

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

**MINUTES OF GENERAL MEETING
September 8, 2015**

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

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Mike Richardson	President	Present
Renee Rabbitt	VP	Present
Warren Smith	Sec/Treasurer	Absent, Proxy to Mr. Richardson
David Campbell	Member	Present
Marlin Clifton	Member	Absent, Proxy to Mr. Richardson
John Sewell	Member	Absent, Proxy to Mr. Richardson
Melissa Friel	Member	Present
Dorothy Strong	Member	Absent, Proxy to Mr. Richardson
Geoff Riehl	Member	Present

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

3. **APPROVAL OF MINUTES OF AUGUST 11th CSA GENERAL MEETING.** Mrs. Friel motioned to accept the minutes of the August 11th General Meeting as written. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

4. **COMMITTEE REPORTS**

General Manager's Report. Collection Office Report, Accounting Summary, August 2015 Profit and Loss Report, and August 31st Balance Sheet are provided.

Balances. As of August 31, 2015, CSA checking (operational account) totaled \$124,156.75. 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 1,271,176.00. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is 1,395,892.02. We made a deposit of \$11,901.75 into CSA reserves for August in accordance with the approved budget. All parcels also made their required reserve deposits for August. The total of all GCSA accounts is \$1,850,717.23. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$124,156.25
CSA Reserve MM	\$ 13,558.80
Parcel Checking	\$ 62,622.11
Parcel MM	<u>\$ 56,815.59</u>
	\$257,152.75 (\$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)
	(\$15K transfer to Colony MM 8/31/15)

FIRST CHATHAM BANK

CSA Reserve MM	\$247,236.19
CSA Reserve Checking	<u>\$ 100.00</u>
	\$247,336.19

SOUTH STATE BANK

CSA Reserve MM	\$241,048.69
CSA Reserve Checking	<u>\$ 105.00</u>
	\$241,153.69

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,037.20
GTP Reserves MM	<u>\$ 45,067.31</u>
	\$242,104.51

VANGUARD

CSA Reserve MM	\$247,236.19
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CARVER STATE BANK

CSA Reserve MM	\$249,552.65
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COLONY BANK

CSA Reserve MM	\$ 58,824.59
AP Reserve MM	\$ 1,574.68
HG Reserve MM	\$ 1,372.21
LL Reserve MM	\$ 1,687.48
GTP Reserve MM	\$ 19,994.05
TH Reserve MM	<u>\$ 35,010.64</u>
	\$118,463.65

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,477.68
AP Reserve MM	\$ 5,537.01
HG Reserve MM	\$ 5,406.17
LL Reserve MM	\$ 25,726.94
GTP Reserve MM	\$105,375.44
TH Reserve MM	<u>\$ 88,635.58</u>
	\$247,158.83

Total CSA Reserves	\$1,271,176.99	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
CSA Checking	\$124,156.25	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 258.78</u>	
Total CSA Funds:	\$1,395,892.02	(incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$1,850,717.23 (incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for August was \$84,138.13 which was \$1,564.76 higher (better) than budget. Expenses for the month were \$65,561.66 which were \$4,203.58 lower (better) than budget. This was mostly due to the Bad Debt expense being significantly below budget (\$3,629.87). Net Income was \$18,576.47 which was \$5,768.34 higher (better) than budget. Year-to-date net income is \$17,791.34 better than budget.

Capital Budget Execution thru 8/31/15:

BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings					
	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		contract awarded
		Reserve Study Update	\$2,500	\$2,400.00	-\$ 100.00
2220 Furniture					
	26004	NS Furniture	\$ 800	\$ 800.24	+\$.24
	21	Pool Furniture	\$1,485	\$1,344.13	-\$ 140.87
2230 Land No planned expenditures for 2015					
2240 Land Improvements					
	17001	Tree Work	\$2,000	\$1,850.00	-\$ 150.00
	31002	KG Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31006	KB Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
		Replacement light		+\$ 424.93	+\$ 424.93
	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 1 Lagoon	\$5,000		
	32017	Wexford II Lagoon	\$5,000		
	32018	Grove Point Lagoon	\$5,000		
	Not Listed	Lagoon/Amenity Signs	\$1,600	\$,1599.76	+\$1,599.76*
		*BOD approved addition 7/14/15			
2250 Machinery and Equipment					
	5	SS Computers (3)	\$3,000	In process	
	5003	SS Sec Alarm System	\$2,529		
	11.01	SS Sec Cam & DVRs	\$3,000	\$3,000.00	0
	15004	Tennis Court Nets	\$1,420	Defer to 2016	
	18001	Playground Swings	\$1,900	\$ 729.62	-\$1,170.38
	26001	NS Sec Alarm System	\$1,775	\$ 177.75	in process
	26002	NS Security Cams 16	\$2,500	\$ 2,111.36	-\$ 388.64
	19012	Rolling Blower	\$ 425	\$ 403.56	-\$ 21.44
	19016	Wet/dry Vac	\$ 150	Defer to 2016	
	23005	NS Water Heater	\$ 1,600	Defer to 2016	
	10000	Gate Guard Bldg A/C	\$ 1,375	\$ 1,367.00	-\$ 8.00
	400	Lawn Tractor overhaul	\$ 400	\$ 475.35	+\$ 75.35
		Lawn Tractor purchase	\$ 0	\$ 3,422.93	+\$3,422.93**
		Mini-Split A/C for Gym	\$ 3,937	\$ 3,937.00	\$ 0
		Additional treadmill	\$ 2,300	\$ 2,300.00	\$ 0
		** current mower developed broken rods (internal); now beyond economical repair. \$3K funding from FY16 capital budget brought forward as offset			
2260 Vehicle					
	19001	Ford Ranger	\$17,500		
		Total	\$89,946	\$30,258.52	+\$1,658.29

CSA Capital Budget and Reserves Summary

Annual Budget

**Actual Results
Year-to-date**

Beginning CSA Reserve Balance 1/1/15:	\$1,037,237		
(+) Allotments/Deposits:	\$142,821	\$ 95,214.00	OK
(+) Depreciation	\$132,000	\$ 88,000.00	OK
(+) Interest	\$ 1,380	\$ 1,050.30	+\$130.30
(-) Expenditures:	<u>\$ 88,346</u>	\$ 30,258.52	+1,625.29
Projected Ending Balance 12/31/15:	\$1,225,092		

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

Parcel Capital Budget Execution thru 8/31/15:

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	\$ 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		
Total of Parcel Capital Budgets				\$57,075		

Past Due Accounts. The number of past due accounts increased in August from 406 to 471, but the dollar amount dropped from \$255,479.98 to \$244,076.33. The number of accounts 31-60 days went down slightly from 224 to 192, and the dollar amount decreased from \$12,879.96 to \$5,940.79. The number of accounts 61-90 days past due increased from 143 to 203, and the dollar value rose from \$6,636.71 to \$8,575.55. The number of accounts over 90 days in arrears rose from 166 to 169, but the dollar value dropped from \$235,963.31 to \$229,559.99. The total number of accounts past due (471) represents 24% of all properties which is a 3 percentage increase from July. The August 31st past due amount represents a 1.27% decrease compared to August of 2014 and a 20% drop over the past 12 months. In August, we issued 80 first and second letters (combined), and processed 16 new or updated liens, and 9 suits/judgments. We received 48 payments (of \$200 or more) for past due amounts totaling \$20,083.67. 15 of our accounts are in bankruptcy, with \$17,938.48 owed pre-bankruptcy, and \$8,668.63 in post-bankruptcy owed. The total amount in bankruptcy is \$26,607.11 and that amounts to a \$497.27 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- a. Community Yard Sale is scheduled for Saturday, September 12th. Pre-registration is underway at the office until Thursday the 10th. There is no cost to participate.

- b. Northside Pool hours have changed to weekends only through September 27th when all pools close for the season.
- c. Quarterly statements will be mailed out later this month. As usual, billing for next month will be posted a few days earlier than normal to allow for statement processing and mailing lead time.
- d. Project for dredging the Wexford lagoon has been postponed until October due to weather and project planning issues between GCSA and Chatham County Public Works.

Secretary/Treasurer Report: No report

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

Parcel Rep Report: No report

5. UNFINISHED BUSINESS. Mr. Richardson noted that the information that Mrs. Benau requested last meeting regarding when her section of Village Green could vote themselves out of the Association had been provided to her. He also stated that he had followed up on Ms. Dale's issue about not being able to register for the gym. Mr. Richardson went on to say that we had no record of her ever coming to the Fitness Center and attempting to register..

6. NEW BUSINESS.

a. **Request for Write-off Approval.** Mrs. Rabbitt motioned to approve the General Manager's recommendation to write off as uncollectible one account totaling \$4,507.77. This foreclosed property is located at: 106 E. Sagebrush Lane. Mr. Campbell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Contract Award for Lagoon Water Quality Management.** Mr. Richardson briefed the Board on the results of the recent contract solicitation and recommended approval of award to the low bidder, The Lake Doctors. Mrs. Rabbitt so motioned. Mr. Campbell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

d. **Contract Award for Pressure Washing Services.** Mr. Richardson briefed the Board on the results of the recent contract solicitation and recommended approval of award to the low bidder, Grassroots Landscape Management. Mrs. Rabbitt so motioned. Mr. Riehl seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

8. OPEN DISCUSSION.

a. Mr. Riehl asked if there was anything we could do to avoid the expense of sending out first notices for lawn maintenance to non-routine offenders. He added that he somewhat understood that we had to be fair in how we treated all homeowners, but maybe something other than a letter could be used. Mr. Odom responded that our covenants say that the Association has the right to enter a homeowner's property to correct a property violation, but only after the homeowner has been provided advance notification to give the homeowner an opportunity to correct it. He went on to say that the courts have determined that the use of certified mail is an appropriate notification mechanism. Mr. Sili added that he generally notes when a property is in need of work and if it has not been corrected by the next time he comes through, then a letter is sent to the homeowner.

9. ADJOURNMENT OF GENERAL MEETING. At 8:25 p.m., Mr. Riehl motioned to adjourn the meeting. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.