

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

**MINUTES OF GENERAL MEETING**  
**December 9, 2014**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:45. In the absence of the Secretary/Treasurer and the Vice President, Mr. Sili took roll with the following results:

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Mike Richardson	President	Present
Renee Rabbitt	VP	Absent, Proxy to Mrs. Byers
Warren Smith	Sec/Treasurer	Absent, Proxy to Mr. Richardson
Robin Byers	Member	Absent, Proxy to Mrs. Friel
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. Sili to approve the agenda as written. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Sili motioned to approve as written the minutes of the CSA General Meeting held on November 11<sup>th</sup>. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxies to approve the motion.

4. **COMMITTEE REPORTS**

a. **GENERAL MANAGER.** Mr. Odom called the attention of the Board to the general reports provided for November 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 November 30, 2014, CSA checking (operational account) totaled \$112,138.93. Year-to-date (March, May, & Nov) we have moved a total of \$140,000 in excess checking to reserves. As of November 30<sup>th</sup>, the total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, and Queensborough accounts) is \$1,025,547.56. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,137,986.49. We made a deposit of \$11,455 into CSA reserves for November in accordance with the approved budget. All parcels also made their required reserve deposits for November. The total of all GCSA accounts is \$1,508,025.09. Aggregate deposits at each financial institution/program include:

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

CSA Checking	\$112,138.93
CSA Reserve MM	\$ 38,348.49
Parcel Checking	\$ 44,005.99
Parcel MM	\$ 50,732.91
Parcel CD's	<u>\$ 0.00</u> (liquidated)
	\$245,226.32

**FIRST CHATHAM BANK**

CSA Reserve MM	\$248,222.04
CSA Reserve Checking	<u>\$ 100.00</u>
	\$248,322.04

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

CSA Reserve MM	\$248,310.22
CSA Reserve Checking	<u>\$ 100.00</u>
	\$248,410.22

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$196,780.86
GTP Reserves MM	<u>\$ 45,025.69</u>
	\$241,806.55

**VANGUARD**

CSA Reserve MM	\$ 40,048.64
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**CARVER STATE BANK**

CSA Reserve MM	\$237,278.18
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**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,459.13
AP Reserve MM	\$ 5,532.87
HG Reserve MM	\$ 5,402.12
LL Reserve MM	\$ 25,697.98
GTP Reserve MM	\$105,138.42
TH Reserve MM	<u>\$ 88,502.62</u>
	\$246,733.14

**Total CSA Reserves** \$1,025,647.56 (AB, FCB, SSB, UCB, VG, CSB, QB)

CSA Petty Cash Fund	\$ 300.00
Undeposited funds	<u>\$ 0</u>

**Total CSA Funds:** \$1,137,986.49 (incl: cking, res, p/c, undep funds, & pre-pays)

**Total GCSA Funds:** \$1,508,025.09 (inc: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for November was \$82,852.26 which was \$2,323.89 higher (better) than budget (mostly due to increased miscellaneous income). Expenses for the month were

\$60,016.38 which were \$1,674.94 lower (better) than budget. Net Income was \$22,835.88 and that was \$3,998.83 better than budget. As it stands, year-to-date net income is \$22,233.01 above budget.

<b>Capital Budget Execution thru 11/30:</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	\$ 400	Defer	
Security Cam & DVR replacement	\$ 0	\$ 261.90	+\$ 261.90
	<u>\$84,915</u>	<u>\$67,997.84</u>	<u>-\$ 3,817.16</u>

2 security cameras and a DVR costing \$261.90 had to be replaced in October ahead of Reserve Study schedule. These purchases should reduce the capital expenditures in this category in 2015.

<b>CSA Capital Budget and Reserves Summary</b>	<b>Annual Budget</b>	<b>Actual Results Year-to-date</b>
<b>Beginning CSA Reserve Balance 1/1/14:</b>	<b>\$758,168</b>	
(+) Allotments/Deposits:	\$137,460	\$ 126,005 OK
(+) Depreciation	\$132,000	\$ 121,000 OK
(+) Interest	\$ 960	\$ 1,333 (+453)
(-) Expenditures:	<u>\$ 84,915</u>	<u>\$ 67,998 (-3817)</u>
<b>Projected Ending Balance 12/31/14:</b>	<b>\$943,673 *</b>	

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

<b>Parcel Capital Budget Execution thru 11/30:</b>		<b>Budget</b>	<b>Actual Cost</b>	<b>Difference</b>
<b>PARCEL</b>				
<b>Audubon Park:</b>	<b>Entrance Sign Repair</b>	<b>\$600</b>	<b>\$573.99</b>	<b>-\$26.01</b>
	<b>Tree Work</b>	<b>\$2,050</b>	<b>\$2,050</b>	<b>0</b>
<b>Hunter's Green:</b>	<b>Sidewalk Repair</b>	<b>\$1,248</b>	<b>Deferred</b>	<b>-\$1248.00</b>
	<b>Bench</b>	<b>\$250</b>	<b>Deferred</b>	<b>-\$250.00</b>
	<b>Tree Work</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>0</b>
<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><u>\$3,750</u></b>	<b>\$3,750</b>	<b>0</b>
		<b>\$21,698</b>		

**Past Due Accounts.** The number of past due accounts rose in November from 429 to 494, but the dollar amount decreased from \$280,350.89 to \$272,067.75. The number of accounts 31-60 days increased from 262 to 273, but the dollar amount fell from \$10,345.16 to \$8,643.31. The number of accounts 61-90 days past due went up from 193 to 212, but the dollar value dropped slightly from \$9,530.58 to \$8,359.03. The number of accounts over 90 days in arrears declined from 214 to 198, and the dollar value decreased from \$260,475.15 to \$255,065.41. The total number of accounts past due (494) represents 25% of all properties which is a 4 percentage increase from October. The November 30<sup>th</sup> past due amount represents a 1.14% decrease compared to November 2013. In November, we issued 55 first and second letters (combined), and processed 35 new or updated liens, and 10 suits/judgments. We received 22 payments (of \$200 or more) for past due amounts totaling \$8,868.26. 16 of our accounts are in bankruptcy (down 5 from October), with \$22,449.50 owed pre-bankruptcy, and \$11,161.40 in post-bankruptcy owed. The total amount in bankruptcy is \$33,610.90 and that amounts to a \$11,959.68 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:**

- As mentioned last month, lagoon maintenance at the Wexford and Grove Point lagoons, which are funded in the 2014 Capital Budget, continues to be delayed by engineering questions. We met with Coastal Constructive Innovations and Moran Environmental Recovery to discuss potential strategies for cleaning the pipes and dredging the small lagoon. We have sent a proposal to Chatham County Public Works regarding a partnering effort on this project. We are asking that they fund and arrange for the cleaning of both drain pipes while we handle the dredging.
- New playground rules signs were fabricated and installed at the Sugar Mill Playground.

**Other Matters:**

- Breakfast with Santa will be held on Saturday, December 13<sup>th</sup> from 9:00-11:00 a.m.

- b. **SECRETARY/TREASURER.** No report.
- c. **PARCEL REPRESENTATIVE.** No report
- d. **ARB REPORT** was provided by Mr. Yardman and a copy is attached.

#### 5. UNFINISHED BUSINESS.

a. **Roof Repair Appeal, S. Archer 73 King James Court.** Mr. Sili motioned to deny the appeal. Mr. Clifton seconded the motion. There was no further discussion and the Board voted 4-3 to approve the motion. Mrs. Friel, Mr. Sewell, and Mrs. Byers (proxy) voted in opposition.

#### 6. NEW BUSINESS

a. **Request for Write-off Approval.** Mr. Sili motioned to approve the General Manager's recommendation to write off as uncollectible four accounts totaling \$1,671.62. These four bankruptcies are located at: 111 Wimbledon Drive (\$513.97); 115 Misty Morning Way (\$323.93); 210 Sugar Mill Drive (\$218.87); 109 Misty Morning Way (\$614.85). Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **2015 Annual Schedule of Events.** Mr. Sili motioned to approve the General Manager's proposed schedule of events for 2015 as attached. Mr. Clifton seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

c. **Lawn Maintenance Assessment Appeal by S. Diaz, 171 St. Ives Drive.** After noting that neither Mr. or Mrs. Diaz, or a representative, was in the audience, the President asked Mr. Odom to brief the Board on the appeal. Mr. Odom provided the Board with: a copy of the submitted appeal; a copy of the lawn violation notice letter to the Diaz family; a copy of the postmarked envelopes showing both regular and certified postage; a copy of the Postal Service Tracking System Report that showed the delivery date of the certified letter; and pictures of the property taken by the ARB inspector and by the GCSA landscaping contractor. Mr. Odom stated that the Diaz family did not deny receiving the notice, but based the appeal on the fact the notice expiration happened about the same time as the old tenant was moving out. Mr. Odom noted that property rental deposits should normally handle issues like this where the tenant failed to maintain the property. At the end of the brief, Mr. Sili motioned to deny the appeal. Mr. Clifton seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

#### 7. OPEN DISCUSSION.

a. Mr. Richardson thanked everyone for their support and contributions to the Association in 2014 and wished everyone a happy and prosperous new year.

8. **ADJOURNMENT OF GENERAL MEETING.** At 8:25 p.m., Mr. Sili motioned to adjourn the General Meeting. Mr. Sewell seconded the motion and the Board voted unanimously, including the proxies, to approve it.