

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

**MINUTES OF GENERAL MEETING  
March 8, 2016**

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

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

2. **APPROVAL OF AGENDA.** Mr. Sewell motioned to approve the proposed agenda, but amend it to add consideration of Mrs. Friel's proposed appointment to the Architectural Review Board. Mr. Campbell seconded the motion and the Board voted unanimously, including the proxies to approve the motion. Mrs. Friel motioned to approve the proposed agenda, but amend it to add consideration of establishing reserve bank accounts at Bank of the South and Bank of the Ozarks. Mr. Sewell seconded the motion and the Board voted unanimously, including the proxies, to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Campbell motioned to approve as written the minutes of the CSA General Meeting held on February 9<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. **COMMITTEE REPORTS**

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

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

**Balances.** As of February 29, 2016, CSA checking (operational account) totaled \$137,790.78. 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 \$1,344,817.56. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,482,908.34. We made a deposit of \$11,455.00 into CSA reserves for February in accordance with the approved budget. All parcels also made their required reserve deposits for February. The total of all GCSA accounts is \$1,969,130.65. Aggregate deposits at each financial institution/program include:

<b>AMERIS BANK</b>	
CSA Checking	\$137,790.78
CSA Reserve MM	\$ 4,183.11
Parcel Checking	\$ 63,492.98
Parcel MM	<u>\$ 73,629.40</u>

\$279,096.27

**FIRST CHATHAM BANK**

CSA Reserve MM	\$245,062.73
CSA Reserve Checking	<u>\$ 100.00</u>
	\$245,162.73

**SOUTH STATE BANK**

CSA Reserve MM	\$237,242.23
CSA Reserve Checking	<u>\$ 105.00</u>
	\$237,347.23

**UNITED COMMUNITY BANK**

CSA Reserve MM	\$197,250.16
GTP Reserves MM	<u>\$ 45,104.79</u>
	\$242,354.95

**VANGUARD**

CSA Reserve MM	\$247,471.78
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**CARVER STATE BANK**

CSA Reserve MM	\$249,801.61
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**COLONY BANK**

CSA Reserve MM	\$147,110.95
AP Reserve MM	\$ 1,576.62
HG Reserve MM	\$ 1,373.91
LL Reserve MM	\$ 1,689.60
GTP Reserve MM	\$ 33,340.21
TH Reserve MM	<u>\$ 35,063.03</u>
	\$220,154.32

**QUEENSBOROUGH BANK**

CSA Reserve MM	\$ 16,489.99
AP Reserve MM	\$ 5,539.78
HG Reserve MM	\$ 5,408.86
LL Reserve MM	\$ 25,746.17
GTP Reserve MM	\$105,533.03
TH Reserve MM	<u>\$ 88,723.93</u>
	\$247,441.76

Total CSA Reserves	\$1,344,817.56	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
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CSA Checking	\$137,790.78
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CSA Petty Cash Fund	\$ 300.00
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Undeposited funds	<u>\$ 0</u>
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<b>Total CSA Funds:</b>	\$1,482,908.34	(incl: cking, res, p/c, undep funds, & pre-pays)
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<b>Total GCSA Funds:</b>	\$1,969,130.65	(incl: tot CSA, parcel ck & mm res)
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**Income and Expenses.** Total income for February was \$80,695.47 which was \$236.90 lower (worse) than budget. This was due to lower late payment fees and miscellaneous income (fewer suit/liens and ARB yards). Expenses for the month were \$93,677.93 which were \$1,074.85 higher (worse) than budget. This was due to: higher bad debt expense (+\$1796), legal expense (+\$1084.47), and insurance (+\$1898). It would have been work if we would have received the January water bills—which are still being delayed due to a data systems problem at the water department. Net Income was -\$12,982.46 which was -\$1,311.75 lower (worse) than budget. Year-to-date net income is \$6,553.71 higher (better) than budget.

**Capital Budget Execution thru 2/29/16:**

<b>BAL SHEET/ RS LINE</b>	<b>ITEM</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFF</b>
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**2210 Buildings**

<b>Line</b>	<b>Item</b>	
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

**2220 Furniture**

<b>Line</b>	<b>Item</b>	
21	Pool Furnishings	\$1,485

**2230 Land** \$ 0

**2240 Land Improvements**

<b>Line</b>	<b>Item</b>			
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
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		
32.013	Dredge St. Ives Sign Lag.	\$12,500		
32.015	Dredge St. Ives B Lag.	\$12,500		
	St. Ives A Lagoon	\$12,500		
	Wexford 1 Lagoon	\$12,500		

**2250 Equipment**

<b>Line</b>	<b>Item</b>			
4.007	Replace Treadmills (2)	\$ 7,000		
4.008	Replace Ellipticals (2)	\$ 5,000		
15.005	Wind Screen Logo Signs	\$ 586		
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		
4.01	Replace Stationary Bike	\$ 2,000		
4.011	Replace Multi-station	\$ 4,000		
15.004	Tennis Court Nets	\$ 1,500		
19.016	Wet/Dry Vac	\$ 150		
23.005	NS Water Heater	\$ 1,900		

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

<b>Line</b>	<b>Item</b>	
19.001	Replace Work Truck	\$25,000

**Grand Total** **\$191,436.00**

## 2016 PARCEL CAPITAL BUDGET

### Audubon Park

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
1007 Tree Work	\$ 600	\$ 300	-\$ 300

### Hunter's Green

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
1007 Tree Work	\$ 600	\$ 0	-\$ 600
1008 Large Scale Tree Work	\$ 1,700	\$ 600	-\$1,100

2250 Equipment Line	BUDGET	ACTUAL	DIFF
1009 Mailbox (from 2015)	\$ 2,500	\$ 2,347	-\$ 153

### Lott's Landing

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
1006 Tree Work	\$ 600	\$ 800	+\$ 200

### Georgetown Place

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
1005 Tree Trimming	\$ 600	\$ 600	0
1006 Large Scale Tree Trimming	\$ 1,600	\$ 1,500	-\$ 100

### Georgetown Townhomes

2240 Land Improvements Line	BUDGET	ACTUAL	DIFF
2008 Tree Work	\$ 600	\$ 1,000	+\$ 400

2250 Equipment Line	BUDGET	ACTUAL	DIFF
1002 Mailbox Replacement (from 2015)	\$ 5,065		

**Grand Total** **\$13,265.00**

**Past Due Accounts.** The number of past due accounts rose in February from 523 to 532, and the dollar amount increased from \$221,350.60 to \$246,239.31. The number of accounts 31-60 days increased from 159 to 237, and the dollar amount rose steeply from \$4,194.39 to \$40,661.95. February is the second month of the year, so it is when accounts go past due for the first time in the year. The number of accounts 61-90 days past due decreased from 155 to 123, and the dollar value dipped slightly from \$3,874.32 to \$3,713.29. The number of accounts over 90 days in arrears declined from 155 to 132, and the dollar value decreased from \$213,281.89 to \$201,864.07. The total number of accounts past due (532) represents 27% of all properties which is a zero percentage increase from January. The February 29<sup>th</sup> past due amount represents a 1.11% decrease compared to February 2015, and a 4.0% drop over the past 12 months. In February, we issued 179 first and second letters (combined), and 13 liens and 6 suits/judgments. We received 19 payments (of \$200 or more) for past due amounts totaling \$8,685.29. 18 of our accounts are in bankruptcy, with \$23,792.95 owed pre-bankruptcy, and

\$11,213.17 in post-bankruptcy owed. The total amount in bankruptcy is \$35,006.12 and that amounts to a \$3,655.94 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

**Projects and Other Topics.**

- The Springfest/Easter Egg Hunt will be held on Saturday, March 26<sup>th</sup> between 9:00-11:00 a.m.
- The tree work contract for CSA and the parcels has been executed and was completed under budget.
- Spring pine straw will be delivered to the Clubhouse and median the week of March 21<sup>st</sup>. Parcels and other areas will receive straw the first week in April.
- Pressure washing at Audubon Park and Georgetown Place is tentatively scheduled for the week of April 11<sup>th</sup>.
- Tennis and BB Court wind screens have been received. Installation is ongoing.
- New mailboxes for Hunter's Green have been ordered.

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

5. **UNFINISHED BUSINESS.** None.

6. **NEW BUSINESS**

a. **Request for Write-off Approval.** Mr. Campbell motioned to approve the General Manager's recommendation to write off as uncollectible one account totaling \$850.09. This foreclosed property is located at 109 Rivermarsh Drive. 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 Lagoon Work.** Mr. Smith briefed the Board regarding proposed contract, and documentation regarding the specifications and solicitation results were provided. He noted that eight contractors were solicited, but only one company submitted a bid and that the bid was within the capital budget of \$62,500. Mr. Sewell motioned to award the contract to the sole bidder, Coastal Constructive Innovations, LLC, and to authorize the expenditure of up to \$55,000.00 in CSA reserve funds to pay for the contract. Mr. Campbell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

c. **Review of Office Hours.** Mr. Smith briefed the Board on Strategic Plan initiative to consider modifying the office hours of operation. He noted that the current hours of operation, 8:00 a.m. to 5:00 p.m. Monday through Friday, had been in place since 1988. He added that, in previous years, a few homeowners had expressed an interest in amending the hours, but that the Board did not feel that there was sufficient overall customer interest at that time to warrant any changes. The General Manager provided a point paper on the issue which stated, among other things, that the office sees an average of 12 customers per day in the office, and that approximately 80% of these visitors come to make a cash payment on their account. Mrs. Friel motioned to include a customer survey in the next mailed newsletter which would gauge customer sentiment and help the Board determine what types of changes might be tried later this year. Mr. Campbell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

d. **Appeal of Rental Deposit by A. Mines.** Mr. Smith called attention to the briefing paper on the subject provided by the General Manager, then turned the floor over to Mr. Sewell. Mr. Sewell stated that he was inclined to believe the circumstances as described by Mrs. Mines. He added that amount deducted from Mrs. Mine's security deposit exceeded what the Association spent to pay for the extra security and monitor's time. Mr. Sewell motioned to refund \$75.00 of the \$146 retained deposit. Mr. Campbell seconded the motion. The Board voted 7-1 to approve the motion, with Mr. Richardson's proxy voting in opposition.

e. **Appointment of Mrs. Friel to the Architectural Review Board.** Mr. Smith noted that Mrs. Friel had attended 3 consecutive ARB meetings as required. Mr. Campbell motioned to appoint Mrs. Friel to the ARB. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.

f. **Approval for Establishing Reserve Bank Accounts at Bank of the South and Bank of the Ozarks.** Mr. Smith noted that the Association was exceeded FDIC coverage in one of its current banks and that there was insufficient capacity in the other Association banks without exceeding FDIC coverage. Mr. Sewell motioned to establish reserve accounts for Georgetown CSA and the parcel communities (Audubon Park, Hunters Green, Lott's Landing, Georgetown Place, and Georgetown Townhomes) at BankSouth and Bank of the Ozarks; approve the attached Admin Resolution 2016-1; and authorize the General Manager to work with those banks to set up the accounts. Mr. Campbell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxies, to approve the motion.

7. **OPEN DISCUSSION.** Mr. Imber asked why it appeared that Coastal Constructive Innovations was being awarded so many contracts. Mr. Smith responded that the Association solicits multiple companies for projects and that Coastal Constructive Innovations had won previous contracts based on price. He added that their performance has been excellent. He closed by saying that Coastal Constructive Innovations was the only company of 8 solicited to submit a bid for the lagoon work discussed earlier.

8. **ADJOURNMENT OF GENERAL MEETING.** At 8:30 p.m., Mr. Sewell motioned to adjourn the General Meeting. Mr. Campbell seconded the motion and the Board voted unanimously, including the proxies, to approve it.