

Bay Tree Lakes

Property Owners Association

Board Meeting Minutes

September 26, 2018

The monthly meeting of the Bay Tree Lakes (BTL) Property Owners Association (POA) Board of Directors (Board) was held in the Clubhouse on Wednesday, September 26, 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 Jeanne Dellinger, Ginny Ruark, Greg Ruark, Todd Karpinski, Tricia Switzer, Debbi Kettle, John Kettle, Phoebe McGavock, Sally Valentiner, Clark Valentiner, Tammy Keshler, Janet Packer, Terry Packer, Diane Becker, LeAnne Page, Maryellen Robeson, Mick Robeson, George Starke, Ed Stone, Connie Yarbrough, Daniel Jamieson, David Kidd and Deltra Kidd.

President Atkinson called the meeting to order at 7:04 pm and welcomed all attendees. He then asked Bob Latham to provide the invocation.

Approval of Prior Meeting Minutes (August 16, 2018): Troy Votaw moved for approval of the August minutes as presented. Junior Rideout seconded. 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 (August 2018): Billy McGavock presented the report for August via email prior to the meeting, That report is attached herein as Exhibit B, and the most recent financial summary is shown below. A motion to approve the August report was made by Junior Rideout, seconded by Troy Votaw. Unanimous affirmative vote by those present.

Financials as of September 1, 2018:

BB&T Second Checking	\$ 75,991.95	(as of 8/31/18)
Southern Operations Checking	\$ 190,130.68	(as of 8/31/18)
Southern MM Savings	\$ 56,065.12	(as of 8/24/18)
TOTAL	\$ 322,187.75	
Loan Principal	\$ 498,121.34	(as of 8/27/18)

POA Clerk's Report (August 2018): The report was presented by Tish Herrmann, and is attached as Exhibit C. Motion to approve the report was made by Billy McGavock and seconded by Junior Rideout. Unanimous affirmative vote by those present.

Property Manager's Report (August/September): The report was presented by Jim Crayton. It is attached herein as Exhibit D. Motion to approve the report was made by Junior Rideout and seconded by Troy Votaw. Unanimous affirmative vote by those present. Mr. Crayton added that the Pool Operators were working to get the pool re-opened. The pool water needs major shocking due to the excessive rain water from Florence.

Old Business:

Foreclosures/Liens of Properties. Mr. Latham reported receiving nothing new from the POA attorney Mr. Atkinson agreed with Mr. Latham that liens should be placed on the three BTL properties owned by the three people shown on the Clerk's report with the highest amount of outstanding dues in the section labeled "Previously received 1st and 2nd letters."

Steve Jones Sr. Memorial. Mr. Votaw reported that Robert Gamble is checking on prices for the production of the plaque, for which the wording was approved by the Board at the August meeting.

Front Gate System Replacement. Mr. Crayton reported that the replacement was completed shortly after the August board meeting and was working perfectly until the loss of power as described in the Property Manager's report.

Labor Day Pig Pickin' Review. Mr. Latham thanked the Board and the BTL Volunteer Fire Department for a successful Labor Day lunch celebration. There were approximately 350 plates served for which the POA will pay the department.

New Business:

Hurricane Florence Recovery. Mr. Atkinson praised the BTL community for their selfless performance during and after the storm. Fortunately there were no major misfortunes although there were several downed trees and damaged roofs. The single worst result probably was the flooding, both in the low sections of South Horsepen Road and Bay Tree Drive, which was anticipated. Not expected but harmful to a few was the overflow of Horsepen Lake through the lake front lots into the canals. Mr. Atkinson promised that the Board will re-examine the allocation of POA finances in hopes of finding funding to address the flooding issues.

Phoebe McGavock suggested that a committee be formed to analyze the issues and develop a plan, to present to the Board, to use the Clubhouse as a shelter during the next and future storms. This would allow elderly and/or invalid residents a place to go when the power is out and the roads are blocked. Among the issues to be considered are a generator for power loss, acquisition and storage of beds, security and medical supplies, including the issuance of those supplies. Mr. Atkinson agreed with the proposal and identified Ms. McGavock as the appointed chairperson of the committee.

Sewer System Problems. Bob Latham read a letter he had composed, to come from the President of the POA to Environlink, with copies to Lake Creek Corporation, Redbird Land Corporation and the NC State Utilities Commission. The letter details the failure of Environlink to respond to repeated requests to address the probable problems of the lift stations if the power goes out and access is limited due to flooded roads, the efforts by Mr. Latham and others to resolve the problems that did occur, and some recommendations for future steps that Environlink should take. The Board agreed the letter(s) should be sent, via Certified Mail with Receipt requested.

Other Business:

Photo Directory. A number of POA members proposed and supported the creation and maintenance of a directory of BTL residents and property owners, with names (of all residents and family members), addresses, telephone numbers and photographs. It was recognized that perhaps all of the POA members would not want certain parts of their personal information made public. It was generally agreed that an opportunity to decline participation should be given to all POA members. Mr. Atkinson agreed to provide the wording to go out on an insert in the billing envelopes, next scheduled to be mailed the first of October.

POA Member Comments:

Jeanne Dellinger suggested the POA do something to show the community's appreciation to the BTL Volunteer Fire Department.

Clark Valentiner asked if something could be done to ensure more timely postings on the POA web site.

Ed Stone asked if the POA could arrange for adding the goose eggs on the next cycle. Adding has not been done recently and the goose population continues to grow. Mr. Atkinson asked Jim Crayton to check with the state wildlife commission to see what they will do to help control the population.

There being no further business, a motion to adjourn was made by Bob Latham and seconded by Junior Rideout. The meeting was adjourned at 7:51 pm.

Respectfully Submitted,

Bob Latham, Secretary

Exhibit A

Bay Tree Lakes
Property Owners Association

Board of Directors Meeting Agenda

September 26, 2018

Call to Order and Welcome Members and Guests	Charles Atkinson
Invocation	Bob Latham
Approval of Prior Meeting Minutes (August 16, 2018)	Bob Latham
Approval of Prior Months' Financial Report (August 2018)	Billy McGavock
POA Clerk's Report (August 2018)	Tish Herrmann
Property Manager's Report (August/September 2018)	Jim Crayton

Old Business:

1. Foreclosures/Liens of Properties	Bob Latham
2. Steve Jones, Sr. Memorial	Troy Votaw
3. Front Gate System Replacement	Jim Crayton
4. Labor Day Pig Pickin' Review	Bob Latham

New Business:

1. Hurricane Florence Recovery	Charles Atkinson
2. Sewer System Problems	Bob Latham
3. Community Cooperative Efforts	Charles Atkinson
4. Redbird Land Corporation	Jack Carlisle

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 – August 2018

	TOTAL (\$)
INCOME	
Non-Profit Income	
Dues	12,959.35
Interest Paid by Members on Dues	21.76
Total Non-Profit Income	12,981.11
Total INCOME	12,981.11
EXPENSES	
Building Cleaning	420.00
Cost of Labor	
Certified Pool Operator	620.00
Clerk	600.00
Property Manager	1,000.00
Total Cost of Labor	2,220.00
Grounds	
Debris Pile Burning	300.00
General Landscape Work for POA	1,315.00
Trash Removal	120.00
Total Grounds	1,735.00
Member Event	2,200.00
Office Expenses	
Bank Charges	100.94
BB&T Credit Card Payment	1,502.99
Telephone	357.00
Total Office Expenses	1,960.93
Road Repair & Maintenance	57,500.00
Repair & Maintenance	
Horsepen Lift	180.00
Pool	300.00
Total Repair & Maintenance	480.00
Southern Loan	10,287.38
Utilities	
Electricity	1,338.14
Sewer	75.20
Total Utilities	1,413.34
Total EXPENSES	78,216.65
NET OPERATING INCOME	- 65,235.54
OTHER INCOME – Interest Earned	7.14
NET INCOME	- 65,228.40

Exhibit C

Clerk's Report

From the Clerk
September 1, 2018

August 30, 2018	Outstanding Dues	\$32,382.15
August 30, 2018	Credit Balance	\$ 5,598.25

Lots Reported Sold in August 2018

Buyer	Lot	Home	Seller
Lee & Charlene Garrett	325	Beaufort, NC	Stephen Jones, Jr.
Darren & Carrie Kelly	175	Harrells, NC	Sleepy Creek Farms

Amalgamation:

Robert & Elizabeth Gamble 541 & 542

Total Billable Lots 452.5

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Exhibit D

Property Mgr. Report August/September 2018

1. Cards etc...report attached
2. Prior to the Hurricane the new gate system was working flawlessly. However, something happened during the hurricane and the entrance gates stopped working. I was in the middle of trying to diagnose the problem with Southern Time via telephone when the generator ran out of gas (propane) and I was unable to complete anything. Southern Time has been trying to get us a technician but the limited travel from Wilmington due to the storm has prevented that until today. We spent 5 ½ hours working on the gate and got the guest gate working. However the resident gate is not responding. We think the Transcore reader has lost its programming due to the power outages. We hope to have it fixed by Friday.
3. I had called Cape Fear Propane two days before the storm hit to try to get them to top off our propane tank but was told they would not come until our tank was below 30%. It was at approx.. 55% when I called. Once I can verify that the tank is ours I will be looking for another supplier.
4. Lee and a couple of volunteers got all the pool furniture etc. secured prior to the hurricane. I discovered a problem with the gates this morning. I'm hoping it is just a power transformer and am trying to locate one. He is working on getting the pool back open.
5. I have purchased the materials to replace the buoys around the swim area at the clubhouse and will be getting that fixed soon.
6. I have responded to a great many calls from absentee property owner wanting a report on their property after the storm. I was happy to report to most of them that they had little or no damage.
7. Our landscaper has been unable to get to us due to the storm also. Volunteers have cut the grass for us at the clubhouse.
8. The clubhouse pier has been raised slightly by the storm. I am looking into what is necessary to fix it with Jim Woodruff. It is fully functional and appears safe.
9. Other than the above, I can find no other damage to any of our property.
10. While I don't have the exact number, the Fire Department served approximately 1,000 meals during the week after the hurricane.
11. We had a very successful community cleanup last Saturday. This was organized by Robert Nassef. We had 40+ volunteers cleaning up. This is a great community.