

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

**MINUTES OF GENERAL MEETING  
May 10, 2016**

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

:

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Mrs. Ealy 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. Smith motioned to approve as written the minutes of the CSA General Meeting held on April 12<sup>th</sup>. Mrs. Strong 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'S REPORT:**

**Balances.** As of April 30, 2016, CSA checking (operational account) totaled \$135,792.75. The total of CSA reserves (Vanguard Account, First Chatham, South State Bank, United Community Bank, Ameris Bank, Carver State Bank, Queensborough, Colony Bank, and Bank South accounts) is \$1,368,105.69. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,504,732.51. We made a deposit of \$11,455.00 into CSA reserves for April in accordance with the approved budget. All parcels also made their required reserve deposits for April. The total of all GCSA accounts is \$2,025,102.88. Aggregate deposits at each financial institution/program include:

**AMERIS BANK**

CSA Checking	\$135,792.75
CSA Reserve MM	\$ 4,184.86
Parcel Checking	\$ 45,947.39
Parcel MM	<u>\$ 64,432.63</u>
	\$250,357.63

**FIRST CHATHAM BANK**

CSA Reserve MM	\$179,947.15
CSA Reserve Checking	<u>\$ 100.00</u>
	\$180,047.15

**SOUTH STATE BANK**

CSA Reserve MM	\$248,849.60	
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.)
	\$248,849.60	

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$197,327.99
GTP Reserves MM	<u>\$ 45,118.88</u>
	\$242,446.87

**VANGUARD**

CSA Reserve MM	\$247,644.48
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**CARVER STATE BANK**

CSA Reserve MM	\$249,883.74
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**COLONY BANK**

CSA Reserve MM	\$158,669.13
AP Reserve MM	\$ 1,577.26
HG Reserve MM	\$ 1,374.47
LL Reserve MM	\$ 1,690.30
GTP Reserve MM	\$ 33,356.65
TH Reserve MM	<u>\$ 35,080.32</u>
	\$231,748.13

**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,494.12
AP Reserve MM	\$ 5,540.70
HG Reserve MM	\$ 5,409.76
LL Reserve MM	\$ 25,752.61
GTP Reserve MM	\$105,585.81
TH Reserve MM	<u>\$ 88,753.51</u>
	\$247,536.51

**BANK SOUTH**

CSA Reserve MM	\$ 65,004.62
AP Reserve MM	\$ 5,000.36
HG Reserve MM	\$ 5,000.36
LL Reserve MM	\$ 5,000.36
GTP Reserve MM	\$ 10,000.71
TH Reserve MM	\$ 15,001.07

Total CSA Reserves \$1,368,105.69 (AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS)

CSA Checking \$135,792.75

CSA Petty Cash Fund \$ 300.00

Undeposited funds \$ 534.07

**Total CSA Funds:** \$1,504,732.51 (incl: cking, res, p/c, undep funds, & pre-pays)

**Total GCSA Funds:** \$2,018,555.66 (incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for April was \$85,575.62 which was \$3,793.25 higher (better) than budget. This was due to higher than expected fees from suits, liens, and yards. Expenses for the month were \$57,682.02 which were \$5,950.22 lower (better) than budget. Bad debt expense was \$3,500.00 lower than budget (no write-offs) and legal expenses were \$1,821 lower. Water invoices for January were paid in April (just received the invoice), and March invoices have still yet to be received. Net Income was \$27,893.60 which

was \$9,743.47 (better) than budget. Year-to-date net income is \$24,237.63 higher (better) than budget. Some of that is earmarked for pending water bills and for unexecuted legal requirements.

**Capital Budget Execution thru 4/30/16:**

<b>BAL SHEET/ RS LINE</b>	<b>ITEM</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFF</b>
<b>2210 Buildings</b>				
<b>Line</b>	<b>Item</b>			
1	Brick Tuck Pointing	\$1,500		
9.007	GG Bldg Int Painting/repair	\$1,500		
11.002	Maint Bldg Ext Painting	\$3,900		
11.005	Maint Bldg Int Painting	\$1,500		
<b>2220 Furniture</b>				
<b>Line</b>	<b>Item</b>			
21	Pool Furnishings	\$1,485	\$893.36	-\$591.64 IP
<b>2230 Land</b>				
		\$ 0		
<b>2240 Land Improvements</b>				
<b>Line</b>	<b>Item</b>			
16.002	SS Asphalt Overlay	\$22,400		
16.003	SS Asphalt Patching	\$ 2,015		
16.005	SS Curb/Gutter repair	\$ 1,836		
16.006	Wheel Stops	\$ 2,181		
17.001	Tree Work	\$ 2,000	\$1,200	- \$800.00
27.002	NS Asphalt Patching	\$ 1,180		
27.003	NS Asphalt Seal Coat	\$ 1,503		
31.012	Replace King's Grant Sign	\$26,000		
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
<b>2250 Equipment</b>				
<b>Line</b>	<b>Item</b>			
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		
15.006	Wind Screens	\$ 4,914	\$4338.93	- 575.07
18.002	Playground Spring Riders	\$ 2,100		
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		
15.004	Tennis Court Nets	\$ 1,500		
19.016	Wet/Dry Vac	\$ 150		
23.005	NS Water Heater	\$ 1,900		

**2260 Vehicles**

<b>Line</b>	<b>Item</b>	
19.001	Replace Work Truck	\$25,000

**Grand Total** **\$191,436.00**

**2016 PARCEL CAPITAL BUDGET****Audubon Park**

<b>2240 Land Improvements</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFF</b>
<b>Line</b>			
1007 Tree Work	\$ 600	\$ 300	-\$ 300

**Hunter's Green**

<b>2240 Land Improvements</b>			
<b>Line</b>			
1007 Tree Work	\$ 600	\$ 0	-\$ 600
1008 Large Scale Tree Work	\$ 1,700	\$ 600	-\$1,100

<b>2250 Equipment</b>			
<b>Line</b>			
1009 Mailbox (from 2015)	\$ 2,500	\$ 2,347	-\$ 153

**Lott's Landing**

<b>2240 Land Improvements</b>			
<b>Line</b>			
1006 Tree Work	\$ 600	\$ 800	+\$ 200

**Georgetown Place**

<b>2240 Land Improvements</b>			
<b>Line</b>			
1005 Tree Trimming	\$ 600	\$ 600	0
1006 Large Scale Tree Trimming	\$ 1,600	\$ 1,500	-\$ 100

**Georgetown Townhomes**

<b>2240 Land Improvements</b>			
<b>Line</b>			
2008 Tree Work	\$ 600	\$ 1,000	+\$ 400

<b>2250 Equipment</b>			
<b>Line</b>			
1002 Mailbox Replacement (from 2015)	\$ 5,065		

**Grand Total** **\$13,265.00**

**Past Due Accounts.** The number of past due accounts dropped in April from 475 to 445, but the dollar amount increased from \$268,929.45 to \$275,109.17. This is due to approximately 37 accounts being past due for over 60 days and being billed for the remainder of the year. The number of accounts 31-60 days dropped from 238 to 214 and the dollar amount fell from \$35,853.53 to \$20,220.08. The number of accounts 61-90 days past due

decreased from 166 to 159, and the dollar value declined from \$36,764.29 to \$31,014.68. The number of accounts over 90 days in arrears rose from 126 to 147, and the dollar value increased from \$196,311.63 to \$223,874.41. The total number of accounts past due (445) represents 23% of all properties which is a 1 percentage decrease from March. The April 30<sup>th</sup> past due amount represents a 1.4% increase compared to April 2015. In April, we issued 88 first and second letters (combined), and 40 liens and 5 suits/judgments. We received 43 payments (of \$200 or more) for past due amounts totaling \$17,260.08. 19 of our accounts are in bankruptcy, with \$25,341.84 owed pre-bankruptcy, and \$20,714.19 in post-bankruptcy owed. The total amount in bankruptcy is \$46,056.03 and that amounts to a \$10,451.68 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

#### **Projects and Other Topics.**

- Southside pools opened Saturday, May 7<sup>th</sup>.
- Pressure washing of Georgetown Place and Audubon Park has been completed.
- Spring pine straw delivery for the parcels has been completed.

- b. **SECRETARY/TREASURER.** Nothing to add.
- c. **PARCEL REPRESENTATIVE.** No report
- d. **ARB REPORT** was provided by Mr. Sili and a copy is attached.

#### **5. UNFINISHED BUSINESS.**

a. **Appeal by Linda Benau.** Mr. Richardson briefed the Board regarding Mrs. Benau's appeal. He reminded them that, at the last meeting, Mrs. Benau complained that the fee structure for renting the clubhouses was too high and that she would prefer to "put in \$300 and have \$150 taken out for rent". Mr. Richardson stated that Mrs. Benau has complied with the Board's request that she put her waiver request in writing. He went on to say that she has amended her position to say that she concurs with all fees and deposits except for the security guard requirement. She specifically requests that the Board drop the security guard requirement for this event. Mrs. Benau stated that she had lived in the community twenty-four years and that, years ago, she rented the clubhouse for \$65. She added that her 26-27 guests for the baby shower would include current or former police officers. The President asked the General Manager for his recommendation. Mr. Odom responded that his first choice would be to disapprove the waiver request and keep the rules as they are. He added that, if the Board wished to grant an exception in this case, there was a precedent dating back to 2010 when the Board allowed someone holding a baby shower on a half-day rental to pay for one security guard vice two. No alcohol was allowed in that case. Mr. Smith motioned to accept the General Manager's alternative proposal, allowing Mrs. Benau to only be charged for one security guard on a half-day rental for this one rental. Mr. Sewell seconded the motion. The Board voted 8-1 to approve the motion, with Mr. Smith voting in opposition.

#### **6. NEW BUSINESS**

a. **Request for Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible two accounts totaling \$796.49. These foreclosed properties are located at 33 Cutler Drive and 21 St. Ives Drive. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Trailer Variance Request by T. Dunn.** Mr. Smith motioned to table discussion until the next meeting, given that Mr. Dunn was not in attendance to discuss his issue. Mrs. Strong seconded the motion and the Board voted unanimously, including the proxies, to approve the motion.

c. **Request to Hold Yoga Classes by J. Saunders.** Mr. Richardson briefed the Board on Mrs. Saunders April 20<sup>th</sup> request to conduct Yoga classes at the clubhouse on some, yet to be determined weekday evening. Mr. Smith motioned to approve Mrs. Saunders' request with the following stipulations: (1) she must sign the attached contract and liability waiver; (2) Georgetown CSA residents must make up at least 51% of the students;

(3) she must pay the standard weekday rental fee of \$25 per session; and (4) clubhouse scheduling would be on a space-available basis. No deposit would be required. Mrs. Friel 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. Bringman requested that the Board consider modifying the pool rules to allow certain toys to be brought in. He also recommended that the pool rules regarding diving be adjusted to match the warning tiles around the pool. Mr. Richardson thanked Mr. Bringman and stated that the Board would take those matters under advisement.

b. Mrs. Benau asked why she was not advised that the gym equipment was for sale. Mr. Odom responded that, per the Board's direction, the equipment was advertised on the marquis, our web site, and on the equipment itself. He added that all of the equipment sold by April 29<sup>th</sup>. Mrs. Benau asked how much was received and where did the money go? Mr. Odom replied that the average selling price was \$100 per piece and that the money received went back into the same account that paid for the new equipment. He added that the pricing was recommended by our equipment repair contractor who knew the equipment's condition and the state of the market.

**8. ADJOURNMENT OF GENERAL MEETING.** At 8:35 p.m., Mr. Smith motioned to adjourn the General Meeting. Mrs. Strong seconded the motion.