

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

January 18, 2018

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 18, 2018.

All Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, Junior Rideout, and Troy Votaw. Property Manager Jim Crayton, POA Clerk Tish Herrman and Assistant Secretary Hank Howell were also in attendance. Property owners in attendance were Robert Gamble, Ginny Ruark, Mick Robeson, Maryellen Robeson, Phillip Warwick, Jeanne Dellinger, Tim Dellinger and Jon Hosking.

President Atkinson called the meeting to order at 7:00 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

Approval of Prior Meeting Minutes (November 16 and December 21, 2017): A motion to approve those two sets of minutes was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present. The minutes of the monthly meetings will be posted on the BTL POA website, www.baytreecommunity.com

Approval of Prior Month's Financial Report (November and December 2017): Billy McGavock presented the reports for November and December via email prior to the meeting, They are attached herein as Exhibit B, and the most recent financial summary is shown below. A motion to approve those reports was made by Troy Votaw, seconded by Bob Latham. Unanimous affirmative vote by those present.

Financials as of January 1, 2018:

BB&T Second Checking	\$ 59,676.04	(as of 12/29/17)
Southern Operations Checking	\$ 189,867.36	(as of 12/31/17)
Southern MM Savings	\$ 56,009.38	(as of 12/27/17)
TOTAL	\$ 305,552.78	
Loan Principal	\$ 586,659.47	(as of 12/28/17)

POA Clerk's Report (November and December 2017): The reports were presented by Tish Herrmann, and are attached as Exhibit C. Motion to approve the reports was made by Junior Rideout and seconded by Billy McGavock. Unanimous affirmative vote by those present. Mr Atkinson asked the Clerk to obtain the name of the person responsible for Hoosier Daddy, LLC, buyer of three lots in December.

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

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported that it is believed that settlement of the Britt Estate is imminent, waiting an appraisal of the property. The "third letter" was sent to four property owners in November.

Steve Jones Sr. Memorial. Mr. Votaw reported progress of this topic with Steve Jones, Jr. Mr. Jones promised delivery of the preferred wording within a week or so. It was also discussed and generally agreed that the actual memorial may be the flag pole to be erected as part of the Christmas Tree pole, made permanent and properly groomed.

Bay Tree Lakes Tree Lighting. Mr. Atkinson reported a successful installation of the community Christmas Tree with apparent praise by the majority. He expressed his thanks to Robert Gamble for the installation and to Debbi Kettle for the social function that followed the tree lighting ceremony. Total cost of the tree installation was not stated. Some adjustments remain to be made to the structure. General discussion seemed to favor making the pole permanent with use as a flag pole as well as a Christmas Tree pole.

Short Term Rentals. Mr. Atkinson reported that the third of the three alleged violators had modified the advertisements to clarify what benefits are available to Short Term Renters (less than six months).

Property Manager Job Description Revision. Discussion of this topic was postponed to the next Executive Session of the Board.

Yard Debris and Grass Clippings Disposal Policy Revision. Jim Crayton presented a draft of a revised policy intended to clarify the circumstances when charges would be made for using the disposal site. Troy Votaw moved that the draft be approved and Billy McGavock seconded. Unanimous affirmative vote by all those present. A copy of the revised policy is attached herein as Exhibit E.

New Business:

2018 Budget and Annual Meeting Preparation. The annual meeting of the POA will be held in the Clubhouse at 10:00 am on Saturday, April 14th. In preparation, the Board reviewed last year's budget and expenses. Mr. McGavock will add project proposals and estimates and present the proposed 2018 budget to the Board at its meeting in February.

Update BTL Boating and Fishing Regulations. In response to a query, Bob Latham agreed to investigate the need to update the subject regulations to reflect the changed role of the N.C. Wildlife Commission in the oversight of the BTL lakes and canals and, if needed, to provide a draft of the revised regulations at the next scheduled meeting of the Board.

Other Business:

There being no further business, a motion to adjourn was made by Troy Votaw and seconded by Billy McGavock. The meeting was adjourned at 8:32 pm.

Respectfully Submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes *Property Owners Association*

Board of Directors Meeting Agenda

January 18, 2018

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (November and December 2017)	Bob Latham
Approval of Prior Months' Financial Reports (November and December 2017)	Billy McGavock
POA Clerk's Reports (November and December 2017)	Tish Herrmann
Property Manager's Reports (November/December/January)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Bay Tree Lakes Tree Lighting	Charles Atkinson
4. Short Term Rental Violations	Charles Atkinson
5. Property Manager Job Description Revision	Charles Atkinson
6. Yard Debris and Grass Clippings Disposal Policy Revision	Jim Crayton

New Business:

1. 2018 Budget Preparation	Billy McGavock
2. 2018 Annual Meeting Preparation	Charles Atkinson

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.

Exhibit B

Bay Tree Lakes Property Owners Association **Profit and Loss – November 2017**

	TOTAL (\$)
INCOME	
Non-Profit Income	
Gate Access (cards, stickers)	9,950.57
Total Non-Profit Income	9,950.57
Total INCOME	9,950.57
EXPENSES	
Building Fire Protection	75.00
Cost of Labor	
Certified Pool Operator	120.00
Clerk	1,200.00
Property Manager	1,000.00
Total Cost of Labor	2,320.00
Grounds	
Trash Removal	120.00
Total Grounds	120.00
Member Event	1,292.00
Office Expenses	
Telephone	356.77
Total Office Expenses	356.77
Repair & Maintenance	
Gate	450.49
Total Repair & Maintenance	450.49
Uncategorized Expense	10,287.38
Utilities	
Electricity	939.87
Water	75.14
Total Utilities	1,015.01
Total EXPENSES	15,916.65
NET OPERATING INCOME	-5,966.08
OTHER INCOME – Interest Earned	7.36
NET INCOME	-5,958.72

Bay Tree Lakes Property Owners Association
Profit and Loss – December 2017

	TOTAL (\$)
INCOME	
Non-Profit Income	
Dues	6,886.42
Total Non-Profit Income	6,886.42
Total INCOME	6,886.42
EXPENSES	
Building Cleaning	600.00
Cost of Labor	
Certified Pool Operator	90.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,690.00
Legal & Professional Fees	800.00
Office Expenses	
Telephone	349.98
Total Office Expenses	349.98
Repair & Maintenance	
Pool	437.16
Total Repair & Maintenance	437.16
Uncategorized Expense	10,287.38
Utilities	
Electricity	850.30
Sewer	150.40
Water	44.32
Total Utilities	1,045.02
Total EXPENSES	15,209.54
NET OPERATING INCOME	-8,323.12
OTHER INCOME – Interest Earned	6.90
NET INCOME	-8,316.22

Exhibit C

Clerk's Report

From the Clerk

December 1, 2017

December 1, 2017	Outstanding Dues	\$43,291.35
December 1, 2017	Credit Balance	\$ 2,477.00

Lots Reported Sold in November 2017

Buyer	Lot	Home	Seller
Rayford & Rachel Kennedy	223/227/228	Warsaw, NC	James Smith
Stephen Lambert/Diane Cain	99	Hope Mills, NC	Chris Wiecech

Total Billable Lots 454.5

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Clerk's Report

From the Clerk

January 1, 2018

December 31, 2017	Outstanding Dues	\$37,564.93
December 31, 2017	Credit Balance	\$ 3,637.00

Billing January 1, 2018

455.5 Lots	\$81,990.00
Interest	1,110.03
Outstanding	37,564.93
Total Billed	\$120,664.96

Lots Reported Sold in December 2017

Buyer	Lot	Home	Seller
Hoosier Daddy, LLC	126	Wilmington, NC	Redbird Land Co. LLC
Hoosier Daddy, LLC	418	Wilmington, NC	Redbird Land Co. LLC
Hoosier Daddy, LLC	281	Wilmington, NC	New Lot
Robert Firth	517	Raleigh, NC	Donald & Heather Heath
John & Judy Jones	174	Hope Mills, NC	Erin Ed. Fund, Inc.

Total Billable Lots 454.5

Exhibit D

Property Mgr. Report Nov./Dec./Jan.

1. Tag and card report attached
2. There have been no new gate issues so far this winter.
3. One of the new homes under construction is now occupied. Two of the spec houses appear to be finished and two more are nearing completion.
4. Community Christmas tree was a huge success, lots of positive comments in the community.
5. Cabana has been closed and winterized: all lines drained, antifreeze added to drains and toilets, power to water heaters turned off and all doors locked.
6. Technician from Wilmington Pools came and replaced seals on pumps due to minor leaks. One was still under warranty. Donovan has us running on one pump and adding chlorine manually.
7. Red has still not burned debris piles. I talk him regularly about it. Initially his story was that Steve had not given him the go-ahead. Now according to him we have not had right weather conditions. He has piled them up in preparation to burning.
8. I have restocked all paper goods in clubhouse and fitness center. We should be good for quite a while now.
9. Put ice melt on steps at clubhouse prior to freeze, no issues reported.
10. No issues reported with fitness equipment.
11. I have observed NO activity at the sales office to date. Not sure what the status is and cannot find anyone who is.
12. Ordered new battery for one of our AED's.

Gate card sales report Nov. 2017-Jan 2018

Numb er	Type	Owner
1584	Sticker	C. Edge
1585	Sticker	R. Kennedy
31439	Card	R. Kennedy
1586	Sticker	J. Kennedy
1587	“	R. Firth
1588	“	“
31438	Card	“
1589	Sticker	Tish H.
1590	“	K. Lanier
1592	“	W. Warren
1593	“	P. Cain
1594	“	R. Price
1595	“	S. Kennedy

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) from one or more BTL lots at no charge. **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.)

If a contractor is used for a clearing project, they must pay to use the site and must coordinate with the BTL Property Manager in order to determine the fee to be charged for disposal of such large loads. They are also free to use a site off of our property if the fee is too high.

The purpose of this fee is to assist in the maintenance of the disposal site, made more difficult with the disposal of large trees. Typical fees to be charged for each load dumped are

Six wheel pick-up or dump trucks \$100.00 per load

Ten wheel dump trucks \$150.00 per load

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

Under no circumstance will any building materials(s) or demolition materials be taken to the disposal 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.

Should a property owner have questions, please contact the BTL Property Manager for answers prior to disposal.

Revised January 18, 2018