

CORRECTED

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

May 17, 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, May 17, 2018.

All Board members were present: Charles Atkinson, Bob Latham, Billy McGavock, Junior Rideout and Troy Votaw. Property Manager Jim Crayton, POA Clerk Tish Herrmann and Assistant Secretary Hank Howell were also in attendance. Property owners in attendance were Robert Gamble, Jeanne Dellinger, Timmy Dellinger, Ginny Ruark, Greg Ruark, Maryellen Robeson, Mick Robeson, Joe Hulon, Butch Conklin, Todd karpinski, Tricia Switzer, Lynn Rideout, Ginny Rogers, John Rogers and George Starke.

President Atkinson called the meeting to order at 7:05 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

Approval of Prior Meeting Minutes (March 15, 2018 and April 19, 2018):

Since the April meeting was canceled, the minutes for the March meeting and the April statement were addressed here. Bob Latham moved for approval of the March minutes with a second from Junior Rideout. Troy Votaw moved for approval of the April statement with a second from Billy McGavock. Both motions received a 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 (March and April 2018): Billy McGavock presented the report for March and April via email prior to the meeting, Those reports are attached herein as Exhibit B, and the most recent financial summary is shown below. A motion to approve the March report was

made by Billy McGavock, seconded by Bob Latham, and a motion to approve the April report was made by Billy McGavock, seconded by Junior Rideout. Unanimous affirmative vote by those present.

Financials as of May 1, 2018:

BB&T Second Checking	\$ 70,544.81	(as of 4/27/18)
Southern Operations Checking	\$ 225,317.50	(as of 4/30/18)
Southern MM Savings	\$ 56,036.79	(as of 4/25/18)
TOTAL	\$ 351,899.10	
Loan Principal	\$ 532,665.93	(as of 4/27/18)

POA Clerk's Report (April 2018): The report was presented by Tish Herrmann, and is attached as Exhibit C. Motion to approve the report was made by Junior Rideout and seconded by Troy Votaw. Unanimous affirmative vote by those present. Approval of the Clerk's report for March was postponed until the May meeting of the Board.

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

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported that settlement of the Britt Estate is complete and overdue dues and interest has been paid.

Steve Jones Sr. Memorial. After hearing several explanations for the delay in raising the flag pole (as the memorial to Steve Jones, Sr.), Mr. Atkinson requested that the responsible parties finish raising the flag pole or hide the pole from view, i.e., remove the pole from the parking lot.

Property Manager Job Description Revision. Review of the revised Job Description was postponed until the next Executive Session of the Board.

2018 Annual Meeting Review. The annual meeting of the POA was held on , April 14th. Mr. Atkinson stated that, in his opinion, it was the “best ever.” General agreement was heard from the other Board members as well as the attendees.

Street Signs for Little Dock Loop. See the status as reported in the Property Manager's report.

New Business:

The Allyssa Lorraine Band – May 26. See the Property Manager's report.

Boat Ramps – Warning Signs. This, too, was covered in the Property Manager's report. With the addition of the signs as reported, it was agreed that current signs are adequate.

Women's Association Update. Mr. Atkinson reported that positive progress had been made by the group and asked for comments from the association's new president, Jeanne Dellinger. Her comments addressed their plan to assist in the pool opening celebraton by preparing and serving the hot dogs and sundaes. She also stated plans for a June meeting, the only one for the summer. Other newly elected officers include Lynn Rideout as vice-president, Tricia Switzer as treasurer and Maryellen Robeson as secretary

Bull Bay Bridge Repair Update. Mr. Atkinson reported that replacement of the railings along the sides of the bridge has been completed and that estimates are expected soon for the Phase 1 and Phase 2 repairs. Phase 1 covers the need to remove the rust from the rebar and seal the exposed portions. Phase 2 addresses the need to stabilize the bulwarks.

Burn Pile Security. Mr. Atkinson explained the dilemma in providing the benefits of the burn pile along with the need to “police” its use without the need for police. Several solutions are being considered and are being addressed with the current developer.

POA Member Comments. Greg Ruark stated his concerns with the continuing and growing issue of water levels in the canals, the streets and some low-lying lots. Mr. Atkinson assured him that the issue was not closed and solutions continue to be pursued.

Robert Gamble commented on the lack of grass maintenance around the front entrance of Bay Tree Lakes. Mr. Atkinson explained that the area in question, including the streets that flow through it, are not part of the common areas to be maintained by the POA.

There being no further business, a motion to adjourn was made by Troy Votaw and seconded by Billy McGavock. The meeting was adjourned at 8:04 pm.

Respectfully Submitted,

Bob Latham, Secretary

Exhibit A REVISED

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

May 17, 2018

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meetings Minutes (March 15, 2018 and April 19, 2018)	Bob Latham
Approval of Prior Months' Financial Reports (March and April 2018)	Billy McGavock
POA Clerk's Report (March 2018 and April 2018)	Tish Herrmann
Property Manager's Report (March/April and April/May 2018)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Property Manager Job Description Revision	Charles Atkinson
4. 2018 Annual Meeting Review	Charles Atkinson
5. Street Signs for Little Dock Loop, East Island	Jim Crayton

New Business:

1. The Allyssa Lorraine Band – May 26	Jim Crayton
2. Boat Ramps – Warning Signs	Billy McGavock
3. Women's Association Update	Charles Atkinson
4. Bull Bay Bridge Repair Update	Charles Atkinson
5. Burn Pile Security	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 – March 2018

	TOTAL (\$)
INCOME	
Fees Billed	200.00
Non-Profit Income	
Dues	8,643.95
Interest Paid by Members on Dues	155.96
Total Non-Profit Income	8,799.91
Total INCOME	8,999.91
EXPENSES	
Building Cleaning	150.00
Building Fire Protection	75.00
Cost of Labor	
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,600.00
Grounds	
General Landscape Work for POA	,200.00
Total Grounds	200.00
Member Event	2,200.00
Office Expenses	
Telephone	349.91
Total Office Expenses	349.91
Road Repair & Maintenance	20,725.00
Uncategorized Expense	10,663.48
Utilities	
Electricity	749.25
Sewer	75.20
Water	57.39
Total Utilities	881.84
Total EXPENSES	36,845.23
NET OPERATING INCOME	- 27,845.32
OTHER INCOME – Interest Earned	6.22
NET INCOME	- 27,839.10

Bay Tree Lakes Property Owners Association
Profit and Loss – April 2018

	TOTAL (\$)
INCOME	
Fees Billed	600.00
Non-Profit Income	
Dues	64,170.97
Gate Access (cards, stickers)	670.00
Interest Paid by Members on Dues	2,354.19
POA Lot Mowing	525.00
Total Non-Profit Income	67,720.16
Total INCOME	68,320.16
EXPENSES	
Building Cleaning	75.00
Cost of Labor	
Certified Pool Operator	170.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	1,770.00
Office Expenses	
Bank Charges	24.30
BB&T Credit Card Payment	701.07
Telephone	354.84
Total Office Expenses	1,080.21
Repair & Maintenance	
Bay Tree Lift	400.00
Gate	821.98
Total Repair & Maintenance	1,221.98
Road Repair & Maintenance	406.60
Southern Loan	10,287.38
Utilities	
Electricity	806.20
Sewer	75.20
Water	35.95
Total Utilities	917.35
Total EXPENSES	15,758.52
NET OPERATING INCOME	52,561.64
OTHER INCOME – Interest Earned	6.91
NET INCOME	52,568.55

Exhibit C

Clerk's Report

From the Clerk

April 1, 2018

March 31, 2018	Outstanding Dues	\$41,966.20
March 31, 2018	Credit Balance	\$11,826.73

Billing April 1, 2018

454.5 Lots	\$81,810.00
Interest	1,258.73
Outstanding	41,966.20
Total Billed	\$125,034.93

Lots Reported Sold in March 2018

Buyer	Lot	Home	Seller
David & Beltra Kidd	PHIV42.5/43	Harrells, NC	William Augustine, Jr.
Jonathan & Sherri Smith	73	Raeford, NC	Bobbi Mathis
Larry Talbert	91	Harrells, NC	Bobby Maulsby*
Troy & Lida Votaw	326	Harrells, NC	Stephen Jones, Jr.

*This sale actually took place September 2017, but the POA was not notified.

John Jones amalgamated lots 173 and 174

Scott Detwiler amalgamated lots 157 and 156.5.

Total Billable Lots 454.5

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Clerk's Report

From the Clerk

May 1, 2018

April 30, 2018	Outstanding Dues	\$50,830.78
April 30, 2018	Credit Balance	\$ 6,602.74

Lots Reported Sold in April 2018

Buyer	Lot	Home	Seller
1 st Citizens Bank	574	Raleigh, NC	Tim Parnell
BRY-BE, LLC	66/67	Harrells, NC	Grace Britt Estate
Jerry Dean Drake	66/67	Lefthank, WV	BRY-BE,LLC
Marvin Tatum	904	Elizabethtown, NC	Joel Parker
Marvin Tatum	905	Elizabethtown, NC	Joel Parker
Dr. Tracie Vestal	906	Elizabethtown, NC	Tomahawk Land Co.
Dr. Tracie Vestal	907	Elizabethtown, NC	Tomahawk Land Co.

Total Billable Lots 454.5

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Exhibit D

Property Mgr. Report March/May 2018

- Card report will be attached
- Most of our work the last two months has been associated with getting the pool ready to open. We have been working with Wilmington Pools to replace a good part of the cool deck and that is nearly complete. At this writing, a little touch up and then painting the repairs to match is all that is left. We have replaced two of our pumps. Cleaned the pool and are working to get the chemical balance established. We have also replaced the sand in the filters after discovering that they only had about half what they needed. I purchased enough salt and acid to get us started and will get more as needed.
- During the process Donovan asked me to get a replacement for him. He plans on being away a lot to spend time with his grandchildren. He also stated that his certification was expiring this month. I have appointed Lee Tibbetts as his replacement. Lee has recently completed his certification. Lee has put in a lot of hours getting things squared away and I'm sure he will be a great asset. Kent Allen is also getting his certification in as soon as school is out. As most of you will remember Kent and Janet both worked with Donovan in the past and are familiar with many aspects of operating the pool.
- I have also been working with both Lee and Kent in getting them qualified on the various aspects of my job so they can assist me. They will be "on duty" a few weekends this summer which will hopefully allow me a little uninterrupted time with my family.
- At the beginning of this month we had a very successful workday clearing the trees from around the tennis courts. Everyone seemed to really enjoy working together. Approximately 15 of our residents turned out to help. Don Sutton, another property owner, donated one of his crews with a backhoe to get up the stumps and put them on the burn pile. He also took out the stump on the clubhouse circle but was unable to remove the one in front of the Cabana because of the underground power lines. We will be working on putting some more decorative plants back on the site. Our landscaper will also add a few more roses to the clubhouse circle.
- I am trying to come up with some other community projects both to bring us together and help improve the community. This will include the replanting mentioned above plus a few others. A small low maintenance bed around our street signs is one idea. If you have ideas, please let me know.
- We have set a schedule for the summer events as follows: Official Pool opening will be Saturday, May 26th with a hot dog cookout with trimmings courtesy of our ladies club plus a DJ and live band performance. Chip Lankert, another resident plays in a new band and has arranged for them to perform for free. They are called "The Alyssa Lorraine Band". All the 4th of July events that we normally have will be on Saturday, July 7th ending with our traditional FIREWORKS show. We will also have a DJ that night as well. Applications for the youth fishing tournament are available at the bulletin board at the gate.
- I am in the process of replacing the warning signs at both boat ramps about the Hydrilla problems that other lakes are experiencing. I am also placing additional sign at the gate. We all need to be diligent in making sure that no one puts a boat or trailer in Bay Tree Lake that has come from any other lake without first giving it a good cleaning. Please caution any guest that you invite here to boat or fish
- I have completed two yard inspections and am happy to report that the great majority of our

property owners are doing an excellent job. I have averaged about 30 letters each and those who got letters have responded positively.

- We had 2 incidents a couple of week-ends ago with “visitors” on the other side of the main boat lift. The first time I warned them that this was private property and they grumbled but left. The next night they were back and had started a small fire on the beach which has spread to a small patch of broom straw, This time I threatened to have them arrested both for trespassing and arson. Whereupon they beat a very hasty retreat when they heard me beginning to contact our dispatch center. As a result we have placed a lock on the gate behind the sales office.
- Signs for Little Dock are ready except for painting the posts. They are treated and still somewhat green and need to dry out more before painting.
- I had the shingles that had blown off the clubhouse replaced thanks to Butch Maulsby, one of our property owners.
- Finally we are beginning to add quite a few very nice new owners to our rolls. In my dealings with getting them equipped with passes etc... I have been vry pleased to make their acquaintances.

Card Sales March-May 2018

	Device	Amount	Owner
	31753	25	J. Smith
	1601	35	“
	1602	35	E. Stone
	1604	35	J. Massey
	31755	25	D. Kidd
	1607	35	“
	1606	35	“
	1605	35	“
	1657	35	A. Hudson
	Key	25	“
	Key	25	K. Talbert
	1610	35	B Bryant
	1613	35	T. Alphin
	1612	35	T. Delinger
	1603	35	M. Robeson
	1614	35	D. Everett
	31756	25	Dev. Mkt. Group
	1617	35	M. Daniel
	1618	35	S. Yarborough
	1619	35	C. Rogers-Carver
	1615	35	B. Maultsby
	21757	25	R. Strickland
	1624	35	“
	31759	25	S. Mills
	1625	35	“
	1626	35	“
	1621	35	T. Vestal/R. Long
	1622	35	“
	1623	35	“
	Dump Fee	500	M. Lanier (5 loads to dump)

