

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**December 15, 2016**

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, December 15, 2016.

Four of the Board members were present: Charles Atkinson, Bob Latham, Junior Rideout and Troy Votaw. Billy McGavock was unable to attend. Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were George Starke, Robert Gamble, Clark Valentiner, Ginny Ruark and Greg Ruark.

President Charles Atkinson called the meeting to order at 6:02 pm and welcomed all POA members to the meeting. He then asked Bob Latham to provide us with the invocation.

**Approval of Prior Meeting Minutes (November 17, 2016):** A motion to approve the minutes of the November monthly meeting was made by Junior Rideout, seconded by Bob Latham. Unanimous affirmative vote by those present. The minutes of the monthly meeting will be posted on the BTL POA website, [www.baytreecommunity.com](http://www.baytreecommunity.com).

**Approval of Prior Month's Financial Report (November 2016):** Billy McGavock prepared the report for November, which is attached herein as Exhibit B, and the financial summary shown below. A motion to approve that report was made by Troy Votaw, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of November 30 , 2016:

Operations Checking:	\$119,736.44	(as of 10/31/16)
Second Checking	\$ 33,133.76	(as of 10/31/16)
Pool Checking:	\$ 26,474.32	(as of 10/31/16)
Money Market:	\$ 55,918.79	(as of 12/12/16)
Total Monies:	\$235,263.31	

Pool Loan Principal:	\$292,434.03	(as of 11/14/16)
ADA Contract Principal:	\$ 97,663.41	(as of 11/08/16)
Construction Loan	\$ 2,627.33	(as of 11/10/16)

**POA Clerk's Report (November 2016):** The report, noting that Total Billable Lots had increased to 457.5, was prepared by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve the Clerk's report was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present.

**Property Manager's Report (November/December):** The report was presented by Jim Crayton, and is attached herein as Exhibit D. Motion to approve the report was made by Bob Ltham, seconded by Troy Votaw. Unanimous affirmative vote by those present.

**Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported on three issues regarding outstanding dues owed. Due to a partial payment, action on the Walsh account had stopped, but the amount has reached an unacceptable level again. The POA attorney has agreed to reopen the action and has sent the third letter again. Per the POA attorney, the settlement of the Britt Estate is going according to schedule, albeit slowly. Mr. Atkinson asked that the amount owed the POA be updated to ensure the full amount is collected. The status of the Boykin property is much more complicated. The property title appears to be in the names of four siblings. Two of those have deceased within the last year or so, and a third is in prison. The foreclosure\ cannot go forward until all the title holders have been properly notified. Determining the names, locations and status of all of the current holders may take a long, long time, if ever. The cost of discovery added to the current amount owed may soon exceed the value of the property. The Board agreed to put this matter on hold for a few months, hoping that that the eventual owners will come forward once the estates have been settled. The lien on the property will remain in effect for this period.

**Horsepen Road Canal Overpass.** Mr. Atkinson reported that work on the project had progressed very well since the delays encountered as a result of Hurricane Matthew, but the work is still slightly behind schedule. Completion is projected to be 4 to 6 weeks out. Th pilings are in and the concretes is to be poured next week. The concrete trusses that will form the bridge itself are on site. The canal will need to be re-dug to open the flow of water.

**POA Files Maintenance.** Mr. Latham reported that organization of the files is continuing, in general, but no progress has been made since the last Board meeting. The majority of the files that now need further examination are a large variety of financial reports and records.

**Drainage on South Horsepen.** The drainage problems on South Horsepen Road were brought up at the May Board meeting. As agreed, Mr. Atkinson has pursued this issue and obtained agreement from Mr. Steve Jones, Jr. of Lake Creek Corporation, in June, that Mr. Jones would produce a plan to remedy the problem. That plan is not yet available. Mr. Atkinson spoke again to the developer today and reports that the developer still intends to address the issue. The two will revisit the issue next when checking on the Horsepen Boat Lift deed, which is awaiting legal review before donating it to the POA.

**Trash Piles – Dumping and Burning Policy.** George Starke and Hank Howell revised the draft policy presented by Mr. Atkinson at the October meeting of the Board. The revision, titled “Yard Debris and Grass Clippings Disposal Policy,” was reviewed by each Board member prior to this meeting and approved by them. Troy Votaw moved that this version be approved by the Board as an additional policy of the POA. The motion was seconded by Bob Latham and passed unanimously by all present. A copy of that policy is attached herein as Exhibit E and will be posted on the POA web site.

**Steve Jones, Senior Memorial.** A committee was formed at the November Board meeting to evaluate and propose to the Board the erection of an appropriate memorial for the Bay Tree Lakes founder, Mr. Steve Jones, Senior, who died on October 16<sup>th</sup>. Troy Votaw is chairman of that committee and he reported having met with Steve Jones, Jr. who is supportive of the idea and has suggested a location next to the main boat lift at the west end of Bay Tree Drive. Mr. Votaw will continue to work with the committee and Mr. Jones, Jr., to develop a proposal for the Board's consideration. POA members are invited to comment and suggest, using the POA web site facility.

**Invite donations for BTLVFD Sign.** The Bay Tree Lakes Volunteer Fire Department has installed a new sign to replace the old one destroyed by Hurricane Matthew, at a cost approximating six thousand dollars (\$6,000). Dues statements that go out to the POA members on January 1<sup>st</sup> will contain an invitation to donate to offset that cost. Bob Latham reported that he and the POA Clerk, Tish Herrmann, have prepared the words to be included in those statements.

## **New Business:**

**2017 Budget Preparation.** Mr. Atkinson reminded the Board that the budget for the year 2017 needs to be completed and presented to the membership at the Annual Meeting in April. That means there will be only three more scheduled meetings of the Board before that date. He asked that a draft of that budget be prepared for review by the Board at the January meeting, January 19<sup>th</sup>. That draft should include identification of the expenses for the year 2016, a proposal for operating expenses in 2017, and identification of any large or capital projects to be included. Also Board members should consider any proposals for alternative financing, like 'checks in the basket,' as proposed by Robert Gamble.

## **Other Business:**

**Beavers and Geese Addling.** Questions were raised to and answered by the Property Manager concerning the addling of Geese nests and removal of beavers in the canals.

There being no further business, a motion to adjourn was made by Troy Votaw, seconded by Bob Latham, and passed at 6:59 pm.

Respectfully submitted,

Bob Latham, Secretary

**Exhibit A**

***Bay Tree Lakes***  
***Property Owners Association***

**Board of Directors Meeting Agenda**

**December 15, 2016**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (November 17, 2016)	Bob Latham
Approval of Prior Month's Financial Report (November 2016)	Billy McGavock
POA Clerk's Report (November 2016)	Tish Herrmann
Property Manager's Report (November/December 2016)	Jim Crayton

**Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Horsepen Road Canal Overpass	Charles Atkinson
3. POA Files Maintenance	Bob Latham
4. Drainage on South Horsepen	Charles Atkinson
5. Trash Piles – Dumping and Burning Policy	Hank Howell
6. Steve Jones, Sr. Memorial	Troy Votaw
7. Invite Donations for BTLVFD Sign	Bob Latham

**New Business:**

**Other Business:**

**POA Member Comments:**

- ~ Please note that POA members that would like to share comments must be recognized by the Presiding Officer.
- ~ Please note also that individual comments will be limited to three (3) minutes.

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**Exhibit B    Bay Tree Lakes Property Owners Association  
Profit and Loss – November 2016**

	<b>TOTAL</b>
	(\$)
INCOME	
Non-Profit Income	
Dues	9,974.00
Interest Paid by Members on Dues	8.46
Gate Access	670.00
Total Non-Profit Income	10,652.46
<b>Total INCOME</b>	<b>10,652.46</b>
EXPENSES	
Building Cleaning	430.00
Cost of Labor	
Asst Pool Operator – JA	280.00
Certified Pool Operator	340.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,220.00
Grounds	
Mowing & Cleaning	1,455.00
Total Grounds	1,455.00
Office Expenses	
Bank Charges	14.24
Telephone	353.08
Total Office Expenses	367.32
Repair & Maintenance	
Clubhouse	30.00
Pool	300.00
Total Repair & Maintenance	330.00
Road Repair & Maintenance	5,225.00
Utilities	
Electricity	668.58
Sewer	75.20
Water	72.80
Total Utilities	816.58
<b>Total EXPENSES</b>	<b>10,843.90</b>
NET OPERATING INCOME	- 191.44
OTHER INCOME	
Interest Earned	0.54
Total OTHER INCOME	0.54
NET INCOME	- 190.90

**Exhibit C**

**Clerk's Report**

From the Clerk

**December 1, 2016**

November 30, 2016	Outstanding Dues	\$35,802.83
November 30, 2016	Credit Balance	\$ 986.97

**Lots reported sold in October 2016**

<b>Buyer</b>	<b>Lot</b>	<b>Home</b>	<b>Seller</b>
Chester Barnhill	127	Ivanhoe, NC	Redbird Land Co, LLC
Chester Barnhill	299	Ivanhoe, NC	New Lot
Chesster & Claudia Barnhill	526	Ivanhoe, NC	Ryan Burney
Chester Barnhill	525	Ivanhoe, NC	Ray Gillis
Chester Barnhill	523	Ivanhoe, NC	Thomas Maude

**Total Billable Lots      457.5**

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## **Exhibit D: Property Manager Report November/December 2016**

1. Issued a few new and replacement cards and passes and one new contractor code.
2. Sump pump has been installed under clubhouse. Currently waiting for electrician to install power to the pump which should be completed this week.
3. Several shingles were replaced and several ridge cap shingles were also found missing and replaced.
4. I have been keeping watch on the Exercise Facility floor and the swelling is decreasing gradually. I am waiting to see how much it will reduce itself to avoid excessive relief cuts. Most places are now to the point they may not need repair.
5. Received the final bid on the Main Boat Lift and awarded job to Elvis Blackmon for \$1,498 complete. This will include pressure washing to prep and use of a good rust preventive paint ie: Rustoleum or commercial equivalent. Work has not begun as yet.
6. Currently there is no further information on the replacement gates I mentioned in my last report. I talked to their rep last week and the company is still working on finalizing the project.
7. Tried to get Red Mote to burn another pile last week when it was raining. He said he had to get Steve Jones's permission first. No burning yet.
8. Also asked Red to drag the dirt portion of E. Bay Ridge Rd. again. It is really bad. He said he would try to do it this week.
9. Replaced the first spotlight at the gate since converting to LEDs over a year ago. Previously, I had to replace bulbs every 2-3 months.
10. Put Christmas wreaths on gate house.
11. Have received a price of \$364.80 from Wilmington to replace a pump at the pool. This includes a new seal.

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## **Exhibit E:**

### **Yard Debris and Grass Clippings Disposal Policy**

#### **Bay Tree Lakes (BTL)**

Lake Creek Corporation and Red Bird Land Development Corporation have agreed to allow Bay Tree Lakes Property Owners Association members to use a designated area to dispose of shrubbery trimmings, grass clippings, small dead limbs, pine straw, pine cones, leaves and small trees (trees with a ground level diameter of less than six inches). Trees with a ground level diameter of six inches or more must have prior written approval of the Corporation before being removed. (See Restrictive Covenants regarding tree removal.) Under no circumstance will any building materials(s) or demolition materials be disposed in the disposal site. Should a property owner have questions, please contact the BTL Property Manager for answers prior to disposal.

All approved yard debris (as defined above) may be placed in the disposal site located at the East end of the development. Use of this site is for BTL property owners only, Contractors hired by property owners, or the POA, to collect yard waste (as defined above), from BTL properties only, will be allowed to dispose of such waste in the disposal site.

In the event a property owner has a large project requiring a contractor, there will be a charge for use of this disposal site and prior approval by the BTL Property Manager is required. This fee will be based on the size of the truck(s) used and the number of loads dumped. The purpose of this fee is to assist in the routine maintenance of the disposal site. Fees for less-than-truckload disposals must be negotiated with the BTL Property Manager prior to using the disposal site.

Six wheel dump trucks                      \$100.00 per load (each load dumped)

Ten wheel dump trucks                      \$150.00 per load (each load dumped)

No tractor trailer loads (anything over ten wheels) will be allowed to dump at the site.

Contractors will not be allowed to dump any approved materials generated from property outside the BTL community. Disposing of household garbage at this

site is definitely a violation of this policy. Violations of this policy will result in loss of disposal site privileges.

December 15, 2016

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