

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

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

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the agenda as written. Mrs. Rabbitt 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. Smith motioned to approve as written the minutes of the CSA General Meeting held on December 8th. Mrs. Rabbitt seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, to approve the motion.

4. **COMMITTEE REPORTS**

. **General Reports.** Collection Office Report, Accounting Summary, December 2015 Profit and Loss Report, and December 31st Balance Sheet are provided.

Balances. As of December 31, 2015, CSA checking (operational account) totaled \$102,098.85. 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 \$1,326,122.90. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,435,944.37. We made a deposit of \$11,901.75 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 \$1,903,862.58. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$102,098.85
CSA Reserve MM	\$ 4,181.26
Parcel Checking	\$ 58,638.87
Parcel MM	<u>\$ 60,318.20</u>
	\$225,237.18 (\$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)
	(\$15K transfer to Colony MM 8/31/15)
	(\$20K transfer to Colony Bank 10/7/15)
	(\$35K transfer to Colony Bank 11/4/15)

FIRST CHATHAM BANK

CSA Reserve MM	\$237,075.94
CSA Reserve Checking	<u>\$ 100.00</u>
	\$237,175.94

SOUTH STATE BANK

CSA Reserve MM	\$237,195.38
CSA Reserve Checking	<u>\$ 105.00</u>
	\$237,300.38

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,172.36
GTP Reserves MM	<u>\$ 45,090.70</u>
	\$242,263.06

VANGUARD

CSA Reserve MM	\$247,327.40
----------------	--------------

CARVER STATE BANK

CSA Reserve MM	\$249,719.51
----------------	--------------

COLONY BANK

CSA Reserve MM	\$136,760.11
AP Reserve MM	\$ 1,575.98
HG Reserve MM	\$ 1,373.35
LL Reserve MM	\$ 1,688.90
GTP Reserve MM	\$ 33,323.78
TH Reserve MM	<u>\$ 35,045.75</u>
	\$209,767.87

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,485.94
AP Reserve MM	\$ 5,538.87
HG Reserve MM	\$ 5,407.97
LL Reserve MM	\$ 25,739.84
GTP Reserve MM	\$105,481.15
TH Reserve MM	<u>\$ 88,694.85</u>
	\$247,348.62

Total CSA Reserves	\$1,326,122.90	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
--------------------	----------------	---------------------------------------

CSA Checking	\$102,098.85
--------------	--------------

CSA Petty Cash Fund	\$ 300.00
---------------------	-----------

Undeposited funds	<u>\$ 7,422.62</u>
-------------------	--------------------

Total CSA Funds:	\$1,435,944.37	(incl: cking, res, p/c, undep funds, & pre-pays)
-------------------------	----------------	--

Total GCSA Funds:	\$1,903,862.58	(incl: tot CSA, parcel ck & mm res)
--------------------------	----------------	-------------------------------------

Income and Expenses. Total income for December was \$80,923.47 which was \$975.10 higher (better) than budget. Expenses for the month were \$61,727.23 which were \$189.18 higher (worse) than budget. This was due to November's water and sewer bill being received in December (\$1,021.53) and \$1400.55 in unexpected vehicle repairs. Net Income was \$19,196.24 which was \$785.92 higher (better) than budget. Net income for the year was \$15,611.41 higher (better) than budget.

Capital Budget Execution thru 12/31/15:

BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings					
	1006	SS Interior Painting	\$2,950	\$2,950.00	0
	6003	BH Exterior Painting	\$1,000	\$1,000.00	0
	6005	BH Interior Painting	\$1,500	\$ 515.13	-\$ 984.87
	22007	NS Front Doors	\$8,000	\$9,067.75	+\$1,067.75
		Reserve Study Update	\$2,500	\$2,400.00	-\$ 100.00
2220 Furniture					
	26004	NS Furniture	\$ 800	\$ 800.24	+\$.24
	21	Pool Furniture	\$1,485	\$1,344.13	-\$ 140.87
2230 Land No planned expenditures for 2015					
2240 Land Improvements					
	17001	Tree Work	\$2,000	\$1,850.00	-\$ 150.00
	31002	KG Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31006	KB Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
		Replacement light		+\$ 424.93	+\$ 424.93
	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	Defer to 2016	
	32016	Wexford I Lagoon	\$5,000	Defer to 2016	
	32017/18	Wexford II & GP Lagoons	\$30,000	\$29,825.00	-\$ 175.00**
	Not Listed	Lagoon/Amenity Signs	\$1,600	\$ 1599.76	+\$1,599.76*
2250 Machinery and Equipment					
	5	SS Computers, install,MSOffice	\$3,000	\$2,545.47	-\$ 454.53
	5003	SS Sec System, locks, lights	\$2,529	\$1,387.43	-\$1,141.57
	11.01	SS Sec Cam & DVRs	\$3,000	\$3,000.00	0
	15004	Tennis Court Nets	\$1,420	Defer to 2016	
	18001	Playground Swings	\$1,900	\$ 729.62	-\$1,170.38
	26001	NS Sec System, locks, lights	\$1,775	\$ 1,775.00	0
	26002	NS Security Cams 16	\$2,500	\$ 2,111.36	-\$ 388.64
	19012	Rolling Blower	\$ 425	\$ 403.56	-\$ 21.44
	19016	Wet/dry Vac	\$ 150	Defer to 2016	
	23005	NS Water Heater	\$ 1,600	Defer to 2016	
	10000	Gate Guard Bldg A/C	\$ 1,375	\$ 1,367.00	-\$ 8.00
	400	Lawn Tractor overhaul	\$ 400	\$ 475.35	+\$ 75.35
		Lawn Tractor purchase	\$ 0	\$ 3,422.93	+\$3,422.93***
		Mini-Split A/C for Gym	\$ 3,937	\$ 3,937.00	\$ 0
		Additional treadmill	\$ 2,300	\$ 2,300.00	\$ 0
		Replacement of Phone System	\$ 0	\$ 2,125.30	-\$ 2,125.30
2260 Vehicle					
	19001	Ford Ranger	\$17,500	Defer to 2016	
		Subtotal	\$109,946		
		Less approved deferrals -	\$ 30,670		
		Total	\$ 79,276	\$80,756.72	+\$1,480.72

* BOD approved addition 7/14/15

** BOD approved increase 10/13/15

*** BOD approved addition 8/11/15

CSA Capital Budget and Reserves Summary

Annual Budget

**Actual Results
Year-to-date**

Beginning CSA Reserve Balance 1/1/15:	\$1,037,237		
(+) Allotments/Deposits:	\$142,821	\$ 142,821.00	OK
(+) Depreciation	\$132,000	\$ 132,000.00	OK
(+) Interest	\$ 1,380	\$ 1,788.92	+\$408.92
(-) Expenditures:	\$ 79,276*	\$ 80,756.72	+\$1,480.72
Projected Ending Balance 12/31/15:	\$1,234,162		

*Revised 10/13/15

Parcel Capital Budget Execution thru 12/31/15:

PARCEL	BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
AP:	No planned capital expenditures for 2015					
HG:	2240	Line 1007	Tree Work	\$ 500	\$ 500.00	0.00
	2250	Line 1009	Mail Box	\$ 1,710	Defer to 2016	
	2240	Line 1011	Sign Repair	\$ 600	\$ 436.03	-\$163.97
LL:	2240	Line 1006	Tree Work	\$ 500	\$ 500.00	0.00
GTP:	2240	Line 1006	Tree Work	\$ 600	\$625.00	+\$ 25.00
	2240	Line 1011	Entrance Sign	\$ 900	\$ 436.02	-\$163.98
	2240	Line 1014	Irrigation Repair	\$3,000	\$1,692.86	-\$1,307.14
	2250	Line 1015	Irrigation Timer	\$ 500	\$500.00	0
TH:	2250	Line 1002	Mail Boxes	\$4,465	Defer to 2016	
	2240	Line 2003	Replace Curbing	\$31,000	\$23,261.00	-\$7,739.00
	2240	Line 2005	Sidewalk Overlay	\$12,600	Defer to 2016	
	2240	Line 2008	Tree Work	\$ 700	\$ 700.00	0.00
Total of Parcel Capital Budgets				\$57,075	\$28,650.91	-\$28,424.09

Past Due Accounts. The number of past due accounts dropped in December from 468 to 442, and the dollar amount decreased from \$234,703.79 to \$229,919.16. The number of accounts 31-60 days declined from 227 to 200, and the dollar amount decreased from \$9,300.18 to \$5642.73. The number of accounts 61-90 days past due dropped from 164 to 155, and the dollar value decreased from \$8,313.61 to \$5,798.40. The number of accounts over 90 days in arrears rose from 156 to 166, and the dollar value increased from \$217,090.00 to \$218,478.03. The total number of accounts past due (442) represents 23% of all properties which is a 1 percentage drop from November. The December 31st past due amount represents a 1.10% decrease compared to December 2014, and an 11.0% drop over the past 12 months. In December, we issued 135 first and second letters (combined), and processed 18 new or updated liens, and 7 suits/judgments. We received 14 payments (of \$200 or more) for past due amounts totaling \$4,691.95. 18 of our accounts are in bankruptcy, with \$23,138.26 owed pre-bankruptcy, and \$9,070.10 in post-bankruptcy owed. The total amount in bankruptcy is \$32,208.36 and that amounts to a \$1,956.78 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- Painting of the Bath House exterior and the Southside Clubhouse was completed on budget.
- Georgetown Place Irrigation System repairs were completed \$1,307.14 under budget.

- The Southside Clubhouse PBX box (phone system) failed and had to be replaced at a total cost of \$2,125.30. It was added to the capital expenditures for 2015.

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

b. **PARCEL REPRESENTATIVE.** No report

c. **ARB REPORT** was provided by Mr. Sili and a copy is attached. Mr. Sili also reported that, based on a request from the President last meeting, he has taken a close look at the status of stumps in yards in all neighborhoods. Mr. Sili stated that he had identified 43 stumps, with 34 old ones that were likely in existence prior to his tenure. He went on to say that some yards have more than one stump. Mr. Sili also reported that he was going to be asking the ARB to develop a strategy for BOD consideration that addresses the trees lining the streets in Lion's Gate and Heron's Crest. The roots of these trees are buckling the sidewalks and the limbs are hitting cars and trucks. The County has not been very supportive in either trimming the trees or repairing the sidewalks. Lastly, Mr. Sili reported that there is an increasing trend of vehicles left on the streets for long periods of time. In many cases, these vehicles do not have a valid tag. He went on to say that he has reported these issues to the Police, but the response has been limited—given the low manning of the Department. Mr. Smith motioned to have the ARB Inspector provide a list of these vehicles to the General Manager, and that the GM forwards the list to the County Manager requesting assistance. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

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 one account totaling \$1,200.30. This foreclosed property is located at: 23 Sand Dollar Lane. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **Review of TV Source Options for Fitness Center.** Mr. Richardson briefed attendees on television source options for the Fitness Center. He recommended that, based on the GM's Point Paper, the Association switch the TV service in the Fitness Center from DirecTV to COMCAST. He stated that the change would save over \$50/month while retaining the approximate level of station options we currently have. Mr. Smith motioned to accept the President's recommendation to switch to COMCAST. Mr. Sewell seconded the motion. During discussion, Mrs. Ealy requested that we allow AT&T/DirecTV another opportunity to match or beat the COMCAST offer. Mr. Smith motioned to amend his prior motion so as to tentatively approve the COMCAST offer unless AT&T can match or beat the offer within 7 days. Mr. Sewell seconded the amended motion. There was no further discussion and the Board voted 8-1, including the proxy, to approve the motion. Mrs. Friel voted in opposition.

7. **OPEN DISCUSSION.**

- a. Chris Snyder of 123 Sugar Mill asked if the Association was aware of the condition of the Sugar Mill Playground...particularly the broken fence slats. Mr. Odom responded that new slats have been procured and are being painted, and that the fence repair should be complete by tomorrow.

- b. Mr. Scott Bill of Georgetown Place Unit #1 appealed to the Board to reverse from his account collection fees (lien and suit fees) approximating \$180.00. Mr. Richardson responded that the Board needs time to assemble and review the documentation, so the issue will be taken under advisement and a decision will be rendered at the next Board meeting in February.

8. **ADJOURNMENT OF GENERAL MEETING.** At 8: 17 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.