

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

**MINUTES OF GENERAL MEETING  
July 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:

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

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

3. **FINALIZE ELECTION.** Mr. Ray Sili, Election Committee Chairman, announced that Dorothy Strong and Geoff Riehl had accepted the positions based on the results of the write-in ballots. Mr. Richardson accepted the election results for the record.

4. **EXECUTIVE SESSION TO SELECT OFFICERS.** Mr. Warren Smith motioned to pause the General Meeting and have the Board go into executive session to select Board officers. Mr. Sewell seconded the motion. There was no further discussion, and the Board voted unanimously, including the proxy, to approve the motion. After making the selections, Mr. Smith motioned to adjourn the Executive Session and resume the General Meeting. Mrs. Friel seconded the motion and the Board voted unanimously, including the proxy, to approve the motion. Mr. Smith reported that the Board had selected Mike Richardson to be President, Renee Rabbitt to be Vice President, and Warren Smith to be Secretary/Treasurer.

5. **APPOINTMENT OF COMMITTEES.** Mr. Warren Smith motioned to re-appoint Mike Richardson, Renee Rabbitt, and Warren Smith to the Architectural Review Board (ARB), and Ray Sili and Annette Robles to the Elections Committee, and Renee Rabbitt to be ARB Liaison to the Board of Directors. Mr. Sewell seconded the motion and the Board voted unanimously, including the proxy, to approve it.

6. **APPROVAL OF MINUTES OF JUNE 9<sup>th</sup> CSA GENERAL MEETING AND THE ATTEMPTED ANNUAL MEETING.** Mr. Smith motioned to accept the minutes of the June 9<sup>th</sup> General Meeting and the attempted Annual Meeting as written. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

## 7. COMMITTEE REPORTS

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

**Balances.** As of June 30, 2015, CSA checking (operational account) totaled \$125,336.80. 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 \$1,247,759.73. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,375,102.69. We made a deposit of \$11,901.75 into CSA reserves for June in accordance with the approved budget. All parcels also made their required reserve deposits for June. The total of all GCSA accounts is \$1,815,018.57. Aggregate deposits at each financial institution/program include:

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

CSA Checking	\$125,336.80
CSA Reserve MM	\$ 3,501.96
Parcel Checking	\$ 63,829.58
Parcel MM	<u>\$ 42,546.91</u>
	\$235,215.25 (\$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)

### **FIRST CHATHAM BANK**

CSA Reserve MM	\$246,021.92
CSA Reserve Checking	<u>\$ 100.00</u>
	\$246,121.92

### **SOUTH STATE BANK**

CSA Reserve MM	\$240,999.57
CSA Reserve Checking	<u>\$ 105.00</u>
	\$241,104.57

### **UNITED COMMUNITY BANK**

CSA Reserve MM	\$196,973.62
GTP Reserves MM	<u>\$ 45,056.59</u>
	\$242,030.21

### **VANGUARD**

CSA Reserve MM	\$247,220.53
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### **CARVER STATE BANK**

CSA Reserve MM	\$249,467.89
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### **COLONY BANK**

CSA Reserve MM	\$ 46,895.73
AP Reserve MM	\$ 971.83
HG Reserve MM	\$ 971.83
LL Reserve MM	\$ 971.83
GTP Reserve MM	\$ 19,985.57
TH Reserve MM	<u>\$ 34,992.80</u>
	\$104,789.59

### **QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,473.48
AP Reserve MM	\$ 5,536.07

HG Reserve MM	\$ 5,405.25	
LL Reserve MM	\$ 25,720.38	
GTP Reserve MM	\$105,321.76	
TH Reserve MM	<u>\$ 88,605.48</u>	
	\$247,065.42	
Total CSA Reserves	\$1,247,759.73	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
CSA Checking	\$125,336.80	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 1,706.16</u>	
<b>Total CSA Funds:</b>	\$1,375,102.69	(incl: cking, res, p/c, undep funds, & pre-pays)
<b>Total GCSA Funds:</b>	\$1,815,018.57	(incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for June was \$82,856.00 which was \$1,517.37 lower (worse) than budget. This was due to lower than expected late fees and miscellaneous income. Expenses for the month were \$72,283.78 which were \$2,316.54 higher (worse) than budget. This was mostly due to the water bills for May arriving late (in June). Postage rates also went up this month. Net Income was \$10,572.22 which was \$3,833.91 lower (worse) than budget. Year-to-date net income is \$9,837.68 better than budget.

**Capital Budget Execution thru 6/30/15:**

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		
		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	-\$ 225.06IP
	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		
<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	\$2,700.00	-\$300.00
	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	\$1,200.08	-\$1,299.92	
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	\$ 1,367.00	-\$ 8.00	
400	Lawn Tractor overhaul	\$ 400			
	Mini-Split A/C for Gym	\$ 3,937	\$ 3,937.00	\$ 0	
	Additional treadmill	\$ 2,300	\$ 2,300.00	\$ 0	

**2260 Vehicle**

19001	Ford Ranger	<u>\$17,500</u>			
	Total	\$88,346	\$21,096.52	-\$4,200.48	

**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>			
(+) Allotments/Deposits:	\$142,821	\$ 71,410.50	OK	
(+) Depreciation	\$132,000	\$ 66,000.00	OK	
(+) Interest	\$ 1,380	\$ 758.98	+\$68.98	
(-) Expenditures:	<u>\$ 88,346</u>	\$ 21,096.52	-4,201	
<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 6/30/15:**

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	\$ 436.03	-\$163.97
LL:	2240	Line 1006	Tree Work	\$ 500		
GTP:	2240	Line 1006	Tree Work	\$ 600	\$625	+\$ 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		
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>		

e. **Past Due Accounts.** The number of past due accounts decreased in June from 483 to 448, and the dollar amount dropped from \$265,867.74 to \$261,682.30. The number of accounts 31-60 days went down from 241 to 225, and the dollar amount decreased from \$16,189.56 to \$13,538.99. The number of accounts 61-

90 days past due increased from 147 to 162, but the dollar value declined from \$14,935.99 to \$12,109.97. The number of accounts over 90 days in arrears rose from 141 to 145, and the dollar value increased from \$234,742.19 to \$236,033.34. The total number of accounts past due (448) represents 23% of all properties which is a 2 percentage drop from May. The June 30<sup>th</sup> past due amount represents a 1.24% decrease compared to June 2014. In June, we issued 174 first and second letters (combined), and processed 22 new or updated liens, and 15 suits/judgments. We received 54 payments (of \$200 or more) for past due amounts totaling \$18,468.76. 13 of our accounts are in bankruptcy, with \$14,872.73 owed pre-bankruptcy, and \$9,382.34 in post-bankruptcy owed. The total amount in bankruptcy is \$24,255.07 and that amounts to a \$5,024.38 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

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

- Security Cameras/DVRs. Four DVRs were upgraded and 12 cameras were replaced for a total to date of \$3900.08 (1599.92 below budget). We still need to add a camera to the NS Clubhouse and possibly replace 2 more at the Southside which will cost approximately \$300.
- Jack Ricks Glass Company appears to want to back out of their bid for the NS doors.

**Secretary/Treasurer Report:** No report

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

**Parcel Rep Report:** No report

**8. UNFINISHED BUSINESS.**

a. **Remainder of Year Assessment Appeal by C. Legree, 1 E. White Hawthorne Dr.** Mr. Odom reported that Ms. Legree had, since the last meeting, signed a Consent Order which will have the balance paid off in four months. Mr. Smith motioned to accept the agreement. Mr. Clifton seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **Remainder of Year Assessment Appeal by C. Childree, 202 Sugar Mill Drive.** Mr. Richardson briefed the Board on Mr. Childree's appeal. He said that Mr. Childree was appealing the remainder of the year's assessment which was applied to his account after being past due for the second time this year in accordance with the Covenants and the Board-approved collection procedures. He also stated that, while Mr. Childree indicated that this was an accident, the record reflected that this situation had been repeated every year for the past four years. Mr. Smith motioned to offer a payment plan via Consent Order with payments of \$77.84 per month. Mr. Sewell seconded the motion. During discussion, Mr. Childree said that he had an agreement with someone in the office that he would be paying with his tax returns each year. He also indicated that he was having financial issues due to a military reassignment. The Board voted 6-2 to approve the motion. Mrs. Friel and her proxy voted in opposition. Mr. Childree asked if his family could use the pool during the period of the payment plan. Mr. Smith motioned to reconsider the issue. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy to approve the motion. Mr. Smith motioned to approve the payment plan and to allow the Childree family to use the pool as long as there was no default in payments, and if there was a default, a lien would also be filed. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

**7. 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 \$311.61. The owner of this property, 109

Rivermarsh Drive, received a Chapter 7 Bankruptcy (liquidation) Discharge. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

**b. Proposed Amendment to 2015 Capital Budget for Lagoon Signage.** Mr. Richardson briefed the Board on the General Manager's request to modify the 2015 CSA Capital Budget to allow expenditure of up to \$1600 on four types of signage for the lagoons, tennis courts, and work truck. Mr. Odom added that there was currently \$4400 in capital budget savings to date that could be applied to these purchases. Mr. Smith motioned to approve the GM's request to modify the 2015 CSA Capital Budget to include the requested signage with a budget not to exceed \$1600 and payable from CSA reserves. Mrs. Strong seconded the motion. During discussion, Mr. Sewell asked if we had current rules against swimming and boating in the lagoons. Mr. Odom confirmed that the rules were identified in the recently approved Policy Resolution 2015-1. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

**c. Request for Support from Southwest Georgetown Youth Organization (SGYO).** Mr. Richardson said that he had been approached on July 7<sup>th</sup> by Mr. Ammon Crawford who represented approached Mr. Richardson about obtaining "support" for the Southwest Georgetown Youth Organization—a non-profit group that he is President of. Mr. Richardson told Mr. Crawford that he would take the matter before the Board. He noted that Mr. Crawford was in the audience and asked Mr. Crawford to describe exactly what type of support he was requesting. Mr. Crawford said he was looking for all types of support, such as putting up notice signs on the property regarding meetings. Mr. Odom was recognized and responded that putting up signs on the Association's common property was not allowed. He went on to say that there was a possibility that the clubhouses might be available 1 or 2 days a month for SGYO meetings. Mr. Crawford said that most of his meetings could be done on the athletic fields elsewhere. Mr. Richardson suggested that Mr. Crawford contact the General Manager if there is a specific matter he feels that the Association can help with. Mr. Crawford agreed.

**d. Appeal by S. Adkins to Use Pool Noodle.** Mr. Richardson briefed the Board on an appeal by Mrs. Adkins to be able to use a "noodle" as a floatation device in the pool. He noted that a noodle is not on the list of currently allowed floatation devices. Mr. Richardson recognized Mr. Adkins who was in the audience to speak on behalf of his wife. Mr. Adkins said that his wife has several significant health issues and that water therapy provides low-impact exercise that makes her feel better. He stated that a noodle does a good job of keeping her afloat. He went on to say that his wife was beyond the "therapy" level that initiated the first request several years ago, and that now his wife was in a "maintenance" mode regarding her health issues. He added that they had provided the Association two recent notes from the doctor regarding the use of the noodle. Mr. Richardson responded that he was aware of that, and that he had contacted the doctor's office, as authorized by the Adkins and the doctor's notes themselves, and had been told that any of the Association's currently allowed floatation devices would probably work. Mr. Gerard was recognized and asked Mr. Adkins why the approved devices won't work for his wife. Mr. Smith was recognized and stated that a life vest may be the best option. Mr. Smith added that it creates a problem when others in the pool see Mrs. Adkins using a noodle when they are told they can't use the noodles themselves. Mr. Gerard suggested that the Adkins at least try the approved devices; then, if they don't work for her, she can bring the issue back to the Board. Mr. Adkins agreed.

**e. Appeal by J. Graves to Use Currently Unapproved Pool Flotation Device.** Mr. Richardson briefed the Board on an appeal by Mr. Graves to use a "Learn to Swim" brand floatation device. Mr. Richardson noted that the item in question was not on the list of currently approved floatation devices, which include: swimmies, Bently belts, and life preservers. He went on to say that

Mr. Graves had brought this issue up last year and had been denied. Mr. Richardson added that it has not been in the best interests of the Association to change the list of authorized floatation devices due to the potential impact on our insurance. Mr. Richardson also said that if we add items to the authorized list, we may be viewed as certifying that they are safe, and if someone gets hurt or killed using one of them, then our liability increases. Mr. Graves was recognized and showed the Board a sample of the floatation device he was requesting to use. He also said that he could not find any details on Bentley Belts other than a somewhat dated notice from Australia indicating that those belts were death traps. Mr. Odom was recognized and showed the Board and audience a picture of a Bentley Belt. He added that, from his research, he determined that the original product was a vest with built-in air pockets. This product spawned variations that included a vest with a small tube built in. Mr. Odom showed a picture of it. He concluded by saying that he could not tell if the company was still in business, but that there are still some of those items on the secondary market. When Mr. Odom finished, Mr. Warren Smith motioned to deny Mr. Graves appeal and to agree to revisit all pool rules before the next pool season. Mr. Clifton seconded the motion. There was no further discussion and the Board voted 6-2 to approve the motion. Mrs. Friel and her proxy abstained.

#### **8. OPEN DISCUSSION.**

a. Mrs. Lacey Korstvers of 41 Cutlet Drive stated that she received a letter from the ARB stating that she had a sign in the yard that was unapproved. Mr. Sili responded that any request for a variance needs to come from the homeowner, or at least the homeowner needs to endorse Mrs. Korstver's appeal. Once that is received, the ARB and/or the BOD will formally address the issue.

b. Mr. Graves of 34 Cutler Drive stated that he had requested from the Board a list of contractor. Mr. Richardson responded that he had been sent that information. Mr. Graves said that the list is incomplete and that he wants a list of all contracts over the past 3 years. Mr. Gerard stated there is a list of documents that a member can request and that we can provide him that list. Mr. Odom agreed to do so.

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