

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

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

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:48. Mrs. Rabbitt took roll with the following results:

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Mike Richardson	President	Present
Renee Rabbitt	VP	Present
Warren Smith	Sec/Treasurer	Present
David Campbell	Member	Absent
Marlin Clifton	Member	Absent (resigned Oct 12 <sup>th</sup> )
John Sewell	Member	Present
Melissa Friel	Member	Present
Dorothy Strong	Member	Present
Geoff Riehl	Member	Present

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

3. **APPROVAL OF MINUTES OF SEPTEMBER 8<sup>th</sup> PARCEL BUDGET HEARING AND THE SEPTEMBER 8<sup>th</sup> GENERAL MEETING.** Mr. Smith motioned to accept the minutes of the September 8<sup>th</sup> Parcel Budget Hearing and the September 8<sup>th</sup> General Meeting as written. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS**

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

**Balances.** As of September 30, 2015, CSA checking (operational account) totaled \$121,126.40. The total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, Queensborough, and Colony Bank accounts) is \$1,285,874.94. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,415,577.07. We made a deposit of \$11,901.75 into CSA reserves for September in accordance with the approved budget. All parcels also made their required reserve deposits for September. The total of all GCSA accounts is \$1,884,855.62. Aggregate deposits at each financial institution/program include:

**AMERIS BANK**

CSA Checking	\$121,126.40
CSA Reserve MM	\$ 11,436.03
Parcel Checking	\$ 68,632.91
Parcel MM	<u>\$ 65,194.26</u>
	\$266,389.60 (\$50K was moved to Vanguard 2/25/15)
	(\$40K was moved to Vanguard 1/14/15)
	(\$93K transfer to new Colony Acct 5/12/15)

(\$15K transfer to Colony MM 8/31/15)  
 (\$20K to be transferred 10/7/15)

**FIRST CHATHAM BANK**

CSA Reserve MM	\$237,016.20
CSA Reserve Checking	<u>\$ 100.00</u>
	\$237,116.20

**SOUTH STATE BANK**

CSA Reserve MM	\$241,072.46
CSA Reserve Checking	<u>\$ 105.00</u>
	\$241,177.46

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$197,069.59
GTP Reserves MM	<u>\$ 45,072.87</u>
	\$242,142.46

**VANGUARD**

CSA Reserve MM	\$247,250.50
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**CARVER STATE BANK**

CSA Reserve MM	\$249,593.67
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**COLONY BANK**

CSA Reserve MM	\$ 85,751.78
AP Reserve MM	\$ 1,575.00
HG Reserve MM	\$ 1,372.49
LL Reserve MM	\$ 1,687.83
GTP Reserve MM	\$ 19,998.16
TH Reserve MM	<u>\$ 35,019.27</u>
	\$145,404.53

**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,479.71
AP Reserve MM	\$ 5,537.47
HG Reserve MM	\$ 5,406.61
LL Reserve MM	\$ 25,730.11
GTP Reserve MM	\$105,401.42
TH Reserve MM	<u>\$ 88,650.15</u>
	\$247,205.47

Total CSA Reserves	\$1,285,874.94	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
CSA Checking	\$121,126.40	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 8,275.73</u>	
<b>Total CSA Funds:</b>	\$1,415,577.07	(incl: cking, res, p/c, undep funds, & pre-pays)

**Total GCSA Funds:** \$1,884,855.62 (incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for September was \$81,281.75 which was \$1,391.62 lower (worse) than budget. This was due to lower late fees, rentals, and miscellaneous income from suits/liens/yards. Expenses for the month were \$74,186.15 which were \$1,441.09 lower (better) than budget. This was due to higher than expected payroll (budget error) and an early billing for QuickBooks renewal...offset by lower expenses for suits/liens, other legal expenses, water/sewer (pools were fed by a lot of rain), and other recreational expenses. Net Income was \$7,095.60 which was \$49.47 higher (better) than budget. Year-to-date net income is \$17,840.81 better than budget.

**Capital Budget Execution thru 9/30/15:**

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	NS Front Doors	\$8,000	\$9,067.75	+\$1,067.75
		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	\$1,850.00	-\$ 150.00
	31002	KG Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31006	KB Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
		Replacement light		+\$ 424.93	+\$ 424.93
	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		
	Not Listed	Lagoon/Amenity Signs	\$1,600	\$ 1599.76	+\$1,599.76*
		*BOD approved addition 7/14/15			
<b>2250 Machinery and Equipment</b>					
	5	SS Computers (3)	\$3,000	\$2,545.47	-\$ 454.53
	5003	SS Sec Alarm System	\$2,529		
	11.01	SS Sec Cam & DVRs	\$3,000	\$3,000.00	0
	15004	Tennis Court Nets	\$1,420	Defer to 2016	
	18001	Playground Swings	\$1,900	\$ 729.62	-\$1,170.38
	26001	NS Sec Alarm System	\$1,775	\$ 177.75	IP
	26002	NS Security Cams 16	\$2,500	\$ 2,111.36	-\$ 388.64
	19012	Rolling Blower	\$ 425	\$ 403.56	-\$ 21.44
	19016	Wet/dry Vac	\$ 150	Defer to 2016	
	23005	NS Water Heater	\$ 1,600	Defer to 2016	
	10000	Gate Guard Bldg A/C	\$ 1,375	\$ 1,367.00	-\$ 8.00
	400	Lawn Tractor overhaul	\$ 400	\$ 475.35	+\$ 75.35
		Lawn Tractor purchase	\$ 0	\$ 3,422.93	+\$3,422.93**
		Mini-Split A/C for Gym	\$ 3,937	\$ 3,937.00	\$ 0
		Additional treadmill	\$ 2,300	\$ 2,300.00	\$ 0
		** current mower developed broken rods (internal); now beyond economical repair. \$3K funding from FY16 capital budget brought forward as offset			
<b>2260 Vehicle</b>					
	19001	Ford Ranger	<u>\$17,500</u>		
		Total	\$89,946	\$41,871.74	+\$2,271.99

**CSA Capital Budget and Reserves Summary**

**Annual Budget**

**Actual Results  
Year-to-date**

<b>Beginning CSA Reserve Balance 1/1/15:</b>	<b>\$1,037,237</b>		
<b>(+) Allotments/Deposits:</b>	<b>\$142,821</b>	<b>\$ 107,115.75</b>	<b>OK</b>
<b>(+) Depreciation</b>	<b>\$132,000</b>	<b>\$ 99,000.00</b>	<b>OK</b>
<b>(+) Interest</b>	<b>\$ 1,380</b>	<b>\$ 1,212.19</b>	<b>+\$177.19</b>
<b>(-) Expenditures:</b>	<b><u>\$ 89,946</u></b>	<b>\$ 41,871.74</b>	<b>+2,271.99</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 9/30/15:**

<b>PARCEL</b>	<b>BAL SHEET</b>	<b>RS LINE</b>	<b>ITEM</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFF</b>
<b>AP:</b>	<b>No planned capital expenditures for 2015</b>					
<b>HG:</b>	2240	Line 1007	Tree Work	\$ 500		
	2250	Line 1009	Mail Box	\$ 1,710	Defer to 2016	
	2240	Line 1011	Sign Repair	\$ 600	\$ 436.03	-\$163.97
<b>LL:</b>	2240	Line 1006	Tree Work	\$ 500		
<b>GTP:</b>	2240	Line 1006	Tree Work	\$ 600	\$625.00	+\$ 25.00
	2240	Line 1011	Entrance Sign	\$ 900	\$ 436.02	-\$163.98
	2240	Line 1014	Irrigation Repair	\$3,000		
	2250	Line 1015	Irrigation Timer	\$ 500		
<b>TH:</b>	2250	Line 1002	Mail Boxes	\$4,465	Defer to 2016	
	2240	Line 2003	Replace Curbing	\$31,000		
	2240	Line 2005	Sidewalk Overlay	\$12,600	Defer to 2016	
	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 September from 471 to 460, and the dollar amount dropped from \$244,076.33 to \$234,809.80. The number of accounts 31-60 days rose from 192 to 234, and the dollar amount increased from \$5,940.79 to \$9,353.09. The number of accounts 61-90 days past due dropped from 203 to 158, and the dollar value declined from \$8,575.55 to \$5,168.25. The number of accounts over 90 days in arrears increased slightly from 169 to 171, but the dollar value dropped from \$229,559.99 to \$220,287.56. The total number of accounts past due (460) represents 23% of all properties which is a 1 percentage drop from August. The September 30<sup>th</sup> past due amount represents a 1.25% decrease compared to September of 2014, and a 20% drop over the past 12 months. In September, we issued 140 first and second letters (combined), and processed 16 new or updated liens, and 5 suits/judgments. We received 28 payments (of \$200 or more) for past due amounts totaling \$13,279.02. 15 of our accounts are in bankruptcy, with \$17,768.68 owed pre-bankruptcy, and \$9,003.61 in post-bankruptcy owed. The total amount in bankruptcy is \$26,772.29 and that amounts to a \$165.18 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

**Projects and Other Topics.**

- Fallfest/Halloween Party is scheduled for Friday, October 30<sup>th</sup> from 6-8 p.m.
- Project for dredging the Wexford lagoon has been postponed until November due to weather and project planning issues between CSA and Chatham County Public Works.
- We have received complaint from a resident in Summerfield regarding overgrowth and potential beaver dams in the drainage area behind their home on Misty Morning Way. This drainage area belongs to Mr. Steve Hall (Halo, LLC). The plat of the development shows that it is in Summerfield, but the covenants indicate that the Association is not responsible for the maintenance of any common area that has not been inspected and certified by the Association as up to standards and free of defects. The Association rejected the lagoon because the developer would not bring it up to acceptable conditions. According to County records, Halo, LLC owns the property and continues to pay taxes on the property. Previous efforts by the Association to have Halo clean up and/or repair the area have not succeeded. Recently, we requested Chatham County Public Works (and Engineers) to apply pressure to Halo. The Engineers inspected the area and found no visible obstructions to drainage, but added that they would be inspecting down-stream areas to ensure no blockage there.
- The Bradford Pear trees that line the roads in the Lion's Gate subdivision need to be pruned so as to not interfere with Post Office vehicles. These trees are in the County-owned right-of-way. We submitted a work request this past week; however, we have been successful only once in 10 years in getting the County to trim the trees. When they did the work, the result was more functional than aesthetic (i.e., they tended to trim the side by the road and left some of the trees uneven. They would prefer that the trees go away because they are buckling sidewalks and curbing in some areas. If the County refuses to do the work, the Association will need to develop a policy regarding maintenance and/or extraction of the trees.

**Secretary/Treasurer Report:** Nothing to add.

**ARB Report:** Provided by Mr. Sili. Copy is attached.

**Parcel Rep Report:** No report

**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 one account totaling \$153.75. This foreclosed property is located at: 6 Ganet Crossing. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Georgetown Place Painting.** At the request of the President, Mr. Odom briefed the Board on the Georgetown Place painting project. He stated that at the September GTP Budget Hearing, he told attendees that the GTP units are now 10 years old and that the fronts the units needed painting. He went on to say that metal hardware on some of the garage doors is rusting and also needs to be refurbished or replaced. He added that GTP would likely have about \$8K in unexecuted operational budget by the end of the year that could pay for at least a portion of the work. Mr. Odom stated that, since that budget hearing, he has solicited for a painting project and had determined that the low bid for doing all the work was \$30, 270. 50. Mr. Odom went on to say that, given the high cost, he would recommend that the sources and specifications for both the paint and the garage door hardware be provided to the homeowners and require them to be used once repairs are needed. Mr. Smith motioned to accept the General Manager's recommendation. Mrs. Strong seconded the motion. During discussion, Mrs. Rabbitt commented that the homeowners pay a maintenance fee and that there should be a way for fee to cover the project. At the end of discussion, the Board voted 5-2 to approve the motion. Mrs. Rabbitt and Mrs. Friel voted in opposition.

c. **Georgetown Place Fencing.** At the request of the President, Mr. Odom briefed the Board on the Georgetown Place fencing project. He stated that at the September GTP Budget Hearing, he informed attendees that each of the Georgetown Place units has a white vinyl fence in the back yard that was not included in the GTP reserve study. He went on to say that, at the request of the Board, he obtained pricing for potential replacements. According to Mr. Odom, there are 2 types of fencing used in the back yards at Georgetown Place. The type, source, and current price are shown below.

Veranda Brand, Windham Style

Source: The Home Depot

Price: 6'x6' panel Model 73002103	\$ 44.97
Rail Bracket (2pk) Model 131171	\$ 2.99
5x5/9 post w/o slots Model 116004	\$ 29.97
Contemporary post top	\$ 8.47
Aluminum post inserts Model 73003463	\$ 54.00
3.5' x 6' gate	\$119.00
Double key locks (keyed inside and outside)	\$ 75.00

Veranda Brand, Linden Pro Style

Source: The Home Depot

Price: 6'x8' privacy fence panel Model 73013298	\$ 79.97
5x5x9 post w/slots Model 73013030	\$ 25.97
5x5/9 post w/o slots Model 116004	\$ 29.97
Contemporary post top	\$ 8.47
Top clips (ea) Model 73014080	\$ 4.97
Aluminum post inserts Model 73003463	\$ 54.00
5'x6' gate (Model 73014521...cut to fit)	\$255.00
Double key locks (keyed inside and outside)	\$ 75.00

Mr. Odom stated that labor to replace panels can run \$300-\$500, but that the labor rate lowers with more units being replaced. He went on to say that the total estimated replacement cost, assuming 8-10 panels, 1 gate, hardware, and labor would be \$106,271.22 for the Windham and \$131,557.80 for the Linden Pro... for a grand total of \$237,829.02. Mr. Odom reported that the vinyl fencing should last approximately 30 years, although the Windham style would probably need replacing a little sooner since it is made of thinner material. Mr. Odom added that he had spoken to 2 homeowners since the last meeting and that neither wanted rates to increase based on this issue. He recommended that the information above be provided to the homeowners and that they be required to purchase and installed fence sections as needed. Mr. Smith motioned to accept the General Manager's recommendation. Mr. Sewell seconded the motion. Mrs. Rabbitt commented that the homeowner's maintenance fee should be able to cover that. At the end of discussion, the Board voted 6-1 to approve the motion. Mrs. Friel voted in opposition.

d. **Georgetown Townhome Curbing Replacement.** Mr. Richardson briefed the Board on the status of the proposed project. He stated that he and the GM had closely inspected the area and had determined the number of railroad ties needed. He went on to say that we had solicited various contractors for the work, but only Coastal Constructive Innovations submitted a bid. He reminded the Board that the project originally called for concrete, but the pricing came in much higher than the budget. Mr. Richardson recommended that the Board approve Coastal Constructive Innovation's labor and equipment bid of \$21,645 and a total project price of \$23,500, payable out of Townhome reserves, that would also cover purchase and delivery of the ties. Mr. Smith motioned to accept Mr. Richardson's recommendation. Mr. Riehl seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

e. **Wexford Lagoon Dredging and Pipe Cleaning.** At the request of the President, Mr. Odom briefed the Board on the Wexford Lagoon Dredging and Pipe Cleaning project. Mr. Odom stated that the Strategic Plan and Reserve Study call for repairs to be done on the lagoon at the end of Mallory's Way and the adjacent lagoon

by Grove Point Road. He provided the following explanation of the project: “These repairs entail digging out the drain pipes which have been covered in silt, dredging the Wexford lagoon, and cleaning out the pipe connecting the two lagoons. The first attachment shows an aerial view of the lagoons in question. In July of 2014, Chatham County Engineers reviewed our tentative plans and responded that we would not need to obtain any permits. These plans, which are illustrated on the second attachment, called for setting up three (silt) fenced-in areas in which silt would be excavated, put on the banks to dry, then scooped up and hauled away. A special flush-and-vacuum machine would be used to clean out the pipe connecting the two lagoons. While this work is going on, Chatham County Public Works would be repairing the drain pipe leading from the storm drain. There are currently two line breaks causing sink holes and contributing dirt to the silt build-up in the lagoon. Public Works reports that there are other pipe breaks in the area that they wish to repair at the same time. They also plan to modify the end of the storm drain pipe, removing the “equalizer head” which should not have been installed there. A meeting with Public Works was held in May of this year and a decision was made defer the work until the fall when the weather dried up a little. Another meeting was held in September and we agreed to tentatively start the third week in October; however, that date can be further deferred if the conditions are not dry enough. A solicitation was released on September 2<sup>nd</sup> and a bidder’s conference was held on September 11<sup>th</sup>. During the conference, representatives from CCI offered an alternative proposal that would save time and money. Their proposal was to fully drain the small lagoon; let the silt dry in place, then scoop it directly into trucks to be hauled off. The proposal would: significantly reduce the amount of silt fencing required; eliminate the double handling of the silt; and reduce the amount of post-work landscaping repair. This proposal was forwarded to Chatham County Engineers for review and approval. As of October 13<sup>th</sup>, Chatham County Engineers have yet to make a determination regarding the need for any permits for the revised strategy proposed by CCI during the bidder’s conference. We assume that the 2014 approval still pertains for the original plan. The only bid received was from Coastal Constructive Innovations (CCI). CCI provided a price of \$27,500 to perform the work on the original specifications, and \$24,500 for following their alternative proposal. They added that if it takes more than 50 loads, there would be an additional fee of \$100 per load. The budget for the work on these 2 lagoons totals \$10,000. The Reserve Study was updated earlier this year to increase similar lagoon maintenance to \$12,500 each, but the updates applied to 2016 and beyond. The 2015 lagoon maintenance actions still show a price of \$5K each. As we do more of these maintenance actions, our budget figures will become more accurate.” At the end of the brief, Mr. Odom recommended that the contract be awarded to Coastal Constructive Innovations and authorize up to \$30,000 out of CSA reserves to complete the work, using the least expensive strategy Chatham County Engineers will approve without additional permits being required. Mr. Smith motioned to accept the GM’s recommendations. Mr. Riehl seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

## **8. OPEN DISCUSSION.**

a. Mr. Graves asked who owns and is responsible for maintaining the berm behind his house. Mr. Odom responded that there is no Association or County owned right-of-way there. Mr. Gerard offered to check the plats and get back to the Board regarding what he finds.

b. Mr. Mueller asked if there are any Association or County restrictions regarding the use of oversized trucks on the streets of Lion’s Gate. Mr. Odom responded that there are both Association and County rules against parking large trucks in the neighborhood overnight; however, the County owns the streets and there are no rules we are aware of that preclude large trucks, like moving vans and delivery trucks from using the roads.

**9. ADJOURNMENT OF GENERAL MEETING.** At 8:55 p.m., Mr. Smith motioned to adjourn the meeting. Mr. Riehl seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.