

Bay Tree Lakes

Property Owners Association

Monthly Board of Directors Meeting December 13, 2012

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the clubhouse on Thursday, December 13, 2012. The following Board Members were present: Brenda Cherry, Troy Votaw, Clark Valentiner, Junior Rideout, and Mick Robeson. Staff present was: Tish Herrmann (POA Clerk), Carl Cain (Property Manager). The following POA members were also present: Debbie Kettle, Hank Howell, Janet Hosking, Jon Hosking.

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

Treasurer Clark Valentiner gave the invocation. Special prayers sent to Loren Becker, Christine Stevens, Vidrene Lynch, Pat Hemingway and the families of Richard Stevens, and Mike Smith.

Approval of Previous Months minutes: Nov. 2012, J. Rideout 1st, T. Votaw 2nd

Approval of Financial Report: (Attached as Exhibit B) T. Votaw 1st, M. Robeson 2nd

Operations Checking: \$ 44,870.35

Road Loan Checking: \$ 15,690.00

Money Market Acct: \$ 55,573.19

Total Monies: \$ 116,133.54

Road Loan Principal: \$ 36,740.65

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

Carl Cain reported:

- Generator installation is complete and functional; gates will be operational during power outages.

- Letter mailed to Bladen county Sherriff's Department to clarify emergency operation of gates. Captain Hester will forward a copy to all Departments including 911 dispatchers.
- 3 gate passes were issued in November.
- 103 users have entered the fitness center/library in November. Most users in one day were 8, average users per day was 4. Average for last month was 4.
- Property Manager's work schedule for the holidays will be Thursdays only during the week of Christmas and New Year's. Appointments will be coordinated as necessary.

Approval of Clerks Report: (Attached as Exhibit D)

From the Clerk

December 13, 2012

November 30, 2012 Outstanding Dues: \$30,624.23

November 30, 2012 Credit Balance: \$227.95

Lot Reported Sold November 2012

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Greg Seese	524	Fayetteville, NC	JOCO, Inc.

Business & Issues:

- **Update on Attorney Progress:** President Cherry stated that the attorneys have completed their review and submitted corrections. If approved by the Board then there will be a "Special Meeting" called which will be scheduled for January 26, 2013. The purpose is to vote on prior motions passed at previous annual meetings which did not provide the supermajority required under the bylaws to adopt. Voting to amend the current quorum requirements will also take place at that time. Both attorneys and Mr. Steve Jones Jr. are to be present.
- **Lake Level Investigation:** President Cherry stated that she had spoken to Ms. Kristen Woodruff of N.C. Wildlife and there isn't any new information. There was some additional information requested from Kristen by the Army Corp. Of Engineers which had been provided and they are awaiting an answer.
- **Generator for Gatehouse:** is completed and functional.

- **911 Signs:** President Cherry stated that she had called the 911 Broadcast Center for information on 911 signs needed in the community. Apparently the man they use is ill and won't return till March. Cost is about \$15 each. They can be purchased locally but they are required to be a minimum of 3" numbers and visible from both sides.

Committee Reports & Issues:

Rental Committee: Had No Report

Safety/Security Committee: Mr. Hank Howell had a couple of more items for the gatehouse cell phone topic. 1) That the long distance charge of \$59.95 would be additional to existing charges and 2) Could charge people \$1.00 a month to cover additional cost. 3) The policy would need to be reviewed and changed. Mr. Howell stated that he would review the current policy and recommend updates.

Water Committee: President Cherry stated that she had been in contact with Ms. Kristen. (See above: Lake Level Investigation)

Pool Committee: Awaiting attorney response.

POA Member Comments & Concerns:

- 1) Mr. Hank Howell asked what was going on with the property next to the office. Noted that it is listed for sale on a website. President Cherry requested the information for follow up with Lake Creek Corporation.
- 2) Ms. Debbie Kettle stated that someone is leaving the lights on in the exercise room and chairs pulled up in front of the TV. Further investigation is ongoing.

There being no more business the meeting ended.

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

Agenda
Thursday, December 13, 2012

Call to Order and Welcome Members & Guests	Brenda Cherry
Invocation	Clark Valentiner
Presentation of Consent Agenda Items:	
1. Approval of Prior Meeting Minutes (Nov. 2012)	Mick Robeson
2. Approval of Prior Month's Financial Report (Nov. 2012)	Clark Valentiner
3. Property Manager's Report (Nov. 2012)	Carl Cain
4. POA Clerk's Report (Nov. 2012)	Tish Herrmann
Business:	
• Update on Attorneys Progress	Brenda Cherry
• Update on Lake Level Investigation	Brenda Cherry
• Update on Gatehouse Generator	Carl Cain
Committee Reports & Issues:	
• Safety/Security Committee	No Report
• Rental Committee	No Report
• Water Committee Update	No Report
• Swimming Pool Update	No Report
POA Member Comments & Concerns:	
• Open	

Executive Session will be held immediately following monthly board meeting.

EXHIBIT B

Attached are our Financials for November 2012:

Operations Checking: \$ 44,870.35

Road Loan Checking: \$ 15,690.00

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Bay Tree Lakes Property Owners Association
Profit & Loss
November 2012

Income

Non-Profit Income

Dues	9,417.35
Gate Access	120.00
Rental	200.00
Roads	3,780.00
Total Non-Profit Income	13,517.35
Total Income	\$13,517.35

Expenses

Building cleaning	300.00
Cost of Labor	
Cost of Labor	
Clerk	600.00
Property Manager	405.00
Total Cost of Labor	1,005.00
Total Cost of Labor	1,005.00
Funds transfer	
Interest Paid	253.84
Principal Paid	14,976.16
Total Funds transfer	15,230.00
Gate	3,444.17
Office Expenses	
Bank Charges	17.95
Internet	71.60

Postage	179.75
Quick Books Online	53.90
Stationery & Printing	50.28
Telephone	154.83
Web site	20.00
Total Office Expenses	548.31
Repair & Maintenance	
Clubhouse	191.71
Total Repair & Maintenance	191.71
Road Repair & Maintenance	400.00
Trailer storage facility	78.00
Utilities	
Electricity	677.91
Water/Sewer	116.28
Total Utilities	794.19
Total Expenses	\$21,991.38
Net Operating Income	\$ -8,474.03
Net Income	\$ -8,474.03

Friday, Dec 07, 2012 01:34:26 PM PST GMT-5 - Cash Basis
This report was created using QuickBooks Online.

Exhibit C

Property Manager's Report- November 2012

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