

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

January 19, 2017

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Thursday, January 19, 2017.

Four of the Board members were present: Charles Atkinson, Bob Latham, Billy McGavock and Junior Rideout. Troy Votaw was unable to attend. POA Clerk Tish Herrmann, Property Manager Jim Crayton and Assistant Secretary Hank Howell also were in attendance. Property owners in attendance were Larry Barnes, Brenda Barnes, Elizabeth Gamble, Robert Gamble, Clark Valentiner, Ginny Ruark, Greg Ruark, Todd Karpinski, Tricia Switzer, Mick Robeson, Maryellen Robeson and Jeanne Dellinger.

President Charles Atkinson called the meeting to order at 7:00 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 (December 19, 2016): A motion to approve the minutes of the December monthly meeting was made by Junior Rideout, seconded by Billy McGavock. Unanimous affirmative vote by those present. The minutes of the monthly meeting will be posted on the BTL POA website, www.baytreecommunity.com.

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

Financials as of November 30, 2016:

Operations Checking:	\$119,247.48	(as of 12/30/16)
Second Checking	\$ 33,130.01	(as of 12/30/16)
Pool Checking:	\$ 21,146.36	(as of 11/30/16)
Money Market:	\$ 55,918.79	(as of 12/12/16)

Total Monies:	\$229,442.64	
Pool Loan Principal:	\$289,335.17	(as of 12/15/16)
ADA Contract Principal:	\$ 96,736.50	(as of 12/08/16)
Construction Loan	\$ 2,627.33	(as of 12/08/16)

POA Clerk's Report (December 2016): The report, noting that Total Billable Lots had decreased to 456.5, was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve the Clerk's report was made by Bob Latham, seconded by Billy McGavock. Unanimous affirmative vote by those present. Ms. Herrmann also reported that in response to the invitation attached to the January billing, over \$1,300 had been received to help the Bay Tree Lakes Volunteer Fire Department pay for its new lighted sign.

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

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported on three issues regarding outstanding dues owed. The 'third letter' has been sent by the POA attorney for the back dues on the Walsh account. Per the POA attorney, the settlement of the Britt Estate is going according to schedule, albeit slowly. The status of the Boykin property is much more complicated. The Board previously 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 happily reported that work on the project had been completed and the road is open again. There remains a short punch list involving utility conduits and possible guard rails on both sides of the new bridge. Decisions regarding maintenance work on the other two bridges in BTL will be made after the new budget is completed.

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.

Horsepen Boat Lift and Property. Meanwhile, the deed for the Horsepen boat lift, and property surrounding it, has been signed over to the BTL POA and the transaction has been recorded with the Bladen County Register of Deeds. A proposal from Smithco Sales & Service, Inc. to repair the Horsepen boat lift was reviewed, calling for purchase of a cylinder for \$7,408 and labor estimated at \$2,145. A motion to proceed according to the proposal was made by Junior Rideout, seconded by Billy McGavock, and passed with a unanimous affirmative vote by all those present. It may possibly take up to 12 weeks to receive the cylinder which will be purchased by the POA.

Steve Jones, Senior Memorial. Troy Votaw, chairman of the committee 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 16th, was not at the meeting. Mr. Atkinson reported tht Mr. Votaw continues to meet with Steve Jones, Jr. to iron out a proposal for the Board's consideration. The area receiving major consideration is a location next to the main boat lift at the west end of Bay Tree Drive. POA members are invited to comment and suggest, using the POA web site facility. It was suggested that the committee also consider naming the new bridge on Horsepen Road "The Jones Memorial Bridge."

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 two more scheduled meetings of the Board before that date. He asked that a draft of that budget be prepared by the Treasurer and distributed via email for review by the Board. Board members were asked to review recent expenditures and suggest to the Treasurer any items for special consideration, particularly any large or capital projects.

Other Business:

Concealed Carry Permit Class. Maryellen Robeson reported that she has been asked and is considering teaching a class for POA members interested in and/or preparing to apply for a permit for a concealed carry of a weapon. Permission to use the Clubhouse for this purpose was granted by the Board. Ms. Robeson will work with the Property Manager to develop a survey of interest by the community.

There being no further business, a motion to adjourn was made by Junior Rideout, seconded by Billy McGavock, and passed at 7:49 pm.

Respectfully submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

January 19, 2017

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (December 15, 2016)	Bob Latham
Approval of Prior Month's Financial Report (December 2016)	Billy McGavock
POA Clerk's Report (December 2016)	Tish Herrmann
Property Manager's Report (December 2016/January)	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. Horsepen Boat Lift and Property	Charles Atkinson
6. Steve Jones, Sr. Memorial	Troy Votaw
7. Donations for BTLVFD Sign	Bob Latham

New Business:

1. 2017 Budget Preparation	Billy McGavock
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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 – December 2016**

	TOTAL
	(\$)
INCOME	
Non-Profit Income	
Dues	6,174.00
Interest Paid by Members on Dues	21.27
Gate Access	205.00
Key Deposit	25.00
Rental	200.00
Total Non-Profit Income	6,625.27
Total INCOME	6,625.27
EXPENSES	
Building Cleaning	300.00
Cost of Labor	
Certified Pool Operator	70.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,670.00
Office Expenses	
Bank Charges	9.95
Telephone	352.67
Total Office Expenses	362.62
Repair & Maintenance	
Clubhouse	531.62
Pool	567.50
Total Repair & Maintenance	1099.12
Utilities	
Electricity	856.76
Sewer	75.20
Water	51.36
Total Utilities	983.32
Total EXPENSES	4,415.06
NET OPERATING INCOME	2,210.21
NET INCOME	2,210.21

Exhibit C

Clerk's Report

From the Clerk

January 1, 2017

December 31, 2016	Outstanding Dues	\$29,673.66
December 31, 2016	Credit Balance	\$ 1.055.00

Billing January 1, 2017

456.5 Lots	\$82,170.00
Interest	884.76
Outstanding	29,673.66
Total Billed	\$112,728.42

Lots reported sold in December 2016

Buyer	Lot	Home	Seller
Joseph Gebbia	10	Carolina Beach, NC	Gary Briggs

Leroy and Linda Hood amalgamated lots 115 & 116.

Total Billable Lots 456.5

The billing cards had a note requesting donations for the new sign at the fire station. Checks in the amount of \$165.00 have been received through the POA as of January 13, 2017.

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Exhibit D: Property Manager Report - Dec 2016 / Jan 2017

- Issued several cards and passes. Had computer problem at gate that required re-installing all data from external device. There were a few devices that were not on the external device and I have spent considerable time working on this. All appears to be working as of now. If you know anyone that is still having problems tell them to contact me.
- Had electrician install power under clubhouse for sump pump. We also spent time investigating outside lighting situation and will be doing some more work soon to improve outside lighting and nighttime security around clubhouse.
- Have ordered new batteries for emergency lights at clubhouse and have begun replacing as needed.
- Contacted USDA about beaver problem and their agent has been to start the removal process. You can expect to see them in the neighborhood in near future. I also have discussed the problem with the geese that beginning to develop. We do not want it to get as bad as it was in the past before we take action.
- Repaired flush mechanism in the fitness room toilet. Also fixed light problem.
- Floors continue to improve in fitness center. Had preventive maintenance done on machines at end of December.
- Have purchased a supply of LED bulbs to use wherever needed as bulbs burn out. This should eventually help reduce electric bill.
- Also purchased Ice-Melt and buckets for clubhouse steps. They are in place and ready as needed.
- New pump has been ordered for pool.
- Painter for Main Boat Lift should be here next week, weather permitting.

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