

Bay Tree Lakes

Property Owners Association

May 8, 2014

The Bay Tree Lakes Property Owner's Association, Inc. Board of Directors monthly meeting was held at the Clubhouse on Thursday, May 8, 2014. The following Board Members were present: Clark Valentiner, Junior Rideout, Lee Hauser and Roger Wright. Board Member Brian Wolf was out of town. POA Clerk Tish Herrmann and Property Manager Jim Crayton attended.

President Roger Wright called the meeting to order at 7:00 pm and welcomed all POA members to the meeting. Clark Valentiner gave the invocation.

Please Note: In an effort to make sure the board has time to properly address and act on agenda items the board meetings are not interactive with those in attendance. We encourage you to advise the board of any issue you would like to have included on the agenda at least ten days in advance of the scheduled monthly board meeting. Additionally, at each monthly meeting we allocate time to open the floor to attendees for comments and/or questions.

Property Owners in attendance:

Debbi Kettle

Mick Robeson

Hank Howell

Larry and Brenda Barnes

Robert Walton

Phyllis Latham

Donovan Vinson

Terry Randall

Chris and Brenda Cherry

***PLEASE note if you attended the meeting but did not sign the attendance sheet your name is not included on this list.

Approval of Prior Meeting Minutes: April, 2014 Roger Wright 1st, Clark Valentiner 2nd
Unanimous affirmative vote by the board

Approval of Prior Month's Financial Report: April, 2014j (Attached as Exhibit A)
Junior Rideout 1st, Clark Valentiner 2nd Unanimous affirmative vote by the board.

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Financials April 2014:

Operations Checking: \$ 70,904.56

Pool Checking: \$108,238.76

Money Market: \$ 55,701.33

Total Monies: \$ 234,844.65

Pool Principal: \$380,533.92

ADA Compliance: \$123,328.09

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

Submitted by Jim Crayton Clark Valentiner 1st, Lee Hauser 2nd Unanimous affirmative vote by the Board

Approval of Clerks Report: (Attached as Exhibit C) Submitted by Tish Hermann

Clark Valentiner 1st Junior Rideout 2nd Unanimous affirmative vote by the Board

Business & Issues:

- **Review April 12, 2014 Annual Meeting**

- The Board agreed that we have much to accomplish in the next year and our goal is complete open projects and move forward in a very positive and constructive way.

- **Questions/Comments from Property Owners** (because of the April 12, annual meeting discussion it was decided to have the Q&A at this spot on the agenda)

- Property Owner Brenda Cherry shared that it had been a very difficult and frustrating task to get the Bay Tree "ARC" to give the "okay" to move forward on renovations to a Bay Tree Home she is in the process of selling.
 - Brenda shared that she and the buyer (s) were surprised to find that the "ARC" has only one member---the Developer

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- Buyer and Seller were even more frustrated to find that there are not well defined specifications for what building materials can and cannot be used.
 - This results in confusion, delays and inconsistent use of building materials
 - Brenda encouraged the board to take a more aggressive approach to this issue and make every effort to persuade the developer to expand the number of ARC team members and to include property owners on the team.
 - The Board shared with Brenda that we agree the ARC team needs to be expanded to include property owners as well as the developer and perhaps a neutral architect. We do not believe it is good for anyone (developer or property owners) for the developer to have exclusive control of the ARC..
 - We are in negotiations with the developer to achieve these changes.
- **POA Board Secretary**
 - Roger Wright accepted the position of POA Board President and this leaves a vacancy for the Secretary position.
 - None of the other board members felt they could accept the position of POA Board Secretary.
 - Board member Lee Hauser made the following motion:
 - To recognize and affirm the responsibility of the Bay Tree Lakes POA Board of Directors to keep the members substantially informed of the official board meetings it is prudent and necessary to prepare an accurate, reliable and readily available historical record of the minutes of each official meeting.
 - Therefore, it is proposed (moved by motion) that the POA Board of Directors make provisions within the operating budget to include, at the beginning of the earliest practical operating month, the position of “part-time Administrative Assistant” responsible to the Secretary member of the POA Board of Directors, to serve as Assistant Secretary to the Board of Directors for the primary purpose of attending each official meeting of the Board, recording and preparing the minutes for approval by the Board of Directors in advance of the very next regularly scheduled official meeting: and, upon approval, to ensure prompt submission of the minutes to the web master of the Bay Tree Lakes Property Owners Association website.
 - Motion by Lee Hauser Second by Junior Rideout
 - Discussion:
 - **CONFIRMATION by Lee Hauser that the motion was designed to start a study not to immediately hire someone to fill the position.**
 - Develop requirements for the position

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- Evolve to job description
 - Define in very specific terms what we want to accomplish
 - Determine if this position can be filled by a volunteer from the community
 - If paid position---determine and get approval for hourly rate
 - Motion approved ---Unanimous affirmative vote by the Board.
- **Pool Dedication May 31, 2014**
 - Recognize those that have been “key” participants in the Bay Tree Pool
 - Celebration Schedule
 - 5:00 pm----Opening comments, recognition—Prayer of Dedication
 - 5:30 pm --- Picnic---hot dogs
 - 7:00 pm-----Music by the Carolina Breakers
- **Fourth of July Celebration—2014**
 - **DATE: SATURDAY, JULY 5, 2014**
 - Fireworks
 - Parade
 - Hot Dogs
 - Ice Cream
 - Flotilla
 - 2014 celebration will be modeled after the 2013 celebration
 - More details to come
 - **PLEASE ADVISE a board members if you would like to serve on one of the above “PREP” teams**
- **Town Hall Meeting**
 - **Sunday, June 22, 2014**
 - **Time 2:00 pm until-----**
 - **Purpose: To discuss Bay Tree issues**
 - **Agenda: Open Discussion**
- **2014 Budget**
 - POA Board Treasurer Clark Valentiner presented the 2014 budget and made a motion it be accepted.
 - 2nd Junior Rideout
 - Discussion: The 2014 Budget will be the basis for financial reporting for the balance of 2014
 - Actual vs. Budget will be reported for each line item
 - The motion was unanimously approved by the board

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- **1972 Covenant and By-Laws Review Team**

- The Board agreed to form a team of five (5) people to review the 1972 Covenants and other governances.
- Team objectives:
 - Define what is on the books today
 - What is needed to meet the needs and expectations of Bay Tree today and in the future
 - What must we do to be in harmony with state and county laws/rules
 - Produce a completed documents that defines our governing rules and regulations
- Please note the next step is to seek approval from all authority (at the time the document is completed) to make the new governances the basis of our mode of operation.
- Board Member Lee Hauser volunteer to lead this imitative.
 - Property Manager Jim Crayton volunteer to be a team member
 - **PLEASE NOTE WE NEED THREE ADDITIONAL TEAM MEMBERS**
 - **IF YOU WOULD LIKE TO SERVE ON THIS TEAM PLEASE CONTACT BOARD MEMBER LEE HAUSER.**
- **Policy Enforcement Issues**
 - Dog Policy—The Board requested Property Manager Jim Crayton to review the Bay Tree Dog Policy with the Bladen County Animal Control Department to make sure that our policy is:
 - In Sync with County Policy (no Conflict)
 - To make sure Bladen County supports and has no conflict with our enforcing of our policies
 - It was agreed that when there are dog control issues it is always the best policy to engage the Bladen County Animal Control Department
 - Sign/Bulletin Board Policy—Board Member Clark Valentiner made a motion seconded by Board Member Lee Hauser to allow the “RIGHT “ bulletin board door---General Announcements to have signs us to
 - 11 X 17 inches
 - The motion was unanimously approved by the board
 - Grass Policy---letters are being sent to all property owners that need to cut their grass
 - Unsightly Yard Issues---we need more clarification from the developer and our attorney before we can move forward with enforcement
 - Storage Lot—we need to get back to the original plan of assigned lots and more detailed management of the site

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- Property Manager Jim Crayton will review and take actions on the Storage Lot issues after we have completed the pool project
- **Bay Tree POA Board Code of Conduct**
 - Tabled until we can schedule a Board Retreat
- **NCWC**
 - **May 17, 2014—BOATING SAFETY CERTIFICATION CLASS**
 - **Club House—9:00—4:00**
 - **We had six participants**
 - **NCWC did a great job**
 - **May 25, 2014**
 - **Courtesy boat inspection/question and answer session**
 - **Wildlife Officers will be on duty from 1:00 to 4:00 pm at the canal boatlift**
- **Adjourn**
 - There being no further business the meeting was adjourned.

Minutes submitted by:
Roger B. Wright
POA Board Secretary

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Profit and Loss
April 2014

	Total
<hr/>	
Income	
Non-Profit Income	
Dues	33,339.08
Gate Access	155.00
Pool	14,094.00
Total Non-Profit Income	<hr/> 47,588.08
Total Income	<hr/> \$47,588.08
Expenses	
Building cleaning	300.00
Cost of Labor	

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Cost of Labor	
Asst Property Manager - JC	220.00
Clerk	600.00
Guard	125.00
Property Manager	1,000.00
Total Cost of Labor	1,945.00
Total Cost of Labor	1,945.00
Funds transfer	
Interest Paid Pool	1,655.42
Principal Paid Pool	3,641.62
Total Funds transfer	5,297.04
Grounds	
Mowing & cleaning	150.00
Total Grounds	150.00
Office Expenses	
Bank Charges	9.95
Internet	72.24
Postage	196.00
Quick Books Online	26.95
Stationery & Printing	128.10
Supplies	40.52
Telephone	206.75

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Web site	29.90
Total Office Expenses	710.41
Repair & Maintenance	
Canals	75.00
Clubhouse	21.68
Exercise Room	3,861.26
Gate	4,075.56
Pest Control	85.00
Pool	55,800.00
Total Repair & Maintenance	63,918.50
Taxes & Licenses	120.00
Trailer storage facility	83.00
Utilities	
Electricity	562.06
Sewer	80.00
Water	36.28
Total Utilities	678.34
Total Expenses	\$73,202.29
Net Operating Income	\$ -25,614.21
Net Income	\$ -25,614.21

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This report was created using QuickBooks Online Plus.

Exhibit "B"

Property Mgrs. Report

Property Mgrs. Report

April 10-May 7, 2014

Have worked with a number of property owners in getting Gate card and other entrance problems worked out. I am currently investigating the Horsepen Boat Lift which is non-functional. Working on getting the sign on the main boat lift repaired.

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Pool/Cabana

Work is progressing on finishing the original pool project to the extent that both Tarheel Pool and DevaneConstruction are substantially complete pending final inspections. Donovan has worked hard in getting the water ready and is beginning to assemble the furniture.

The ADA project at the Cabana is on schedule. Paving should be complete very soon. Interior work: commodes and lavatories have been installed. Final trim is schedule to begin tomorrow. There is a small amount of concrete work to be finished. The contractor told me today that she is still shooting for the 16th which is next Friday. Weather could affect that projection. Evers fencing still has to complete his part but he has pledged to have it done by next Friday also. At that point all we should need is the final inspection. I have talked to Chief Inspector Matt Chadwick and he will be here a couple of times next week to make sure that nothing foreseeable surprises us at the end.

I am encouraging everyone to go to the web site and download the pool rules and get it signed and turned in to me ASAP as cards will not be issued without a signed agreement.

I have also been working with our attorney to make sure we are on solid ground with respect to covenant enforcement issues and we appear, so far, to be in good shape. Additionally we have been in contact with the developer and feel that we may be closer than we thought to some agreement on architectural control and first right of refusal issues. Today we discussed an agreement that had been worked out in 1998 that outlined an architectural control group and some other issues that we have discussed recently. The developer seems agreeable to reinstating it. We will see how this pans out.

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Exhibit "C"

From the Clerk

May 8, 2014

April 30, 2014	Outstanding Dues	\$34,022.21
April 30, 2014	Credit Balance:	\$ 5,411.20

Lots reported sold April 2014

Buyer	Lot	Home	
Seller			
Lacy & Maryellen Robeson	271	Harrells, NC	John Huey
Waccamaw Bank	90	Whiteville, NC	
Steve Jones, Sr			