

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

**MINUTES OF GENERAL MEETING  
April 14, 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        | Arrived 8:25                     |
| David Campbell  | Member        | Present                          |
| Marlin Clifton  | Member        | Absent, proxy to Mike Richardson |
| John Sewell     | Member        | Present                          |
| Melissa Friel   | Member        | Present                          |
| Dorothy Strong  | Member        | Present                          |

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Mr. Sewell seconded the motion. There was no further discussion 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 March 10<sup>th</sup>. Mrs. Rabbitt seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, to approve the motion.

4. **COMMITTEE REPORTS**

**General Reports.** Collection Office Report, Accounting Summary, March 2015 Profit and Loss Report, and March 31<sup>st</sup> Balance Sheet are provided.

**Balances.** As of March 31, 2015, CSA checking (operational account) totaled \$127,071.60. The total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, and Queensborough accounts) is \$1,159,640.95. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,288,360.76. We made a deposit of \$11,901.75 into CSA reserves for March in accordance with the approved budget. All parcels also made their required reserve deposits for March. The total of all GCSA accounts is \$1,662,218.39. Aggregate deposits at each financial institution/program include:

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

|                 |  |
|-----------------|--|
| CSA Checking    | \$127,071.60                                       |
| CSA Reserve MM  | \$ 38,489.47                                       |
| Parcel Checking | \$ 62,776.92                                       |
| Parcel MM       | <u>\$ 80,627.00</u>                                |
|                 | \$308,964.99 (\$50K was moved to Vanguard 2/25/15) |
|                 | (\$40K was moved to Vanguard 1/14/15)              |

**FIRST CHATHAM BANK**

|                      |                  |
|----------------------|------------------|
| CSA Reserve MM       | \$246,736.57     |
| CSA Reserve Checking | <u>\$ 100.00</u> |
|                      | \$246,836.57     |

**SOUTH STATE BANK**

|                      |                  |
|----------------------|------------------|
| CSA Reserve MM       | \$246,203.63     |
| CSA Reserve Checking | <u>\$ 100.05</u> |
|                      | \$246,303.68     |

**UNITED COMMUNITY BANK**

|                 |                     |
|-----------------|---------------------|
| CSA Reserve MM  | \$196,890.16        |
| GTP Reserves MM | <u>\$ 45,043.12</u> |
|                 | \$241,933.28        |

**VANGUARD**

|                |              |
|----------------|--------------|
| CSA Reserve MM | \$165,310.21 |
|----------------|--------------|

**CARVER STATE BANK**

|                |              |
|----------------|--------------|
| CSA Reserve MM | \$249,343.54 |
|----------------|--------------|

**QUEENSBOROUGH BANK**

|                |                     |
|----------------|---------------------|
| CSA Reserve MM | \$ 16,467.32        |
| AP Reserve MM  | \$ 5,534.70         |
| HG Reserve MM  | \$ 5,403.91         |
| LL Reserve MM  | \$ 25,710.76        |
| GTP Reserve MM | \$105,243.03        |
| TH Reserve MM  | <u>\$ 88,561.31</u> |
|                | \$246,921.03        |

|                           |                    |  |
|---------------------------|--------------------|--|
| <b>Total CSA Reserves</b> | \$1,159,640.95     | (AB, FCB, SSB, UCB, VG, CSB, QB)                 |
| CSA Petty Cash Fund       | \$ 300.00          |  |
| Undeposited funds         | <u>\$ 1,348.21</u> |  |
| <b>Total CSA Funds:</b>   | \$1,288,360.76     | (incl: cking, res, p/c, undep funds, & pre-pays) |
| <b>Total GCSA Funds:</b>  | \$1,662,218.39     | (incl: tot CSA, parcel ck & mm res)              |

**Income and Expenses.** Total income for March was \$81,301.25 which was \$222.12 lower (worse) than budget (due to lower than expected late payment fees and facility rentals). Expenses for the month were \$61,524.29 which were \$2,621.95 lower (better) than budget. We did not receive our water bills for the month, so they will show up in April's report (approximately \$800). Net Income was \$19,776.96 which was \$2,399.83 higher (better) than budget. Year-to-date net income is \$15,599.69 better than budget.

**Capital Budget Execution thru 3/31/15:**

| 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 |            |            |
|                               | 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 I Lagoon   | \$5,000 |           |            |
| 32017 | Wexford II Lagoon  | \$5,000 |           |            |
| 32018 | Grove Point Lagoon | \$5,000 |           |            |

**2250 Machinery and Equipment**

|       |                        |          |             |             |
|-------|------------------------|----------|-------------|-------------|
| 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 |             |             |
| 400   | Lawn Tractor overhaul  | \$ 400   |             |             |
|       | Mini-Split A/C for Gym | \$ 3,937 |             |             |
|       | Additional treadmill   | \$ 2,300 | \$ 2,300.00 | \$ 0        |

**2260 Vehicle**

|       |             |                 |             |             |
|-------|-------------|-----------------|-------------|-------------|
| 19001 | Ford Ranger | <u>\$17,500</u> |             |             |
|       | Total       | \$88,346        | \$11,377.31 | -\$2,332.68 |

**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>\$ 35,705.25</b> | <b>OK</b>        |
| <b>(+) Depreciation</b>                      | <b>\$132,000</b>        | <b>\$ 33,000.00</b> | <b>OK</b>        |
| <b>(+) Interest</b>                          | <b>\$ 1,380</b>         | <b>\$ 374.60</b>    | <b>(+\$30)</b>   |
| <b>(-) Expenditures:</b>                     | <b><u>\$ 88,346</u></b> | <b>\$ 11,377.31</b> | <b>-2,332.68</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 3/31/15:**

| 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   |        |      |
| LL:    | 2240                                     | Line 1006 | Tree Work   | \$ 500   |        |      |
| GTP:   | 2240                                     | Line 1006 | Tree Work   | \$ 600   |        |      |

|     |      |  |                   |                             |
|-----|------|--|-------------------|-----------------------------|
|     | 2240 | Line 1011                              | Entrance Sign     | \$ 900                      |
|     | 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 March from 551 to 506, but the dollar amount increased from \$255,418.05 to \$295,039.57. The number of accounts 31-60 days declined from 255 to 234, and the dollar amount rose from \$33,390.78 to \$44,761.17. The number of accounts 61-90 days past due went up from 134 to 158, and the dollar value rose from \$2,457.51 \$37,623.02. The number of accounts over 90 days in arrears declined from 136 to 127, and the dollar value dropped from \$219,569.76 to \$212,655.38. This is the lowest number of accounts over 90 days since August of 2008, and the lowest dollar amount since 2011. The total number of accounts past due (506) represents 26% of all properties which is a 2 percentage drop from February. The March 31<sup>st</sup> past due amount represents a 1.17% decrease compared to March, 2014. In March, we issued 227 first and second letters (combined), and processed 18 new or updated liens, and 3 suits/judgments. We received 36 payments (of \$200 or more) for past due amounts totaling \$14,582.09. 12 of our accounts are in bankruptcy (2 were written off in March), with \$15,578.08 owed pre-bankruptcy, and \$13,240.70 in post-bankruptcy owed. The total amount in bankruptcy is \$28,818.78 and that amounts to a \$2,742.04 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

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

- **Wexford Lagoon Repairs.** Based on a site meeting on March 27<sup>th</sup>, we agreed with Public Works to schedule work for the week of September 14<sup>th</sup>. This date was picked due to the trend of drier weather in the early fall.

**Other:**

- Springfest/Easter Egg Hunt was held on April 4<sup>th</sup>, with about 70 children and 90 adults attending.
- The pools have received their annual certification by the Health Department.
- The annual insurance audit was held on March 31<sup>st</sup> and the inspector seemed pleased with the results.
- The annual financial audit is underway. A letter of engagement has been signed and we are assembling required documentation. The auditors will be on site in May.
- The annual pine straw delivery has been made.
- Pressure-washing of Audubon Park and Georgetown Place will occur the week of April 27<sup>th</sup>.

**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 \$4,305.17. These foreclosed properties are located at 115 Misty Morning Way and 8 Barrington Circle. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **Contract Award for Installation of A/C units for Gate Guard Building and Fitness Center.** Mr. Richardson briefed the Board regarding the results of the solicitation. He recommended accepting the low bid from Downs Heating and Air in the amount of \$5404.00. Mrs. Friel motioned to award the contract to Downs and authorize the expenditure of \$5404.00 in designated reserves to fund the project. Mr. Sewell seconded the

motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

c. **Contract Award for Entrance Sign Repair.** Mr. Richardson briefed the Board regarding the results of the solicitation relating to repainting the Hunter's Green and Georgetown Place entrance signs. He recommended accepting the low bid from AAA Sign Company in the amount of \$815.00. Mrs. Rabbitt motioned to award the contract to Downs and authorize the expenditure of \$5404.00 in designated reserves to fund the project. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

d. **Contract Award for Security Guard Service.** Mr. Richardson briefed the Board regarding the results of the solicitation relating to replacing the security guard service (DSI) who will be withdrawing from the contract effective April 30<sup>th</sup>. He recommended accepting the low bid from Security Management of South Carolina who bid \$16.07/hour. He also noted that the price represents an increase of \$3.32/hour over what we are currently paying and he recommended trimming the hours of coverage per day from 5 to 4 as an offset. Mr. Smith stated he felt that the security service was important and worth paying the extra cost to maintain the five hour coverage. Mrs. Rabbitt motioned to award the contract to Security Management of South Carolina and to maintain the coverage at five hours (3-8 p.m.). Mr. Campbell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

e. **Use of Motorized Carts in Georgetown.** Mr. Richardson briefed the Board on a March 27<sup>th</sup> decision by the County Commission to allow communities in the unincorporated portions of the County to petition the County for permission to operate motorized carts on the public streets within their community. He noted that, while the Association's neighborhoods meet the baseline requirements of (1) 25 MPH speed limits, and (2) no more than three ways in and out of the neighborhoods, there were issues that make the proposition unviable. Some of these issues include: (1) King George Blvd would not be included, so carts could not be used to go to places of interest, including the Clubhouse; and (2) very few residents appear to own carts and it would be hard to believe that many would purchase one to be so limited in where they travel. Mr. Odom provided additional issues, including: (1) a great number of driveways in our neighborhoods only have a one-lane driveway, so we expect that carts would end up being parked in the grass or in the street; (2) carts operating on the streets pose a safety concern; and (3) canvassing owners and other admin required by this pursuit would be expensive and time-consuming, with a little chance of obtaining the required 50% positive vote from homeowners. Mr. Richardson recommended that the Association not provide support for a motorized cart initiative. Mr. Sewell motioned to approve the President's recommendation not to support the motorized cart initiative. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the notion.

f. **Appeal of ARB Denial of Color Change Request by Theresa Goodwin of 10 Cobblestone Court.** Mr. Richardson recognized Ms. Goodwin and requested she state her case to the Board. Ms. Goodwin stated that she is an artist and an interior design expert. She went on to say that she experimented with various colors before deciding on this shade of purple. After painting a few sample colors on the door, she felt that she had to paint it the final color because she was having important guests coming to the house. She added that she had canvassed her neighbors and they did not disapprove of her color choice. Mr. Smith responded that the ARB had considered and disapproved the color choice because it was not harmonious with the neighborhood. He added that he had gone to the property and personally inspected the color and supported the ARB's conclusion. Mrs. Rabbitt stated that an important issue was that Ms. Goodwin went ahead and painted the door a different color without the ARB's approval. Mr. Smith motioned that the issue be referred back to the ARB and that Ms. Goodwin provide an alternate color for the ARB to consider at the next meeting. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

g. **Appeal of Lawn Maintenance Assessment by Nikki Wright, 1 Westminister Court.** Mr. Richardson noted that neither Mrs. Wright nor her husband were in the audience to provide additional information not included in the briefing documents. Mr. Smith motioned to deny the appeal. Mr. Campbell seconded the motion. There was no further discussion and the Board voted 8-0-1, including the proxy, to approve the motion. Mrs. Friel abstained.

h. **Appeal of Assessments by Marie and Columbus Hall, 5 Cobblestone Court.** Mr. Richardson noted the presence of Mr. and Mrs. Hall in the audience and offered them an opportunity to state their case. Mrs. Hall confirmed that the President and Board members had read her appeal letter of March 17<sup>th</sup>. Mr. Odom stated that all Board members had received a copy of the letter. Mrs. Hall went on to explain the sequence of events and the reason why she felt that they had done what was necessary to stay current. Mr. Smith motioned to approve the Hall's appeal and to reverse the remainder of the year's assessment. Mrs. Friel seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

i. **Appeal of Lawn Maintenance Assessment by Douglas Percival, 5 William Jay Court.** Mr. Richardson noted that Mr. Percival was not in the audience to provide any additional information not already included in the briefing documents. Mr. Smith motioned to deny the appeal. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted 8-0-1, including the proxy, to approve the motion. Mrs. Friel abstained.

j. **Appeal of Lawn Maintenance Assessment by Robert Miller, 13 Bristlecone Drive.** Mr. Richardson noted that Mr. Miller was not in the audience to provide any additional information. Mr. Smith motioned to deny the appeal. Mrs. Rabbitt seconded the motion. Mr. Sili provided additional pictures of the property not included in the briefing documents the Board had already received. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

## **7. OPEN DISCUSSION.**

a. Mr. Kenny questioned the Board regarding who paid for pressure washing Audubon Park and Georgetown Place. Mr. Odom responded that each of the parcel homeowners pay a maintenance fee that covers the cost of such things as pressure washing.

b. Mrs. Byers asked why an ARB case filed last August had still not reached court. Mr. Gerard replied that the Sheriff was unable to locate the owner and had noted that the house appeared vacant. Mrs. Byers stated that the house has been continuously occupied. She went on to say that it is hard to enforce the covenants on others if we are not consistent in prosecuting the cases. Mr. Smith stated that the Board had previously budgeted additional funds to cover private process servers and to get all our cases up to date. Mr. Gerard stated that he would hire a process server for this case.

**8. ADJOURNMENT OF GENERAL MEETING.** At 9:15 p.m., Mrs. Rabbitt motioned to adjourn the General Meeting. Mrs. Byers seconded the motion and the Board voted unanimously, including the proxy, to approve it.