

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

**MINUTES OF GENERAL MEETING
February 14, 2017**

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

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to modify the proposed agenda to table the appeals by Ms. Scaringi, whose property has since sold, and by Mr. Thomas who has requested a delay until the March Directors meeting. 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. Smith motioned to approve as written the minutes of the Director's Meeting on January 10th. Mr. Sewell 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.** Collection Office Report, Accounting Summary, December 2016 Profit and Loss Report, and January 31st Balance Sheet were provided to the Board.

Balances. As of January 31, 2017, CSA checking (operational account) totaled \$182,051.27. 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 \$1,389,304.94. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,572,946.29. We made a deposit of \$11,455.00 into CSA reserves for January in accordance with the approved budget. All parcels also made their required reserve deposits for January. The total of all GCSA accounts is \$2,064,231.34. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$182,051.27	
CSA Reserve MM	\$ 4,121.26	
Parcel Checking	\$ 45,980.46	
Parcel MM	<u>\$ 82,051.23</u>	
	\$314,204.22	(\$65,000 is being moved to Bank of Ozarks so that the total will be under the FDIC limit)

FIRST CHATHAM BANK

CSA Reserve MM	\$204,529.21
CSA Reserve Checking	<u>\$ 100.00</u>
	\$204,629.21

SOUTH STATE BANK

CSA Reserve MM	\$235,417.33
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UNITED COMMUNITY BANK

CSA Reserve MM	\$197,687.68
GTP Reserves MM	<u>\$ 45,183.98</u>
	\$242,871.66

CARVER STATE BANK

CSA Reserve MM	\$246,258.86
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COLONY BANK

CSA Reserve MM	\$159,151.44
AP Reserve MM	\$ 1,580.25
HG Reserve MM	\$ 1,377.06
LL Reserve MM	\$ 1,693.52
GTP Reserve MM	\$ 33,432.66
TH Reserve MM	<u>\$ 35,160.28</u>
	\$232,395.21

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,512.81
AP Reserve MM	\$ 5,544.87
HG Reserve MM	\$ 5,413.84
LL Reserve MM	\$ 25,781.76
GTP Reserve MM	\$105,824.99
TH Reserve MM	<u>\$ 88,887.49</u>
	\$247,965.76

BANK SOUTH

CSA Reserve MM	\$180,465.16
AP Reserve MM	\$ 5,011.51
HG Reserve MM	\$ 5,011.51
LL Reserve MM	\$ 5,011.51
GTP Reserve MM	\$ 14,807.71
TH Reserve MM	<u>\$ 15,034.50</u>
	\$225,341.90

BANK OF THE OZARKS

CSA Reserve MM	\$145,061.19
AP Reserve MM	\$ 5,000.53
HG Reserve MM	\$ 5,000.53
LL Reserve MM	\$ 5,000.53
GTP Reserve MM	\$ 10,004.21
TH Reserve MM	<u>\$ 10,004.21</u>
	\$180,071.20

Total CSA Reserves	\$1,389,304.94	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS,BOO)
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CSA Checking	\$182,051.27
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CSA Petty Cash Fund	\$ 300.00
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Undeposited funds	<u>\$ 1,290.08</u>
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Total CSA Funds:	\$1,572,946.29	(incl: cking, res, p/c, undep funds, & pre-pays)
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Total GCSA Funds:	\$2,085,561.45	(incl: tot CSA, parcel ck & mm res)
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Income and Expenses. Total income for January was \$80,751.99 which was \$45.63 higher (better) than budget. Expenses for the month were \$70,044.29 which were \$2,071.98 higher (worse) than budget. This was due to flood insurance coming in at \$5295.93 over budget and \$1,132.49 in excess Southside repairs (tennis court light vandalism discussed at the last meeting). Net Income for the month was \$10,707.70 which was \$2,026.35 lower than budget. This does not count the insurance proceeds we received this week from the hurricane damage to the Maintenance Building.

Capital Budget Execution thru 1/31/17:

BAL SHEET/ RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings				
Line	Item	Total		
.001	Reserve Study Update	\$2,500	\$2,500.00	0
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	soliciting	
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	\$3,575.00	-\$2,425.00
18.007	Playground Sand	\$ 1,000		
18.01	Replace Installed Trashcans	\$ 900	\$848.32	-\$51.68
31.014	Repair Magnolia Woods Sign	\$ 600	soliciting	
31.006	Repair Lion's Gate Sign	\$ 8,600		
31.026	Repair Sugar Mill Sign	\$ 900	soliciting	
31.028	Repair GT Main Ent Sign	\$ 900	soliciting	
31.04	Repair VG Ent Sign	\$ 900	soliciting	
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	soliciting	
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
Total		\$120,030.00		
	+ Engineering Study	<u>3,385.00</u>		

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	\$ 100	- \$1,500

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**

Past Due Accounts. The number of past due accounts increased in January from 449 to 497, but the dollar amount dropped from \$208,465.37 to \$202,106.18. The number of accounts 31-60 days fell from 240 to 161 and the dollar amount was reduced from \$7,455.31 to \$4,972.30. The number of accounts 61-90 days went up from 126 to 165, and the dollar value rose from \$3,456.91 to \$4,874.52. The number of accounts over 90 days fell from 164 to 148, and the dollar value decreased from \$197,553.15 to \$192,259.36. The total number of accounts past due (497) represents 25% of all properties which is a 2.0 percentage point increase from December. The January 31st past due amount represents a 8.7% decrease compared to January of 2016. In January, we issued 107 first and second letters (combined), and 2 liens and 6 suits/judgments. We received 16 payments (of \$200 or more) for past due amounts totaling \$9,112.67. 22 of our accounts are in bankruptcy, with \$15,599.82 owed pre-bankruptcy, and \$9,983.78 in post-bankruptcy owed. The total amount in bankruptcy is \$25,583.60 and that amounts to a \$570.51 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- The ceiling tiles at the Northside Clubhouse are sagging prematurely, and some of the metal hanging hardware is rusting out and failing around the air vents. Initial assessment is that A/C air is leaking around those vents and causing moisture. There is also heat building up in the area between the roof and the ceiling tiles causing premature failure of the ceiling tiles. The ceiling tiles and framing are not currently listed in the Reserve Study asset inventory, but they will be added during this month's update. Currently awaiting pricing for repairs.

- Two weekends ago, someone ran off the road and drove through the bushes in the entrance islands of Lion's Gate. Seven bushes need to be replaced. Our landscaping contractor should have the work completed within the next week.

- A sink hole just appeared behind unit 43 at King Henry Court. The area has been surrounded by traffic cones and caution tape. Pursuing repair estimates.

- 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 Lawn Assessment by A. Scaringi, 13 Cobblestone Court.** Issue tabled.

6. NEW BUSINESS

a. **Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible one account totaling \$183.34. The property in question is located at 5 Sugar Cane Drive. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

b. **Policies and Procedures Manual.** Mr. Smith motioned to approve the updated manual (attached) and to approve Policy Resolution 2017-1 that implements the new personnel manual. Mr. Bill seconded the motion. During discussion, Mr. Sewell stated that policy #208 has been expanded to allow Board members and the GM to carry concealed weapons on campus with valid permits. He went on to say that if these individuals can carry concealed weapons, every permitted person should be able to do so. There was no further discussion and the Board voted 5-2 to approve the motion. Mr. Sewell and Mrs. Friel, via proxy, voted in opposition.

c. **Junco Way DRP Engineering Assessment.** Mr. Fitch introduced Mr. David Heery, PE, who was contracted by the Board to perform an engineering assessment on the Junco Way Dry Retention Pond (DRP). Mr. Heery briefed the Board and meeting attendees regarding the findings of his assessment (see attached). During his presentation, Mr. Heery stated that the existing DRP is within design standards and should function correctly as presently constructed. He went on to say that the DRP is very close to the original design but that the capacity was increased some with the recent repairs. He added that the discharge outlet and the swale going back into the wooded wetland area were functioning properly. He concluded by saying that the inlet to the weir is at the design level, but could possibly be lowered to drain more water out—but that there would be a risk of flowing sediment downstream which is not good from an environmental standpoint. After his presentation, he stayed to answer individual questions from attendees.

- d. **Appeal of Lawn Maintenance Assessment by J. Thomas 126 Lion's Gate Road.** Issue tabled.

7. OPEN DISCUSSION.

a. Mr. Bettio asked who is responsible for cleaning the litter in the DRP area. Mr. Odom responded that the Association staff and the landscapers do it. Mr. Bettio stated that the landscapers are just throwing the trash into the woods. Mr. Odom stated that he would investigate the matter.

b. Mr. Bettio asked if the GM and Board members could speak up during the meeting...he was having a hard time hearing them. The Board and GM agreed.

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