

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

**MINUTES OF GENERAL MEETING**  
**January 13, 2015**

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

:

Mike Richardson	President	Present
Renee Rabbitt	VP	Present
Warren Smith	Sec/Treasurer	Present
Robin Byers	Member	Present
David Campbell	Member	Present
Raymond Sili	Member	Present
Marlin Clifton	Member	Present
John Sewell	Member	Present
Melissa Friel	Member	Present

2. **APPROVAL OF AGENDA.** Mrs. Rabbitt motioned to approve the agenda as written. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Smith motioned to approve as written the minutes of the CSA General Meeting held on December 9<sup>th</sup>. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS**

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

**Balances.** As of December 31, 2014, CSA checking (operational account) totaled \$124,598.81. Year-to-date (March, May, & Nov) we have moved a total of \$140,000 in excess checking to reserves. As of December 31<sup>st</sup>, the total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, and Queensborough accounts) is \$1,037,237.18. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,162,375.99. We made a deposit of \$11,455 into CSA reserves for December in accordance with the approved budget. All parcels also made their required reserve deposits for December. The total of all GCSA accounts is \$1,508,025.09. Aggregate deposits at each financial institution/program include:

<b>AMERIS BANK (took over Coastal Bank 7/1/14)</b>	
CSA Checking	\$124,598.81
CSA Reserve MM	\$ 38,361.52
Parcel Checking	\$ 47,563.11
Parcel MM	\$ 58,346.13
Parcel CD's	\$ <u>0.00</u> (liquidated)

\$268,869.57 (\$40,000 in CSA Checking to be moved to Vanguard in January)

**FIRST CHATHAM BANK**

CSA Reserve MM	\$248,244.48
CSA Reserve Checking	<u>\$ 100.00</u>
	\$248,344.48

**SOUTH STATE BANK (Formerly THE SAVANNAH BANK)**

CSA Reserve MM	\$248,337.16
CSA Reserve Checking	<u>\$ 100.00</u>
	\$248,437.16

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$196,807.65
GTP Reserves MM	<u>\$ 45,029.79</u>
	\$241,837.44

**VANGUARD**

CSA Reserve MM	\$ 51,504.05
----------------	--------------

**CARVER STATE BANK**

CSA Reserve MM	\$237,321.09
----------------	--------------

**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,461.23
AP Reserve MM	\$ 5,533.34
HG Reserve MM	\$ 5,402.58
LL Reserve MM	\$ 25,701.25
GTP Reserve MM	\$105,165.21
TH Reserve MM	<u>\$ 88,517.65</u>
	\$246,781.26

**Total CSA Reserves** \$1,037,237.18 (AB, FCB, SSB, UCB, VG, CSB, and QB)

CSA Petty Cash Fund	\$ 300.00
Undeposited funds	<u>\$ 240.00</u>

**Total CSA Funds:** \$1,162,375.99 (incl: cking, res, p/c, undep funds, & pre-pays)

**Total GCSA Funds:** \$1,543,635.05 (inc: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for December was \$80,350.44 which was \$1,072.07 higher (better) than budget (mostly due to increased miscellaneous income). Expenses for the month were \$68,374.62 which were \$6,025.49 higher than budget due to purchases approved by the Board in November. Net Income was \$11,975.82 and that was \$4,953.42 below budget. For 2014, Income was \$7,853.85 above (better than) budget; Expenses were \$9,425.74 below (better than) budget; and Net Income was \$17,279.59 higher (better than) budget. In summary, facility rentals and miscellaneous income were significantly higher than budget, while we experienced lower than expected expenses for law suits, health insurance and utilities. Expenses for bad debt, office (including postage), and general repairs came in higher than projected.

Capital Budget Execution thru 12/31:	Budget	Actual Cost To Date	Difference To Date
<b>CSA</b>			
7.5 HP Pump Motor	\$ 2,150	\$1,150.25	-\$ 999.75
2 HP Pump Motor	\$ 1,000	\$ 368.08	-\$ 631.92
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	\$9,775.75	-\$ 224.25
Fitness Equip Overhaul & Mats	\$ 7,250	\$7,044.20	-\$ 205.80
NS Dehumidifier Replacement	\$ 3,125	\$3,125.00	\$ 0
Electrical Repairs/Upgrades	\$25,796.25	\$25,796.25	\$ 0
Playground Boarders	\$ 2,953.75	\$1,227.67	-\$1,726.08
Pool Furniture	\$ 1,485	\$1,345.12	-\$ 139.88
Resurface Tennis Courts	\$14,800	\$15,800.00	+\$1,000.00
Wet/Dry Vac	\$ 150	Defer	-\$ 150.00
NS Water Heater Replacement	\$ 1,500	Defer	-\$1,500.00
Wexford II Lagoon Repairs	\$ 5,000	Defer	-\$5,000.00
Grove Point Lagoon Repairs	\$ 5,000	Defer	-\$5,000.00
Gate Guard A/C	\$ 1,050	Defer	-\$1,050.00
Lawn Tractor Repair	\$ 400	Defer	-\$ 400.00
Security Cam & DVR replacement	<u>\$ 0</u>	<u>\$ 261.90</u>	<u>+\$ 261.90</u>
	<b>\$84,915</b>	<b>\$67,997.84</b>	<b>-\$16,917.16</b>

2 security cameras and a DVR costing \$261.90 had to be replaced in October ahead of Reserve Study schedule. These purchases should reduce the capital expenditures in this category in 2015.

CSA Capital Budget and Reserves Summary	Annual Budget	Actual Results Year-to-date
Beginning CSA Reserve Balance 1/1/14:	\$758,168	
(+) Allotments/Deposits:	\$137,460	\$ 137,460 OK
(+) Depreciation	\$132,000	\$ 132,000 OK
(+) Interest	\$ 960	\$ 1,467 (+\$507)
(-) Expenditures:	<u>\$ 84,915</u>	\$ 67,998 (-\$16,917)
Projected Ending Balance 12/31/14:	<u>\$943,673 *</u>	\$962,990.24

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

<b>Parcel Capital Budget Execution thru 12/31</b>		<b>Budget</b>	<b>Actual Cost</b>	<b>Difference</b>
<b>PARCEL</b>				
<b>Audubon Park:</b>	<b>Entrance Sign Repair</b>	<b>\$600</b>	<b>\$573.99</b>	<b>-\$26.01</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>Deferred</b>	<b>-\$1248.00</b>
	<b>Bench</b>	<b>\$250</b>	<b>Deferred</b>	<b>-\$250.00</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>\$6,494</b>	<b>-\$106.00</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>\$573.99</b>	<b>-\$26.01</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>\$1,147.98</b>	<b>-\$52.02</b>
	<b>Tree Work</b>	<b><u>\$3,750</u></b>	<b>\$3,750</b>	<b>0</b>
		<b>\$21,698</b>	<b>\$19,990</b>	

**Past Due Accounts.** The number of past due accounts declined in December from 494 to 416, and the dollar amount decreased from \$272,067.75 to \$258,162.19. The number of accounts 31-60 days fell from 273 to 213, and the dollar amount dropped from \$8,643.31 to \$4,518.97. The number of accounts 61-90 days past due went down from 212 to 174, and the dollar value dropped from \$8,359.03 to \$4,518.97. The number of accounts over 90 days in arrears declined from 198 to 173, and the dollar value decreased from \$255,065.41 to \$248,326.19. The total number of accounts past due (416) represents 21% of all properties which is a 4 percentage drop from November. The December 31<sup>st</sup> past due amount represents a 1.20% decrease compared to December 2013. In December, we issued 126 first and second letters (combined), and processed 5 new or updated liens, and 4 suits/judgments. We received 32 payments (of \$200 or more) for past due amounts totaling \$9,743.48. 13 of our accounts are in bankruptcy (down 3 from November), with \$22,206.18 owed pre-bankruptcy, and \$11,724.81 in post-bankruptcy owed. The total amount in bankruptcy is \$33,930.39 and that amounts to a \$320.09 increase from the previous month. The attached report summarizes the status of accounts that the Board approved special payments.

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

- As mentioned last month, lagoon maintenance at the Wexford and Grove Point lagoons, which are funded in the 2014 Capital Budget, continues to be delayed by engineering questions. We met with Coastal Constructive Innovations and Moran Environmental Recovery to discuss potential strategies for cleaning the pipes and dredging the small lagoon. We have sent a proposal to Chatham County Public Works regarding a partnering effort on this project. We are asking that they fund and arrange for the cleaning of both drain pipes while we handle the dredging. Since the Director of Public Works is not responding to our calls and correspondence, we will be sending the request to the County Manager.

**3. Other Matters:**

- Our ARB Inspector, Mr. Yardman, had to retire unexpectedly to handle family matters. Replacement strategy is scheduled to be discussed later this meeting.
- The annual registration for the Corporation has been submitted and paid for.

b. **SECRETARY/TREASURER.** Nothing additional to report.

c. **PARCEL REPRESENTATIVE.** No report

d. **ARB REPORT** was provided by Mr. Odom. A copy is attached.

## 5. UNFINISHED BUSINESS. None.

## 6. NEW BUSINESS

a. **Request for Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible two accounts totaling \$5,808.54. These two foreclosures are located at: 103 Dovetail Crossing and 110 Barksdale Drive. . Mrs. Byers seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

b. **Purchase of Additional Treadmill.** Mr. Richardson briefed the Board on a proposed purchase of an additional Treadmill for the Fitness Center. According to Mr. Richardson, the purchase had been proposed and approved within the 2015 Capital Budget. He further stated that the GM had solicited prices which were provided to Board members on page 48 of the briefing book. Mr. Clifton motioned to table the issue until the costs associated with the ARB hire/contract were better known. There was no second to the motion. Mr. Smith motioned to approve the purchase from Fitness Equipment Distributors for \$2300 and to approve up to \$500 for any electrical work needed for installation...with the understanding that the unit would not be installed in the foyer of the facility. Mr. Sili seconded the motion. During discussion, Mrs. Byers requested that the GM provide statistics on membership and equipment use. Mr. Odom agreed to provide the information at the next meeting. There was no further discussion. The Board voted 5-3 to approve the motion to purchase the treadmill and fund the electrical work, with Mrs. Byers, Mrs. Rabbitt, and Mr. Clifton voting in opposition.

c. **Strategic Plan 2015-2019.** At the request of the President, Mr. Odom briefed the Board on the Strategic Plan update. Mr. Odom asked Board members to review the draft document provided in the briefing book and provide recommendations for changes and additions by the next Board meeting. Mr. Odom pointed out that everything from the Mission and Vision statements to the objectives and strategies were "fair game" for modification. He concluded by stating that this is Board member's opportunity to propose initiatives and make other changes that will positively impact the organization and its residents in the years to come. At the end of the briefing, Mr. Smith asked that an initiative be added regarding expansion of the Fitness Center and to add a free weight station. Mrs. Byers motioned that, as a part of that initiative, statistics be generated and considered regarding Fitness Center utilization. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

d. **Replacement of ARB Inspector.** Mr. Richardson stated that the General Manager had provided Board members with a proposal, shown on page 58 of the briefing book, for replacing the ARB Inspector who retire unexpectedly due to family considerations. According to Mr. Richardson, the proposal is to concurrently issue a contract solicitation and an employee recruitment action. He noted that the GM had provided cost figures relating to each option, along with a copy of the job description and draft contract solicitation. At the end of the briefing, Mr. Smith motioned to accept the GM's recommendation of issuing concurrent contract solicitation and employee recruitment actions. Mr. Sili seconded the motion. During discussion, Mr. Clifton stated that there was a third option to consider; specifically, using current in-house personnel and equipment to perform the function. Mr. Odom responded that he felt the present staff and the work vehicle were fully engaged with current assignments. Mr. Jack Imber offered a nomination of Mr. David Kenny. Mr. Richardson responded that Mr. Kenny would be welcomed and encouraged to submit a resume once the job was posted.

## 7. OPEN DISCUSSION.

a. Mr. Imber stated that he agreed with the General Manager that a one-person approach to ARB inspections is best for consistency. He also stated that treadmills can be easily and cheaply obtained if you wait until everyone's New Year's resolutions have gone by the wayside.

**8. ADJOURNMENT OF GENERAL MEETING.** At 8:25 p.m., Mr. Sili motioned to adjourn the General Meeting. Mr. Smith seconded the motion and the Board voted unanimously to approve it.