

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

**MINUTES OF GENERAL MEETING
July 12, 2016**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:20 and Mr. Smith took roll for the meeting with the following results:

:

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda. Mr. Richardson 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 June 14th. Mr. Richardson 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:**

General Reports. Collection Office Report, Accounting Summary, June 2016 Profit and Loss Report, and June 30th Balance Sheet are provided.

Balances. As of June 30, 2016, CSA checking (operational account) totaled \$130,379.19. 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 \$1,419,790.88. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,551,940.44. We made a deposit of \$11,455.00 into CSA reserves for June in accordance with the approved budget. All parcels also made their required reserve deposits for June. The total of all GCSA accounts is \$2,067,407.31. Aggregate deposits at each financial institution/program include:

AMERIS BANK

| | | |
|-----------------|---------------------|--|
| CSA Checking | \$130,379.19 | (Note: \$25,000 being moved to Bank South this week) |
| CSA Reserve MM | \$ 2,386.40 | |
| Parcel Checking | \$ 47,725.61 | |
| Parcel MM | <u>\$ 76,798.83</u> | |
| | \$257,290.03 | |

FIRST CHATHAM BANK

| | |
|----------------------|------------------|
| CSA Reserve MM | \$221,438.41 |
| CSA Reserve Checking | <u>\$ 100.00</u> |
| | \$221,538.41 |

SOUTH STATE BANK

| | | |
|----------------------|--------------|---|
| CSA Reserve MM | \$248,900.33 | |
| 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.) |
| | \$248,900.33 | |

UNITED COMMUNITY BANK

| | |
|-----------------|---------------------|
| CSA Reserve MM | \$197,408.44 |
| GTP Reserves MM | <u>\$ 45,133.45</u> |
| | \$242,541.89 |

VANGUARD

| | |
|----------------|--------------|
| CSA Reserve MM | \$247,831.23 |
|----------------|--------------|

CARVER STATE BANK

| | |
|----------------|--------------|
| CSA Reserve MM | \$249,968.64 |
|----------------|--------------|

COLONY BANK

| | |
|----------------|---------------------|
| CSA Reserve MM | \$158,776.95 |
| AP Reserve MM | \$ 1,577.93 |
| HG Reserve MM | \$ 1,375.05 |
| LL Reserve MM | \$ 1,691.02 |
| GTP Reserve MM | \$ 33,373.65 |
| TH Reserve MM | <u>\$ 35,098.20</u> |
| | \$231,892.80 |

QUEENSBOROUGH BANK

| | |
|----------------|---------------------|
| CSA Reserve MM | \$ 16,498.25 |
| AP Reserve MM | \$ 5,541.62 |
| HG Reserve MM | \$ 5,410.66 |
| LL Reserve MM | \$ 25,759.05 |
| GTP Reserve MM | \$105,638.61 |
| TH Reserve MM | <u>\$ 88,783.09</u> |
| | \$247,631.28 |

BANK SOUTH

| | |
|----------------|---------------------|
| CSA Reserve MM | \$ 76,482.23 |
| AP Reserve MM | \$ 5,002.03 |
| HG Reserve MM | \$ 5,002.03 |
| LL Reserve MM | \$ 5,002.03 |
| GTP Reserve MM | \$ 11,547.94 |
| TH Reserve MM | <u>\$ 15,006.07</u> |
| | \$118,042.33 |

| | | |
|---------------------|--------------------|---|
| Total CSA Reserves | \$1,419,790.88 | (AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS) |
| CSA Checking | \$130,379.19 | |
| CSA Petty Cash Fund | \$ 300.00 | |
| Undeposited funds | <u>\$ 1,470.37</u> | |

Total CSA Funds: \$1,551,940.44 (incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$2,067,407.31 (incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for June was \$83,442.86 which was \$1,510.49 higher (better) than budget. Expenses for the month were \$85,018.22 which were \$10,439.17 higher (worse) than budget. Bad debt expense was \$6,665.83 higher than budget and legal expenses were \$2653.67 higher as planned and discussed last meeting. Water invoices for March and May have yet to be received; however, we went ahead and paid the amounts we had budgeted for those months (\$3,168.13). Net Income was -\$1,575.36 which was \$8,928.68 lower (worse) than budget. Year-to-date net income is \$23,235.75 higher (better) than budget. We still plan to utilize in July \$2,370 in unused legal funding and \$2100 in additional landscaping (mulch) funding. This would reduce the year-to-date net income to approximately \$18,765.75. Using available capital funds, we purchased 2 AEDs (defibrillators) for the pools as requested at the last meeting at a total cost of \$3,718.00. As shown below, year-to-date savings in capital purchases are \$12,505.25. The largest 3 remaining capital purchases are: asphalt repairs (\$31,115); King's Grant sign replacement (\$26,000); and work truck replacement (\$25,000.)

Capital Budget Execution thru 6/30/16:

| 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 | | |
| 11.002 | Maint Bldg Ext Painting | \$3,900 | | |
| 11.005 | Maint Bldg Int Painting | \$1,500 | | |
| 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 | | |
| 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 | \$2,675.00 | + \$675.00 |
| 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 |
| 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 | | |
| 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 | Recommend defer to 2017 | |
| 19.016 | Wet/Dry Vac | \$ 150 | | |
| 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 |

Grand Total **\$191,436.00** **-\$12,505.25 YTD**

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 | | | |
| Line | | | |
| 1007 Tree Work | \$ 600 | \$ 0 | -\$ 600 |
| 1008 Large Scale Tree Work | \$ 1,700 | \$ 600 | -\$1,100 |

| | | | |
|--------------------------|----------|----------|---------|
| 2250 Equipment | | | |
| Line | | | |
| 1009 Mailbox (from 2015) | \$ 2,500 | \$ 2,347 | -\$ 153 |

Lott's Landing

| | | | |
|-------------------------------|--------|--------|---------|
| 2240 Land Improvements | | | |
| 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 | \$ 1,500 | -\$ 100 |

Georgetown Townhomes

| | | | |
|-------------------------------|--------|----------|---------|
| 2240 Land Improvements | | | |
| Line | | | |
| 2008 Tree Work | \$ 600 | \$ 1,000 | +\$ 400 |

2250 Equipment

| | | | |
|--------------------------------------|----------|---------|----------|
| Line | | | |
| 1002 Mailbox Replacement (from 2015) | \$ 5,065 | \$4,440 | - \$ 625 |

Grand Total **\$13,865.00** **\$11,587.00** **-\$2,278.00**

Past Due Accounts. The number of past due accounts decreased in May from 502 to 426, and the dollar amount dropped from \$273,867.18 to \$258,994.35. The number of accounts 31-60 days declined from 232 to 222 and the dollar amount fell from \$15,609.26 to \$11,350.48. The number of accounts 61-90 days past due increased from 151 to 163 and the dollar value rose from \$10,487.63 to \$12,016.99. The number of accounts over 90 days in dropped from 166 to 157, and the dollar value went down from \$247,770.29 to \$235,626.88. The total number of accounts past due (426) represents 22% of all properties which is a 3 percentage decrease from May. The June 30th past due amount represents a 1% decrease compared to June of 2015. In June, we issued 151 first and second letters (combined), and 13 liens and 8 suits/judgments. We received 60 payments (of \$200 or more) for past due amounts totaling \$ 21,476.97. 18 of our accounts are in bankruptcy, with \$22,532.29 owed pre-bankruptcy, and \$13,276.52 in post-bankruptcy owed. The total amount in bankruptcy is \$35,808.81 and that amounts to a \$1,869.37 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- The new mailboxes for Hunter’s Green and the Townhomes were installed on July 6th.
- 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.** None.

6. **NEW BUSINESS**

a. **Request for Write-off Approval.** Mr. Smith motioned to approve the General Manager’s recommendation to write off as uncollectible five accounts totaling \$990.05. These properties are located at 20 Barrington Circle, 134 Dukes Way, 9 Marsh Hen Court, 7 Cobblestone Court, and 163 Stockbridge Drive. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Appeal of Assessments by C. Williams of 136 Lion’s Gate.** Mr. Richardson noted that Mrs. Williams was not present. Mr. Smith motioned to table consideration of this appeal until the August General Meeting. Mrs. Strong seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

c. **2017 Services Contracts.** At the request of the President, Mr. Odom briefed the Board on his proposals regarding the extension of services contracts for year 2017. He recommended that all but two of the contracts be extended with the exception of landscaping and pressure washing. At the end of the brief, Mr. Smith motioned to extend the service agreements with the following entities if they agree to the same terms and conditions in the current agreement:

| | |
|----------------------|---|
| Attorney | James Gerard, Oliver Maner |
| Accountant | Neville Stein, Stein Accounting CPA |
| Auditors | Shannon Brett, Holland, Henry & Bromley LLP |
| Reserve Study | Tim Rohrsmoser, PE, DMA Richmond, VA |
| ARB Inspector | Ray Sili, GMM, LLC |
| Parcel Trash Service | Atlantic Waste Services |
| Dumpster Service | Atlantic Waste Services |
| Pest Control | Economic Exterminators |
| HVAC Service | Downs Heating and Air |

Security Guard Serv. Security Management of South Carolina
Computer Service Chatham Technology
Phone System Serv. Stanford Connections

Mr. Smith further motioned that the contract for pressure washing be resolicited and that the landscaping contract be reviewed at the November General Meeting. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

d. **Repairs to Dry Retention Pond on Junco Way.** At the request of the President, Mr. Odom briefed the Board on a proposal to repair the dry retention pond (DRP) on Junco Way. Mr. Odom stated that residents were complaining that the DRP was overflowing into the street after heavy rains. He went on to say that he had discussed the issue with the County and had tasked Coastal Constructive Innovations (CCI) to inspect the drainage features; take elevation readings; and recommend repairs. He further stated that CCI had completed those actions and delivered the following proposal: For a price of \$13,000, CCI will do the following:

1. Install appropriate silt fencing around the project area
2. Block the inlet to the DRP to keep silt from flowing back into the drainage pipes;
3. Remove the netting that is partially blocking the under-road piping;
4. Excavate the bottom of the DRP by approximately 16" to the original design depth;
5. Utilize 6x6 timbers at the curb to protect the curbing from damage by excavator and trucks;
6. Haul away up to 15 truck-loads of dirt/silt;
7. Enlarge the outfall hole in the weir from 4" to 8" to increase drainage speed;
8. Install a grate over the enlarged outfall hole
9. Remove small trees that partially block the water flow in the rear of the weir;
10. Smooth and install grass seed at the bottom of the DRP;
11. Install rip-rap (stones) at the inlet to the DRP and at the outlet at the rear of the weir;
12. Remove silt fencing and drainage block; and
13. Repair sodded areas affected by excavators and dump trucks.

At the end of the briefing, Mr. Smith motioned to: (1) modify the reserve study and the 2016 capital budget to include this project, and (2) authorize up to \$13,000 in GCSA reserves to pay for it. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

e. **Proposal to Utilize Pool Lifeguards in Year 2017.** At the request of the President, Mr. Smith briefed the Board on a proposal to consider the use of life guards at the pools in year 2017. Mr. Smith stated that the Board voted in 2006 to implement a Swim at Your Own Risk policy beginning in 2007. The reason was that the current provider was going to charge between \$50,000 and \$73,000, depending on the length of the pool season. He went on to say that the Association was in the process of implementing the first reserve study and needed the cash to fund those initiatives. Mr. Smith stated that some patrons had been requesting the life guards be brought back. At the last meeting, the Board had tasked the GM with obtaining pricing. Mr. Smith noted that there is only one company providing the service (Coastal Pool Management) and that they would charge \$101,440 to cover our current number of pool season days. We would also need to invest \$3750 in related life guard equipment, such as lifeguard chairs. He noted that it would take an increase of between 11-14% to cover the cost. At the end of the brief, a member of the audience asked if we could simply have the fire department train some lifeguards for us. Mr. Smith responded that the lifeguards have to obtain certifications that the fire department does not provide. Another member of the audience asked if we could train our own or cover the pools only part time. Mr. Smith replied that there are liability insurance considerations. He added that we need to provide equal coverage to both pool complexes. Mr. Smith closed by saying that this matter would be put before the members at the annual budget hearing in October.

8. OPEN DISCUSSION.

a. Mr. Bettio asked about what could be done to correct the mosquito and trash issues in the ditches and culverts. Mr. Smith responded that the County is responsible for those areas. He added that the Association is working to fix all the drainage issues that we are responsible for.

b. Ms. Carver asked if the Association had installed fish to eat the mosquito larvae. Mr. Odom replied that the Association had installed carp several years ago, but agreed to look into replenishing the stocks.

c. Ms. Carver noted that there were 2 places on Cormorant that tended to flood in heavy rains.

d. Ms. Delgado asked if the staff could possibly do a better job of keeping the gym equipment clean. Mr. Odom agreed.

9. ADJOURNMENT OF GENERAL MEETING. At 8:35 p.m., Mr. Smith motioned to adjourn the General Meeting. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.