

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

**MINUTES OF GENERAL MEETING  
May 12, 2015**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:47. Mrs. Rabbitt took roll with the following results:

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Mike Richardson	President	Present
Renee Rabbitt	VP	Present
Warren Smith	Sec/Treasurer	Absent, proxy to Mr. Richardson
Robin Byers	Member	Present
David Campbell	Member	Absent, proxy to Mr. Smith
Marlin Clifton	Member	Absent, proxy to Mike Richardson
John Sewell	Member	Present
Melissa Friel	Member	Present
Dorothy Strong	Member	Absent

2. **APPROVAL OF AGENDA.** Mrs. Rabbitt motioned to approve the proposed agenda. Mrs. Byers seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Sewell motioned to approve, as written, the minutes of the CSA General Meeting held on April 14<sup>th</sup>. Mrs. Rabbitt seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxies, to approve the motion.

4. **COMMITTEE REPORTS**

**General Manager Report.** Collection Office Report, Accounting Summary, April 2015 Profit and Loss Report, and April 30<sup>th</sup> Balance Sheet are provided.

**Balances.** As of April 30, 2015, CSA checking (operational account) totaled \$107,492.15. The total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, and Queensborough accounts) is \$1,240,969.65. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is 1,348,871.80. We made a deposit of \$11,901.75 into CSA reserves for April in accordance with the approved budget. All parcels also made their required reserve deposits for April. The total of all GCSA accounts is 1,772,186.63. Aggregate deposits at each financial institution/program include:

**AMERIS BANK (took over Coastal Bank 7/1/14)**

CSA Checking	\$107,492.15
CSA Reserve MM	\$ 38,497.38
Parcel Checking	\$ 59,367.02
Parcel MM	<u>\$ 88,401.97</u>
	\$293,758.52 (\$50K was moved to Vanguard 2/25/15)
	(\$40K was moved to Vanguard 1/14/15)
	(\$93K proposed transfer to new Colony Acct)

**FIRST CHATHAM BANK**

CSA Reserve MM	\$246,027.28
CSA Reserve Checking	<u>\$ 100.00</u>
	\$246,127.28

**SOUTH STATE BANK**

CSA Reserve MM	\$246,259.92
CSA Reserve Checking	<u>\$ 100.05</u>
	\$246,359.92

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$196,917.67
GTP Reserves MM	<u>\$ 45,047.56</u>
	\$241,965.23

**VANGUARD**

CSA Reserve MM	\$247,213.52
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**CARVER STATE BANK**

CSA Reserve MM	\$249,384.53
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**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,469.35
AP Reserve MM	\$ 5,535.15
HG Reserve MM	\$ 5,404.35
LL Reserve MM	\$ 25,713.93
GTP Reserve MM	\$105,268.98
TH Reserve MM	<u>\$ 88,575.87</u>
	\$246,967.63

Total CSA Reserves	\$1,240,969.65	(AB, FCB, SSB, UCB, VG, CSB, QB)
CSA Checking	\$107,492.15	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 110.00</u>	
<b>Total CSA Funds:</b>	\$1,348,871.80	(incl: cking, res, p/c, undep funds, & pre-pays)
<b>Total GCSA Funds:</b>	\$1,772,186.63	(incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for April was \$83,017.27 which was \$293.90 higher (better) than budget. Expenses for the month were \$68,069.55 which were \$1,412.50 lower (better) than budget. The last flood insurance invoice, covering the Southside Clubhouse, reflected a 22% increase in premium. We also paid the Feb-March water bills in April due to delayed receipt of the invoice. Up to \$900 in "other payroll expenses" will show up in May due to late receipt of invoices for gate guard background checks and urinalysis screenings. Next month, you will also see \$555.01 in additional vehicle expense due to emergent front end repairs to the truck. Net Income was \$14,947.72 which was \$1,706.40.83 higher (better) than budget. Year-to-date net income is \$17,306.09 better than budget.

**Capital Budget Execution thru 4/30/15:**

BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
<b>2210 Buildings</b>					
	1006	SS Interior Painting	\$2,950		
	6003	BH Exterior Painting	\$1,000		

	6005	BH Interior Painting	\$1,500	\$ 515.13	-\$ 984.87
	22007	SS Front Doors	\$8,000		
		Reserve Study Update	\$2,500	\$2,400.00	-\$ 100.00
<b>2220 Furniture</b>					
	26004	NS Furniture	\$ 800	\$ 800.24	+\$ .24
	21	Pool Furniture	\$1,485	\$1,344.13	-\$ 140.87
<b>2230 Land</b>		No planned expenditures for 2015			
<b>2240 Land Improvements</b>					
	17001	Tree Work	\$2,000		
	31002	KG Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31006	KB Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31007	EL Cor Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31008	EL Junco Lighting	\$1,075	\$ 849.94	-\$ 225.06
	32014	St. Ives A Lagoon	\$5,000		
	32016	Wexford 1 Lagoon	\$5,000		
	32017	Wexford II Lagoon	\$5,000		
	32018	Grove Point Lagoon	\$5,000		
<b>2250 Machinery and Equipment</b>					
	5	SS Computers (3)	\$3,000		
	5003	SS Sec Alarm System	\$2,529		
	11.01	SS Sec Cam & DVRs	\$3,000		
	15004	Tennis Court Nets	\$1,420		
	18001	Playground Swings	\$1,900	\$ 729.62	-\$1,170.38
	26001	NS Sec Alarm System	\$1,775		
	26002	NS Security Cams 16	\$2,500		
	19012	Rolling Blower	\$ 425	\$ 403.56	-\$ 21.44
	19016	Wet/dry Vac	\$ 150		
	23005	NS Water Heater	\$ 1,600		
	10000	Gate Guard Bldg A/C	\$ 1,375	WIP	
	400	Lawn Tractor overhaul	\$ 400		
		Mini-Split A/C for Gym	\$ 3,937	WIP	
		Additional treadmill	\$ 2,300	\$ 2,300.00	\$ 0
<b>2260 Vehicle</b>					
	19001	Ford Ranger	<u>\$17,500</u>		
		Total	\$88,346	\$11,892.44	-\$3,317.56

<b>CSA Capital Budget and Reserves Summary</b>	<b>Annual Budget</b>	<b>Actual Results</b>	
		<b>Year-to-date</b>	
<b>Beginning CSA Reserve Balance 1/1/15:</b>	<b>\$1,037,237</b>		
<b>(+) Allotments/Deposits:</b>	<b>\$142,821</b>	<b>\$ 47,607.00</b>	<b>OK</b>
<b>(+) Depreciation</b>	<b>\$132,000</b>	<b>\$ 44,000.00</b>	<b>OK</b>
<b>(+) Interest</b>	<b>\$ 1,380</b>	<b>\$ 499.20</b>	<b>(+\$39)</b>
<b>(-) Expenditures:</b>	<b>\$ 88,346</b>	<b>\$ 11,892.44</b>	<b>-3,317.56</b>
<b>Projected Ending Balance 12/31/15:</b>	<b>\$1,225,092</b>		

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

Parcel Capital Budget Execution thru 4/30/15:

PARCEL	BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
AP:	No planned capital expenditures for 2015					
HG:	2240	Line 1007	Tree Work	\$ 500		
	2250	Line 1009	Mail Box	\$ 1,710		
	2240	Line 1011	Sign Repair	\$ 600	WIP	
LL:	2240	Line 1006	Tree Work	\$ 500		
GTP:	2240	Line 1006	Tree Work	\$ 600	\$625	+\$25
	2240	Line 1011	Entrance Sign	\$ 900	WIP	
	2240	Line 1014	Irrigation Repair	\$3,000		
	2250	Line 1015	Irrigation Timer	\$ 500		
TH:	2250	Line 1002	Mail Boxes	\$4,465		
	2240	Line 2003	Replace Curbing	\$31,000		
	2240	Line 2005	Sidewalk Overlay	\$12,600	recommend deferral	
	2240	Line 2008	Tree Work	\$ 700		
<b>Total of Parcel Capital Budgets</b>				<b>\$57,075</b>		

**Past Due Accounts.** The number of past due accounts decreased in April from 506 to 415, and the dollar amount dropped from \$295,039.57 to \$271,425.87. The number of accounts 31-60 days declined slightly from 234 to 233, and the dollar amount decreased from \$44,761.17 to \$22,474.84. The number of accounts 61-90 days past due dropped from 158 to 141, but the dollar value rose from \$37,623.02 to \$38,269.71. The number of accounts over 90 days in arrears declined from 127 to 122, and the dollar value dropped from \$212,655.38 to \$210,681.32. The total number of accounts past due (415) represents 21% of all properties which is a 5 percentage drop from March. The April 30<sup>th</sup> past due amount represents a 1.26% decrease compared to April 2014. In April, we issued 98 first and second letters (combined), and processed 48 new or updated liens, and 6 suits/judgments. We received 50 payments (of \$200 or more) for past due amounts totaling \$46,619.39. 12 of our accounts are in bankruptcy, with \$14,960.12 owed pre-bankruptcy, and \$13,198.31 in post-bankruptcy owed. The total amount in bankruptcy is \$28,158.43 and that amounts to a \$660.35 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

**Scheduled Projects and Other Repairs/Replacements:**

- **Bath House Interior Painting.** Since we had the time and talent in-house, our staff painted the interior of the Bath House. We saved \$984.87. We plan to contract for the exterior painting due to safety concern regarding painting the cupola.

- **HVAC Replacements.** Per the capital budget and strategic plan, we have installed a mini-split a/c in the Fitness Center and replaced the a/c in the Pool Gate Guard Building. The invoice will be paid in May and will show in next month's report.

- **Sign Painting.** The entrance signs for Hunter's Green and Georgetown Place are being worked on by AAA Sign Company. They are scheduled to be completed and reinstalled on May 18<sup>th</sup>.

**Other:**

- a. The Southside Pools opened yesterday May 11<sup>th</sup>.
- b. The annual financial audit is underway. A briefing on the results will be provided next month.
- c. Pressure-washing of Audubon Park and Georgetown Place was completed in April.

**Secretary/Treasurer Report:** No report

**ARB Report:** Provided by Mr. Sili. Copy is attached. Mr. Sili recommended that the Board formally recognize that Robert Smith, Matthew Delano, and Robin Byers had missed at least three consecutive ARB meetings and that, per the By-laws, they were resigned from the ARB. The Board motioned and approved an additional agenda item, 5-d, to address this matter.

**Parcel Rep Report:** No report

**5. UNFINISHED BUSINESS.** None.

## **6. NEW BUSINESS**

a. **Request for Write-off Approval.** Mrs. Rabbitt motioned to approve the General Manager's recommendation to write off as uncollectible one account totaling \$8,540.39. This foreclosed property is located at 1400 King George Boulevard, Unit 3 (Audubon Park). Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies to approve the motion.

b. **Establishment of New Reserve Accounts at Colony Bank.** At the request of the President, Mr. Odom briefed the Board on the need to establish additional reserve accounts. He stated that we have exceeded the \$250K FDIC coverage limit at Ameris Bank, and that there was insufficient room in the other existing reserve accounts to handle the excess. He provided the Board with draft Administrative Resolution 2015-1 that would establish at Colony Bank new reserve accounts for CSA, Audubon Park, Hunter's Green, Lott's Landing, and Georgetown Townhomes. The resolution lists the President, Vice President, Secretary/Treasurer, and General Manager as authorized signatories, and it proposes a transfer of a total of \$93,000 from Ameris Bank into these new accounts at Colony Bank. At the end of the briefing, Mr. Sewell motioned to approve Admin Resolution 2015-1 and the transfer of \$93,000 into those accounts. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

c. **Policy Resolution 2015-1:** Rules for Using Amenities and Association Common Property. Mr. Richardson briefed the Board on proposed Policy Resolution 2015-1. He stated that, over the years, the Board has approved rules for use of the Clubhouses, pools, playgrounds, etc., but that we were taking the opportunity to merge them into one location and appropriately post them in the Book of Resolutions. He went on to say that the basic rules remain pretty much the same, but the format has changed for standardization purposes. In closing, he recommended that Policy Resolution 2015-1 be tentatively approved and posted on the web site for member review and comment before being formally approved by the Board at the next meeting. Mrs. Byers motioned to approve the President's recommendations. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

d. **ARB Membership.** Mrs. Rabbitt motioned to recognize the procedural resignations of Robert Smith, Robin Byers, and Matthew Delano from the ARB due to the fact that they had missed three consecutive meetings. She also motioned to temporarily reduce ARB membership to three people (Mike Richardson, Renee Rabbitt, and Warren Smith) while concurrently advertising for additional ARB member volunteers. Mr. Sewell seconded the motions. During discussion, Mr. Sewell asked what the quorum requirement would be with three ARB members. Mr. Gerard responded that it would be a majority of the existing members, which in this case would be two. There was no further discussion and the Board voted unanimously to approve the motions.

## **7. OPEN DISCUSSION.**

a. Ms. Barbara Bowen on 105 Cambridge appealed a \$65.00 lawn maintenance invoice, stating that the Association's contractor did not perform the work. She also requested that her amenity payments go toward the normal assessments rather than the lawn maintenance invoice. She also appealed an ARB notice regarding unapproved tree removal, and provided the Board with pictures showing that the tree was hollow and posed an immediate danger. Mr. Richardson responded that the Association would apply her payments to the normal assessments until next meeting, at which time the Board will make a final ruling on her appeal of the lawn maintenance invoice. Mr. Richardson also asked that Ms. Bowen submit a Property Change Request to the

ARB regarding the tree removal. She had one already filled out and provided it to Mr. Sili. Mr. Sili added that the rules also require that the stump be ground—which it currently is not.

b. Mr. Jack Imber reported that the lettering on the Eagles Landing entrance sign needed repair. Mr. Odom responded that his staff had repaired the lettering several times in the past few weeks due to vandalism, but that he would have the crew address the new issue right away. Mr. Richardson volunteered to e-mail Mr. Imber when the repairs were completed. Mr. Imber also stated that he felt the response time for yard letters was too short. Mr. Sili responded that the letters say that the homeowner only needs to get the work done by the following Monday at noon, or call him at the number provided for a time extension. Mr. Sili explained the inspection process and noted that homeowners should not be surprised when they get a letter since he only sends them out once the yards are at least a week or two overdue for mowing or other maintenance.

c. Mr. Fred Foley reported that the Village Green ditch, where it dumps into the marsh, was clogged with debris. Mr. Odom responded that he would have his staff take care of it.

8. **ADJOURNMENT OF GENERAL MEETING.** At 9:05 p.m., Mr. Sewell motioned to adjourn the General Meeting. Mrs. Rabbitt seconded the motion and the Board voted unanimously, including the proxies, to approve it.