

GEORGETOWN COMMUNITY SERVICES ASSOCIATION, INC.
BOARD OF DIRECTORS

MINUTES OF GENERAL MEETING
December 10, 2013

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:45. Mr. Smith took roll with the following results:

Richard Lindsey	President	Absent, proxy to Warren Smith
Mike Richardson	VP	Present
Warren Smith	Sec/Treasurer	Present
Robin Byers	Member	Absent
Butch Braddy	Member	Present
Renee Rabbitt	Member	Absent
Barbara Rubin	Member	Present
John Thompson	Member	Present
David Campbell	Member	Present

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Mr. Thompson seconded the motion and the Board voted unanimously, including the proxy, to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Smith motioned to approve as written the minutes of the CSA General Meeting held on November 12th. Mr. Thompson seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, to approve the motion.

4. **COMMITTEE REPORTS**

a. **GENERAL MANAGER.** Mr. Odom called the attention of the Board to the general reports provided for November 30, 2013, specifically: the Collection Office Report, Accounting Summary, Profit and Loss Report, and the November 30th Balance Sheet. Highlights of the reports are shown below.

Balances. As of November 30, 2013, CSA checking (operational account) totaled \$111,429.27. The total of CSA reserves (Vanguard Account, First Chatham, Savannah Bank, United Community Bank, and Ameris Bank accounts) is \$725,314.90. The total of CSA funds, including checking, reserves, petty cash, and undeposited funds is \$837,316.69. We made a deposit of \$20,800 into CSA reserves for November in accordance with the approved budget. All parcels made their required reserve deposits for November. Audubon Park still owes \$411.50 for February, \$467.50 for May, \$467.50 for June, \$467.50 for August, and \$467.50 for September. Lott's Landing needs to repay their reserves for the following unplanned expenses in June and July: \$795 termite bond and two \$650 tree removals. They also owe \$648.48 for the August reserve allotment. The total of all GCSA accounts is \$1,057,094.10. Aggregate deposits on hand at each financial institution/program include:

THE COASTAL BANK

CSA Checking	\$ 111,429.27	(does not count against FDIC coverage limit)
Parcel Checking	\$ 24,328.29	(does not count against FDIC coverage limit)
Parcel MM	\$ 78,576.60	
Parcel CD's	\$ 116,872.61	(\$195,449.21 against \$250K FDIC coverage)

FIRST CHATHAM BANK

CSA Reserve MM	\$ 240,448.42	
CSA Reserve Checking	\$ 100.00	(does not count against FDIC coverage limit)

THE SAVANNAH BANK

CSA Reserve MM	\$ 236,511.85	
CSA Reserve Checking	\$ 100.00	(does not count against FDIC coverage limit)

UNITED COMMUNITY BANK

CSA Reserve MM	\$ 100,063.72	(includes \$60K in excess checking from Apr)
GTP Reserves MM	\$ 60,000.00	(new account...transfer from Coastal Bank)

AMERIS BANK

CSA Reserve MM	\$ 143,042.89	
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VANGUARD

CSA Reserve MM	<u>\$ 5,048.02</u>	
Total CSA Reserves	\$ 725,314.90	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 272.52</u>	
Total CSA Funds:	\$ 837,316.69	(incl: checking, res, p/c & undeposited funds)
Total GCSA Funds:	\$1,057,094.10	

Income and Expenses. Total income for November was \$83,588.08 which was \$3,824.71 better than budget. Expenses for the month were \$61,831.04 which were \$2,779.80 higher than budget. This was due to higher than expected expenses in suits/liens, bad debt, legal, and maintenance. Net Income was \$21,757.04 and that was \$1044.91 better than budget thanks to lower than projected utility costs and savings in office expenses.

Capital Budget Execution:	Budget	Actual Cost	Difference
January: Lagoon Dredging (down payment)	\$13,487.78	\$13,487.78	0
Lagoon Dredging (1st phase pmt)	\$20,231.66	\$20,231.66	0
TH Sidewalk & Drainage	\$15,020.00	\$15,020.00	0
February: Lagoon Dredging (final payment)	\$33,719.44	\$33,719.51	0
Lagoon Eng & Surveying (final)	\$ 3,344.51	\$ 3,344.51	0
March: No activity			

April:	No activity			
May:	Pool Furniture	\$4,450.00	\$1,447.64	-\$3002.36
June:	Wind Screens (1st increment-obl)	\$5,500.00	\$585.96	-\$4,914.04
	HG Parking lot (obligated)	\$4,600.00	\$4,600.00	0 *
	LL Parking lot (obligated)	\$7,100.00	\$7,100.00	0 *
	GTP Parking lot (obligated)	\$6,900.00	\$6,900.00	0 *
	TH Parking lot (obligated)	\$12,000.00	\$12,000.00	0 *
	Reserve Study Update Pt 1	\$800.00	\$800.00	0

***Board voted in June to amend the budget to recognize actual cost of contract.**

July:	King's Grant Entrance Sidewalk	\$4,500.00	\$4,500.00	0
	Reserve Study Update Pt 2	\$500.00	\$500.00	0
August:	Logo Banners	\$1,800.00	\$1,288.28	-\$ 511.72
	DVR replacement	\$ 785.00	\$ 736.97	-\$ 48.03
Sept:	Reserve Study Update Pt 3	\$1,200.00	\$1,200.00	0
Oct:	No activity			
Nov:	Main entrance sign repairs	\$ 0	\$5,595.00	0 (ins covered)
	Lion's Gate entrance sign repairs	\$ 0	\$13,835.00	-\$13,835 (awaiting ins)

CSA Capital Budget and Reserves Summary	Annual Budget	Actual Results Jan-Sep
Beginning CSA Reserve Balance 1/1/13:	\$556,711	\$ 556,711
(+) Allotments/Deposits:	\$132,300	\$ 113,400 OK *
(+) Depreciation	\$120,060	\$ 110,055 OK
(+) Interest	\$ 1,380	\$ __898.55(__-251
YTD)		
(-) Planned Expenditures:	<u>\$ 13,585</u>	<u>\$ 128,022.06</u>
Projected Ending Balance 12/31/13:	\$796,866	

*** Does not include \$60,000 and \$50,000 in excess checking deposited in April and July, respectively, nor interest earned.**

REMAINING APPROVED 2013 PLANNED EXPENDITURES/RECAPITALIZATIONS

CSA		PARCELS	
Item/Requirement	Amount	Item/Requirement	Amount
Wind Screens	\$4,914	None	
Replace Gate Guard a/c	<u>\$1,050</u>		
Total	\$ 5,964		

Past Due Accounts. The number of past due accounts went up in November from 579 to 723, but the dollar amount decreased from \$304,847.37 to \$295,962.17. The number of accounts 31-60 days old went up from 379 to 391, but the dollar amount declined from \$17,175.83 to \$13,220.30. The number of accounts 61-90 days past due rose from 270 to 277, and the dollar value increased from \$6,035.53 to \$12,665.03. The number of accounts over 90 days in arrears dropped from 294 to 255, and the dollar value decreased from \$281,636.01 to \$270,076.84. The total number of account past due (723) represents 37% of all properties. The November 30th past due amount represents a 1.4% decrease since January. In November we issued 71 first and second letters (combined), and processed 6 new or updated liens, 4 FiFas, and 16 suits/judgments. We received 32 payments (of \$200 or more) for past due amounts totaling \$13,085.56. 16 of our accounts are in bankruptcy, with \$25,165.62 owed pre-bankruptcy, and \$6,681.97 in post-bankruptcy owed. The total amount in bankruptcy is \$31,847.59 and that amounts to a \$1,574.39 decrease over the previous month. The attached report summarizes the status of accounts that the Board approved special payments.

Scheduled Projects and Other Repairs:

- Main Entrance sign: Project has been completed and paid for. Progressive Insurance has provided a complete reimbursement.
- Lion’s Gate Entrance: Construction work has been completed and paid for. Still awaiting Geico reimbursement. As of December 9th, Geico reports that the reimbursement has been approved and that we should receive payment in 7-10 days.
- Tennis Court lights have been repaired and the Association was billed \$822. As discussed at the last meeting, we are investigating lights that are less expensive to operate. This requirement is included in the solicitation for electrical upgrades that was approved in the 2014 Capital Budget. Results will be briefed to the Board next month.
- Northside Clubhouse Dehumidifier: One of the compressors has failed and requires replacement. Downs Heating & Air is working on replacing it along with the previously briefed proprietary filters and some ductwork repairs.

b. SECRETARY/TREASURER. Nothing to add to what the General Manager has reported.

c. ARB. Mr. Yardman reported on the results of the Architectural Review Board meetings of November 19th and December 3rd. During those meetings, the ARB approved 1 color change, 2 tree removals. They disapproved construction of 1 utility shed. Mr. Yardman also provided the following inspection statistics for the month of November:

Total new violations	332	YTD	3548
Total violations repaired	310	YTD	3876
Hang Tags issued	49	YTD	696
Letters mailed	351	YTD	3539
Issues referred to GM/atty	114	YTD	784

Total current violations at the end of October: 396

d. PARCEL REPRESENTATIVE. No report

5. UNFINISHED BUSINESS. None

6. NEW BUSINESS

a. **Request for Write-off Approval.** The General Manager requested authority to write off as uncollectible three accounts totaling \$2,894.27. Mr. Odom explained that these write-offs involve foreclosures at 8 Brown Thrash Way, 16 Barksdale Drive, and 16 Bristlecone Drive. Mr. Smith motioned to approve the General Manager's request to write off \$2,894.27. Ms. Rubin seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **2014 Schedule of Events.** Mr. Smith motioned to approve the attached 2014 schedule as written. Mr. Thompson seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

c. **Appeal of Yard Maintenance Assessment.** Mrs. Michelle Halford of 44 Red Fox Drive made a verbal appeal of a \$65.00 assessment for lawn maintenance back in October. She stated that she did not receive prior notice and that her residence had a history of mail receipt problems. The Board considered her testimony as well as documentation which included: the original lawn maintenance notice of October 14th; copies of postmarked envelopes dated October 15th showing that the notice was sent by both regular and certified mail; a copy of the U.S. Postal Service Tracking information for the certified letter showing that it went out for delivery on October 16th; a copy of the USPS mail sticker showing that the certified letter was coded "unclaimed" as of October 31st; pictures taken of the property by the ARB Inspector on October 21st at the end of the notice period; and pictures taken by the landscaping contractors both before and after the work. After hearing the testimony and reviewing the available evidence, Mr. Smith motioned to approve the appeal. Ms. Rubin seconded the motion. During discussion, Mr. Richardson noted that the USPS Tracking System indicated that an attempted delivery was made of the certified letter and that the Association had not received the regular mail letter back as undeliverable. Mr. Thompson asked if Mrs. Halford noticed that there was long grass growing over the curb; she replied, "No". Mr. Thompson asked if she would be willing to pay the cost of the lawn maintenance as charged by the contractor if the Association waived the admin fee. Mrs. Halford replied that she shouldn't have to if she was not notified. Mr. Smith stated that the notices were sent both regular and certified mail. At the end of discussion, the Board voted 4-2 to approve the motion, with the proxy voting in the affirmative.

7. OPEN DISCUSSION.

a. Mr. Kevin Golden of 1 St. Ives Place stated that the Association's lawn maintenance contractors were at his house today. He questioned how much time he was supposed to be given to get the lawn maintenance done. Mr. Smith motioned to table the issue until the next meeting in order to give the staff time to assemble the documentation relating to this issue. Ms. Rubin seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

8. **ADJOURNMENT OF GENERAL MEETING.** At 8:20 p.m., Mr. Smith motioned to adjourn the General Meeting. Ms. Rubin seconded the motion and the Board voted unanimously, including the proxy, to approve it.