card access was used by 109 users since last board meeting. Most in one day was 7, average use per day 3.63. Last month's average per day 3.45. There were 4 new users this month (that had not used the space since we began tracking use - November 2011).

oOn June 19th, the cleaning contractor brought to my attention the men's restroom in the clubhouse has been trashed over the weekend. The calendar did not indicate a user/reservation. No visible signs of a forced entry or un-secured door(s). Are all the keys to door accounted for or possible need to add a CCTV camera at entrance lobby?

Exhibit D

Clerk's June Report
From the Clerk

July 10, 2012

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Exhibit E

BAY TREE LAKES BOATING AND FISHING REGULATIONS

The following rules and regulations have been established by the Board of Directors of Bay Tree Lakes Property Owners Association. We submit these rules and regulations as a guide for all property owners to observe to ensure the safety and protection of our natural environment, canal waterways, fish habitat, and shore line properties. These rules and regulations cover the canal system and Horsepen Lake. Bay Tree Lake, the big lake, is a public lake and covered by all North Carolina State Laws regarding boating and fishing rules and regulations. It is the property owners responsibility to notify other family members and guest of these rules and regulations.

BOATING

- All boaters and water craft operators should adhere to all North Carolina state laws, rules and regulations.
- All fishing craft should be registered with BTL Property Owners Association and have a decal attached in a visible location. (Decal design to be decided)
- All canal systems in Bay Tree Lakes are “NO WAKE ZONES”. Horsepen Lake has designated areas marked. “NO WAKE ZONES” will also be defined as within 50 yards of any boat dock or the boatlift on Horsepen Lake.
- “NO LITTERING” in any of the waterways within Bay Tree Lakes. All disposable items including but not limited to; Food and beverage containers, bait containers, paper and plastics of any kind must be secured in your vessel and disposed of properly.
- Boat Lifts are to be operated by property owners only or those who have been trained in its operation.

FISHING

- All property owners and their guest should adhere to all North Carolina state fishing laws, rules and regulations.
- All largemouth bass in the canal system and Horsepen Lake are **CATCH AND RELEASE**. Defined as, after capture, the fish is unhooked and returned to the water before experiencing any serious exhaustion or injury. **NO LARGEMOUTH BASS ARE TO BE REMOVED FROM THE PROPERTY.**
- Guest, excluding family members, must be accompanied by the property owner at all times when fishing from any vessel, including kayaks, in the canal systems or on Horsepen Lake.
- Family members are defined as: parent, siblings, sons or daughters, including in-laws, stepchild, grandchild, niece or nephew.