

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

**MINUTES OF GENERAL MEETING
May 9, 2017**

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

:	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 Director's Meetings on April 11th. Mr. Fitch seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **POLICE REPORT.** Star Corporal Snyder reported that there have been 11 level 1 crimes in our area in the past 30 days. These included 7 burglaries. He stated that all the homes burglarized backed up to canal access roads and that the criminals entered the rear doors of the properties. He recommended that homeowners upgrade the hardware on the doors to include using 3" screws on the door jambs. He also encouraged everyone to contact the Police when they see suspicious activity, and that reports could also be submitted on the web portal: SCMPD.org. Star Corporal Snyder closed by saying that we have increased patrols in the area including members of the Police Crime Suppression Unit. During the question and answer session, Cpl. Snyder was asked about the average response times for homes with alarm systems. He responded that it usually takes 4-5 minutes for the alarm system to call the homeowner, then call the Police...then another 6-7 minutes for the Police to get there. He added that, by that time, the burglars have departed. Cpl. Snyder was asked if having a sign (like ADT) in the yard serves as a deterrent. He responded that it did not help much; the criminals adapt by acting quicker and keeping themselves covered up. Cpl. Snyder said that having dogs can help, particularly if they were large dogs. One attendee recommended that residents look for vehicles without tags or with dealer tags. Mr. Smith mentioned that his property had been burglarized 3 times in the past few months and reminded everyone that Police Precinct 1, where we live, is the largest in Savannah (110 square miles) and there are not enough officers assigned.

5. **COMMITTEE REPORTS**

a. **General Manager Report. General Reports.** Collection Office Report, Accounting Summary, April 2017 Profit and Loss Report, and April 30th Balance Sheet are provided.

Balances. As of April 30, 2017, CSA checking (operational account) totaled \$142,153.88. 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 \$1,537,552.46. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,681,387.79. We made a deposit of \$11,455.00 into CSA reserves for April in accordance with the approved budget. All parcels also made their required reserve deposits for April. The total of all GCSA accounts is \$2,257,902.70. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$142,153.88
CSA Reserve MM	\$ 4,122.76
Parcel Checking	\$ 36,059.85
Parcel MM	<u>\$110,432.79</u>
	\$292,769.28

(Funds will be moved to reserves at other banks so that the total will be under the FDIC limit)

FIRST CHATHAM BANK

CSA Reserve MM	\$245,038.67
CSA Reserve Checking	<u>\$ 100.00</u>
	\$245,138.67

SOUTH STATE BANK

CSA Reserve MM	\$236,484.68
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UNITED COMMUNITY BANK

CSA Reserve MM	\$201,800.82
GTP Reserves MM	<u>\$ 45,204.45</u>
	\$247,005.27

CARVER STATE BANK

CSA Reserve MM	\$246,376.27
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COLONY BANK

CSA Reserve MM	\$174,758.40
AP Reserve MM	\$ 1,581.19
HG Reserve MM	\$ 1,377.87
LL Reserve MM	\$ 1,694.52
GTP Reserve MM	\$ 33,456.57
TH Reserve MM	<u>\$ 35,185.43</u>
	\$248,053.98

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,518.85
AP Reserve MM	\$ 5,546.23
HG Reserve MM	\$ 5,415.17
LL Reserve MM	\$ 25,791.19
GTP Reserve MM	\$105,902.42
TH Reserve MM	<u>\$ 88,930.85</u>
	\$248,104.71

BANK SOUTH

CSA Reserve MM	\$202,214.77
AP Reserve MM	\$ 5,015.79
HG Reserve MM	\$ 5,015.79
LL Reserve MM	\$ 5,015.79
GTP Reserve MM	\$ 14,820.35
TH Reserve MM	<u>\$ 15,047.34</u>
	\$247,129.83

BANK OF THE OZARKS

CSA Reserve MM	\$210,137.24
AP Reserve MM	\$ 5,001.12
HG Reserve MM	\$ 5,001.12
LL Reserve MM	\$ 5,001.12
GTP Reserve MM	\$ 10,008.98
TH Reserve MM	<u>\$ 10,008.98</u>
	\$245,158.56

Total CSA Reserves	\$1,537,552.46	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS,BOO)
CSA Checking	\$142,153.88	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 1,381.45</u>	
Total CSA Funds:	\$1,681,387.79	(incl: cking, res, p/c, undep funds, & pre-pays)

Total GCSA Funds: \$2,257,902.70 (incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for April was \$86,175.16 which was \$2,878.80 higher (better) than budget. This was primarily due to higher than expected miscellaneous income from suits, liens, and ARB yards. Expenses for the month were \$59,786.28 which were \$5,603.10 lower (better) than budget. Bad debt expense was \$1500 under budget (no write-offs in April); we did not receive an accounting invoice in April (\$1250 budgeted); and legal, maintenance, and NS Clubhouse electricity were significantly lower than budget. Net Income for the month was \$26,388.88 which was \$8,481.90 higher (better) than budget. Year-to-date net income is \$23,365.40. This surplus will be partially offset by unbudgeted repairs to tennis court lights, drop ceiling and vents at the Northside Clubhouse, and personnel costs associated with the hiring of a new general manager.

Capital Budget Execution thru 4/30/17:

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	\$1,415.61	-\$69.39
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	\$3,175.00	-\$2,825.00
18.007	Playground Sand	\$ 1,000	\$686.44	-\$313.56
18.01	Replace Installed Trashcans	\$ 900	\$888.04	-\$11.96
31.014	Repair Magnolia Woods Sign	\$ 600	\$476.00	-\$24.00
31.006	Repair Lion's Gate Sign	\$ 8,600		
31.026	Repair Sugar Mill Sign	\$ 900	\$600.00	-\$300.00
31.028	Repair GT Main Ent Sign	\$ 900	\$500.00	-\$400.00
31.04	Repair VG Ent Sign	\$ 900	\$600.00	-\$300.00
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		
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

Grand Total **\$123,415.00**

2017 PARCEL CAPITAL BUDGET

Audubon Park

2240 Land Improvements	BUDGET	ACTUAL	DIFF
Line			
1007 Tree Work	\$ 600	\$ 600	0

Hunter's Green

2240 Land Improvements			
Line			
1.007 Tree Work	\$ 600	\$ 600	0
1.008 Large Scale Tree Work	\$ 1,600	\$3,260	+ \$1,660

Lott's Landing

2240 Land Improvements			
Line			
1.004 Tree Work	\$ 600	\$ 600	0
1.008 Large Scale Tree Work	\$ 1,600	0	- \$1,600

Georgetown Place

2240 Land Improvements			
Line			
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	

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 decreased in April from 443 to 421, but the dollar amount rose from \$217,875.78 to \$230,034.53. The dollar increase was due to past due accounts over 60 days being billed for the remainder of the year. The number of accounts 31-60 days rose slightly from 212 to 215, and the dollar amount increased from \$23,692.63 to \$27,510.65. The number of accounts 61-90 days fell from 154 to 148, but the dollar rose from \$12,011.23 to \$19,335.19. The number of accounts over 90 days went up from 124 to 132, and the dollar value rose slightly from \$182,171.92 to \$183,188.69. The total number of accounts past due (421) represents 22% of all properties which is a 1.0 percentage point drop from March. The April 30th past due dollar amount represents a 16.0% decrease compared to April of 2016. In April, we issued 79 first and second letters (combined), and 37 liens and 6 suits/judgments. We received 41 payments (of \$200 or more) for past due amounts totaling \$22,739.80. 23 of our accounts are in bankruptcy, with \$15,882.62 owed pre-bankruptcy, and \$15,825.63 in post-bankruptcy owed. The total amount in bankruptcy is \$31,708.25 and that amounts to a \$895.40 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- **Northside exterior painting:** GM & staff have painted the rear of the building, the pool deck, and the masonry work around the complete building. Coastal Constructive Innovations, the only company to provide a previous bid, is developing a revised bid to complete the work with a goal of keeping it at or below budget.

- **Northside ceiling:** The maintenance staff has finished sealing the A/C vents and replacing the rusted ceiling track and hangers. Adjacent ceiling tiles were replaced, but the remainder of the ceiling also needs new tiles. Work is expected to be completed by the time the NS Pools open on Many 29th. This project is unbudgeted and is expected to cost about \$1,000.

- **Playground work:** The staff has pressure-washed and re-painted the playground equipment, and both new sand and mulch have been added. Round-about (equipment) in playground is missing a rail and the welder we contracted to repair it is incapacitated and unable to do the work. An alternate source is being sought. New spring riders will be ordered this month and installed in June.

- **Tree Issues at Hunters Green:** The fallen and/or damaged trees reported last month have been removed. The cost of removing all the trees was \$3160 which \$1660 over Hunters Green’s capital budget for the year.

- **Tennis Court Light Lens:** The damaged lens is being replaced this week.

- **Additional Landscaping Work for GTP:** We purchased and installed a pallet of sod at GTP to cover some bare yards and places where trees were uprooted during the hurricane.

- **Entrance Sign Repairs:** Previously reported work has been completed on 4 entrance signs (GCSA main entrance; Village Green Entrance; Sugar Mill Entrance; and Magnolia Woods.) Project came in under budget.

- **Entrance Lights at Village Green and Sugar Mill:** GCSA and Georgia Power have signed an agreement covering the installation and monthly servicing. Installation is scheduled to occur in the next 30 days.

Other: There has been a noticeable increase in the dumping of trash, old furniture and other debris...particularly at our parcel communities, but also at our single family homes. ARB and staff are taking aggressive action.

- 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. None

7. NEW BUSINESS

- a. **Write-Off Approval.** Mr. Smith motioned to approve the general manager's request to write-off as uncollectible \$746.98 relating to a foreclosed property at 133 Sagebrush Lane. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.
- b. **Administrative Resolution 2017-1.** Mr. Smith motioned to approve Administrative Resolution 2017-1 to establish reserve accounts at Atlantic Coast Bank and to authorize Michael Richardson, Robert Fitch, Warren Smith, and Mike Yardman to establish accounts at this institution and sign checks or other withdrawal instruments. The Resolution also authorizes the General Manager to serve as the point of contact for administrative issues relating to these accounts. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.
- c. **Administrative Authority for New General Manager, Mike Yardman.** Mr. Smith motioned to approve the following authority to Mr. Yardman:
 - (1) To apply for and maintain a corporate credit card account for business-related purchases, with a credit limit of \$7,500.00.
 - (2) To serve as one of the four authorized signers on Association checks and other bank documents. Authorized signers include: President, Vice President, Secretary/Treasurer, and General Manager. It is understood that certain transactions and bank documents require the signature of the Association's Secretary and one other Board officer. Also, all checks issued on Association accounts require signatures of two of the four authorized signers.
 - (3) To apply for and utilize electronic banking with our established banks.
 - (4) To act as the Association's administrative point of contact with our established banks, and with banks the Association is interested in doing business with.
 - (5) To make purchases and obligations necessary to support approved operational and capital budgets. Purchases, obligations, and contracts shall be made in accordance with the guidelines established in the 1990 Purchasing and Contracting Manual. While this manual is being updated, the requirements in Section 302 (Encumbrance of Funds) are temporarily waived; however, any procurement or obligation in excess of \$5,000.00 will need prior approval by the Board.Mr. Fitch seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.
- d. **King's Grant Entrance Sign Replacement:** Mr. Smith motioned to approve the proposed sign design and to authorize the General Manager to proceed with project solicitation. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.
- e. **Request by C. Brutton to use Georgetown Place Common Area for Party:** Mr. Bill motioned to approve the request with the following provisions: (1) they must sign a rental contract that includes a liability waiver; (2) they will not be charged a rental fee, but will have to provide a normal \$300 security deposit; and (3) they will have to agree to forfeit the return of the deposit if: (a) any one of their party participants parks illegally in the Georgetown Place complex; (b) they fail to leave the area the way they found it, or (c) if the event grows beyond the size projected or becomes a nuisance to other residents. Mr. Sewell seconded the motion. During discussion, Mrs. Friel asked why the Board was proposing to waive the rental fee. Mr. Smith responded that we don't have rules regarding the rental of common areas other than the clubhouses. There was no further discussion and the Board voted unanimously to approve it.

7. OPEN DISCUSSION.

a. Mr. Nemais stated that there are no after-hour activities for kids and that there were no dog parks in the area. He also stated that the County is going to come by to inspect the retention area on Junco Way because it continues to retain water. He questioned the information on the ballot which discussed developer's voting rights. Mr. Gerard responded that Class C members are no longer relevant after the developer's properties have been sold.

b. An attendee asked when the landscaping at the Heron's Crest entrance was going to be fixed...there are a lot of dead plants. Mr. Odom said that the work would be done in the next few weeks.

c. An attendee asked about what the Association was doing regarding the mismatched roof and the fence repair at 189 Junco Way. Mr. Sili, the ARB Inspector, responded that he would revisit the issue of the roof. He added that the ARB had previously approved the home addition, including the roof. Mr. Sili also said that the ARB had considered the fencing issue and had determined that there was no violation. The fence was structurally sound, and that the color difference was caused by new wood being used in the recent repairs.

d. An attendee asked if the Association could put a note in the newsletter regarding trashcans...particularly when they should be put out and re-stowed. Mr. Odom responded that a note would be forthcoming.

e. Mr. Riehl noted that the AT&T box next to 1 Barksdale Drive has been knocked over. Mr. Richardson responded that he recently saw the AT&T repair people working on it and spoke to them.

8. ADJOURNMENT OF GENERAL MEETING. At 8: 50 p.m., Mr. Smith motioned to adjourn the Director's Meeting. Mrs. Strong-Bacon seconded the motion and the Board voted unanimously to approve it.