

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

**MINUTES OF GENERAL MEETING  
April 11, 2017**

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

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

Mr. Richardson gave the floor to Mr. Smith. Mr. Smith stated: “At the meeting last month, I lost my professionalism and conducted myself in a manner that was totally unacceptable to me personally and to other members of the Board. I apologize to my peers and attendees. I should not have done it. I am offering a sincere apology...I was wrong.”

Before proceeding, Mr. Richardson stated that he wanted to respond to some questions that came up last month regarding the conduct of Association meetings. He went on to say that, as our attorney pointed out at the last meeting, the Association is a private entity that is not subject to “sunshine laws”. We are a not-for-profit organization that is subject to our state charter and our governing documents. The rules for conducting our various meetings are set forth, in great part, in the Association’s By-laws which can be found on our web site under the legal tab. Mr. Richardson stated that the Annual Meeting is conducted on the second Tuesday of June at 7:00 p.m., and that this meeting is conducted by and for the members. The format and process of this meeting is highly scripted to ensure we meet legal requirements. Notice is achieved through mailings. The main purpose of the annual meeting is to count the election votes and announce the winners of the election. The open session at the meeting allows members to make comments and ask questions about the operation of the Association. Mr. Richardson went on to discuss Director’s Meetings as discussed in Article VII of the By-laws. He pointed out that the By-laws state that the Director’s Meetings can be held at a date and time decided by the directors in a resolution. He went on to discuss the rules pertaining to those meetings as detailed in the By-laws. He stated that the Directors’ Meetings were by and for the directors, but that the meetings would be open to observers. Mr. Richardson mentioned that executive sessions may be held by directors without observers, but that the results of executive sessions must be documented in the minutes of the Directors’ Meetings. He stated that attendees to the Directors’ Meetings would be given an opportunity to speak at the end of the meetings. He asked that attendees maintain decorum and limit their comments to 2 minutes. Those not maintaining decorum will be asked to leave the meeting. He went on to say that part of meeting decorum was agreeing not to record the audio or video of the Directors’ Meetings.

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. 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. Sewell motioned to approve as written the minutes of the Director’s Meetings on February 14<sup>th</sup> and March 14<sup>th</sup>. Mr. Smith 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 Report.** Collection Office Report, Accounting Summary, March 2017 Profit and Loss Report, and March 31<sup>st</sup> Balance Sheet are provided.

**Balances.** As of March 31, 2017, CSA checking (operational account) totaled \$140,588.44. 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 \$1,500,857.74 . The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,642,196.02. We made a deposit of \$11,455.00 into CSA reserves for March in accordance with the approved budget. All parcels also made their required reserve deposits for March. The total of all GCSA accounts is \$2,216,144.72. Aggregate deposits at each financial institution/program include:

##### **AMERIS BANK**

CSA Checking	\$140,588.44.
CSA Reserve MM	\$ 4,122.26
Parcel Checking	\$ 42,996.39
Parcel MM	<u>\$101,014.69</u>
	\$288,721.78

(Funds will be moved to reserves at other banks so that the total will be under the FDIC limit)

##### **FIRST CHATHAM BANK**

CSA Reserve MM	\$243,119.93
CSA Reserve Checking	<u>\$ 100.00</u>
	\$243,219.93

##### **SOUTH STATE BANK**

CSA Reserve MM	\$235,463.00
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##### **UNITED COMMUNITY BANK**

CSA Reserve MM	\$197,764.38
GTP Reserves MM	<u>\$ 45,197.86</u>
	\$242,962.24

##### **CARVER STATE BANK**

CSA Reserve MM	\$246,338.48
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##### **COLONY BANK**

CSA Reserve MM	\$159,254.36
AP Reserve MM	\$ 1,580.89
HG Reserve MM	\$ 1,377.61
LL Reserve MM	\$ 1,694.20
GTP Reserve MM	\$ 33,448.87
TH Reserve MM	<u>\$ 35,177.33</u>
	\$232,533.26

##### **QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,516.81
AP Reserve MM	\$ 5,545.77
HG Reserve MM	\$ 5,414.72
LL Reserve MM	\$ 25,788.01
GTP Reserve MM	\$105,876.31
TH Reserve MM	<u>\$ 88,916.23</u>
	\$248,057.85

**BANK SOUTH**

CSA Reserve MM	\$192,150.78
AP Reserve MM	\$ 5,014.35
HG Reserve MM	\$ 5,014.35
LL Reserve MM	\$ 5,014.35
GTP Reserve MM	\$ 14,816.09
TH Reserve MM	<u>\$ 15,043.01</u>
	\$237,052.93

**BANK OF THE OZARKS**

CSA Reserve MM	\$210,150.00
AP Reserve MM	\$ 5,000.93
HG Reserve MM	\$ 5,000.93
LL Reserve MM	\$ 5,000.93
GTP Reserve MM	\$ 10,007.44
TH Reserve MM	<u>\$ 10,007.44</u>
	\$245,167.67

Total CSA Reserves	\$1,500,857.74	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS,BOO)
CSA Checking	\$140,588.44	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 449.84</u>	
<b>Total CSA Funds:</b>	\$1,642,196.02	(incl: cking, res, p/c, undep funds, & pre-pays)
<b>Total GCSA Funds:</b>	\$2,216,144.72	(incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for March was \$81,528.67 which was \$412.31 higher (better) than budget. Expenses for the month were \$67,235.03 which were \$2,449.99 lower (better) than budget. Net Income for the month was \$14,293.64 which was \$2,862.30 higher (better) than budget. Year-to-date net income is \$14,883.50. This surplus will be partially offset by unbudgeted repairs to tennis court lights and the drop ceiling and vents at the Northside Clubhouse.

**Capital Budget Execution thru 3/31/17:**

BAL SHEET/ RS LINE	ITEM	BUDGET	ACTUAL	DIFF
<b>2210 Buildings</b>				
<b>Line</b>	<b>Item</b>	<b>Total</b>		
.001	Reserve Study Update	\$2,500	\$2,100.00	-\$400.00
1.003	SS Ext Painting & Trim Rep.	\$5,500		
22.003	NS Ext Painting & Trim Rep.	\$5,000		
<b>2220 Furniture</b>				
<b>Line</b>	<b>Item</b>	<b>Total</b>		
4.006	Folding Tables & Chairs	\$3,000	\$2,943.60	-\$56.40
21	Pool Furnishings	\$1,485	\$1,415.61	-\$69.39

**2240 Land Improvements**

Line	Item	Total		
17.001	Tree Work (removals)	\$ 2,000	0	-\$2,000.00
17.002	Tree Pruning (large scale)	\$ 6,000	\$3,175.00	-\$2,825.00
18.007	Playground Sand	\$ 1,000	\$686.44	-\$313.56
18.01	Replace Installed Trashcans	\$ 900	\$848.32	-\$51.68
31.014	Repair Magnolia Woods Sign	\$ 600	\$476.00	-\$24.00
31.006	Repair Lion's Gate Sign	\$ 8,600		
31.026	Repair Sugar Mill Sign	\$ 900	\$600.00	-\$300.00
31.028	Repair GT Main Ent Sign	\$ 900	\$500.00	-\$400.00
31.04	Repair VG Ent Sign	\$ 900	\$600.00	-\$300.00
31.012	Replace King's Grant Sign	\$26,000		
32.006	Repair Dovetail A Lagoon	\$18,750		
32.007	Repair Dovetail B Lagoon	\$12,500		
New	Install entrance lights at Sugar Mill	\$ 1,000	soliciting	
New	Install entrance lights at V. Green	\$ 1,000	soliciting	
New add 1/10	Engineering Study--DRP drainage	\$ 3,385	\$3,385.00	0

**2250 Equipment**

Line	Item	Total		
4.011	Replace Multi-station	\$ 4,000		
4.014	Replace (2) TVs in Gym	\$ 800		
5.005	Replace DVR	\$ 785		
15.004	Tennis Court Nets	\$ 1,500		
16.011	Replace Playground Fence 3-slat	\$ 8,740	soliciting	
18.002	Playground Spring Riders	\$ 2,100		
19.0	Replace Shop & Landscaping Eq.	\$ 3,000	\$1,657.43	-\$1,342.57
19.016	Wet/Dry Vac	\$ 150		
New	Bagging System for Mower	\$ 420	\$ 534.95	+ 114.95

**Grand Total** **\$123,415.00**

**2017 PARCEL CAPITAL BUDGET****Audubon Park**

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1007 Tree Work	\$ 600	\$ 600	0

**Hunter's Green**

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1.007 Tree Work	\$ 600	\$ 600	0
1.008 Large Scale Tree Work	\$ 1,600	\$ 100	-\$1,500

**Lott's Landing**

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1.004 Tree Work	\$ 600	\$ 600	0
1.008 Large Scale Tree Work	\$ 1,600	0	-\$1,600

## Georgetown Place

### 2240 Land Improvements

#### Line

1.001 Asphalt Patching	\$ 5,017		
1.002 Asphalt Seal Coating/Striping	\$ 6,398		
1.003 Curb/Gutter Repair	\$ 2,554		
1.005 Tree Trimming	\$ 600	\$1,300	+ \$ 700

## Georgetown Townhomes

### 2240 Land Improvements

#### Line

2.007 Tree Work	\$ 600	\$ 575	- \$ 25
2.008 Large Scale Tree Work	\$ 1,600	0	- \$1,600

## Grand Total

**\$21,769.00**

e. **Past Due Accounts.** The number of past due accounts decreased in March from 500 to 443, but the dollar amount rose from \$208,675.17 to \$217,875.78. The number of accounts 31-60 days decreased from 253 to 212, but the dollar amount rose from \$17,743.25 to \$23,692.63. The number of accounts 61-90 days increased from 124 to 154, and the dollar rose from \$2,473.49 to \$12,011.23. The number of accounts over 90 days fell from 134 to 124, and the dollar value decreased from \$188,458.43 to \$182,171.92. The total number of accounts past due (443) represents 23% of all properties which is a 3.0 percentage point drop from February. The March 31<sup>st</sup> past due dollar amount represents a 19.0% decrease compared to March of 2016. In March, we issued 183 first and second letters (combined), and 19 liens and 5 suits/judgments. We received 34 payments (of \$200 or more) for past due amounts totaling \$12,871.45. 23 of our accounts are in bankruptcy, with \$16,494.97 owed pre-bankruptcy, and \$14,317.88 in post-bankruptcy owed. The total amount in bankruptcy is \$30,812.85 and that amounts to a \$1,445.11 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

## 2. Projects and Other Topics.

- **Northside exterior painting:** GM & staff have painted the rear of the building and the pool deck. Staff will paint the lower level of the front and sides, but will contract to paint the cupola.

- **Northside ceiling:** The maintenance staff has finished sealing the A/C vents and replacing the rusted ceiling track and hangers. Adjacent ceiling tiles were replaced, but the remainder of the ceiling also needs new tiles. Work is expected to be completed by the end of April. This project is unbudgeted and is expected to cost about \$1,000.

- **Townhome Sink Hole:** Replacement of a 4-foot section of rusted-out drainage pipe cost \$3950.00, which is an unbudgeted operational maintenance expense. Working with Reserve Study engineer to plan for future repairs/replacement of this drainage system. Expense will likely affect the timing of the roof replacements, currently scheduled for 2018.

- **Playground work:** Round-about (equipment) in playground is missing a rail and the welder we contracted to repair it is incapacitated and unable to do the work. An alternate source is being sought. Sand was delivered to both playgrounds on April 6<sup>th</sup>. Other playground equipment is being pressure washed and painted. New spring riders will be ordered this month and installed in May.

- **Tree Issues at Hunters Green:** During recent storms, a large pine tree fell in the rear of the complex. A second large pine tree next to it (that shares a root ball) is in jeopardy of falling and needs to be removed as well. The fallen tree has damaged other trees that now need to be removed. Cost of removing all the trees is \$3160. Hunters Green has \$1500 in unexecuted tree work funds, but will need to spend \$1660 more than budget.

- **Entrance Lights for Sugar Mill and Village Green.** Georgia Power has given us a quote of \$90/month for each of the two sets of entrance lights. We cannot tunnel under the road at Village Green due to gas lines in the area, but Georgia Power can install a pole at the east end of the entrance island and run the wire overhead. If we want a street light there, we can have one for about \$20/month. Mr. Smith motioned to approve the proposed

installations. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

At the end of the General Manager's report, Mr. Sewell recognized and thanked the GM for personally assisting with the painting of the Northside Clubhouse. He also noted that under his tenure, the past due amounts have been dramatically reduced.

b. **SECRETARY/TREASURER.** Nothing to add.

c. **PARCEL REPRESENTATIVE.** No report

d. **ARB REPORT** was provided by Mr. Sili and a copy is attached. At the end of Mr. Sili's report, Mrs. Ealy asked if gas grills were authorized. Mr. Sili responded that they were, but that owners could not store them in the front of their house. Mrs. Ealy asked if large propane tanks were OK. Mr. Sili stated that they were, but that a County permit was required. He added that he was familiar with the case she was referring to and that the required permit had been obtained.

5. **UNFINISHED BUSINESS.** None

6. **NEW BUSINESS**

a. **Appeal of Lawn Maintenance Assessment by J. Thomas 126 Lion's Gate Road.** Mr. Richardson stated that this appeal was submitted and scheduled for the February Directors' Meeting, but that Mr. Thomas subsequently wrote and requested a delay. The appeal was placed on the agenda for the March meeting, but Mr. Thomas was not present. Mr. Smith motioned to deny the appeal based on the available evidence. Mr. Sewell seconded the motion. During discussion, Mrs. Friel suggested that the matter be deferred given that Mr. Thomas was apparently not notified that the matter was going to be addressed at the April meeting. At the end of discussion, the Board voted 5-4, including proxies, to approve the motion. Voting in opposition were Mrs. Ealy, Mr. Bill, Mrs. Strong, and Mrs. Friel.

b. **Appeal of Remainder of Year's Assessment by A. Mines.** Mr. Smith motioned to approve Mr. Mines' appeal to remove the remainder of the year's assessments. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.

7. **OPEN DISCUSSION.**

a. Mr. Clark Nemais of 140 Junco asked what does it take to revoke Mr. Smith's concealed carry privilege. He also pointed out that the Heron's Crest entrance needs landscaping work, and that there are weeds growing in the Junco retention area. He concluded by saying that he is hearing impaired and cannot hear what's going on in the meeting. Mr. Richardson agreed to take these issues and concerns under advisement.

b. Mrs. Catherine Carver asked to know who is responsible for removing trash in ditches. Mr. Richardson responded that the County owns the ditches and that she could contact Chatham County Public Works. Mr. Richardson added that there is an "App" you can get "Chatham County Connect" where you can submit service requests and upload pictures.

c. A member of the audience stated that flashing guns should not be allowed.

d. Mr. Nemais asked about the status of the election process. Mr. Richardson responded that the process was covered in the last newsletter. He went on to say that there were four openings this election cycle and that anyone interested in running can complete the candidate petition and submit it and a biography by the end of the month. The ballots go out in May and are due back the day before the annual meeting which is scheduled for the second Tuesday in June.

e. Star Corporal Snyder reported that there have not been a large number of recent crimes in our area. He stated that the most common issue was car break-ins. He went on to say that in a vast majority of cases, the victim left his/her car unlocked. He encouraged everyone to lock their cars. He also pointed out that residents could go to [www.scmpd.org](http://www.scmpd.org) to report crimes, see crime maps, and get information about Crime Stoppers. Corporal Snyder noted that, while addressing a recent squatter case, we learned that a property has to be vacant for 30 years before a squatter can try to obtain a deed.

f. Mrs. Ealy asked Mr. Richardson when the board will address the issues Mr. Nemais brought up. Mr. Richardson responded that they will be addressed at the next meeting.

**8. ADJOURNMENT OF GENERAL MEETING.** At 8: 35 p.m., Mr. Smith motioned to adjourn the Director's Meeting. Mr. Sewell seconded the motion and the Board voted unanimously, including the proxies, to approve it.