

GEORGETOWN COMMUNITY SERVICES ASSOCIATION, INC.
BOARD OF DIRECTORS

MINUTES OF GENERAL MEETING
April 8, 2014

1. **CALL TO ORDER.** Mr. Lindsey 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 (arrived at 8:00)
Warren Smith	Sec/Treasurer	Present
Robin Byers	Member	Present
Butch Braddy	Member	Present (arrived at 8:00)
Renee Rabbitt	Member	Present
Barbara Rubin	Member	Present
John Thompson	Member	Present
David Campbell	Member	Absent

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Mrs. Rabbitt seconded the motion and the Board voted unanimously 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 11th. Ms. Rubin seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS**

a. **GENERAL MANAGER.** Mr. Odom called the attention of the Board to the general reports provided for March 31, 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 March 31, 2014, CSA checking (operational account) totaled \$138,892.50. On March 12th, we deposited \$70,000 of excess checking into the CSA reserve money market at United Community Bank. We will be moving more excess checking into reserves during April. The total of CSA reserves (Vanguard Account, First Chatham, Savannah Bank, United Community Bank, and Ameris Bank accounts) is \$841,791.31. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$983,281.87. We made a deposit of \$11,455 into CSA reserves for March in accordance with the approved budget. All parcels made their required reserve deposits for March. The total of all GCSA accounts is \$1,294,158.72. Aggregate deposits at each financial institution/program include:

THE COASTAL BANK

CSA Checking	\$138,892.50	(does not count against FDIC coverage limit)
Parcel Checking	\$ 36,375.45	(does not count against FDIC coverage limit)
Parcel MM	\$ 97,366.15	
Parcel CD's	\$117,115.52	(\$214,481.67 against \$250K FDIC coverage)

FIRST CHATHAM BANK

CSA Reserve MM \$ 230,869.25
 CSA Reserve Checking \$ 100.00 (does not count against FDIC coverage limit)

THE SAVANNAH BANK

CSA Reserve MM \$ 236,630.44
 CSA Reserve Checking \$ 100.00 (does not count against FDIC coverage limit)

UNITED COMMUNITY BANK

CSA Reserve MM \$ 181,577.67
 GTP Reserves MM \$ 60,019.73

AMERIS BANK

CSA Reserve MM \$ 187,465.73

VANGUARD

CSA Reserve MM \$ 5,048.22

Total CSA Reserves \$ 841,791.31

CSA Petty Cash Fund \$ 300.00

Undeposited funds \$ 2,298.06

Total CSA Funds: \$ 983,281.87 (incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$1,234,138.99

Income and Expenses. Total income for March was \$81,175.42 which was \$1,052.95 below budget. Late Fee and Miscellaneous Income were lower than projected. Expenses for the month were \$66,830.04 which were \$2,541.11 higher than budget. The main reason was that Bad Debt Expense was \$3,497.93 over budget. Net Income was \$14,345.38 and that was \$ 3,594.06 below budget.

Capital Budget Execution thru 3/31:	Budget	Actual Cost To Date	Difference To Date
CSA			
7.5 HP Pump Motor	\$ 2,150	\$1,150.25	-\$ 999.75 WIP
2 HP Pump Motor	\$ 1,000	\$ 368.08	-\$ 631.92 WIP
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	\$2,550.00	-\$7,450.00 WIP
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	\$8,624.25	\$ 0 WIP
NS Water Heater Replacement	\$ 1,500		
Playground Boarders	\$ 2,953.75		
Resurface Tennis Courts	\$14,800		
Pool Furniture	\$ 1,485		

Wet/Dry Vac	\$ 150		
Wexford II Lagoon Repairs	\$ 5,000		
Grove Point Lagoon Repairs	\$ 5,000		
	<u>\$84,915</u>	<u>\$24,965.40</u>	<u>-\$10,438.85</u>

WIP = Work in Progress...project not yet complete

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	\$ 34,365 OK
(+) Depreciation	\$132,000	\$ 33,000 OK
(+) Interest	\$ 960	\$ 370 (+130)
(-) Expenditures:	<u>\$ 84,915</u>	<u>\$ 24,965</u> OK
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 2/28:	Budget	Actual Cost	Difference
PARCEL			
Audubon Park:			
Entrance Sign Repair	\$600		
Tree Work	\$2,050	\$2,050	0
Hunter's Green:			
Sidewalk Repair	\$1,248		
Bench	\$250		
Tree Work	\$1,600	\$1,600	0
Lott's Landing:			
Driveway Repair	\$6,600		
Tree Work	\$2,200	\$2,200	0
Entrance Sign Repair	\$ 600		
Georgetown Place:			
Tree Work	\$1,600	\$1,600	0
Townhomes			
Entrance Sign Repair (2)	\$1,200		
Tree Work	\$3,750	\$3,750	0
	\$21,698		

Past Due Accounts. The number of past due accounts went down in March from 743 to 644, but the dollar amount increased from \$342,128.03 to \$345,557.14. The number of accounts 31-60 days old went up from 363 to 381, but the dollar amount decreased substantially from \$81,303.80 to \$26,719.49. The number of accounts 61-90 days past due rose from 223 to 251, and the dollar value increased from \$7,957.21 to \$71,088.37. The number of accounts over 90 days in arrears declined from 203 to 183, and the dollar value dipped from \$252,867.02 to \$247,749.28. The total number of

account past due (644) represents 33% of all properties which is a 5 percentage point drop from February. The March 31st past due amount represents a 1.06% increase since March of 2013. In March, we issued 305 first and second letters (combined), and processed 15 new or updated liens, 4 FiFas, and 4 suits/judgments. We received 42 payments (of \$200 or more) for past due amounts totaling \$20,756.78. 18 of our accounts are in bankruptcy (up 1 from February), with \$23,258.08 owed pre-bankruptcy, and \$18,720.34 in post-bankruptcy owed. The total amount in bankruptcy is \$41,978.42 and that amounts to a \$7,299.15 increase over the previous month. The attached report summarizes the status of accounts that the Board approved special payments.

Scheduled Projects and Other Repairs:

- Phase II of the tree project is completed and we are simply waiting on the final invoice. The project underway and includes replacement of some dead trees and bushes at both of the clubhouse complexes. Project is expected to be completed this week and will be well under budget.
- The Electrical Repair/Upgrade project is in progress. Every item has been completed with the exception of the LED lights for the tennis courts which have been ordered. The project is expected to be completed in two weeks.
- Overhaul of gym equipment is virtually complete with the exception of one part for one of the treadmills which should be delivered and installed this week. In the past week, the other treadmill has developed a problem and the service firm is coming back to fix it.
- The “G” on King’s Grant entrance sign was stolen by vandals. A replacement is being fabricated by Doug Bean Signs and should be completed by the end of this week. The cost is \$245.

Other News:

- Annual Insurance Audit took place on March 26th. No major issues.
- Easter Egg Hunt is scheduled for Saturday, April 19th from 9-11 a.m. Preparations are virtually complete.
- Elections have been announced in the newsletter and on our web site. Candidate forms are available at the office and on our web site. Forms are due April 25th. Current Board members whose seats are up for election include: Richard Lindsey, Butch Braddy, Renee Rabbitt, John Thompson, and David Campbell.

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 March 18th and April 1st. During those meetings, the ARB approved 3 tree removals, 4 color changes, 1 garage enclosure, 1 pool construction, and 1 screen room. Mr. Yardman also provided the following inspection statistics for the month of March:

Total new violations	421	YTD	814
Total violations repaired	389	YTD	828
Hang Tags issued	67	YTD	153
Letters mailed	439	YTD	629
Issues referred to GM/atty	11/66	YTD	188

Total current violations at the end of March: 421

Largest number of single home violations: Siding Repair / Lawn Maintenance
 Largest number of parcel violations: Trashcans not enclosed

d. **PARCEL REPRESENTATIVE.** No report

5. UNFINISHED BUSINESS.

a. **2014-2018 Strategic Plan Update.** At the request of the President, Mr. Odom provided a review of decisions made at the last meeting regarding the Mission Statement, Vision Statement, Core Values and the list of strategic areas of interest. He then facilitated discussions regarding potential issues and goals under the strategic areas of “financials” and “facilities”. No decisions were made. At the end of the pre-determined time allocation, Mr. Smith motioned to table discussion on the Strategic Plan until the next meeting. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

6. NEW BUSINESS

a. **Request for Write-off Approval.** The General Manager requested authority to write off as uncollectible six accounts totaling \$9,954.67. These write-offs involve five foreclosures and one bankruptcy among the following addresses: 120 West White Hawthorne, 19 Barksdale Drive, 102 Sugar Mill Circle, 777 King George Blvd Unit 23, 57 Beaver Run Drive, and 118 Westminister Drive. Mr. Odom also reported that there are currently 3 write-offs in the queue for next month that total \$2,422.22. Mr. Smith motioned to approve the General Manager’s request to write off \$9,954.67. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Establishment of New Reserve Accounts.** At the request of the President, Mr. Odom briefed the Board on a need to establish at least one additional reserve account. He explained that The Coastal Bank has recently reported an upcoming merger with Ameris Bank, and that the Association has reserve accounts at each. With the merger, the Association would exceed the FDIC coverage limits and there was insufficient “covered” capacity within our other local bank accounts. At the end of the briefing, Mr. Smith motioned to approve the Administrative Resolution 2014-1 (attached) that authorizes Georgetown CSA to establish depositories at Carver State Bank and Queensborough National Bank. He also motioned to approve the attached “Resolution of Lodge, Association or Other Similar Organization” for Carver State Bank and to authorize Richard Lindsey (President), Michael Richardson (VP), Warren Smith (Secretary/Treasurer), and Hart Odom (General Manager) as well as their appropriately elected or appointed successors as authorized signatories on the accounts. Mr. Thompson seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

c. **Contract Award for Entrance Sign Repair/Painting.** At the request of the President, Mr. Odom briefed the Board on the results of a recent solicitation for repair and painting of entrance signs at Audubon Park, Lott’s Landing, King Henry Court and King James Court. At the end of the briefing, Mr. Smith motioned to accept the bid from Doug Bean Signs for a total of \$2,295.96. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

d. **Appeal of Lawn Maintenance Assessment by A. Quackenbush, 31 Cobblestone Court.** The President noted that Mr. Quackenbush was not present in the audience to state his case. At the request of the President, Mr. Odom briefed the Board on the written appeal submitted by Mr. Quackenbush to waive a lawn maintenance assessment relating to work done on his property by the Association on March 25th. Mr. Odom provided a copy of the original ARB violation notice letter, copies of postmarked envelopes showing that the notice had been sent by both regular and certified mail to the owner, with a separate copy going to the tenant. Mr. Odom also provided a U.S. Postal

Service Tracking report showing that delivery of the certified letter was first attempted on March 19th. He included copies of pictures taken of the property by the ARB Inspector at the end of the notice period, as well as pictures taken by the Association's landscaping contractors before and after they did the work. At the end of the briefing, Mr. Smith motioned to deny the request to refund the lawn maintenance assessment. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

e. **Request by Gregory and Melissa Simpson-Scott to Address the Board.** At the request of the President, Mr. Odom briefed the Board on an e-mail received from Mr. and Mrs. Scott requesting to address the Board on April 8th to discuss issues in their subdivision. He stated that the e-mail did not provide specifics of what they wanted to talk about. The President noted that the Scotts were not present at this meeting, so there was nothing to learn about or discuss. Mr. Smith motioned to table the issue. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

7. OPEN DISCUSSION.

a. Officer DaVita from Savannah/Chatham Metro Police reported that the County has reviewed the traffic situation at the Sugar Mill rotary and is planning to double-yellow stripe the road on the south side of the rotary and allow traffic to flow both ways on that side. He also mentioned that the Department had been stepping up enforcement of the crosswalk on King George Boulevard in front of the Association and that they had issued 18 citations in recent weeks for failures to yield to pedestrians. He stated that this may lead to a lowering of the speed limit on King George Boulevard. In regard to recent crime statistics, Officer DaVita reported that there were 5 entering-autos events around St. Patrick's Day, but that the area had been pretty clear of Category 1 crimes since then.

b. Several attendees complained about having the pool season shortened from May 1st – Sept 30th, to May 26th (Memorial Day) to Sept 1st (Labor Day). Mr. Smith responded that he sympathized with their concerns and that decision was driven by an initial 2014 budget shortfall of \$66,000. This shortfall required some painful cuts to be made in services so that assessments would not have to be raised this year.

c. One attendee expressed concern about delayed repairs of treadmills in the gym. Mr. Odom responded that the machines have some parts that are no longer being made by Life Fitness. He went on to say that during the recent equipment overhaul, our repair company tried a couple of times to fix an issue with one of the machines, but the parts did not work. Since then, they have had to seek a remanufactured part which is scheduled to be installed by next Tuesday. At that time, both treadmills will be serviced again to ensure they are in good condition.

d. One attendee expressed concern about her sixteen year old son not being allowed to hang out in the park. She said there was nothing for her son to do. Mr. Odom explained the Board-approved park rules regarding age limits for use of equipment and loitering. Mr. Thompson responded that the son could play basketball or tennis. The woman replied that he did not feel safe using the basketball court because of drug use there. Mr. Smith explained the history behind the establishment of the rules and how they were designed to deter bad behavior, particularly drug use and distribution, and to help parents feel safe having their young ones use the park. Mrs. Byers asked the attendee's son what other amenities he would like to have that we don't currently offer. The young man responded that he simply wanted a place to hang out with his friends.

8. ADJOURNMENT OF GENERAL MEETING. At 9:25 p.m., Mr. Richardson motioned to adjourn the General Meeting. Mr. Smith seconded the motion and the Board voted unanimously to approve it.