

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

**MINUTES OF GENERAL MEETING
January 10, 2017**

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

:	Mike Richardson	President	Present
	Robert Fitch	VP	Present
	Warren Smith	Sec/Treasurer	Absent, proxy to Mike Richardson
	John Sewell	Member	Present
	Melissa Friel	Member	Present
	Dorothy Strong	Member	Present
	Geoff Riehl	Member	Present
	Amber Ealy	Member	Present
	Scott Bill	Member	Present

2. **APPROVAL OF AGENDA.** Mr. Fitch motioned to approve the agenda as written, modified to allow Police Corporal Windsor to provide a crime statistics report before committee reports. Mr. Sewell 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. Fitch motioned to approve as written the minutes of the Director's Meeting on December 13th. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, to approve the motion.

4. **SAVANNAH/CHATHAM CRIME PREVENTION OFFICER REPORT.** Corporal Christina Windsor, the newly designated Crime Prevention Officer for the West Chatham Precinct, introduced herself and provided crime statistics covering the period November 11th to January 10th. According to her report, there were 18 Part 1 (serious type) crimes during this period. Larceny/entering automobiles has been the most frequent violation. She encouraged attendees to lock their unattended cars to help prevent this type of crime.

5. **COMMITTEE REPORTS**

a. **General Manager's Report.** Collection Office Report, Accounting Summary, December 2016 Profit and Loss Report, and December 31st Balance Sheet were provided to the Board.

Balances. As of December 31, 2016, CSA checking (operational account) totaled \$130,418.25. The total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, Queensborough, Colony Bank, Bank South, and Bank of the Ozarks accounts) is \$1,380,701.13. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,523,450.31. We made a deposit of \$11,455.00 into CSA reserves for December in accordance with the approved budget. All parcels also made their required reserve deposits for December. The total of all GCSA accounts is \$2,064,231.34. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$130,418.25
CSA Reserve MM	\$ 4,120.73
Parcel Checking	\$ 34,774.85
Parcel MM	<u>\$ 76,329.09</u>
	\$245,642.92

FIRST CHATHAM BANK

CSA Reserve MM	\$207,685.83
CSA Reserve Checking	<u>\$ 100.00</u>
	\$207,785.83

SOUTH STATE BANK

CSA Reserve MM	\$235,392.57
CSA Reserve Checking	<u>\$ 0</u> (Note: Bank no longer requires us to have a checking account to have a MM acct, so checking acct closed.)
	\$235,392.57

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,646.09
GTP Reserves MM	<u>\$ 45,176.45</u>
	\$242,822.54

VANGUARD

CSA Reserve MM	\$ 0 (This account was closed on September 30 th and money was ultimately deposited into Bank of the Ozarks)
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CARVER STATE BANK

CSA Reserve MM	\$246,215.69
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COLONY BANK

CSA Reserve MM	\$159,095.65
AP Reserve MM	\$ 1,579.90
HG Reserve MM	\$ 1,376.76
LL Reserve MM	\$ 1,693.15
GTP Reserve MM	\$ 33,423.87
TH Reserve MM	<u>\$ 35,151.03</u>
	\$232,320.36

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,510.71
AP Reserve MM	\$ 5,544.40
HG Reserve MM	\$ 5,413.38
LL Reserve MM	\$ 25,778.48
GTP Reserve MM	\$105,798.03
TH Reserve MM	<u>\$ 88,872.39</u>
	\$247,917.39

BANK SOUTH

CSA Reserve MM	\$168,898.10
AP Reserve MM	\$ 5,010.02
HG Reserve MM	\$ 5,010.02
LL Reserve MM	\$ 5,010.02
GTP Reserve MM	\$ 14,803.31
TH Reserve MM	<u>\$ 15,030.03</u>
	\$213,761.50

BANK OF THE OZARKS

CSA Reserve MM	\$145,035.76
AP Reserve MM	\$ 5,000.31
HG Reserve MM	\$ 5,000.31
LL Reserve MM	\$ 5,000.31
GTP Reserve MM	\$ 10,002.46

TH Reserve MM	<u>\$ 10,002.46</u>	
	\$180,041.61	
Total CSA Reserves	\$1,380,701.13	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS,BOO)
CSA Checking	\$130,418.25	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 12,030.93</u>	
Total CSA Funds:	\$1,523,450.31	(incl: cking, res, p/c, undep funds, & pre-pays)
Total GCSA Funds:	\$2,064,231.34	(incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for December was \$82,619.21 which was \$2,086.84 higher (better) than budget. This was mostly due to higher than projected miscellaneous income. Normal expenses for the month were \$61,248.62 which were \$2,933.49 higher (worse) than budget. The largest contributor was water/sewer expense which was \$1,617.69 higher than budget, and we are appealing the charges. Bad debt expense was \$456.74 higher than budget and we had to spend \$535.80 to repair two defective tires on the truck. Ordinary Net Income for the month was \$21,370.59 which was \$846.65 lower than budget. Hurricane Matthew caused over \$30,706.90 in damage repairs that were expensed in November. This results in a \$4,647.67 deficit in net income for the year. We are, however, expecting insurance proceeds of \$17,660 which will ultimately give us a total net income for 2016 of \$13,012.33.

Capital Budget Execution thru 12/31/16:

BAL SHEET/ RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings				
Line	Item			
1	Brick Tuck Pointing	\$1,500	\$300.00	-\$1,200.00
9.007	GG Bldg Int Painting/repair	\$1,500	\$124.13	-\$1,375.87
11.002	Maint Bldg Ext Painting	\$3,900	\$145.73	-\$3,754.27
11.005	Maint Bldg Int Painting	\$1,500	\$145.73	-\$1,354.27
2220 Furniture				
Line	Item			
21	Pool Furnishings	\$1,485	\$893.36	-\$591.64 IP
2230 Land				
		\$ 0		
2240 Land Improvements				
Line	Item			
16.002	SS Asphalt Overlay	\$22,400	\$61,539.00	+\$39,139.00
16.003	SS Asphalt Patching	\$ 2,015	\$2,015.00	0.00
16.005	SS Curb/Gutter repair	\$ 1,836	\$1,836.00	0.00
16.006	Wheel Stops	\$ 2,181	\$2,181.00	0.00
17.001	Tree Work	\$ 2,000	\$2,675.00	+\$675.00
27.002	NS Asphalt Patching	\$ 1,180	\$1,180.00	0.00
27.003	NS Asphalt Seal Coat	\$ 1,503	\$1,503.00	0.00
31.012	Replace King's Grant Sign	\$26,000	Defer to 2017	
32.005	Dredge Brown Th. B Lag.	\$12,500	\$10,146.00	-\$2,354.00
32.013	Dredge St. Ives Sign Lag.	\$12,500	\$10,146.00	-\$2,354.00
32.015	Dredge St. Ives B Lag.	\$12,500	\$10,146.00	-\$2,354.00
	St. Ives A Lagoon	\$12,500	\$10,146.00	-\$2,354.00
	Wexford 1 Lagoon	\$12,500	\$10,146.00	-\$2,354.00
	Junco Way DRP	\$13,000 *	\$13,000.00	.00

2250 Equipment

Line	Item			
4.007	Replace Treadmills (2)	\$ 7,000	\$4924.80	-\$2075.20
4.008	Replace Ellipticals (2)	\$ 5,000	\$4762.80	- \$237.20
15.005	Wind Screen Logo Signs	\$ 586	\$ 631.60 (1)	+ \$75.60
15.006	Wind Screens	\$ 4,914	\$4338.93	- 575.07
18.002	Playground Spring Riders	\$ 2,100	Defer to 2017	
20.002	SS Pool Motor 7.5 HP (2)	\$ 2,300	\$2300.50	+ .50
20.003	SS Pool Motor .75 HP	\$ 225	\$ 235.40	+10.40
28.002	NS Pool Motor 2.2 HP (2)	\$ 736	\$ 736.16	+ .16
28.003	NS Pool Motor .75 HP	\$ 225	\$ 235.40	+10.40
4.009	Replace Stair Climber	\$ 2,300	\$2030.40	- \$260.60
4.01	Replace Stationary Bike	\$ 2,000	\$1814.40	- \$185.60
4.011	Replace Multi-station	\$ 4,000	Defer to 2017	
15.004	Tennis Court Nets	\$ 1,500	Defer to 2017	
19.016	Wet/Dry Vac	\$ 150	Defer to 2017	
23.005	NS Water Heater	\$ 1,900	\$1800.00	- \$100.00
Not listed	Defibrillators for pools (2)	0	\$3718.00	+\$3,718.00

2260 Vehicles (\$25,000)

Line	Item			
19.001	Replace Work Truck	\$25,000	\$20,428.50	-\$4,571.50

Grand Total **\$204,436** **+\$15,577.84 YTD**

* Board-approved budget addition 9 July 2016

2016 PARCEL CAPITAL BUDGET**Audubon Park**

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1007 Tree Work	\$ 600	\$ 300	-\$ 300

Hunter's Green

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1007 Tree Work	\$ 600	\$ 0	-\$ 600
1008 Large Scale Tree Work	\$ 1,700	\$ 600	-\$1,100

2250 Equipment

Line	BUDGET	ACTUAL	DIFF
1009 Mailbox (from 2015)	\$ 2,500	\$ 2,347	-\$ 153

Lott's Landing

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1006 Tree Work	\$ 600	\$ 800	+\$ 200

Georgetown Place

2240 Land Improvements

Line

1005 Tree Trimming	\$ 600	\$ 600	0
1006 Large Scale Tree Trimming	\$ 1,600	\$ 2,300	+\$ 700

Georgetown Townhomes

2240 Land Improvements

Line

2008 Tree Work	\$ 600	\$ 1,000	+\$ 400
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2250 Equipment

Line

1002 Mailbox Replacement (from 2015)	\$ 5,065	\$4,440	- \$ 625
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Grand Total **\$13,865.00** **\$12,387.00** **-\$1,487.00**

Past Due Accounts. The number of past due accounts decreased in December from 470 to 449 and the dollar amount dropped from \$222,400.39 to \$208,465.37. The number of accounts 31-60 days rose from 208 to 240 and the dollar amount increased from \$5864.58 to \$7,455.31. The number of accounts 61-90 days dropped from 161 to 126, and the dollar value fell from \$5,631.17 to \$3,456.91. The number of accounts over 90 days rose from 150 to 164, but the dollar value decreased from \$210,904.64 to \$197,553.15. The total number of accounts past due (449) represents 23% of all properties which is a 1.0 percentage point decrease from November. The December 31st past due amount represents a 9.3% decrease compared to December of 2015. In December, we issued 113 first and second letters (combined), and 17 liens and 4 suits/judgments. We received 26 payments (of \$200 or more) for past due amounts totaling \$14,771.07. 22 of our accounts are in bankruptcy, with \$16,555.82 owed pre-bankruptcy, and \$9,598.29 in post-bankruptcy owed. The total amount in bankruptcy is \$26,154.11 and that amounts to a \$370.75 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- Vandalism to Tennis Court Restrooms. Over the holidays, we had 2 instances where someone damaged the walls in the restrooms. One security camera was also damaged and we had to reinstall one set of magnetic locks. Video of the incidents were inconclusive, but we did report the events to the Police. We redirected a camera and added another camera to provide better coverage for that area. We are also key- locking the restrooms at 8:00 p.m. during the week (to augment the timed, magnetic locks).

- Vandalism to Tennis Court Lights. The new light lenses have now been installed at a cost of \$1400.

- The Reserve Study update process is underway and we expect to complete it by the end of February.

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

6. UNFINISHED BUSINESS.

a. **Strategic Plan 2017-2021.** Mr. Richardson provided a review of the draft plan that was passed out and discussed briefly at the last meeting. He stated that no additional inputs or comments had since been received. He offered an opportunity to make changes. None were offered. Mr. Fitch motioned to approve the Plan as written. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

7. NEW BUSINESS

a. **Write-off Approval.** Mr. Sewell motioned to approve the General Manager's recommendation to write off as uncollectible one account totaling \$1,144.36. The property in question is located at 152 Lion's Gate Road. Mr. Fitch seconded the motion. Mr. Sewell noted that the Association only writes off accounts after every legal and administrative action has run its course. There was no further discussion and the Board voted unanimously to approve the motion.

b. **Office Hours of Operation.** Mr. Richardson stated that last March, the Board voted to change the office hours on Tuesdays from 8-5 to 9-6 on a test basis. He went on to say that a total of only 5 patrons have made use of the modified hours. Mr. Sewell motioned to accept the GM's recommendation that the hours revert back to 8-5, but that advanced appointments on Tuesday would be accepted through 6 p.m. Mr. Fitch seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

c. **Appeal of Lawn Maintenance Assessment by A. Scaringi, 13 Cobblestone Court.** Mr. Richardson reported that Ms. Scaringi requested that consideration of this issue be delayed until the February meeting because she is out of town. Mr. Odom replied that he would include in on the agenda for that meeting.

d. **Appeal of Lawn Maintenance Assesment by M. White, 203 Sugar Mill Drive.** Mr. Richardson noted that Mrs. White was in the audience and offered her an opportunity to state her case. Mrs. White stated that she evacuated for the hurricane and contracted an illness while out of town. According to Mrs. While, the illness made it impossible to drive and delayed her return. She went on to say that, during her absence, the Association sent her a lawn notice. She added that she has a contracted lawn contractor, but he did not show up to maintain her lawn. Mrs. White requested that the Board reverse the \$65.00 lawn fee because she did not see the notice until the work had already been done. At the end of her brief, Mr. Sewell asked her if it were true that she would have either paid her contractor or the Association to do the work. She responded that, if she had been here and if her contractor did not show up, she would have done the work herself. At the end of the discussion, Mr. Riehl motioned to grant the waiver and reverse the charges. Mrs. Ealy seconded the motion and stated that this appears to be a one-off case. The vote was 5-4 to approve the motion. Mr. Sewell, Mr. Fitch, Mr. Richardson, and Mr. Smith (via proxy) voted in opposition.

8. OPEN DISCUSSION.

a. Mr. Namais and one other attendee noted that there are animal cages and other debris in the woods behind the Junco Dry Retention Pond (DRP) that need to be removed. Additionally, there were a couple more trees that were half-fallen that needed to be addressed, even though the Association had taken care of others. Further, the DRP is still holding water and is causing adjacent back yards to flood when it rains. Mr. Odom responded that all the equipment and debris would be removed. He reiterated that, in response to complaints from Junco residents that the DRP was flooding into the street during heavy rains, the DRP had been excavated to the design depth (lower edge of the inlet) to increase the capacity, and that the outlet drain had been increased in size to facilitate release of water. The outlet is designed to be slightly above grade to allow silt to settle out. Mr. Gerard offered that, given the routine post-project complaints, maybe the Board would consider hiring an engineer to objectively assess the situation. Mr. Sewell motioned to authorize the GM to hire an engineer for this assessment. Mrs. Strong seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

9. **ADJOURNMENT OF GENERAL MEETING.** At 8: 40 p.m., Mr. Sewell motioned to adjourn the Director's Meeting. Mrs. Strong seconded the motion and the Board voted unanimously, including the proxy, to approve it.