

# *Bay Tree Lakes*

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## *Property Owners Association*

### **Monthly Board of Directors Meeting May 9, 2013**

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, May 9, 2013. The following Board Members were present: Brenda Cherry, Troy Votaw, Clark Valentiner, and Mick Robeson. Staff present was: Tish Herrmann (POA Clerk), Carl Cain (Property Manager). The following POA members were also present: Hank Howell, Rick Lashmit, Cathy Ross, Butch Conklin, Jon Hosking, J.R. Wise and Danny Kissam

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.

Clark Valentiner gave the invocation.

**Approval of Previous Months minutes:** April 2013, Troy Votaw 1<sup>st</sup>, C. Valentiner 2<sup>nd</sup>.

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

Operations Checking: \$ 82115.38

Road Loan Checking: Closed

Money Market Acct: \$ 55,607.97

Total Monies: \$ 137,723.35

Pool Loan: Construction Mode (We pay interest only till completed)

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

Carl Cain reported:

- 2 gate passes were issued in April; 9 windshield tags issued and 4 updated last month.
  - Fitness Center Treadmill kicking breaker. Vendor in next Monday to investigate and correct cause.
  - 911 gate operations was tested successfully, generator transfer switch tested successfully.
  - Approximately 80 letters mailed to property owners for lot maintenance, many have been addressed.
  - New club house and speed limit signs arrived and will be installed next week.
  - Donovan Vinson has completed the necessary training and is a "Certified Pool Operator".
  - Landscaping in front of clubhouse has been completed and new mulch applied.
  - Camera System on order for the gatehouse and clubhouse. Clubhouse system expanded to provide pool area coverage.
  - Recommend annual fire ant treatment be approved for the POA properties and 6 feet on either side of the walk way. Sand box and canal banks will not be treated due to safety concerns. Cost \$900.00. (Board voted and approved)
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**Approval of Clerks Report:** (Attached as Exhibit D)

From the Clerk

May 6, 2013

April 30, 2013 Outstanding Dues: \$38,309.05

April 30, 2013 Credit Balance \$4,159.90

Lots reported sold in April:

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Roger Wright	320	Harrells, NC	Danny Hayes
Roger Wright	319.5	Harrells, NC	Danny Hayes

### **Business & Issues:**

- **Update to Pool:** Mr. Danny Kissam had several questions relating to the pool project which were answered by President Cherry. Mr. Carl Cain gave an update on the construction. He stated that there have been several inspections, (plumbing, foundation) completed. The opening date is hopefully June 15<sup>th</sup>. Mr. Rick Lashmit asked what was the total cost and when would the assessment start. President Cherry stated that the loan was for \$400,000 and the assessment started the second quarter of this year.
- **POA Attorney Replacement:** The board has decided to use Mr. Kyle Melvin, an attorney in Elizabethtown, to handle our legal issues. Mr. Troy Votaw and Ms. Tish Herrmann were to meet with him however the appointment was cancelled and they will reschedule to introduce themselves and go over current issues.
- **Grass Carp:** Mr. Carl Cain had contacted Carolina Hatcheries to inquire about stocking grass carp at a lower cost than quoted from "All About Ponds" but their stock had been depleted so the board approved getting the recommended amount from "All About Ponds". We will shop around before ordering additional amounts. Mr. Robeson requested that we also look at purchasing additional structure materials, fat-head minnows and or bass to be stocked in the canals.
- **New Gate Policy:** Mr. Mick Robeson advised that the gate policy has been amended to allow the use of cell phones by home owners in the community. Mr. Hank Howell, who has worked on creating a new cell phone policy had read and approved the changes. This **will not** be allowed to property owners that do not have a residence and/or land line in the community. The policy is completed and posted on the website.
- **Realtor Gate Codes:** The board received calls requesting a code to access the property to show listed properties. There is now a form that realtors may fill out to gain and access code. They need to see the property manager to get a form.

- **New security Cameras:** New security cameras have been ordered for the clubhouse and pool area.
- **Boat Stickers:** New boat stickers have been ordered and should be in next week. Once they arrive, property owners can fill out a form to get a “Property Owners Association” sticker for their water craft. The purpose of the stickers is to show property owners from non- property owners.
- **Committee Update:** The board of directors approved the dissolution of following committees. Pool and Cell Phone Committees. The board will be finalizing the pool policy and rules as well as deciding on which furniture to purchase from the selection submitted by the pool committee.

### **Committee Reports & Issues:**

- **Rental Committee:** President Cherry stated she had been in touch with Mr. John Shaw, who had submitted a rental policy recommendation and will forward it to the rest of the board when he re-locates it. Currently short term renters only get a gate card and long term renters are allowed a window sticker.
- **CERT Update:** Mr. Jon Hosking gave a brief update on the training that took place over the past weekend. Search and Rescue Training took place where about 10 people attended. They received training the use GPS coordinates to locate hidden objects. Mr. Hosking also requested a secure storage location where items of the CERT team could be stored. The board agreed that we will work with him to come up with a location.

### **POA Member Comments & Concerns:**

- 1) Ms. Cathy Ross stated that there was a webpage about Bay Tree Lakes where there are a lot of negative comments and complains about draining the lake. She stated that they feel blessed to live here and some people have lost sight of what they have here in the Bay Tree Lakes Community. President Cherry stated that she had heard from two realtors in regards to this website, she also stated that the government agencies have look into the allegations made by the website and their results found no violations by the developer. President Cherry stated that the state is willing to work with the board on lake levels. V.P. Troy Votaw pointed out that this is the first year in the last 5 that we have had average rain fall. The board will discuss and decide next steps regarding the website.
- 2) Mr. Rick Lashmit asked the cost of the pool and he also want to know how many votes a property owner has. President Cherry advised we have secured a \$400,000, 10 years fixed, 3.75% loan for the pool. Property owners are allowed one vote for each lot that they own. Mr. Lashmit asked about the rental committee function and term limits of the board members. President Cherry explained that the rental

committee was working on guidelines for short and long term rentals. She also advised that the term limits for board members are three terms or 6 years.

There being no further business the meeting was adjourned.

Respectfully Submitted by  
Mick Robeson  
Secretary  
Bay Tree Lakes  
Property Owners Association

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

Agenda  
Thursday, May 09 2013

<b>Call to Order and Welcome Members &amp; Guests</b>	Brenda Cherry
<b>Invocation</b>	Clark Valentiner
<b>Presentation of Consent Agenda Items:</b>	
1. Approval of Prior Meeting Minutes (April 2013)	Mick Robeson
2. Approval of Prior Month's Financial Report (April 2013)	Clark Valentiner
3. Property Manager's Report (April 2013)	Carl Cain
4. POA Clerk's Report (April 2013)	Tish Herrmann
<b>Business:</b>	
• Pool Update	Board
• POA Attorney Replacement	Board
• Grass Carp	Board
• New Gate Policy (w/Cell Phones)	Board
• Realtor Gate Codes	Board
• New Security Camera Systems	Board
• New Boat Stickers	Board
• Committees Update (Pool,Water,Cell)	Board
<b>Committee Reports &amp; Issues:</b>	
• Rental Committee	Brenda Cherry
• CERT Training Update	Jon Hosking
<b>POA Member Comments &amp; Concerns:</b>	
• Question has POA ever been audited	Mick Robeson
• Question Interest in Cutting Timber	Mick Robeson

Executive Session will be held immediately following monthly board meeting.

## **EXHIBIT B**

Bay Tree Lakes Property Owners Association  
Profit & Loss  
April 2013

### **Income**

#### **Non-Profit Income**

Dues	23,992.66
Gate Access	365.00
Pool	9,216.00
Rental	400.00
Roads	144.00
Total Non-Profit Income	34,117.66
Total Income	\$34,117.66

### **Expenses**

Building cleaning	300.00
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### **Cost of Labor**

#### **Cost of Labor**

Clerk	600.00
Property Manager	754.50
Total Cost of Labor	1,354.50
<b>Total Cost of Labor</b>	<b>1,354.50</b>

Funds transfer	1,103.07
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### **Grounds**

Mowing & cleaning	95.00
<b>Total Grounds</b>	<b>95.00</b>

Insurance	750.00
Legal & Professional Fees	850.00

### **Office Expenses**

Bank Charges	11.95
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Internet	71.85
Quick Books Online	26.95
Telephone	156.58
Web site	109.90
<b>Total Office Expenses</b>	<b>377.23</b>

**Repair & Maintenance**

Boat Lift	40.00
Boat Ramps	125.00
Canals	100.00
Clubhouse	822.82
Exercise Room	97.25
Gate	729.00
Pest Control	85.00
Playground	231.85
<b>Total Repair &amp; Maintenance</b>	<b>2,230.92</b>

Trailer storage facility	83.00
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**Utilities**

Electricity	568.70
Water/Sewer	115.28
<b>Total Utilities</b>	<b>683.98</b>

<b>Total Expenses</b>	<b>\$7,827.70</b>
<b>Net Operating Income</b>	<b>\$26,289.96</b>
<b>Net Income</b>	<b>\$26,289.96</b>

Wednesday, May 08, 2013 09:53:29 AM PDT GMT-4 - Cash Basis

This report was created using QuickBooks Online.



## Property Managers Report April 2013

- 2 gate cards were issued in April; 9 windshield tags issued; 4 updated last month.
- 911 gate operations was tested successfully, generator transfer switch tested successfully.
- Approximately 80 letters were mailed to owners for lot maintenance, most have been addressed.
- New club house and speed limit signs have not arrived, expected any time. Will install as they arrive.
- Mr. Donovan Vincent has completed the necessary training and is a "Certified Pool Operator".
- Landscaping in the horseshoe shape mulched area in front of clubhouse completed. New mulch applied to beds at club house.
- Camera system on order for gate house and club house. Club house system is expanded to provide camera coverage for pool area.
- Recommend annual fire ant treatment be approved for POA properties and 6 feet on either side of walk way. Treatment is guaranteed for one year and has been very effective in the past. The sand box and canal banks will not be treated, just a precaution for the kids and cannot treat areas that are readily accessible to a body of water. Cost will be \$900.00

## EXHIBIT D

From the Clerk

May 6, 2013

April 30, 2013 Outstanding Dues: \$38,309.05  
April 30, 2013 Credit Balance \$4,159.90

Lots reported sold in April:

<u>Buyer</u>	<u>Lot</u>	<u>Home</u>	<u>Seller</u>
Roger Wright	320	Harrells, NC	Danny Hayes
Roger Wright	319.5	Harrells, NC	Danny Hayes

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## Bay Tree Lakes Budget 2013

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	NOTES
BTL Financials														
<b>Operations Checking</b>	76,663.36	56,114.61	55,825.42	82,115.38										
<b>Road Loan Checking</b>	15,690.00	15,690.00	4,126.93	0.00										BB&T
<b>Pool Loan Checking</b>	XXX	XXX	XXX	5,230.00										Closed in April
<b>Money Market Account</b>	55,592.05	55,600.58	55,607.97	55,607.97										First Citizens To Southern
<b>Total Dollars</b>	147,945.41	127,405.19	115,560.32	142,953.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Road Loan Principle</b>	26,618.65	11,563.07	11,563.07	XXX									49,744.79	*Loan Paid Off March 11,2013
<b>Pool Loan Principle</b>	XXX	XXX	XXX	XXX									0.00	
<b>Outstanding Dues</b>	32,461.54	22,353.96	18,689.88	38,309.05										
<b><u>Income</u></b>														
Club Card	60.00	40.00	60.00										160.00	Exercise Room
Contractor Code		500.00											500.00	Contractor Deposit
Dues	39,721.13	8,199.69	2,832.08	28,263.59									79,016.49	
Gate Access	210.00	250.00	60.00	365.00									885.00	Gate Card & Window Stickers
Key Deposit													0.00	Storage Yard
POA Lot Mowing													0.00	Received from Property Owners
Rental	400.00		800.00	400.00									1,600.00	Clubhouse Rental
Roads Assessment	15,623.00	3,420.00	1,090.00										20,133.00	\$12 Road Assessment Received
Pool Assessment	XXX	XXX	XXX	9,216.00									9,216.00	\$12 Pool Assessment Received
<b>Total Income</b>	56,014.13	12,409.69	4,842.08	38,244.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,510.49	
<b><u>Expenses</u></b>														
Building cleaning	300.00	300.00	300.00	300.00									1,200.00	Cabana & Clubhouse
Building fire protection		150.71	55.00										205.71	
<b><u>Cost of Labor</u></b>														
Clerk	600.00	600.00	600.00	600.00									2,400.00	
Guard													0.00	
Property Manager	573.75	870.00	656.25	754.50									2,854.50	
Asst. Property Mgr.J.R.													0.00	
Asst. Property Mgr.S.L.													0.00	
Cert. Pool Mgr. D.V.														
<b>Total Cost of Labor</b>	1,173.75	1,470.00	1,256.25	1,354.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,254.50	

<b><u>Road Funds transfer</u></b>															
Interest Paid	155.56	130.65	43.77	XXXXX										329.98	
Principal Paid	5,074.44	15,099.35	11,519.30	XXXXX										31,693.09	
<b>Total Funds transfer</b>	<b>5,230.00</b>	<b>15,230.00</b>	<b>11,563.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,023.07</b>	*Loan Paid Off March 11,2013
<b><u>Pool Funds Transfer</u></b>															
Interest Paid	XXXXX	XXXXX	XXXXX	0.00											5)Interest only during Const.
Principle Paid	XXXXX	XXXXX	XXXXX	0.00											
<b>Total Pool Funds Transfer</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b><u>Grounds &amp; Cleaning</u></b>															
Mow / Clean Common Area	150.00	75.00		95.00										320.00	6.1 acres includes storage lot
POA Lot Mowing (Loss)															
Trash Removal														0.00	Willie Cromartie removes Trash
<b>Total Grounds</b>	<b>150.00</b>	<b>75.00</b>	<b>0.00</b>	<b>95.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>320.00</b>	
<b><u>Office Expenses</u></b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD		
Bank Charges	11.95	11.95	23.95	11.95										59.80	
Internet	71.48	71.92	71.92	71.85										287.17	
Postage	180.00	185.50												365.50	
Quick Books Online	26.95	26.95	26.95	26.95										107.80	
Stationery & Printing		25.67												25.67	
Supplies	13.29	55.62	125.01											193.92	Printer Ink
Telephone	154.38	153.61	154.58	156.58										619.15	
Web site		89.90	60.00	109.90										259.80	
<b>Total Office Expenses</b>	<b>458.05</b>	<b>621.12</b>	<b>462.41</b>	<b>377.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,918.81</b>	
<b><u>Other Expenses</u></b>															
Insurance	7,114.00			750.00										7,864.00	Buildings(\$6370) & Board(\$750)
Legal & Professional Fees	-50.00	3,135.00	146.00	850.00										4,081.00	CPA & *Attorney
Taxes & Licenses														0.00	Ramp & Piers to State
Member Event			42.95											42.95	Yrly Meeting
<b>Misc. Expense</b>														0.00	Vol. Fire Dept. Support
<b><u>Repair &amp; Maintenance</u></b>															
Gate Repairs		43.00	1,606.75	729.00										2,378.75	3)Gate Arms 4)PM
Boat Lift				40.00										40.00	
Boat Ramps				125.00										125.00	
Canals				100.00										100.00	All About Ponds- Audit
Pier Repair														0.00	Plank Replacement

Cabana													0.00	
Pool Repair		11,000.00											11,000.00	*Pool Downpayment
Clubhouse	646.00	155.26	339.44	822.82									1,963.52	
Exercise Room				97.25									97.25	
Playground				231.85									231.85	Pressure Wash
Pest Control	85.00		85.00	85.00									255.00	1&3)Service Spraying 4)Contract
<b>Total Repair &amp; Maintenance</b>	<b>731.00</b>	<b>11,198.26</b>	<b>2,031.19</b>	<b>2,230.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,191.37</b>	
Road Repair & Maintenance													0.00	
Trailer storage facility	83.00	83.00	83.00	83.00									332.00	
<b>TOTAL OPER. EXPENCE</b>	<b>83.00</b>	<b>83.00</b>	<b>83.00</b>	<b>83.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>332.00</b>	3Poles & 3 Lights
														Page 3
<b>Utilities</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
Electricity	605.30	602.39	639.19	568.70									2,415.58	
Water/Sewer	123.65	117.96	115.28	115.28									472.17	
<b>Total Utilities</b>	<b>728.95</b>	<b>720.35</b>	<b>754.47</b>	<b>683.98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,887.75</b>	
<b>Total Income</b>	<b>56,014.13</b>	<b>12,409.69</b>	<b>4,842.08</b>	<b>38,244.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>111,510.49</b>	
<b>Total Expenses</b>	<b>15,918.75</b>	<b>32,983.44</b>	<b>16,694.34</b>	<b>6,724.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>72,321.16</b>	
<b>Net Operating Income</b>	<b>40,095.38</b>	<b>-20,573.75</b>	<b>-11,852.26</b>	<b>31,519.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39,189.33</b>	