

# *Bay Tree Lakes*

## *Property Owners Association*

### **Board Meeting Minutes**

**April 20, 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, April 20, 2017.

Four of the Board members were present: Charles Atkinson, Bob Latham, Billy McGavock and Junior Rideout. Troy Votaw as 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 Robert Gamble, Elizabeth Gamble, Ginny Ruark, Debbi Kettle, Tricia Switzer, Todd Karpinski, George Starke, Byron Massey, Tom Donadeo, Karen Donadeo, Clark Valentiner, Sally Phillips, Butch Conklin, Robert Nassef, Cathy Ross, Lynn Rideout and Hilda Ingram.

President Charles Atkinson called the meeting to order at 7:05 pm and welcomed all POA members to the meeting. He then asked Billy McGavock to provide us with the invocation.

**Approval of Prior Meeting Minutes (March 16, 2017):** A motion to approve the minutes of the March 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](http://www.baytreecommunity.com).

**Approval of Prior Month's Financial Report (March 2017):** Billy McGavock presented the report for March, 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 Billy McGavock. Unanimous affirmative vote by those present.

Financials as of March 31 , 2017:

BB&T Operations Checking:	\$ 4,833.53	(as of 3/31/17)
BB&T Second Checking	\$ 38,551.25	(as of 3/31/17)
Southern Operations Checking:	\$ 144,030.96	(as of 3/31/17)
Southern MM Savings:	\$ 55,945.90	(as of 3/26/17)

Total Monies: \$ 243,361.64

Loan Principal: \$ 661,243.86 (as of 3/27/17)

**POA Clerk's Report (March 2017):** The report was presented by Tish Herrmann, and is attached herein as Exhibit C. Motion to approve the Clerk's report was made by Junior Rideout, seconded by Billy McGavock. Unanimous affirmative vote by those present.

**Property Manager's Report (March/April):** 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 Billy McGavock. Unanimous affirmative vote by those present. The Property Manager was questioned about actions concerning the adding of geese eggs and he responded that efforts were underway to find the location of the geese's nest(s) and appropriate action would follow once that location was determined.

### **Old Business:**

**Foreclosures/Liens of Properties.** Mr. Latham reported he has received no indication of a change in the status of the three issues regarding outstanding dues owed. Mr. Atkinson asked that he contact the POA lawyer for an update and to coordinate with the Clerk to send the "First Letter" and the "Second Letter" to those on the new list as of April 1, 2017.

**Drainage on South Horsepen.** The drainage problems on South Horsepen Road have been discussed at several meetings between Mr. Atkinson and Steve Jones, Jr. of Lake Creek Corporation over the last several months. Mr. Jones has taken some actions and is preparing a plan for a permanent solution. The details of that plan will be presented to Mr. Atkinson as soon as they are available.

**Horsepen Boat Lift Repairs.** See the Property Manager's report for the latest status of this item.

**Steve Jones, Senior Memorial.** Troy Votaw, chairman of the committee formed 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>, was not available for an update on the committee's activities.

**Yard Debris and Grass Clippings Policy Approval.** Mr. Atkinson has asked the Board to hold approval of this policy revision pending further discussions with the developer, the owner of the property at issue. It should be addressed again at the Executive Session.

**Summertime Guards at Main Gate.** A discussion of this topic among the Board and some of the attendees revealed no overriding reason to employ guards at the Main Gate of the BTL neighborhood during this coming summer. Mr. Atkinson moved that no guards be hired this summer and Billy McGavock provided a second. The motion passed unanimously by all those present. Jim Crayton was asked to urge Sheriff McVicker to re-institute the frequent patrols by deputies through the BTL neighborhood.

**Signage on Bridges.** See the Property Manager's report for the latest status of this item.

**Use of Unapproved Gate to BTL.** The Property Manager reported that this issue has been addressed and is no longer an issue.

### **New Business:**

**Request to use Clubhouse for Church Services.** Byron Massey presented a request on behalf of a church group for that group to use the BTL clubhouse for a church service every Sunday morning, reserving the Clubhouse from 8:00 am until Noon, during May through August this year. The group would agree to relinquish its right to use if a BTL POA member wanted to reserve and use the Clubhouse on a given Sunday during that period. Several questions and potential issues were raised and addressed. Bob Latham was not in the room at that time and Mr. Atkinson asked to table the issue until the full Board was present to consider the request.

### **Other Business:**

**BTLVFD Golf Tournament Sponsorship.** The Board was reminded that the BTL Volunteer Fire Department's 14<sup>th</sup> Annual Golf Tournament, its major fund-raiser, is scheduled for May 13, 2017. In years past, the BTL POA has donated \$1,500 to the cause and has received recognition as a Gold Sponsor. Junior Rideout moved that the POA donate \$1,500 to the department and the tournament again this year. The motion was seconded by Billy McGavock and was approved by all those present.

### **POA Member Comments:**

Concern was expressed over the target shooting that takes place beyond the debris pile and can project beyond the berm toward the lake and other people hiking in the area, The Property Manager agreed to look into improved management of this activity.

Attention was raised to the loss of some reflectors on the speed bumps on the roads in the neighborhood. Comments followed concerning the speed many autos take on the BTL roads. The Property Manager was asked to check the availability of a speed display sign, to dynamically remind drivers of their speed.

The Board was asked to consider painting the “NO WAKE” signs in the canals. The Property Manager agreed to solicit prices for the painting.

Debbi Kettle presented a sign-up board for people to volunteer to participate in a Community Cleanup Day in the near future, hopefully before Memorial Day. They would address trash and debris on the roads and in the canals in the neighborhood.

There being no further business, a motion to adjourn was made by Bob Latham, seconded by Billy McGavock, and passed at 8:00 pm.

Respectfully submitted,

Bob Latham, Secretary

**Exhibit A**

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

**Board of Directors Meeting Agenda**

**April 20, 2017**

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (March 16, 2017)	Bob Latham
Approval of Prior Month's Financial Report (March 2017)	Billy McGavock
POA Clerk's Report (March 2017)	Tish Herrmann
Property Manager's Report (March/April)	Jim Crayton

**Old Business:**

1. Foreclosures/Liens of Properties	Bob Latham
2. Drainage on South Horsepen	Charles Atkinson
3. Horsepen Boat Lift Repairs	Jim Crayton
4. Steve Jones, Sr. Memorial	Troy Votaw
5. Yard Debris and Grass Clippings Policy Approval	Charles Atkinson
6. Summertime Guards at Main Gate	Charles Atkinson
7. Signage on Bridges	Jim Crayton
8. Use of Unapproved Gate to BTL	Jim Crayton

**New Business:**

1. Request to use Clubhouse for Church Services	Charles Atkinson
2.	

**Other Business:**

\*\*\* EXECUTIVE SESSION IMMEDIATELY FOLLOWS THIS MEETING \*\*\*

**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.

## Exhibit B

### Bay Tree Lakes Property Owners Association Profit and Loss – March 2017

	<b>TOTAL</b>
	(\$)
<b>INCOME</b>	
Non-Profit Income	
Dues	15,559.20
Gate Access	270.00
Interest Paid by Members on Dues	32.45
Total Non-Profit Income	15,861.65
<b>Total INCOME</b>	<b>15,861.65</b>
<b>EXPENSES</b>	
Building Cleaning	300.00
Building Fire Protection	75.00
Cost of Labor	
Asst. Pool Operator – JA	40.00
Certified Pool Operator	180.00
Clerk	600.00
Total Cost of Labor	820.00
Member Event	2,200.00
Office Expenses	
Bank Charges	9.95
Telephone	349.86
Total Office Expenses	359.81
Repair & Maintenance	
Pool	143.88
Total Repair & Maintenance	143.88
Road Repair & Maintenance	9,500.00
Utilities	
Electricity	1,031.82
Propane	27.97
Water	35.95
Total Utilities	1,095.74
<b>Total EXPENSES</b>	<b>14,494.43</b>
<b>NET OPERATING INCOME</b>	<b>1,367.22</b>
OTHER INCOME – Interest Earned	0.65
<b>NET INCOME</b>	<b>1,367.87</b>

**Exhibit C**

**Clerk's Report**

From the Clerk

**April 1, 2017**

March 31, 2017	Outstanding Dues	\$33,360.98
March 31, 2017	Credit Balance	\$10,061.29

**Billing April 1, 2017**

455.5 Lots	\$81,990.00
Interest	1,000.64
Outstanding	33,360.98
Total Billed	\$116,351.62

**No Lots Reported Sold in March 2017**

**Total Billable Lots      455.5**

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## **Exhibit D:**

### **Property Mgr. Report March/April 2017**

1. Issued several cards and passes. List is attached. Also ordered 50 additional windshield stickers.
2. Un-winterized cabana and had it cleaned. No issues found. Now open for business.
3. Ordered and installed "No Diving/Fishing, etc..." aluminum signs for all bridges.
4. Began landscaping service prior to annual meeting. Canal banks were trimmed. The beach was tilled today.
5. Built Power Point presentation for annual with the assistance of Jenny Ruark.
6. Have purchased and hung a new flag for clubhouse.
7. Performed 1<sup>st</sup> seasonal yard inspection on April 6, resulting in approx. 15 letters being sent. Historically, this is a low number for the first inspection. Inspection was delayed due to excessive amounts of water on numerous lots. We need some discussion after the meeting on some of these.
8. Worked with Donovan to get water in pool clear and algae removed.
9. I have been working with Wilmington Pools to attempt to diagnose a leak in the pool that is getting worse. We are losing about 1 ½" per day. Junior and I met with them again last Friday and they were to be here Wednesday with a diver to do a dye test in the pool around all openings but did not come. They now say they will be here Sunday afternoon to check it out. We are currently doing twice daily measurements on the water loss to establish a base line. As of 4:00 this afternoon we have lost approx. 10" since Friday PM. I and some friends did an informal dye test last night on the pool bottom and could not locate any leaks. My suspicion is that the leak is in the plumbing. The leak seems to have slowed a little since the water is below the jets in the side walls.
10. The last two painters for the Main Boat lift were no-shows so I hired another painter. He is Michael Ward from Hallsboro. He came Saturday and did the pressure washing. Claims to have had significant experience with metal beams in the past. I observed him several times Saturday and he impressed me as being very meticulous. Cost will be \$1,800 and I had him sign a contract stating specific requirements and that he will complete project no later than next Saturday (4/22). He plans to return tomorrow (Friday). I have also posted signage on the main bulletin board advising that the lift may be out of service at times this week.
11. I confirmed with SmithCo. today that the cylinder that was ordered for the Horsepen lift has been delivered to them. They are shooting for next Wednesday as the install date pending confirmation of the crane operator.



12. Purchased paper towels and other supplies for the properties.
13. Had an issue with boys throwing traffic cones and rip/rap in canal at new bridge. Contacted parents. Boys got materials out of canal and did some community service by raking part of beach area.
14. Had another gate issue Sunday PM with a car stranded on the concrete median between main gates. The driver had dialed his host but the opposite gate opened and he tried to get thru it without backing up far enough. Problem was caused by operator error. I learned that if you press 5 instead of 6 when you get a call from the gate, it will open the right hand gate. Never had that happen before. There was no APPARENT damage to the vehicle or gates. I counseled the host to make sure she dials the right number from now on.
15. Collected a \$750.00 for tree disposal for clearing lot 649 from the tree service. That's for 5 - tandem-axle dump loads.
16. Also collected a \$500.00 deposit for a contractor code for the same lot for new home construction. (Southeastern General Contractors)

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