

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

**MINUTES OF GENERAL MEETING
September 13, 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:

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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
Geoff Riehl	Member	Present
Amber Ealy	Member	Present
Scott Bill	Member	Present

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 to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Smith motioned to approve as written the minutes of the CSA General Meeting held on August 9th. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS**

a. **GENERAL MANAGER'S REPORT:**

General Reports. Collection Office Report, Accounting Summary, August 2016 Profit and Loss Report, and August 31st Balance Sheet are provided.

Balances. As of August 31, 2016, CSA checking (operational account) totaled \$105,299.22. 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 \$1,455,381.09. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,564,649.53. We made a deposit of \$11,455.00 into CSA reserves for August in accordance with the approved budget. All parcels also made their required reserve deposits for August. The total of all GCSA accounts is \$2,084,238.90. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$105,299.22 (Moved \$25,000 moved to Bank South)
CSA Reserve MM	\$ 3,092.06
Parcel Checking	\$ 35,940.04
Parcel MM	<u>\$ 91,002.06</u>
	\$235,333.38

FIRST CHATHAM BANK

CSA Reserve MM	\$221,476.02
CSA Reserve Checking	<u>\$ 100.00</u>
	\$221,576.02

SOUTH STATE BANK

CSA Reserve MM	\$235,297.55	
CSA Reserve Checking	<u>\$</u>	0 (Note: Bank no longer requires us to have a checking account to have a MM acct, so checking acct closed.)
	\$235,297.55	

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,488.92
GTP Reserves MM	<u>\$ 45,148.01</u>
	\$242,636.93

VANGUARD

CSA Reserve MM	\$248,027.80	(This account will be closed in September and money will be moved to a new account at Bank of Ozarks)
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CARVER STATE BANK

CSA Reserve MM	\$246,052.51
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COLONY BANK

CSA Reserve MM	\$158,884.85
AP Reserve MM	\$ 1,578.60
HG Reserve MM	\$ 1,375.63
LL Reserve MM	\$ 1,691.74
GTP Reserve MM	\$ 33,390.65
TH Reserve MM	<u>\$ 35,116.09</u>
	\$232,037.56

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,502.45
AP Reserve MM	\$ 5,542.56
HG Reserve MM	\$ 5,411.58
LL Reserve MM	\$ 25,765.59
GTP Reserve MM	\$105,692.30
TH Reserve MM	<u>\$ 88,813.17</u>
	\$247,727.65

BANK SOUTH

CSA Reserve MM	\$128,458.93
AP Reserve MM	\$ 5,004.18
HG Reserve MM	\$ 5,004.18
LL Reserve MM	\$ 5,004.18
GTP Reserve MM	\$ 13,096.30
TH Reserve MM	<u>\$ 15,012.51</u>
	\$171,580.28

Total CSA Reserves	\$1,455,381.09	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS)
CSA Checking	\$105,299.22	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 3,669.22</u>	
Total CSA Funds:	\$1,564,649.53	(incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$2,084,238.90 (incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for August was \$81,803.64 which was - \$128.73 lower (worse) than budget. Expenses for the month were \$74,003.38 which were \$747.33 higher (worse) than budget. Gate Guard

payroll and rec expenses were higher than expected. Net Income was \$7,800.26 which as \$876.06 lower (worse) than budget. Year-to-date net income is \$29,363.80 higher (better) than budget.

Capital Budget Execution thru 8/31/16:

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	\$145.73	-\$3,754.27
11.005	Maint Bldg Int Painting	\$1,500	\$145.73	-\$1,354.27
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
	Junco Way DRP	\$13,000 *	\$13,000.00	.00
* Board-approved budget addition 9 July 2016				
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	Recommend defer to 2017	
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	Recommend defer to 2017	
15.004	Tennis Court Nets	\$ 1,500	Recommend defer to 2017	
19.016	Wet/Dry Vac	\$ 150	Recommend defer to 2017	
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	Recommend defer to 2017
Grand Total		\$204,436	-\$17,613.79 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	\$ 2,300	+\$ 700

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
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Past Due Accounts. The number of past due accounts increased in August from 419 to 429, but the dollar amount dropped from \$252,408.59 to \$246,135.43. The number of accounts 31-60 days declined from 202 to 176 but the dollar amount increased from \$7,500.95 to \$9,313.93. The number of accounts 61-90 days past due increased from 152 to 188, but the dollar value dropped slightly from \$6,732.65 to \$6,152.63. The number of accounts over 90 days fell from 173 to 162, and the dollar value decreased from \$238,174.99 to \$230,668.87. The total number of accounts past due (429) represents 21.9% of all properties which is a 2.4 percentage increase from July. The August 31st past due amount represents a .8% increase compared to August of 2015. When compared to August of 2013, the number of past due accounts is down 38.5% and the total past due amount has fallen by 26.8%. In August, we issued 65 first and second letters (combined), and 15 liens and 4 suits/judgments. We received 28 payments (of \$200 or more) for past due amounts totaling \$12,231.69. 25 of our accounts are in bankruptcy, with \$22,928.58 owed pre-bankruptcy, and \$14,012.90 in post-bankruptcy owed. The total amount in bankruptcy is \$36,941.48 and that amounts to a \$2,299.43 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- The work on the Junco Way dry retention pond has been delayed due to weather and accumulated water. Project should be completed this week...on budget, and to specification.

- 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 of Assessments by C. Williams, 136 Lion's Gate Road.** Mr. Richardson stated that this matter was carried forward from the prior meeting for the second time to allow the appellant to be present. Mr. Richardson went on to say that, since the last meeting, Mr. Williams has paid all assessments. Mr. Richardson concluded that since the balance has been paid, and since Mr. Williams is not here to add to or clarify his appeal, the Board assumes that this matter is resolved.

6. NEW BUSINESS

a. **Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible two accounts totaling \$871.13. These properties are located at 116 Chalice Way and 152 Cormorant Way. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Contract Award for Parking Lot Repairs.** Mr. Richardson briefed the Board on the results of the recent solicitation for parking lot repairs and resurfacing. He said that only one company, Eastern Excavating, submitted a bid on time. The only other bid was from Coastal Constructive Innovation, and it was higher and was received after the cut-off. Eastern Excavating has the proper insurance and the references were very positive. There are two concerns with this solicitation: (1) low response; and (2) higher than expected cost. The bid list includes all the companies that we could find in this region that do asphalt paving. Our job may have been considered to be too small for companies such as Houston Asphalt, and several others have indicated that they have other jobs during the tight window of time we need to have the work accomplished. Bid amounts are significantly larger than budget, possibly because recent crumbling of pavement has revealed just how thin the pavement really is (about ½"). This raises concern that more subsurface repair/prep will be needed. Further, it necessitates the use of adhesive because regular surface milling cannot be accomplished without potentially tearing out all the asphalt that is there. While it is not optimal to make an award based on one bid, the other companies most likely to bid have chosen not to. Granted, Eastern Excavating's price of \$70,254 is over the projected budget; however, it is likely to get even higher as time goes on due to the ongoing failure of the thin

asphalt. There is \$17,613.79 in current capital budget execution savings that could be added to the parking lot earmarks for a total of \$48,728.79. That leaves a deficit of \$21,525.21. We have the cash to pay for it, and the deficit will be offset in future years by reserve study adjustments previously reviewed and approved by the Board. Mr. Smith motioned to accept Eastern Excavating's bid and authorize expenditure of up to \$72,000 from CSA reserves to fund the project. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

c. Contract Award for Pressure Washing. Mr. Richardson briefed the Board on the results of the recent solicitation for pressure washing services for Audubon Park and Georgetown Place. He stated that we received three bids from: Devine Shine; Men of Faith Pressure Washing; and Mike's Pressure Washing. He went on to say that all companies have the correct insurance and good references. Mr. Richardson stated that, while Devine Shine's bid was significantly lower than the others, the references were very strong. Mr. Smith motioned to accept Devine Shine's proposal of \$3500 for each servicing of Georgetown Place, and \$400 for each servicing of Audubon Park. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

d. Updated Proposal for Solar Power. Mr. Richardson briefed the Board regarding a recent review of solar power for the Southside Clubhouse. He stated that Mr. Tim Blackwell of One World Sustainable reviewed the previous proposal and provided an estimate of \$32,145 for a system similar to the one proposed two years ago. He noted that the exact system previously quoted was no longer available. Mr. Blackwell told us that the technology has somewhat reached a plateau and that many solar companies found that market prices for the equipment would not sustain them. Their company had to close the Savannah office. Mr. Richardson stated that the fact that the system components have changed in just the last 2 years suggests that getting repair parts in future years may be challenging for systems purchased today. It is also troubling to know that the system pricing has increased while the pay-back period remains at least 13 years. These issues, coupled with the government's elimination of most solar subsidies, explain why the market for solar products has stalled. Mr. Richardson recommended that we not pursue solar power at this time, but review the situation again in three years. Mr. Smith motioned to accept Mr. Richardson's recommendation. Mr. Sewell seconded the motion. There was no further discussion, and the Board voted unanimously to approve the motion.

7. OPEN DISCUSSION.

a.

8. ADJOURNMENT OF GENERAL MEETING. At 8:52 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 to approve the motion.