

**GEORGETOWN COMMUNITY SERVICES ASSOCIATION, INC.  
BOARD OF DIRECTORS**

**MINUTES OF GENERAL MEETING  
February 11, 2014**

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda, but with the following amendments: delay consideration of the Strategic Plan Update to the March meeting, and move the Crime Stopper's briefing to occur before any other business. Ms. Rubin seconded the motion and the Board voted unanimously, including the proxies, to approve the motion.

3. **CRIME STOPPERS BRIEFING.** Ms. Gianna Nelson, the Interim Director of Crime Stoppers gave a 10-minute briefing on how Crime Stoppers works. She stated that the mission is to serve as an effective crime-solving organization with the primary objective being: community, media, and law enforcement working together to solve crime. She went on to say that the organization's operating expenses are shared equally by the City and County, and that the rewards are paid for via two fund-raising events each year and other donations. She said that people wanting to contribute to the resolution of a crime, but do not wish to have their names associated with it, can call Crime Stoppers and not provide their name. In return, they will receive a 5-digit code. If /when the crime is solved and someone is arrested, a Board considers all the Crime-Stopper inputs and decides on rewards that can go as high as \$2500.

4. **APPROVAL OF MINUTES.** Mr. Smith motioned to approve as written the minutes of the CSA General Meeting held on January 11<sup>th</sup>. Ms. Rubin seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxies, to approve the motion.

5. **COMMITTEE REPORTS**

a. **GENERAL MANAGER.** Mr. Odom called the attention of the Board to the general reports provided for January 31, 2014, specifically: the Collection Office Report, Accounting Summary, Profit and Loss Report, and the January 31<sup>st</sup> Balance Sheet. Highlights of the reports are shown below.

**Balances.** As of January 31, 2014, CSA checking (operational account) totaled \$171,448.08. The total of CSA reserves (Vanguard Account, First Chatham, Savannah Bank, United Community Bank, and Ameris Bank accounts) is \$757,265.98. The total of CSA funds, including checking, reserves, petty cash, and undeposited funds is \$929,522.54. We made a deposit of \$11,455 into CSA reserves for January in accordance with the approved budget. All parcels made their required reserve deposits

for January. The total of all GCSA accounts is \$1,174,978.70. Aggregate deposits at each financial institution/program include:

**THE COASTAL BANK**

CSA Checking	\$ 171,448.08	(does not count against FDIC coverage limit) We will be moving approx. \$60K to reserves.
Parcel Checking	\$ 31,137.78	(does not count against FDIC coverage limit)
Parcel MM	\$ 97,202.90	
Parcel CD's	\$ 117,115.52	(\$214,318.42 against \$250K FDIC coverage)

**FIRST CHATHAM BANK**

CSA Reserve MM	\$ 228,008.92	
CSA Reserve Checking	\$ 100.00	(does not count against FDIC coverage limit)

**THE SAVANNAH BANK**

CSA Reserve MM	\$ 236,573.08	
CSA Reserve Checking	\$ 100.00	(does not count against FDIC coverage limit)

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$ 111,545.15	
GTP Reserves MM	\$ 60,010.03	

**AMERIS BANK**

CSA Reserve MM	\$ 175,890.69	
----------------	---------------	--

**VANGUARD**

CSA Reserve MM	\$ 5,048.14	
----------------	-------------	--

**Total CSA Reserves** \$ 757,265.98

CSA Petty Cash Fund \$ 300.00

Undeposited funds \$ 508.48

**Total CSA Funds:** \$ 929,522.54 (incl: checking, res, p/c, undeposited funds, and pre-payments)

**Total GCSA Funds:** \$1,174,978.70

**Income and Expenses.** Total income for January was \$81,892.94 which was \$364.57 better than budget. Expenses for the month were \$71,748.20 which were \$3,782.54 lower than budget. Federal Unemployment Insurance skyrocketed and was \$703.35 over budget. Bad Debt Expense was \$2,291.03 under budget, but we expect higher-than-budget results in the current month that will offset these savings next month. Vehicle repairs were \$222.52 under budget for the month but will be significantly over budget next month due to a recent \$1700 invoice for repairs to the engine and exhaust system. Postage exceeded budget by \$752.61 due to the timing of a print shop charge. Insurance was \$623.00 over budget due to a higher than expected increase in flood insurance premiums. Suit/Lien expense was lower than projected due to fewer suits being filed. Net Income was \$10,144.74 and that was \$4,147.11 better than budget.

At this point, Mr. Smith asked how old the truck is, and Mr. Odom responded that it is ten years old. Mr. Smith asked what the residual value is, and Mr. Odom responded that it wasn't much, but that the replacement value would be between \$16,000-\$20,000. Mr. Odom added that the Reserve Study projected replacement of the truck next year, but that the Board would have an opportunity to revisit that during the Strategic Plan Update and the Capital Budget process.

<b>Capital Budget Execution thru 1/31:</b>	<b>Budget</b>	<b>Actual Cost To Date</b>	<b>Difference To Date</b>
<b>CSA</b>			
7.5 HP Pump Motor	\$ 2,150	\$1,150.25	-\$ 999.75 WIP
2 HP Pump Motor	\$ 1,000	\$ 368.08	-\$ 631.92 WIP
1/.75 HP Pump Motors	\$ 450	\$ 470.80	+\$ 20.80
Shredder/Vac	\$ 1,650	\$ 533.93	-\$1,116.07
Generator	\$ 390	\$ 384.13	-\$ 5.87
Pressure Washer	\$ 390	\$ 373.43	-\$ 16.57
Backpack Blower	\$ 375	\$ 341.33	-\$ 33.67
Tree Work	\$10,000	\$2,550.00	-\$7,450.00 WIP
Fitness Equip Overhaul & Mats	\$ 7,250	\$4,981.56	-\$2,268.44 WIP
NS Dehumidifier Replacement	\$ 3,125	\$3,125.00	\$ 0
Electrical Repairs/Upgrades	\$25,796.25		
NS Water Heater Replacement	\$ 1,500.00		
Playground Boarders	\$ 2,953.75		
Resurface Tennis Courts	\$14,800.00		
Pool Furniture	\$ 1,485.00		
Wet/Dry Vac	\$ 150.00		
Wexford II Lagoon Repairs	\$ 5,000.00		
Grove Point Lagoon Repairs	<u>\$ 5,000.00</u>		
	<b>\$84,915.00</b>	<b>\$14,278.51</b>	<b>-\$12,501.49</b>

WIP = Work in Progress...project not yet complete

<b>CSA Capital Budget and Reserves Summary</b>	<b>Annual Budget</b>	<b>Actual Results Jan-Dec</b>
<b>Beginning CSA Reserve Balance 1/1/14:</b>	<b>\$758,168</b>	
<b>(+) Allotments/Deposits:</b>	<b>\$137,460</b>	<b>\$ 11,455 OK</b>
<b>(+) Depreciation</b>	<b>\$132,000</b>	<b>\$ 11,000 OK</b>
<b>(+) Interest</b>	<b>\$ 960</b>	<b>\$</b>
<b>(-) Expenditures:</b>	<b><u>\$ 84,915</u></b>	<b><u>\$</u></b>
<b>Projected Ending Balance 12/31/14:</b>	<b>\$943,673 *</b>	

\*Not including income from payments on prior-year accounts receivable, and misc income that is over budget.

<b>Parcel Capital Budget Execution thru 1/31:</b>		<b>Budget</b>	<b>Actual Cost</b>	<b>Diff</b>
<b>PARCEL</b>				
<b>Audubon Park:</b>	<b>Entrance Sign Repair</b>	<b>\$600</b>		
	<b>Tree Work</b>	<b>\$2,050</b>	<b>\$2,050</b>	<b>0</b>
<b>Hunter's Green:</b>	<b>Sidewalk Repair</b>	<b>\$1,248</b>		
	<b>Bench</b>	<b>\$250</b>		
	<b>Tree Work</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>0</b>
<b>Lott's Landing:</b>	<b>Driveway Repair</b>	<b>\$6,600</b>		
	<b>Tree Work</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>0</b>
	<b>Entrance Sign Repair</b>	<b>\$ 600</b>		
<b>Georgetown Place:</b>	<b>Tree Work</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>0</b>
<b>Townhomes</b>	<b>Entrance Sign Repair (2)</b>	<b>\$1,200</b>		
	<b>Tree Work</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>0</b>
		<b>\$21,698</b>		

**Past Due Accounts.** The number of past due accounts went down in January from 687 to 604, and the dollar amount dropped from \$296,048.65 to \$285,722.60. The number of accounts 31-60 days old went down from 439 to 265, and the dollar amount decreased from \$20,668.96 to \$5,048.16. The number of accounts 61-90 days past due rose from 244 to 298, and the dollar value increased from \$5,283.96 to \$13,382.89. The number of accounts over 90 days in arrears declined from 258 to 245, and the dollar value dipped from \$270,095.73 to \$267,291.55. The total number of account past due (604) represents 31% of all properties. The January 31<sup>st</sup> past due amount represents a 1.13% increase since January of 2013. In January we issued 162 first and second letters (combined), and processed 12 new or updated liens, 1 FiFa, and 3 suits/judgments. We received 32 payments (of \$200 or more) for past due amounts totaling \$12,128.58. 17 of our accounts are in bankruptcy, with \$25,354.67 owed pre-bankruptcy, and \$8,634.92 in post-bankruptcy owed. The total amount in bankruptcy is \$33,989.59 and that amounts to a \$2,077.54 increase over the previous month. The attached report summarizes the status of accounts that the Board approved special payments.

#### **Scheduled Projects and Other Repairs:**

- Phase I of tree work project has been completed and Grassroots Landscape Management did a great job. Phase II will include replacement of some dead trees and bushes at both of the clubhouse complexes.
- The Electrical Repair/Upgrade project is in progress and should be completed in a few weeks.
- Overhaul of gym equipment is proceeding. Parts were ordered in mid-January.

#### **Other Issues**

- The water main servicing the Northside Clubhouse ruptured during the week of 13 January. After a number of calls to the City and a wait of about a week, the rupture has been repaired. There was no financial impact on the Association.
- The County has begun work on the sidewalk construction between Knightsbridge and King Henry Court. Work should be completed in approximately 45 days.

**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 January 21<sup>st</sup> and February 4<sup>th</sup>. During those meetings, the ARB approved 1 tree removal and denied 1 tree removal. They also recommended that the BOD not approve the lawn maintenance appeal by Rosemary Downing of 6 Cutler Drive. Mr. Yardman also provided the following inspection statistics for the month of January:

Total new violations	186	YTD	186
Total violations repaired	255	YTD	255
Hang Tags issued	70	YTD	70
Letters mailed	214	YTD	214
Issues referred to GM/atty	5/43	YTD	48
Total current violations at the end of January:			319

Largest number of single home violations: Siding Repair  
Largest number of parcel violations: Trashcans not enclosed

**d. PARCEL REPRESENTATIVE.** No report

**6. UNFINISHED BUSINESS. None...Strategic Plan Update, moved to March meeting.**

**7. NEW BUSINESS**

**a. Request for Write-off Approval.** The General Manager requested authority to write off as uncollectible three accounts totaling \$3,693.63. These write-offs involve foreclosures at 156 Dovetail Crossing, 157 Stockbridge Drive, and 6 Gaslight Lane. Mr. Odom also reported that there are 6 write-offs already in the queue for next month that currently total \$11,212.83. Mr. Smith motioned to approve the General Manager's request to write off \$3,693.63. Ms. Rubin seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

**b. Appeal of Lawn Assessment by R. Downing, 6 Cutler.** Mr. Odom provided the Board a written brief regarding Ms. Downing's appeal. It included copies of written records and property pictures relating to the case along with minutes of the last ARB meeting which indicated that the ARB had considered this appeal and had recommended that the Board of Directors not approve it. The Vice President gave the floor to Ms. Downing and allowed her to plead her case. She stated that she did not receive notice until the weekend, and then she left town until late Sunday. She added that it rained Monday and the Association's landscapers came on Tuesday to do the work. Mr. Richardson asked her to confirm that she received and read the notice letter. She responded that she did not initially open it because it was not a certified letter. She did open it later, prior to the landscapers doing the work. Mr. Smith stated that Ms. Downing had pleaded her case at the most recent ARB Meeting, and that the ARB had ultimately voted to recommend that the appeal not be approved. Mr. Smith motioned to deny Ms. Downing's appeal for a reversal of the lawn assessment fees. Ms. Rubin seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

**7. OPEN DISCUSSION.** No issues brought forth.

**8. ADJOURNMENT OF GENERAL MEETING.** At 8:35 p.m., Mr. Smith motioned to adjourn the General Meeting. Ms. Rubin seconded the motion and the Board voted unanimously, including the proxies, to approve it.