

GEORGETOWN COMMUNITY SERVICES ASSOCIATION, INC.
BOARD OF DIRECTORS

MINUTES OF GENERAL MEETING
January 14, 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	Present
Mike Richardson	VP	Present
Warren Smith	Sec/Treasurer	Present
Robin Byers	Member	Present
Butch Braddy	Member	Present
Renee Rabbitt	Member	Absent
Barbara Rubin	Member	Present
John Thompson	Member	Present
David Campbell	Member	Absent, proxy to Warren Smith

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Ms. Rubin seconded the motion 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 December 10th. Ms. Rubin seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, 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, 2013, specifically: the Collection Office Report, Accounting Summary, Profit and Loss Report, and the December 31st Balance Sheet. Highlights of the reports are shown below.

Balances. As of December 31, 2013, CSA checking (operational account) totaled \$135,384.55. The total of CSA reserves (Vanguard Account, First Chatham, Savannah Bank, United Community Bank, and Ameris Bank accounts) is \$758,168.37. The total of CSA funds, including checking, reserves, petty cash, and undeposited funds is \$893,852.92. We made a deposit of \$18,900 into CSA reserves for December in accordance with the approved budget. All parcels made their required reserve deposits for December. Audubon Park still owes \$411.50 for February, \$467.50 for May, \$467.50 for June, \$467.50 for August, and \$467.50 for September. Lott's Landing needs to repay their reserves for the following unplanned expenses in June and July: \$795 termite bond and two \$650 tree removals. They also owe \$648.48 for the August reserve allotment. The total of all GCSA accounts is \$1,127,024.60. Aggregate deposits at each financial institution/program include:

THE COASTAL BANK

CSA Checking	\$ 135,384.55	(does not count against FDIC coverage limit)
Parcel Checking	\$ 30,570.61	(does not count against FDIC coverage limit)
Parcel MM	\$ 85,485.65	
Parcel CD's	\$ 117,115.52	(\$202,601.17 against \$250K FDIC coverage)

FIRST CHATHAM BANK

CSA Reserve MM \$ 240,469.50
 CSA Reserve Checking \$ 100.00 (does not count against FDIC coverage limit)

THE SAVANNAH BANK

CSA Reserve MM \$ 236,542.95
 CSA Reserve Checking \$ 100.00 (does not count against FDIC coverage limit)

UNITED COMMUNITY BANK

CSA Reserve MM \$ 100,076.88 (includes \$60K in excess checking from Apr)
 GTP Reserves MM \$ 60,004.93 (new account...transfer from Coastal Bank)

AMERIS BANK

CSA Reserve MM \$ 175,830.94

VANGUARD

CSA Reserve MM \$ 5,048.10

Total CSA Reserves \$ 758,168.37

CSA Petty Cash Fund \$ 300.00

Undeposited funds \$ 0

Total CSA Funds: \$ 893,852.92 (incl: checking, res, p/c & undeposited funds)

Total GCSA Funds: \$1,127,024.60

Income and Expenses. Total income for December was \$82,539.09 which was \$3,850.72 better than budget. Expenses for the month were \$57,191.50 which were \$1,135.26 higher than budget. This was due to higher legal and postage expenses. Net Income was \$25,347.59 and that was \$2,715.46 better than budget. For the year, net income was under budget \$63,164 due to the mid-year increase in bad-debt expense and the offsetting increase in provisions for doubtful debt.

Capital Budget Execution:	Budget	Actual Cost	Difference
January: Lagoon Dredging (down payment)	\$13,487.78	\$13,487.78	0
Lagoon Dredging (1st phase pmt)	\$20,231.66	\$20,231.66	0
TH Sidewalk & Drainage	\$15,020.00	\$15,020.00	0
February: Lagoon Dredging (final payment)	\$33,719.44	\$33,719.51	0
Lagoon Eng & Surveying (final)	\$ 3,344.51	\$ 3,344.51	0
March: No activity			
April: No activity			
May: Pool Furniture	\$4,450.00	\$1,447.64	-\$3002.36

June:	Wind Screens (1st increment-obl)	\$5,500.00	\$585.96	-\$4,914.04
	HG Parking lot (obligated)	\$4,600.00	\$4,600.00	0 *
	LL Parking lot (obligated)	\$7,100.00	\$7,100.00	0 *
	GTP Parking lot (obligated)	\$6,900.00	\$6,900.00	0 *
	TH Parking lot (obligated)	\$12,000.00	\$12,000.00	0 *
	Reserve Study Update Pt 1	\$800.00	\$800.00	0

***Board voted in June to amend the budget to recognize actual cost of contract.**

July:	King's Grant Entrance Sidewalk	\$4,500.00	\$4,500.00	0
	Reserve Study Update Pt 2	\$500.00	\$500.00	0
August:	Logo Banners	\$1,800.00	\$1,288.28	-\$ 511.72
	DVR replacement	\$ 785.00	\$ 736.97	-\$ 48.03
Sept:	Reserve Study Update Pt 3	\$1,200.00	\$1,200.00	0
Oct:	No activity			
Nov:	Main entrance sign repairs	\$ 0	\$5,595.00	awaiting ins
	Lion's Gate entrance sign repairs	\$ 0	\$13,835.00	awaiting ins
Dec:	Insurance pays Main Entrance Repairs		-\$5,595.00	
	Insurance pays LG Entrance Repairs		-\$13,835.00	
		\$135,938.46	\$127,462.31	-\$8,476.15

CSA Capital Budget and Reserves Summary	Annual Budget	Actual Results Jan-Dec
Beginning CSA Reserve Balance 1/1/13:	\$556,711	\$ 556,711
(+) Allotments/Deposits:	\$132,300	\$ 132,300
(+) Depreciation	\$120,060	\$ 120,060
(+) Interest	\$ 1,380	\$ 1,127
(-) Expenditures:	<u>\$135,938</u>	<u>\$127,462</u>
Ending Balance 12/31/13:	\$674,513	\$682,736 *

Not including \$15,563 in net checking increase 12/31/12-12/31/13.

Past Due Accounts. The number of past due accounts went down in December from 723 to 687, but the dollar amount rose slightly from \$295,962.17 to \$296,048.65. The number of accounts 31-60 days old went up from 391 to 439, and the dollar amount increased from \$13,220.30 to \$20,668.96. The number of accounts 61-90 days past due decreased from 277 to 244, and the dollar value dropped from \$12,665.03 to \$5,283.96. The number of accounts over 90 days in arrears rose slightly from 255 to 258, and the dollar value inched up from \$270,076.84 to \$270,095.73. The total number of account past due (687) represents 35% of all properties. The December 31st past due amount represents a 1.2% increase since January. In December we issued 99 first and second letters (combined), and processed 15 new or updated liens and 12 suits/judgments. We received 31 payments (of \$200 or more) for past due amounts totaling \$12,129.60. 17 of our accounts are in bankruptcy, with

\$25,307.48 owed pre-bankruptcy, and \$6,604.57 in post-bankruptcy owed. The total amount in bankruptcy is \$31,912.05 and that amounts to a \$64.46 increase over the previous month. The attached report summarizes the status of accounts that the Board approved special payments.

Scheduled Projects and Other Repairs:

- Full reimbursement has been received for repairs to both the Main Entrance sign and the Lion's Gate wall.
- Northside Clubhouse Dehumidifier: Repairs have been made at a cost of \$3125.
- Overhaul of gym equipment is scheduled to begin the first week in January and should be completed by the end of the month (some parts have to be ordered, received and installed).
- Work relating to the tree trimming and removal contract affecting both campuses and all five parcels has begun and should be completed this week.

Other Issues

- On behalf of homeowner Kimberly Malm and the Association, County Councilwoman Lori Brady has asked the County Manager to review the one-way circle on Sugar Mill Drive and see what it would take to widen the south border to allow 2-way traffic. The County Manager's office has forwarded the request to the County Engineer.
- We received 3 of 4 flood insurance premiums on December 30th and they reflect a 19.5% increase in price (\$6,792 to \$8,123). We budgeted for only a 10.4% increase. As a result, this line is \$623 over budget.
- The Post Office confirmed on December 26th that certified mail rates increased 6.5% to \$3.78 for first class letters. Electronic delivery confirmation would cost \$4.99.
- GCSA Staff member, Liane Mabrey, and other residents of The Abbey were recognized by the American Red Cross for their donation of \$509.16 to assist people in the Philippines devastated by the recent typhoon. This money was raised through a charity yard sale arranged by Mrs. Mabrey.

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 December 17th and January 7th. During those meetings, the ARB approved 1 screen room construction, 2 tree removals, 1 parking pad construction, 1 landscape change, and one fence construction. The ARB considered but did not approve 1 utility shed. The Board also considered lawn maintenance appeals from the owners of 111 W. White Hawthorne, 1 St. Ives Place, 11 Green Iris Court, and 15 Marsh Hen Court and voted to recommend that the Board of Directors deny those requests. Mr. Yardman also provided the following inspection statistics for the month of November:

Total new violations	231	YTD	3779
Total violations repaired	273	YTD	4149
Hang Tags issued	28	YTD	724
Letters mailed	263	YTD	3802
Issues referred to GM/atty	83	YTD	867

Total current violations at the end of December: 388

d. PARCEL REPRESENTATIVE. No report

5. UNFINISHED BUSINESS.

a. Mr. Odom provided the attached brief to the Board regarding the appeal by Mr. Kevin Golden of 1 St. Ives Place. The Board reviewed the evidence provided in the documentation, which included: a copy of the notice letter dated December 2nd; copies of postmarked envelopes for regular and certified mail addressed to Mr. Golden; a printout from the U.S. Postal Service Tracking System showing that an attempted delivery of the certified letter was made on December 4th; pictures of the property taken by the ARB Inspector on December 9th at the end of the notice period, as well as pictures taken by the contractor at the time they arrived on Tuesday the 10th and just before they left (after being told to leave by the owners). The brief also included a notice from the Architectural Review Board saying that they had reviewed the appeal and the evidence and recommended the Board of Directors deny the appeal. Mr. Lindsey noted that Mr. Golden was not present to provide any additional insights from his perspective. Mr. Smith motioned to deny the appeal based on the evidence at hand. Mr. Thompson seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

6. NEW BUSINESS

a. **Request for Write-off Approval.** The General Manager requested authority to write off as uncollectible three accounts totaling \$1,708.97. Mr. Odom explained that these write-offs involve foreclosures at 4 St. Ives Court, 12 Whittington Court, and 6 Gaslight Lane. Mr. Smith motioned to approve the General Manager's request to write off \$1708.97. Mr. Thompson seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **Amendment of the 2014 Capital Budget.** Mr. Smith motioned to approve amending the Capital Budget to reflect the addition of \$3125 to replace one of the dehumidifiers at the Northside Clubhouse and to reflect an offset of the same amount against the earmark for wind screen replacement. Mr. Thompson seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

c. **Contract Award for Electrical Repairs and Upgrades.** Mr. Odom provided the attached brief to the Board on the results of a solicitation to provide repairs and upgrades to the Southside Clubhouse, Bath House, Maintenance Building, main entrance light, and the Wexford entrance lighting. Mr. Smith motioned to approve awarding the contract to Coastal Constructive Innovations and to approve modifying the 2014 Capital Budget to reflect approval of \$25,796.25 for this project, with offsets of \$1789 and \$433 in windscreens and playground boarders, respectively, and to authorize spending not to exceed \$26,000.00 without further Board approval. Mr. Thompson seconded the motion. There was no further discussion, and the Board voted unanimously, including the proxy, to approve the motion.

d. **Strategic Plan Update.** At the request of the President, Mr. Odom briefed the Board on a draft update of the Strategic Plan covering years 2014-2018. Mr. Odom stated that, as in the past, the draft plan covers four categories: financials; business processes and operations; customers; and employees. He went on to say that draft included excerpts from the relevant portions of the Reserve Study so that the Board could see what the projected repairs and replacements would be during the period of the Plan. Mr. Odom asked that the Board members review the draft Plan and provide comments for proposed additions and revisions. He also recommended that a significant portion of the next meeting be devoted to discussions and decisions regarding the Plan.

e. **Appeal of Lawn Assessment by G. Gratton, 11 Green Iris Court.** Mr. Odom provided the attached brief to the Board regarding a December 14th lawn maintenance appeal sent by Mr. George Gratton. Mr. Gratton contended in his appeal that the condition of the yard did not warrant the work. Mr. Odom's brief included documents and pictures relating to the issue as well as a notice from the Architectural Review Board indicating that the appeal had been considered by that Board and that

they recommended the Board of Directors deny the appeal. Mr. Lindsey noted that Mr. Gratton was not present to provide any additional insights from his perspective. Mr. Smith motioned to deny the appeal based on the evidence at hand. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

f. **Appeal of Lawn Assessment by C. Moncrief, 111 W. White Hawthorne Drive.** Mr. Odom provided the attached brief to the Board regarding a December 8th lawn maintenance appeal submitted by Mr. Chris Moncrief. According to the brief, Mr. Moncrief was appealing \$75.00 of fees associated with lawn maintenance performed by the Association on his property on November 5th. Mr. Odom's brief included documents and pictures relating to the issue as well as a notice from the Architectural Review Board indicating that the appeal had been considered by that Board and that they recommended the Board of Directors deny the appeal. Mr. Lindsey noted that Mr. Moncrief was not present to provide any additional insights from his perspective. Mr. Smith motioned to deny the appeal based on the evidence at hand. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion. .

g. **Appeal of Lawn Assessment by R. Evans, 15 Marsh Hen Court.** Mr. Odom provided the attached brief to the Board regarding a lawn maintenance appeal submitted by Mr. Robert Evans. According to the brief, Mr. Evans was appealing a \$75 fee for lawn maintenance performed on his property on October 9th. Mr. Odom's brief included documents and pictures relating to the issue as well as a notice from the Architectural Review Board indicating that the appeal had been considered by that Board and that they recommended the Board of Directors deny the appeal. Mr. Lindsey noted that Mr. Evans was not present to provide any additional insights from his perspective. Mr. Smith motioned to deny the appeal based on the evidence at hand. Ms. Rubin seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion. .

7. OPEN DISCUSSION.

a. Officer Tim Devita from Savannah/Chatham Metro Police introduced himself as Georgetown's new point of contact, replacing Officer Brian Harrell who had been promoted to detective. Officer Devita stated that he was involved with the Sugar Mill "one-way traffic" issue and stated that the Chatham County Traffic Engineer was currently reviewing options. Office Devita also reported that there had been two burglaries in Sugar Mill and one in St. Ives in the period before Christmas. Mr. Smith requested that a traffic study be conducted involving speeding that is occurring at the 90 degree curve on Lion's Gate Road. Mrs. Byers suggested a similar study be conducted regarding the speeding on Red Fox Drive.

b. Mrs. Byers suggested that the ARB and BOD reconsider the turn-around time provided on lawn maintenance notices. Mr. Smith indicated that this could occur at the next ARB meeting.

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 proxy, to approve it.