

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

**MINUTES OF GENERAL MEETING**

**June 14, 2016**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:10 and Mr. Smith took roll for the meeting with the following results:

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

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the proposed agenda with a modification to allow the auditors to be added after the approval of the minutes. Mr. Sewell 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 May 10<sup>th</sup>. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxies, to approve the motion.

4. **ANNUAL AUDIT.** Mrs. Shannon Brett, CPA, of Holland, Henry, and Bromley, LLP, briefed the Board on the results of the annual audit conducted in May. The attached slides pertain to this draft report. Mrs. Brett stated that the audit received an “unmodified clear opinion”...which is the desired positive outcome. She went on to say that the financial statements fairly represent the financial position of the organization. Mrs. Brett also stated that the financial reserves were in excellent shape and that a new reserve study is conducted at least every two years, with the next one scheduled for year 2017. She noted that, while overall past due accounts have been reduced since last year, the amount of older balances have increase. This prompted an increase in the reserve for doubtful debt by an amount of approximately \$30,000. She complimented the GM and the staff for their support, internal controls, and overall operation. At the end of the brief, Mr. Smith motioned to approve the draft audit report. Mrs. Rabbitt seconded the motion. There were no addition questions or comments, and the Board voted unanimously, including the proxy, to approve the motion.

5. **COMMITTEE REPORTS**

a. **GENERAL MANAGER’S REPORT:**

**General Reports.** Collection Office Report, Accounting Summary, May 2016 Profit and Loss Report, and May 31<sup>st</sup> Balance Sheet are provided.

**Balances.** As of May 31, 2016, CSA checking (operational account) totaled \$108,571.24. 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 \$1,378,303.95. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,488,141.49. 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 \$2,000,141.58. Aggregate deposits at each financial institution/program include:

**AMERIS BANK**

CSA Checking	\$108,571.24
CSA Reserve MM	\$ 2,635.75
Parcel Checking	\$ 49,028.38
Parcel MM	<u>\$ 72,105.55</u>
	\$232,340.92

**FIRST CHATHAM BANK**

CSA Reserve MM	\$191,420.37
CSA Reserve Checking	<u>\$ 100.00</u>
	\$191,520.37

**SOUTH STATE BANK**

CSA Reserve MM	\$248,875.78
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.)
	\$248,875.78

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$197,369.51
GTP Reserves MM	<u>\$ 45,126.40</u>
	\$242,495.91

**VANGUARD**

CSA Reserve MM	\$247,738.36
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**CARVER STATE BANK**

CSA Reserve MM	\$249,927.56
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**COLONY BANK**

CSA Reserve MM	\$158,724.77
AP Reserve MM	\$ 1,577.61
HG Reserve MM	\$ 1,374.77
LL Reserve MM	\$ 1,690.67
GTP Reserve MM	\$ 33,365.42
TH Reserve MM	<u>\$ 35,089.55</u>
	\$231,822.79

**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,496.22
AP Reserve MM	\$ 5,541.17
HG Reserve MM	\$ 5,410.22
LL Reserve MM	\$ 25,755.88
GTP Reserve MM	\$105,612.64
TH Reserve MM	<u>\$ 88,768.54</u>
	\$247,584.67

**BANK SOUTH**

CSA Reserve MM	\$ 65,015.63
AP Reserve MM	\$ 5,001.21

HG Reserve MM	\$ 5,001.21
LL Reserve MM	\$ 5,001.21
GTP Reserve MM	\$ 11,546.05
TH Reserve MM	<u>\$ 15,003.61</u>
	\$106,568.92

Total CSA Reserves	\$1,378,303.95	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS)
CSA Checking	\$108,571.24	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 966.30</u>	
<b>Total CSA Funds:</b>	\$1,488,141.49	(incl: cking, res, p/c, undep funds, & pre-pays)

**Total GCSA Funds:** \$2,000,141.58 (incl: tot CSA, parcel ck & mm res)

**Income and Expenses.** Total income for May was \$83,351.38 which was \$1,419.01 higher (better) than budget. This was due to higher than expected fees from suits, liens, and yards. Expenses for the month were \$69,002.61 which were \$6,507.79 lower (better) than budget. Bad debt expense was \$2,703.51 lower than budget and legal expenses were \$2,335.00 lower. Water invoices for March and May have yet to be received. Net Income was \$14,348.77 which was \$7,926.80 higher (better) than budget. Year-to-date net income is \$32,164.43 higher (better) than budget. Some of that is earmarked for pending water bills and for unexecuted legal requirements.

**Capital Budget Execution thru 5/31/16:**

BAL SHEET/ RS LINE	ITEM	BUDGET	ACTUAL	DIFF
<b>2210 Buildings</b>				
Line	Item			
1	Brick Tuck Pointing	\$1,500		
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		
<b>2220 Furniture</b>				
Line	Item			
21	Pool Furnishings	\$1,485	\$893.36	-\$591.64 IP
<b>2230 Land</b>				
		\$ 0		
<b>2240 Land Improvements</b>				
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	\$1,200	-\$800.00
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
<b>2250 Equipment</b>				

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

**2260 Vehicles (\$25,000)**

Line	Item	
19.001	Replace Work Truck	\$25,000

**Grand Total** **\$191,436.00** **-\$16,498.25 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	BUDGET	ACTUAL	DIFF
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	BUDGET	ACTUAL	DIFF
Line			
1006 Tree Work	\$ 600	\$ 800	+\$ 200

**Georgetown Place**

2240 Land Improvements	BUDGET	ACTUAL	DIFF
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
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### 2250 Equipment

#### Line

1002 Mailbox Replacement (from 2015)	\$ 5,065	\$4,440	- \$ 625
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<b>Grand Total</b>	<b>\$13,865.00</b>	<b>\$11,587.00</b>	<b>-\$2,278.00</b>
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**Past Due Accounts.** The number of past due accounts increased in May from 445 to 502, but the dollar amount dropped from \$275,109.17 to \$273,867.18. The number of accounts 31-60 days rose from 214 to 232 and the dollar amount fell from \$20,220.08 to \$15,609.26. The number of accounts 61-90 days past due decreased from 159 to 151, and the dollar value declined from \$31,014.68 to \$10,487.63. The number of accounts over 90 days in arrears rose from 147 to 166, and the dollar value increased from \$223,874.41 to \$247,770.29. The total number of accounts past due (502) represents 26% of all properties which is a 3 percentage increase from April. The May 31<sup>st</sup> past due amount represents a 3% increase compared to May 2015. In May, we issued 88 first and second letters (combined), and 28 liens and 14 suits/judgments. We received 41 payments (of \$200 or more) for past due amounts totaling \$ 17,102.20. 19 of our accounts are in bankruptcy, with \$24,017.90 owed pre-bankruptcy, and \$13,660.28 in post-bankruptcy owed. The total amount in bankruptcy is \$37,678.18 and that amounts to an \$8,377.85 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

### Projects and Other Topics.

- Northside pools opened on Memorial Day.
- Spent \$770.79 on front end work for the truck.
- Spent \$575.00 repairing pool coping tiles at the Southside Pool.
- Purchased mailboxes for the Townhomes (capital budget). Awaiting Post Office to change master locks so that we can install the mailboxes for both the Townhomes and Hunters Green.

- b. **SECRETARY/TREASURER.** Nothing to add.
- c. **PARCEL REPRESENTATIVE.** No report
- d. **ARB REPORT** was provided by Mr. Sili and a copy is attached.

### 6. UNFINISHED BUSINESS.

a. **Trailer Variance Request by T. Dunn.** Mr. Richardson briefed the Board on this trailer variance request that was tabled at the last meeting due to the fact that the requesting resident, Mr. Dunn, was not present. Mr. Richardson asked if Mr. Dunn was in the audience this evening, and he was not. Mr. Richardson stated that he had sent an e-mail to Mr. Dunn encouraging him to come to the meeting so that the Board could get more details regarding his situation. Mr. Richardson went on to say that, as a disabled veteran himself, he could not see why the variance was needed. He added that he had gone by his house a few times and had not seen any of the mobility equipment in the trailer. Mr. Sewell stated that he had also been by the house a few times and had, likewise, not seen any equipment in the trailer. At the end of the briefing, Mr. Smith motioned to deny the variance request. Mr. Sewell seconded the motion. There was no further discussion and the Board voted 5-2 including the proxy to approve the motion. Mrs. Ealy and Mrs. Friel voted in opposition.

### 7. NEW BUSINESS

a. **Request for Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible four accounts totaling \$10,126.91. These foreclosed properties are located at 81 Red Fox Drive, 80 Red Fox Drive, 10 St. Ives Drive, and 142 Sugar Mill Circle. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **Request to Modify Budgets.** At the request of the President, Mr. Odom briefed the Board regarding his request to modify the 2016 Capital and Operational Budgets. He stated that the Capital Budget was \$15,103 under budget on finalized expenses year-to-date, with most of those savings coming from the recently completed lagoon project and the purchases of gym equipment and tennis court wind screens. Mr. Odom requested an additional \$632 for one more tennis court banner and \$700 more for tree work. Mr. Odom stated that current net income was \$32,164 higher than budget, due to savings in payroll, bad debt expense, legal expense, insurance and utilities. He requested an additional \$2100 for landscaping mulch and to increase spending on legal services in June and July using unexecuted funds in that budget line from January through May. Mr. Smith motioned to approve the GM's requested modifications to the capital and operational budgets for 2016. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

c. **Request by D. Bringman to Change Pool Rules.** Mr. Richardson stated that, at the last meeting, Mr. Bringman requested that the Board give consideration to amending the pool rules to allow some (undefined) types of toys and to make the rules on diving match the posted signs/tiles around the pool. Mr. Smith motioned to keep the rules as they are for the time being and to officially revisit the rules in October. Mrs. Rabbitt seconded the motion. During discussion, Mrs. Rabbitt reminded the Board that she would also like to revisit the rules regarding floatation devices. At the end of discussion, the Board voted 4-3 in favor of the motion. Mrs. Rabbitt, Mrs. Friel, and Mrs. Ealy voted in opposition.

## 8. OPEN DISCUSSION.

a. Mr. Smith requested that the Board consider re-implementing life guards for the pools. He stated that the Board voted years ago to eliminate the life guards because of the cost. He noted that the Association is in much better financial condition than it was back then, and having life guards would help provide needed command and control around the pools. He requested that the GM obtain proposals to brief the Board prior to the budget hearing for next year. Mr. Richardson concurred and asked the GM to have the proposals by next meeting. The GM agreed.

b. Ms. Rice stated that she would like the Board to consider allowing the use of tube-type floatation devices for babies in the pool. Mr. Richardson stated that this would be reviewed in October.

c. Mrs. Rabbitt asked if the Association had any AEDs at the pools. Mr. Odom responded that we do not. She said these were important lifesaving devices that were easy to use. She added that users would be covered under the "Good Samaritan" laws. Mr. Smith motioned to authorize the GM to procure 2 AEDs using capital funds, not to exceed \$5,000. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

d. Mr. Sili stated that there is a growing trend of homeowners and property managers that know that their properties are going to closing and are intentionally not taking care of yard work and other violations...thus leaving those things to the new owners who, obviously, don't appreciate being stuck with it. Mr. Gerard recommended that the Association notify the closing attorney.

e. Mrs. Benau asked why the positions of secretary and treasurer are merged. Mr. Gerard responded that the Association chose to merge the positions years ago, but added that they could be separated. He went on to say that the president and the secretary positions could not be the same person.

f. Mrs. Williams stated that she was here to appeal having the remainder of the year's assessments added to her account and having a lien filed within 10 days. Mrs. Rabbitt motioned to defer lien posting until the Board has been briefed on her account issues at the next meeting. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

g. Mr. Richardson asked everyone to keep former Board member, Marlin Clifton, in their thoughts and prayers. Marlin passed away last week from a long struggle with cancer.

**9. ADJOURNMENT OF GENERAL MEETING.** At 8:07 p.m., Mrs. Rabbitt motioned to adjourn the General Meeting. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.