

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

**MINUTES OF GENERAL MEETING  
October 14, 2014**

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

:

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Mr. Clifton 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 and the minutes of the Parcel Budget Hearings held on September 9<sup>th</sup>. Mr. Sili 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 September 30, 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 September 30, 2014, CSA checking (operational account) totaled \$135,000.43. Year-to-date (March & May) we have moved a total of \$125K in excess checking to reserves. As of September 30<sup>th</sup>, the total of CSA reserves (Vanguard Account, First Chatham, Savannah Bank, United Community Bank, Ameris Bank, Carver State Bank, and Queensborough accounts) is \$967,758.19. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,103,058.62. We made a deposit of \$11,455 into CSA reserves for September in accordance with the approved budget. All parcels made their required reserve deposits for September. The total of all GCSA accounts is \$1,455,425.44. Aggregate deposits at each financial institution/program include:

<b>AMERIS BANK (took over Coastal Bank 7/1/14)</b>	
CSA Checking	\$135,000.43
CSA Reserve MM	\$ 38,584.69
Parcel Checking	\$ 42,023.57
Parcel MM	\$ 40,177.47
Parcel CD's	\$ <u>0.00</u> (liquidated)

\$255,786.16

**FIRST CHATHAM BANK**

CSA Reserve MM \$248,181.92  
CSA Reserve Checking \$ 100.00  
\$248,281.92

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

CSA Reserve MM \$236,808.46  
CSA Reserve Checking \$ 100.00  
\$236,908.46

**UNITED COMMUNITY BANK**

CSA Reserve MM \$196,731.76  
GTP Reserves MM \$ 45,018.10  
\$241,749.86

**VANGUARD**

CSA Reserve MM \$ 5,048.46

**CARVER STATE BANK**

CSA Reserve MM \$237,201.49

**QUEENSBOROUGH BANK**

CSA Reserve MM \$ 5,001.41  
AP Reserve MM \$ 5,001.41  
HG Reserve MM \$ 5,001.41  
LL Reserve MM \$ 25,010.69  
GTP Reserve MM \$105,085.72  
TH Reserve MM \$ 85,048.45  
\$230,149.09

**Total CSA Reserves** \$967,758.19 (FCB, SSB, UCB, AB, VG, QB)

CSA Petty Cash Fund \$ 300.00  
Undeposited funds \$ 0

**Total CSA Funds:** \$1,103,058.62 (incl: cking, res, p/c, undep funds, & pre-pays)

**Total GCSA Funds:** \$1,455,425.44 (inc: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for September was \$84,532.36 which was \$2,203.99 better than budget. Expenses for the month were \$69,751.16 which were \$1,329.16 lower (better) than budget. Net Income was \$14,781.20 and that was \$3,533.15 better than budget. As it stands, year-to-date net income is \$14,226.62 above budget.

<b>Capital Budget Execution thru 9/30:</b>	<b>Budget</b>	<b>Actual Cost To Date</b>	<b>Difference To Date</b>
<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	
NS Water Heater Replacement	\$ 1,500	Defer	
Wexford II Lagoon Repairs	\$ 5,000		
Grove Point Lagoon Repairs	\$ 5,000		
Gate Guard A/C	\$ 1,050	Defer	
Lawn Tractor Repair	<u>\$ 400</u>	<u>Defer</u>	
	<b>\$84,915</b>	<b>\$67,735.94</b>	<b>-\$ 4,079.06</b>

No capital spending was done in September.

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	\$ 103,095 OK
(+) Depreciation	\$132,000	\$ 99,000 OK
(+) Interest	\$ 960	\$ 1,091 (+\$371)
(-) Expenditures:	<u>\$ 84,915</u>	<u>\$ 67,736</u> (-\$4079)
Projected Ending Balance 12/31/14:	\$943,673 *	

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

Parcel Capital Budget Execution thru 9/30:		Budget	Actual Cost	Difference
<b>PARCEL</b>				
Audubon Park:	Entrance Sign Repair	\$600	\$573.99	-\$26.01
	Tree Work	\$2,050	\$2,050	0
Hunter's Green:	Sidewalk Repair	\$1,248	Deferred	-\$1248.00
	Bench	\$250	Deferred	-\$250.00
	Tree Work	\$1,600	\$1,600	0

<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>\$3,750</b>	<b>\$3,750</b>	<b>0</b>
		<b>\$21,698</b>		

**Past Due Accounts.** The number of past due accounts fell in September from 623 to 571, and the dollar amount decreased from \$305,749.19 to \$293,228.82. The number of accounts 31-60 days old went up from 276 to 331, and the dollar amount increased from \$12,451.38 to \$16,072.49. The number of accounts 61-90 days past due decreased from 251 to 15, but the dollar value increase slightly from \$8,064.03 to \$8,126.61. The number of accounts over 90 days in arrears went down from 213 to 212 and the dollar value was reduced from \$285,233.78 to \$269,029.72. The total number of account past due (571) represents 29% of all properties which is a 2 percentage point drop from August. The September 30<sup>th</sup> past due amount represents a 1.10% decrease compared to September 2013. In September, we issued 170 first and second letters (combined), and processed 25 new or updated liens, and 10 suits/judgments. We received 54 payments (of \$200 or more) for past due amounts totaling \$21,391.51. 20 of our accounts are in bankruptcy (no change from August), with \$18,606.21 owed pre-bankruptcy, and \$18,786.95 in post-bankruptcy owed. The total amount in bankruptcy is \$37,393.16 and that amounts to a \$2,100.69 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:**

- The County is performing annual ditch cleaning in Village Green.
- Lagoon maintenance at the Wexford and Grove Point lagoons, which are funded in the 2014 Capital Budget, has been delayed due to weather and engineering questions. The inlet from the storm drain on the Mallory's Way cul-de-sac is under 9-12" of mud, as is the outlet from the Wexford lagoon and the inlet to the Grove Point lagoon. The ends of the pipes have finally been located. The pipes actually turn vertical at the ends and are capped with a porous grate. We suspect that the pipe ends are full of mud, but at the moment, water is not backing up into the Mallory's Way cul-de-sac. The water-lines on both lagoons are remaining fairly stable, so the storm water is draining out toward the river as designed. Engineers at Chatham County (and Public Works) say that the pipes will need to be cleaned out at some point, and that the ends of the pipes need to be excavated so that 9-12" of the pipe ends are clear. For this repair to last a reasonable amount of time, silt from the other parts of the lagoons will need to be removed. The inlets and outlets would have to be plugged and the Wexford lagoon drained in order to begin work. Given the size of the Grove Point lagoon, draining it is not practical. The significant rain we have had over the past few months has kept the lagoons full. The cost of doing the work will likely exceed the \$10,000 budget.

- b. SECRETARY/TREASURER.** Nothing to add to what GM has reported
- c. PARCEL REPRESENTATIVE.** No report
- d. ARB REPORT** was provided by Mr. Yardman and a copy is attached.

**5. UNFINISHED BUSINESS.** At the request of the Vice President, Mr. Odom briefed the Board regarding the ARB Lawn Maintenance Appeal by Audrey Jackson of 104 Dukes Way. He stated that at the September 9<sup>th</sup> Board Meeting, Mrs. Jackson made a verbal appeal to waive a \$65.00 lawn maintenance assessment. She stated that the basis for the appeal was that the notice she received did not specifically say that “edging” was required. The Board motioned to table the issue until the October 14<sup>th</sup> General Meeting to allow for proper research of the issue. Mr. Odom noted for the record that neither Mr. nor Mrs. Jackson was present and that they had not yet provided evidence to substantiate their appeal. Mr. Odom provided the Board with a copy of the August 4<sup>th</sup> lawn maintenance notice to the Jacksons which stated: “Your lawn is in need of maintenance; more specifically edging is needed”. Mr. Odom noted that the word “edging” was actually underlined in the notice for emphasis and clarity. Mr. Odom also provided a photocopy of postmarked certified and regular mail envelopes that forwarded the notice to the Jacksons. He also provided a copy of the U.S. Postal Service Tracking System report showing that delivery of the certified letter was attempted on August 7<sup>th</sup> and a notice was left. Mr. Odom stated that the regular mail letter was not returned as undeliverable, so he assumed that it was successfully delivered on August 7<sup>th</sup>. He also provided the Board with pictures taken by the ARB Inspector at the end of the notice period, as well as pictures taken by the landscaping contractor before and after the edging was done. At the end of the briefing, Mr. Smith motioned to deny the appeal. Mr. Sili seconded the motion. During discussion, Mr. Sewell raised concerns over the timeline of the yard inspection and enforcement process. At the end of discussion, the Board voted 6-2 to approve the motion. Mrs. Friel and Mr. Sewell voted in opposition.

## **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 \$3,689.20. These two foreclosures are located at: 204 Whittington Drive and 15 Bristlecone Court. Mrs. Byers seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion to write-off \$3,689.20.

b. **Returned Check Fee Appeal by P. Garrison of 9 West Sagebrush Lane.** At the request of the Vice President, Mr. Odom briefed the Board regarding an appeal by Ms. Phyllis Garrison of 9 West Sagebrush Lane to waive a \$35.00 returned-check fee. He stated that Ms. Garrison mistakenly wrote a check on an account that was recently closed due to an identity theft issue. Mr. Odom noted that, while Ms. Garrison’s oversight is understandable and regrettable, it is not unique. He explained that many customers make a variety of administrative errors that affect their payments or account in some way. He went on to say that, to his knowledge, the Board had never granted a waiver on a fee such as this. He added that the \$35 returned check assessment represents real outlays the Association had to make, including: the bank’s fee, certified and regular mail postage on the notification letter, supplies, as well as labor to produce the notice and to post the billing to the account. At the end of the briefing, Mr. Sewell motioned to deny the appeal. Mr. Clifton seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, to approve the motion.

c. **Roof Repair Appeal by S. Archer of 73 King James Court.** The Vice President gave the floor to Mr. Stephen Archer who made an appeal, on behalf of his elderly mother, to have the Association pay to repair the roof at 73 King James Court. Mr. Archer contended that the roof repairs made by the Association back in 2003 were faulty and were negatively affecting the property value at a time in which the Archers are attempting to sell it. He noted that the General Manager had provided documentation regarding the 2003 repair. Mr. Archer stated that the Supplemental Declarations for the Georgetown Townhomes require the Association to provide certain elements of exterior maintenance, to include roof repair. The Association’s attorney, Mr. Gerard, responded that those declarations limit

spending of Townhome maintenance assessments to those elements, but it does not require the Association to spend the money on those items. Mr. Gerard explained that, prior to 2002, the Association paid for exterior maintenance; however, when extra funding was required to keep up with repair demands, a referendum was held and the homeowners voted against it. Since that time, a long-range asset replacement plan has been put into effect and funding is limited to those things which are truly common to multiple units—such as parking lots. Mr. Odom stated that the Reserve Study projects replacement of the roofs in year 2018. He added that several homeowners have appealed for interim roof repairs by the Association and have been denied. He recommended that the Board deny similar appeals for repair, but added that replacement of the roof as a part of an early phased replacement of all roofs might be feasible—but would have implications on cost and schedule for the entire roof replacement project. Mr. Smith motioned to table the issue until next month, during which time the General Manager can make an assessment of current roof replacement costs as well as the extent of similar hidden damage in the roofs/attics of other Townhome units. Mrs. Byers seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

#### **7. OPEN DISCUSSION.**

a. Mr. Sewell proposed that next month's agenda include discussion on the ARB yard violation enforcement process. Mr. Sili pointed out that the ARB had fully reconsidered that process at the September 2<sup>nd</sup> ARB meeting and voted to recommend to the BOD that the current process be maintained. Mr. Sewell asked if the Board could reconsider it. Mr. Gerard responded that the BOD could direct the ARB to reconsider the issue. Mr. Yardman stated that if anyone has a better idea as to how the process should work, the ARB would enjoy hearing it. He added that many of the members of the ARB are also represented on the Board of Directors.

**8. ADJOURNMENT OF GENERAL MEETING.** At 9:15 p.m., Mr. Smith motioned to adjourn the General Meeting. Mr. Sili seconded the motion and the Board voted unanimously to approve it.