

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

**MINUTES OF GENERAL MEETING  
June 9, 2015**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:15. Mr. Smith took roll with the following results:

:

Mike Richardson	President	Present
Renee Rabbitt	VP	Present
Warren Smith	Sec/Treasurer	Present
Robin Byers	Member	Present
David Campbell	Member	Absent
Marlin Clifton	Member	Absent, proxy to Mike Richardson
John Sewell	Member	Present
Melissa Friel	Member	Present
Dorothy Strong	Member	Arrived 7:25

2. **APPROVAL OF AGENDA.** Mrs. Friel motioned to approve the proposed agenda, modified to allow the auditors to first brief the Board on the results of the annual audit. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

3. **ANNUAL AUDIT.** Mrs. Shannon Brett, CPA, of Holland, Henry, and Bromley, LLP, briefed the Board on the results of the annual audit conducted in May. The attached slides pertain to this draft report. Mrs. Brett stated that the audit received a “clear opinion”...which is the desired positive outcome. She went on to say that the financial statements fairly represent the financial position of the organization. Mrs. Brett also stated that the financial reserves were in good shape and exceeded minimum recommended thresholds. She complimented the GM and the staff for their support, internal controls, and overall operation. At the end of the brief, Mrs. Friel motioned to approve the draft audit report. Mr. Sewell seconded the motion. There were no additional questions or comments, and the Board voted unanimously, including the proxy, to approve the motion.

4. **APPROVAL OF MINUTES.** Mrs. Rabbitt motioned to approve, as written, the minutes of the CSA General Meeting held on May 12<sup>th</sup>. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

**5. COMMITTEE REPORTS**

**General Manager Report.** Collection Office Report, Accounting Summary, May 2015 Profit and Loss Report, and May 31<sup>st</sup> Balance Sheet are provided.

**Balances.** On May 12<sup>th</sup>, we transferred \$93,000 from various accounts at Ameris to new money market reserve accounts at Colony Bank as approved by the Board last month. This brings the Ameris balance to within the FDIC coverage limits. As of May 31, 2015, CSA checking (operational account) totaled \$116,751.31. 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 \$1,235,636.52. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,353,132.43. We made a deposit of \$11,901.75 into CSA reserves for April in accordance with the approved budget. All parcels also

made their required reserve deposits for May. The total of all GCSA accounts is \$1,785,734.35. Aggregate deposits at each financial institution/program include:

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

CSA Checking	\$116,751.31
CSA Reserve MM	\$ 3,501.24
Parcel Checking	\$ 60,901.32
Parcel MM	<u>\$ 38,097.27</u>
	\$219,251.14 (\$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	\$246,000.35
CSA Reserve Checking	<u>\$ 100.00</u>
	\$246,100.35

**SOUTH STATE BANK**

CSA Reserve MM	\$240,974.22
CSA Reserve Checking	<u>\$ 105.00</u>
	\$240,974.22

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$196,944.27
GTP Reserves MM	<u>\$ 45,051.85</u>
	\$241,996.12

**VANGUARD**

CSA Reserve MM	\$247,216.23
----------------	--------------

**CARVER STATE BANK**

CSA Reserve MM	\$249,424.16
----------------	--------------

**COLONY BANK**

CSA Reserve MM	\$ 35,004.60
AP Reserve MM	\$ 1,000.11
HG Reserve MM	\$ 1,000.11
LL Reserve MM	\$ 1,000.11
GTP Reserve MM	\$ 20,002.19
TH Reserve MM	<u>\$ 35,004.60</u>
	\$ 93,011.72

**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,471.45
AP Reserve MM	\$ 5,535.62
HG Reserve MM	\$ 5,404.81
LL Reserve MM	\$ 25,717.21
GTP Reserve MM	\$105,295.80
TH Reserve MM	<u>\$ 88,590.92</u>
	\$247,015.81

Total CSA Reserves	\$1,235,636.52	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
CSA Checking	\$116,751.31	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	\$ 444.60	
<b>Total CSA Funds:</b>	<b>\$1,353,132.43</b>	(incl: cking, res, p/c, undep funds, & pre-pays)
<b>Total GCSA Funds:</b>	<b>\$1,785,734.35</b>	(incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for May was \$81,825.13 which was \$1,198.24 lower (worse) than budget. This was due to lower than expected late fees, rentals, and miscellaneous income. Expenses for the month were \$77,231.50 which were \$2,436.26 higher (worse) than budget. This was mostly due to bad debt expense being \$3,710.39 over budget. Net Income was \$4,593.63 which was \$3,634.50 lower (worse) than budget. Year-to-date net income is \$13,671.59 better than budget.

**Capital Budget Execution thru 5/31/15:**

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	-\$ 225.06
	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		
	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		
	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	\$17,196.44	-\$3,317.56	

**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	\$	59,508.75	OK
(+) Depreciation	\$132,000	\$	55,000.00	OK
(+) Interest	\$ 1,380	\$	621.55	+\$46.55
(-) Expenditures:	<u>\$ 88,346</u>	\$	17,196.44	-3,325.56
<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 5/31/15:**

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		
<b>Total of Parcel Capital Budgets</b>				<b>\$57,075</b>		

**Past Due Accounts.** The number of past due accounts increased in May from 415 to 483, but the dollar amount dropped from \$271,425.87 to \$265,867.74. The number of accounts 31-60 days rose slightly from 233 to 241, but the dollar amount decreased from \$22,474.84 to \$16,189.56. The number of accounts 61-90 days past due increased from 141 to 147, but the dollar value declined from \$38,269.71 to \$14,935.99. The number of accounts over 90 days in arrears rose from 122 to 141, and the dollar value increased from \$210,681.32 to \$234,742.19. The total number of accounts past due (483) represents 25% of all properties which is a 4 percentage increase from April. The May 31<sup>st</sup> past due amount represents a 1.27% decrease compared to May 2014. In May, we issued 89 first and second letters (combined), and processed 37 new or updated liens, and 11 suits/judgments.

We received 36 payments (of \$200 or more) for past due amounts totaling \$12,901.91. 13 of our accounts are in bankruptcy, with \$19,064.52 owed pre-bankruptcy, and \$10,214.93 in post-bankruptcy owed. The total amount in bankruptcy is \$29,279.45 and that amounts to a \$1,121.02 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

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

- **Sign Painting.** The entrance signs for Hunter's Green and Georgetown Place have been completed by AAA Sign Company and reinstalled by our staff.

**Other:**

- The Northside Pools opened on Memorial Day as scheduled.
- The annual financial audit was completed and will be briefed separately.

**Secretary/Treasurer Report:** No report

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

**Parcel Rep Report:** No report

**6. UNFINISHED BUSINESS.** None.

**7. 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 \$3,807.89. This Chapter 7 (liquidated) property is located at 23 Sand Dollar Lane. Mrs. Byers seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **Policy Resolution 2015-1: Rules for Using Amenities and Association Common Property.** Mr. Richardson stated that this proposed Policy Resolution was briefed and tentatively approved by the Board at the last meeting, and that the Resolution was posted to the Association's web site for review and comment. He went on to say that no comments had been received. He asked Board members and the audience for any comments. None were received. Mr. Sewell motioned to approve Policy Resolution 2015-1 as written. Mrs. Byers seconded the motion. Mrs. Friel asked whether the proposed rule regarding the video and audio recording of Board meetings was a new addition. Mr. Odom responded that it was. He went on to say that these are meetings of a private organization, and it is common practice to have the pre-approval requirement for recording. Mr. Gerard added that many of the organizations he deals with have this rule and it helps keep reports or statements from being taken out of context. He conceded that it may be difficult to enforce given today's technology. There was no further discussion and the Board voted 8-1, including the proxy, to approve the motion. Mrs. Friel voted in opposition.

c. **Contract Award for Doors At Northside Clubhouse.** Mr. Richardson briefed the Board on the recent contract solicitation for replacement of commercial doors at the Northside Clubhouse. He stated that the requirement is set forth in both the current Strategic Plan and the Capital Budget. He went on to say that the old doors and frames do not match and the rear set has to be chained shut in the evening because they will not lock. Mr. Richardson stated that we had solicited seven contractors but only received bids from two. The lowest bid was from Jack Rick's Glass in the amount of \$5,600.00 Mr. Sewell motioned to award the contract to Jack Rick's glass and to fund it from reserves. Mrs. Rabbitt seconded the motion and the Board voted unanimously, including the proxy, to approve the motion.

d. **Appeal of Lawn Maintenance Assessment by Barbara Bowen, 105 Cambridge Drive.** Mr. Richardson briefed the Board on Ms. Bowen's appeal. He reminded the Board that Ms. Bowen addressed this matter at the May 12<sup>th</sup> General Meeting. He recognized Ms. Bowen and asked her if she

had anything else to add. She simply reiterated that her crew, vice the association's landscapers did the work...therefore she should not be charged. Mr. Richardson stated that there is a real cost involved with sending a crew to do the work. He went on to say that he was holding three letters to Ms. Bowen from the Association's attorney explaining violation and the enforcement processes. These letters, dated January 27, 2014, February 5, 2015, and April 20, 2015, state that if she receives a lawn notice in the future and she fails to resolve it within the stated timeframe, the GCSA contractors will again be sent out and she will be billed for the full cost of the service call and associated GCSA admin fees, even if she refuses to allow the work to be done. Ms. Bowen responded that she did not receive the letters. She went on to say that she was appropriately focused on her health issues and was not concerned about lawn maintenance. At the end of discussion, Mr. Smith motioned to accept the GM's recommendation to deny the appeal. Mr. Sewell seconded the motion. There was no further discussion and the Board voted 5-2-2, including the proxy, to approve the motion. Mrs. Friel and Ms. Strong voted in opposition. Mrs. Byers and Mrs. Rabbitt abstained.

**e. Appeal of Assessments by Cheryl Legree, 1 East White Hawthorne Drive.** Mr. Richardson briefed the Board regarding Ms. Legree's appeal. He stated that Ms. Legree wants to address the Board to appeal the application of the remainder of the year's assessment to their account. This acceleration of assessments was driven by the fact that her account was past due more than 60 days. He recognized Ms. Legree and asked her to state her case. Ms. Legree said that she went to the office and asked the Accounts Receivable Manager if she could simply catch up her payments and not be charged for the rest of year. She said that she had a lot of things going on and cannot pay the full amount. She was told that only the Board can approve this. Mr. Richardson recognized the General Manager who explained that the Covenants establish an annual assessment due on January 1<sup>st</sup>. He went on to say that the Covenants allow the Board the option to allow incremental payments; however, if incremental payments are authorized, the remainder of the year's assessments is due in full at the time of the first default in payment. Mr. Richardson noted that Ms. Legree's account has been chronically past due since she purchased the house in 1992, and that the account has only been current for 3 months in the past 9 years. Mr. Smith motioned to table this issue to the next meeting, during which time Ms. Legree should provide a proposed payment plan to the office which will be considered at the next meeting. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

**f. Appeal of Assessments by Curtis Childree, 202 Sugar Mill Dr.** Mr. Richardson noted that Mr. Childress was not in the audience. Mrs. Rabbitt motioned to table this issue until the next meeting. Ms. Strong seconded the motion and the Board voted unanimously, including the proxy, to approve the motion.

## **8. OPEN DISCUSSION.**

a. Mr. Griswald asked if anything could be done about parking on the street. Mr. Richardson responded that the County owns the streets and makes the rules regarding them. Mrs. Byers added that some Board members, like herself, have pushed to have the covenants changed to allow boats and trailers to be parked in the driveway. She added that it is very difficult to get the covenants changed because you have to get 75% of members to approve it.

b. Mr. Gerard stated that he had contacted the County regarding sidewalks for Village Green as discussed at the last meeting. He said that, unfortunately, the County would probably not approve installing sidewalks that simply go through the neighborhood and end at King George Boulevard.

9. **ADJOURNMENT OF GENERAL MEETING.** At 8:10 p.m., Mr. Smith motioned to adjourn the General Meeting. Mrs. Rabbitt seconded the motion and the Board voted unanimously, including the proxy, to approve it.

**GEORGETOWN COMMUNITY SERVICES ASSOCIATION**  
**MINUTES OF 2013 ANNUAL MEETING**  
**June 9, 2015**

**1. CALL TO ORDER.** At 7:00 p.m., Mr. Michael Richardson, Board President and Association member, welcomed the attendees. He announced that the first order of business was to identify a person to serve as chairperson for the meeting. He opened the floor for nominations. Mr. Warren Smith nominated Michael Richardson to serve as chairperson. Mrs. Rabbitt seconded the motion. There were no other nominees proposed. The members voted unanimously, including proxies, to approve the motion to have Mr. Richardson serve as chairperson.

**2. DETERMINATION OF QUORUM.** Mr. Richardson asked the General Manager, Mr. Odom, to confirm that the notice of the meeting was mailed to all members in accordance with the by-laws. Mr. Odom confirmed that it was. Mr. Richardson asked the Chairman of the Elections Committee, Mr. Sili, to confirm if a quorum existed for this meeting. Mr. Sili responded that it had not. Mr. Richardson stated that since no quorum existed, the meeting would have to be postponed. Mr. Warren Smith motioned to adjourn the meeting until 7 p.m. on July 7, 2015 at the Southside Clubhouse. Mrs. Rabbitt seconded the motion, and the members voted unanimously, including proxies, to approve the motion.