

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

**MINUTES OF GENERAL MEETING
August 9, 2016**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:20 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
John Sewell	Member	Present
Melissa Friel	Member	Present
Dorothy Strong	Member	Absent
Geoff Riehl	Member	Present
Amber Ealy	Member	Present
Robert Fitch	Member	Present

2. **APPROVAL OF AGENDA.** Mrs. Rabbitt motioned to approve the proposed agenda. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

3. **RUN-OFF ELECTION RESULTS.** Mr. Richardson asked the Election Committee Chairperson, Mr. Sili, for the results of the run-off election. Mr. Sili answered that the Association received 157 ballots by the cut-off yesterday. Renee Rabbit received 69 votes and Scott Bill received 88 votes. Mr. Richardson stated that Mr. Bill was thereby elected to the Board, but noted that he was not present. Mr. Richardson thanked Mrs. Rabbitt for her conscientious and faithful service as Director and presented her with a certificate of appreciation.

4. **EXECUTIVE SESSION TO ELECT BOARD OFFICERS.** Mr. Richardson motioned that the Director's Meeting be paused and that an executive session be opened to allow for election of Board officers. Mr. Smith seconded the motion and the Board voted unanimously to approve the motion. During the executive session, the Board voted to elect Mike Richardson as President, Robert Fitch as Vice President, and Warren Smith as Secretary/Treasurer. Mr. Sewell motioned to adjourn the executive session and re-start the Director's Meeting. Mr. Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

5. **APPROVAL OF MINUTES.** Mr. Smith motioned to approve as written the minutes of the CSA General Meeting held on July 12th. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

6. **COMMITTEE REPORTS**

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

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

Balances. As of July 31, 2016, CSA checking (operational account) totaled \$113,596.20. 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 \$1,455,044.17. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,570,770.91. We made a deposit of \$11,455.00 into CSA reserves for July in accordance with the approved budget. All parcels

also made their required reserve deposits for July. The total of all GCSA accounts is \$2,041,630.33. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$113,596.20	(Moved \$25,000 moved to Bank South)
CSA Reserve MM	\$ 901.69	
Parcel Checking	\$ 39,046.77	
Parcel MM	<u>\$ 84,390.30</u>	
	\$237,934.95	

FIRST CHATHAM BANK

CSA Reserve MM	\$221,456.00
CSA Reserve Checking	<u>\$ 100.00</u>
	\$221,556.00

SOUTH STATE BANK

CSA Reserve MM	\$248,924.06	
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.)
	\$248,924.06	

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,446.08
GTP Reserves MM	<u>\$ 45,140.26</u>
	\$242,586.34

VANGUARD

CSA Reserve MM	\$247,926.38
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CARVER STATE BANK

CSA Reserve MM	\$246,008.03
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COLONY BANK

CSA Reserve MM	\$158,827.41
AP Reserve MM	\$ 1,578.24
HG Reserve MM	\$ 1,375.32
LL Reserve MM	\$ 1,691.36
GTP Reserve MM	\$ 33,381.60
TH Reserve MM	<u>\$ 35,106.57</u>
	\$231,960.50

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,500.35
AP Reserve MM	\$ 5,542.09
HG Reserve MM	\$ 5,411.12
LL Reserve MM	\$ 25,762.32
GTP Reserve MM	\$105,665.45
TH Reserve MM	<u>\$ 88,798.13</u>
	\$247,679.46

BANK SOUTH

CSA Reserve MM	\$116,954.17
AP Reserve MM	\$ 5,002.88
HG Reserve MM	\$ 5,002.88
LL Reserve MM	\$ 5,002.88
GTP Reserve MM	\$ 13,092.90
TH Reserve MM	<u>\$ 15,008.61</u>
	\$160,064.32

Total CSA Reserves	\$1,455,044.17	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS)
CSA Checking	\$113,596.20	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 1,830.54</u>	
Total CSA Funds:	\$1,570,770.91	(incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$2,041,630.33 (incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for July was \$83,496.43 which was \$1,414.06 higher (better) than budget. Expenses for the month were \$64,301.19 which were \$5,590.05 lower (better) than budget. Bad debt expense, landscaping, and water were substantially lower than budget. Net Income was \$19,195.24 which as \$7,004.11 higher (better) than budget. Year-to-date net income is \$30,239.86 higher (better) than budget.

Capital Budget Execution thru 7/31/16:

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		
11.005	Maint Bldg Int Painting	\$1,500		
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** **-\$12,505.25 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			
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	\$ 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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Grand Total **\$13,865.00** **\$11,587.00** **-\$2,278.00**

Past Due Accounts. The number of past due accounts decreased in July from 426 to 419, and the dollar amount dropped from \$258,994.35 to \$252,408.59. The number of accounts 31-60 days declined from 222 to 202 and the dollar amount fell from \$11,350.48 to \$7,500.95. The number of accounts 61-90 days past due decreased from 163 to 152, and the dollar value dropped from \$12,016.99 to \$6,732.65. The number of accounts over 90 days rose from 157 to 173, and the dollar value increased from \$235,626.88 to \$238,174.99. The total number of accounts past due (419) represents 21% of all properties which is a 1 percentage decrease from June. The July 31st past due amount represents a 1.2% decrease compared to July of 2015. In July, we issued 70 first and second letters (combined), and 31 liens and 10 suits/judgments. We received 41 payments (of \$200 or more) for past due amounts totaling \$12,964.28. 19 of our accounts are in bankruptcy, with \$20,982.01 owed pre-bankruptcy, and \$13,660.04 in post-bankruptcy owed. The total amount in bankruptcy is \$34,642.05 and that amounts to a \$1,166.76 decrease 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 commenced and should be completed this week...on time, on budget, and to specification.
- Painting of the Maintenance Building is underway.

b. **SECRETARY/TREASURER.** Nothing to add.

c. **PARCEL REPRESENTATIVE.** No report

d. **ARB REPORT** was provided by Mr. Sili and a copy is attached.

7. 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.

8. NEW BUSINESS

a. **Appoint ARB Members and BOD Liaison.** Mr. Richardson said that Article XIV, Paragraph 1 of the By-laws states that the members of the ARB shall be appointed by the Board of Directors to serve 1-year terms, and that the appointments shall be made immediately subsequent to the annual meeting of the members. The paragraph goes on to say that the BOD shall appoint one of its members to serve as liaison with the ARB. Mr. Richardson went on to say that the current members of the ARB are: Renee Rabbitt (Chairperson), Warren Smith, Mike Richardson, Velore Brown, Melissa Friel, and Robert Fitch. Renee Rabbit serves as ARB liaison to the Board of Directors. Mr. Smith motioned to appoint Melissa Friel as Liaison to the Board. Mr. Richardson seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion. Mr. Smith motioned to re-appoint Renee Rabbitt, Warren Smith, Mike Richardson, Velore Brown, Melissa Friel, and Robert Fitch to the Architectural Review Board. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

b. **Appoint Election Committee.** Mr. Richardson said that Article VIII, Paragraph 1 of the By-laws states that the BOD shall appoint members of such committees prescribed in Article XI. He also said that Article XI states that the BOD shall appoint members of the Election Committee no later than two months prior to the annual meeting. He went on to say that the paragraph also says that the appointments shall include a chairperson, who is not a Board member, and at least four committee members. Mr. Richardson stated that the current members of the Election Committee are Ray Sili, chairman, and Annette Robles. Mr. Smith motioned to reappoint Ray Sili as chairman, and appoint Annette Robles, Hart Odom, Melissa, Friel, and Robert Fitch as additional Election Committee members. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

c. **Appoint Parcel Committee.** Mr. Richardson said that Article VIII, Paragraph 1 of the By-laws states that the BOD shall appoint members of such committees prescribed in Article XI. Article XI states that the BOD shall annually appoint a member of each parcel to serve as Chairperson of that parcel's committee, and that each chairperson shall appoint four residents of his/her parcel to serve on that parcel's committee. Mr. Richardson noted that in the past 10 years or more, there have been no volunteers from the parcels to serve as chairperson or committee members. Mr. Richardson asked the audience if there were any volunteers. No one stepped forward. Mr. Richardson asked the GM to put a notice in the quarterly newsletter that is mailed in September and request volunteers. The GM agreed. Mr. Smith requested that a notice be also put on the marquis. The GM agreed.

d. **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.

e. **Appeal of Assessments by G. Irving.** Mr. Richardson stated that Mr. Irving is a tenant of Ms. India King, owner of 21 Avocet Way and that Mr. Irving submitted the attached e-mail on July 25th requesting a payment plan and avoidance of a lien on the property. Mr. Richardson noted that as a tenant, Mr. Irving does not have standing to bring this matter before the Board. Mr. Smith motioned to suspend collection-related actions for 3 weeks to allow Mr. Irving time to get a letter from the homeowner appointing him as an agent who can deal with the Association on matters relating to assessments. If he gets this authority in time, he can discuss the matter with the General Manager. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

f. **Reserve Study Requirements Review.** Mr. Richardson briefed the Board on current status and recommended changes to the reserve study for CSA and all parcel communities as shown on the attached paper. At the end of the briefing, Mr. Smith motioned to approve the changes recommended by the General Manager. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

g. **2017 Operational Budgets, First Look.** Mr. Richardson briefed the Board on rough draft operational budgets for 2017 prepared by the GM as shown on the attachments. He noted that there are two optional budgets for CSA: one that does not include funding for life guards, and one that does provide that funding. He confirmed that lifeguards would cost about \$101,000 and that it would cause a 9.4% increase in assessments to \$42.60/month. The briefing also projected that a steep projected drop in bad debt expense will likely offset expected increases in other budget lines and will potentially make it possible to go one more year without

raising the CSA general assessment (amenities). It also stated that increases in reserve allotment requirements and landscaping expenses would require 10% increases in maintenance fees at Audubon Park and the Georgetown Townhomes. Maintenance fees for Hunter's Green, Lott's Landing and Georgetown Place are projected to remain stable.

9. OPEN DISCUSSION.

a. Mr. Irving asked if the Board would consider putting lights on the basketball court like they have on the tennis courts. Mr. Odom noted that the Association had received complaints from the Hunter's Pointe residents across the street regarding loud play in the evenings. He also stated that the area has been a site of previous drug distribution and that lighting the courts would bring in more non-members to use the facilities. Mr. Smith motioned to have the GM get prices on light installation. Mrs. Ealy seconded the motion. During discussion, Mrs. Friel recommended that cameras be added. Mr. Smith modified his motion to include cameras and Mrs. Ealy seconded the modified motion. There was no further discussion and the Board voted unanimously to approve the motion.

b. Mr. Byrum asked about the status of work on the dry retention pond (DRP) on Junco. Mr. Odom replied that construction should be completed within 4-5 days once the pond is dry. He stated that work was temporarily suspended last Friday because of impending rain, and the contractor took some steps to preclude erosion. Mr. Odom stated that remaining work includes: excavating the middle of the pond so that the depth is at the lower edge of the inlet drain pipe (the design depth); extending the drainage channel back into the woods and lining it with stone; re-working the rocks (rip-rap) at the front inlet and the rear outlet; installing a debris screen on the pipe into the weir; and installing seed and straw to the excavated areas.

10. 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, including the proxies, to approve the motion.