

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

**MINUTES OF GENERAL MEETING
June 13, 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	Present
Warren Smith	Sec/Treasurer	Present
John Sewell	Member	Present
Melissa Friel	Member	Present
Dorothy Strong	Member	Present by Proxy
Geoff Riehl	Member	Present by Proxy
Amber Ealy	Member	Present
Scott Bill	Member	Present

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to modify the agenda by removing item b under unfinished business and to approve the modified agenda. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Smith motioned to approve as written the minutes of the Director's Meetings on May 9th. Mr. Fitch seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **POLICE REPORT.** Star Corporal Snyder reported that there have been 18 level 1 crimes in our area in the past 30 days. These included 2 burglaries and 16 entering autos. He stated that most of the homes that were burglarized the criminals entered the rear doors of the properties. He encouraged everyone to contact the Police when they see suspicious activity, and that reports could also be submitted on the web portal: SCMPD.org. Star Corporal Snyder also stated that most of the entering auto crimes were due to people leaving their cars unlocked and that is where most of the guns used in street crimes come from. He encouraged all gun owners to not leave their guns in their autos. During the question and answer session, Cpl. Snyder was asked about the capture of the individuals involved in some recent burglaries, he stated that two of three have been captured. An attendee asked about having commercial vehicles removed from the county streets. Cpl. Snyder stated that any vehicle over 22' should not be parked in the community and to call SCMPD or Cpl. Windsor to report.

5. **COMMITTEE REPORTS**

a. **General Reports.** Collection Office Report, Accounting Summary, May 2017 Profit and Loss Report, and May 31st Balance Sheet are provided.

b. **Balances.** As of May 31, 2017, CSA checking (operational account) totaled \$153,140.36. 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 \$1,549,208.13 . The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,703,186.01. We made a deposit of \$11,455.00 into CSA reserves for May in accordance with the approved budget. All parcels also made their required reserve deposits for May. The total of all GCSA accounts is \$2,286,622.65. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$153,140.36.
CSA Reserve MM	\$ 4,123.29
Parcel Checking	\$ 33,485.45
Parcel MM	<u>\$119,837.52</u>
	\$310,586.62

(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	\$245,060.84
CSA Reserve Checking	<u>\$ 100.00</u>
	\$245,160.84

SOUTH STATE BANK

CSA Reserve MM	\$247,965.98
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UNITED COMMUNITY BANK

CSA Reserve MM	\$201,844.61
GTP Reserves MM	<u>\$ 45,212.22</u>
	\$247,056.83

CARVER STATE BANK

CSA Reserve MM	\$246,420.82
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COLONY BANK

CSA Reserve MM	\$174,821.60
AP Reserve MM	\$ 1,581.55
HG Reserve MM	\$ 1,378.18
LL Reserve MM	\$ 1,694.90
GTP Reserve MM	\$ 33,465.64
TH Reserve MM	<u>\$ 35,194.97</u>
	\$248,136.84

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,520.95
AP Reserve MM	\$ 5,546.70
HG Reserve MM	\$ 5,415.63
LL Reserve MM	\$ 25,794.48
GTP Reserve MM	\$105,929.40
TH Reserve MM	<u>\$ 88,945.96</u>
	\$248,153.12

BANK SOUTH

CSA Reserve MM	\$202,274.88
AP Reserve MM	\$ 5,017.28
HG Reserve MM	\$ 5,017.28
LL Reserve MM	\$ 5,017.28
GTP Reserve MM	\$ 14,824.76
TH Reserve MM	<u>\$ 15,051.81</u>
	\$247,203.19

BANK OF THE OZARKS

CSA Reserve MM	\$210,175.24
AP Reserve MM	\$ 5,001.35
HG Reserve MM	\$ 5,001.35
LL Reserve MM	\$ 5,001.35
GTP Reserve MM	\$ 10,010.79
TH Reserve MM	<u>\$ 10,010.79</u>
	\$245,200.87

Total CSA Reserves	\$1,549,308.21	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS,BOO)
CSA Checking	\$153,140.36.	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 437.44</u>	
Total CSA Funds:	\$1,703,186.01	(incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$2,286,622.65 (incl: tot CSA, parcel ck & mm res)

c. **Income and Expenses.** Total income for May was \$82,012 which was \$684 under budget. Expenses for the month were \$79,170 which were \$2,026 lower (better) than budget. Net Income for the month was \$2,843 which was \$1,342 higher (better) than budget.

d. Capital Budget Execution thru 5/31/17:

BAL SHEET/ RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings				
Line	Item	Total		
.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		
2220 Furniture				
Line	Item	Total		
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	\$888.04	-\$11.96
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 Line	BUDGET	ACTUAL	DIFF
1007 Tree Work	\$ 600	\$ 600	0

Hunter's Green

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
1.007 Tree Work	\$ 600	\$ 600	0
1.008 Large Scale Tree Work	\$ 1,600	\$3,260	- \$1,660

Lott's Landing

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

Georgetown Place

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
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	BUDGET	ACTUAL	DIFF
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 in May rose from 421 to 448, the dollar amount rose from \$230034.53 to \$233,259.43. The number of accounts 31-60 days decreased from 215 to 213, the dollar amount decreased from \$27,510.65 to \$20,266.54. The number of accounts 61-90 days decreased from 148 to 131, and the dollar decreased from \$19,335.19 to \$15,483.69. The number of accounts over 90 days increased from 132 to 145, and the dollar value increased from \$183,188.69 to \$197,509.20. The total number of accounts past due (448) represents 23% of all properties. The May 31st past due dollar amount represents a 15.0% decrease compared to May of 2016. In May, we issued 81 first and second letters (combined) and 20 liens and 11 suits/judgments. We received 49 payments (of \$200 or more) for past due amounts totaling \$17,863.45. 23 of our accounts are in bankruptcy, with \$14,675.13 owed pre-bankruptcy, and \$16,260.02 in post-bankruptcy owed. The total amount in bankruptcy is \$30,935.15. The attached report summarizes the status of accounts that the Board approved special payments.

2. **Projects and Other Topics.**

- a. **Northside Exterior Painting:** Complete and within budget.
- b. **Northside Ceiling:** Project is complete.
- c. **Northside Pool Opening:** Pool opened on time with no issues.
- d. **Tennis Court Light Lens:** Damaged lens has been replaced.
- e. **Kings Grant Entrance Sign:** Currently working with contractors to develop a true scope of work for the project.
- f. **Herons Crest Entrance:** Landscape upgrades have been completed.

Other: We are currently looking at fencing repairs such as the split rail fence at the end of Bristlecone Drive and the fencing around the playground.

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

6. **UNFINISHED BUSINESS.**

a. General Manager. Mr. Smith motioned to hire Mike Yardman as general manager. Mr. Fitch seconded the motion. There was no further discussion and the Board voted to approve the motion

7. **NEW BUSINESS**

- a. **Write-Off Approval.** Mr. Smith motioned to approve the general manager's request to write-off as uncollectible \$1,748.05 relating to foreclosed properties at 153 Dovetail Crossing and 47 Beaver Run Drive. Mr. Sewell seconded the motion. There was no further discussion and the Board voted to approve the motion.
- b. **Administrative Resolution 2017-1.** Mr. Sewell motioned to approve amending Administrative Resolution 2017-1 to establish reserve accounts at First Bank of Coastal Georgia and to authorize Michael Richardson, Robert Fitch, Warren Smith, and Mike Yardman to establish accounts at this institution and sign checks or other withdrawal instruments. The Resolution also authorizes the General Manager to serve as the point of contact for administrative issues relating to these accounts. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

7. OPEN DISCUSSION.

- a. An attendee asked if the Association could publish information about new hires and contract pricing in advance of board action.
- b. Another attendee asked to be the Hunters Green parcel representative.
- c. Another attendee asked the board to remove a member on the grounds that he had missed more than three meetings.

8. ADJOURNMENT OF GENERAL MEETING. At 8: 45 p.m., Mr. Smith motioned to adjourn the Director's Meeting. Mr. Sewell seconded the motion and the Board voted unanimously to approve it.