

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

**MINUTES OF GENERAL MEETING
December 13, 2016**

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

:	Mike Richardson	President	Present
	Robert Fitch	VP	Absent, Proxy to Mr. Richardson
	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 agenda as written. 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 Director's Meeting on November 8th. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously, including the proxy, to approve the motion.

4. **COMMITTEE REPORTS**

General Reports. Collection Office Report, Accounting Summary, November 2016 Profit and Loss Report, and November 30th Balance Sheet were provided to the Board.

Balances. As of November 30, 2016, CSA checking (operational account) totaled \$112,840.32. 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 \$1,368,943.29. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,482,940.39. We made a deposit of \$11,455.00 into CSA reserves for November in accordance with the approved budget. All parcels also made their required reserve deposits for November. The total of all GCSA accounts is \$1,988,458.81. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$112,840.32
CSA Reserve MM	\$ 4,120.21
Parcel Checking	\$ 23,678.77
Parcel MM	<u>\$ 65,570.80</u>
	\$206,210.10

(In November, a portion of Ameris funds were moved to a new acct at Bank of Ozarks to get under FDIC limit)

FIRST CHATHAM BANK

CSA Reserve MM	\$207,668.34
CSA Reserve Checking	<u>\$ 100.00</u>
	\$207,768.34

SOUTH STATE BANK

CSA Reserve MM	\$235,369.36	
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.)
	\$235,369.36	

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,607.11
GTP Reserves MM	<u>\$ 45,169.40</u>
	\$242,776.51

VANGUARD

CSA Reserve MM	\$ 0	(This account was closed on September 30 th and money was ultimately deposited into Bank of the Ozarks and other reserve accounts)
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CARVER STATE BANK

CSA Reserve MM	\$246,175.22
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COLONY BANK

CSA Reserve MM	\$159,043.36
AP Reserve MM	\$ 1,579.58
HG Reserve MM	\$ 1,376.48
LL Reserve MM	\$ 1,692.80
GTP Reserve MM	\$ 33,415.63
TH Reserve MM	<u>\$ 35,142.36</u>
	\$232,250.21

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,508.61
AP Reserve MM	\$ 5,543.93
HG Reserve MM	\$ 5,412.92
LL Reserve MM	\$ 25,775.20
GTP Reserve MM	\$105,771.15
TH Reserve MM	<u>\$ 88,857.34</u>
	\$247,869.15

BANK SOUTH

CSA Reserve MM	\$157,339.16
AP Reserve MM	\$ 5,008.54
HG Reserve MM	\$ 5,008.54
LL Reserve MM	\$ 5,008.54
GTP Reserve MM	\$ 14,798.92
TH Reserve MM	<u>\$ 15,025.58</u>
	\$202,189.28

BANK OF THE OZARKS

CSA Reserve MM	\$145,011.92
AP Reserve MM	\$ 5,000.10
HG Reserve MM	\$ 5,000.10
LL Reserve MM	\$ 5,000.10
GTP Reserve MM	\$ 10,000.82
TH Reserve MM	<u>\$ 10,000.82</u>
	\$180,013.86

Total CSA Reserves	\$1,368,943.29	(AB, FCB, SSB, UCB, VG, CSB, QB, COL, BS,BOO)
CSA Checking	\$112,840.32	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 856.78</u>	
Total CSA Funds:	\$1,482,940.39	(incl: cking, res, p/c, undep funds, & pre-pays)
Total GCSA Funds:	\$1,988,458.81	(incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for November was \$83,061.79 which was \$1,529.42 higher (better) than budget. Normal expenses for the month were \$67,291.25 which were \$2,680.20 higher (worse) than budget. This was due to programmed purchases of copy paper, janitorial supplies, and pool chemicals. Bad debt expense was under by \$2,653.53 this month, and we received an unexpected credit from insurance in the amount of \$849.00. We did not receive a water bill, so that line is under for the month; however, it is over for the year and we are still challenging a previous invoice. Ordinary Net Income for the month was \$15,770.54 which was \$1,150.78 lower than budget. Hurricane Matthew caused over \$30K in damage repairs that were expensed in November. This resulted in a \$31,857.38 total deficit in net income for the month and a \$3,801.02 deficit for the year (to date). We are expecting possibly as much as \$17,660 in insurance proceeds for repairs to the Maintenance Building. Once received, the net income figure will be revised upward.

Repairs from Hurricane Matthew. The items below were initially thought to be capital repairs and were paid for with reserves. A ruling from our CPA on 11/3/16 is that the hurricane damages should be expensed to operational accounts. Therefore, checks will be written on the appropriate operational accounts to pay back reserves. We are still awaiting pricing on the Georgetown Place entrance sign replacement, and we expect to spend about \$1000 more on newly identified repairs to the doors and frames on the Maintenance Building. We expect to receive \$400 from insurance to pay to remove the tree off of the work truck, which will reduce the tree work expenses below. Any proceeds from the damages (total loss) to the work truck will be paid back to the reserves. We are waiting on an accounting ruling on how to handle the loss on the truck. The Profit and Loss Statements for CSA and the parcels for the month of November will reflect the charges discussed above and will likely result in deficit for both the month and on a year-to-date basis for CSA and the parcels.

CSA	Authorized	Spent	Difference	Notes
Fence Repair	\$14,000**	\$ 5,160.00	-\$8,840.00	
Playground Equip Rep	\$ 5,000**	\$ 0.00	-\$5,000.00	
Maint Bldg Repair	\$20,000**	\$20,160.00	+\$ 160.00	Expect approx. \$17.6K ins reimb
APC BU Replacements	\$ 325 **	\$ 320.98	-\$ 4.02	
Tree Work	<u>\$ 9,750**</u>	<u>\$11,500.00</u>	+ \$1,750.00	Received \$400 from insurance
	\$49,075.00	\$37,140.98		
	Less Ins on Maint Bldg	-\$17,660.00 (est)		
	Less Ins—tree removal	- \$ 400.00		
	Less Ins—truck loss	-\$ <u>5,713.40</u>		
	Net Hurricane Cost	\$ 13,367.58		
HG				
Tree Work	\$ 1,500**	\$ 800.00	- \$ 700.00	
LL				
Tree Work	\$ 3,000**	\$ 275.00	- \$2,725.00	
Fence Repair	\$ 6,500**	<u>\$ 3,536.00</u>	- \$2,964.00	
		\$ 3,811.00		
GTP				
Fence Repair	\$ 8,000**	\$ 3,312.00	- \$ 4,688	
Entrance Sign Repair	\$	\$ 3,819.90	+ \$ 3,820	
Tree Work	\$ 3,000**	<u>\$ 1,200.00</u>	- \$ 1,800	
		\$ 4,512.00		
TH				
Tree Work	\$ 3,000**	\$ 800.00	- \$2,200	

**Board-approved budget addition 11 Oct 2016

Capital Budget Execution thru 11/30/16:

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	\$124.13	-\$1,375.87
11.002	Maint Bldg Ext Painting	\$3,900	\$145.73	-\$3,754.27
11.005	Maint Bldg Int Painting	\$1,500	\$145.73	-\$1,354.27
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	\$61,539.00	+\$39,139.00
16.003	SS Asphalt Patching	\$ 2,015	\$2,015.00	0.00
16.005	SS Curb/Gutter repair	\$ 1,836	\$1,836.00	0.00
16.006	Wheel Stops	\$ 2,181	\$2,181.00	0.00
17.001	Tree Work	\$ 2,000	\$2,675.00	+\$675.00
27.002	NS Asphalt Patching	\$ 1,180	\$1,180.00	0.00
27.003	NS Asphalt Seal Coat	\$ 1,503	\$1,503.00	0.00
31.012	Replace King's Grant Sign	\$26,000	Defer to 2017	
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
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	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	Defer to 2017	
15.004	Tennis Court Nets	\$ 1,500	Defer to 2017	
19.016	Wet/Dry Vac	\$ 150	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	\$20,428.50	-\$4,571.50
Grand Total		\$204,436		+\$15,577.84 YTD

* Board-approved budget addition 9 July 2016

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	\$ 2,300	+\$ 700

Georgetown Townhomes

2240 Land Improvements			
Line			
2008 Tree Work	\$ 600	\$ 1,000	+\$ 400
2250 Equipment			
Line			
1002 Mailbox Replacement (from 2015)	\$ 5,065	\$4,440	-\$ 625

Grand Total	\$13,865.00	\$12,387.00	-\$1,487.00
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Past Due Accounts. The number of past due accounts increased in November from 434 to 470, but the dollar amount dropped from \$229,441.86 to \$222,400.39. The number of accounts 31-60 days fell from 230 to 208 and the dollar amount decreased from \$9,140.65 to \$5,864.58. The number of accounts 61-90 days rose from 151 to 161, and the dollar value increased from \$3,563.34 to \$5,631.17. The number of accounts over 90 days dropped from 167 to 150, and the dollar value decreased from \$216,737.87 to \$210,904.64. The total number of accounts past due (470) represents 24% of all properties which is a 2.0 percentage point increase from October. The November 30th past due amount represents a 5.2% decrease compared to November of 2015. In November, we issued 100 first and second letters (combined), and 20 liens and 9 suits/judgments. We received 21 payments (of \$200 or more) for past due amounts totaling \$ 7,513.45. 22 of our accounts are in bankruptcy, with \$17,088.83 owed pre-bankruptcy, and \$8,694.53 in post-bankruptcy owed. The total amount in bankruptcy is \$25,783.36 and that amounts to a \$8,240.52 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- Hurricane Tree Work: Contracted work completed \$14,575, less \$400 insurance reimbursement.
- Hurricane Repair to Maintenance Bldg: Contract work completed \$20,160. Expect approximately \$17.6K insurance reimbursement.
- Hurricane Repair to Fencing: Contract work mostly completed (\$12,008 obligated).
- Hurricane Repair to GTP Sign: Contract awarded to Doug Bean Signs for \$3,819.90. Expect completion by end of December.
- Vandalism to Tennis Court Lights. Some time Tuesday night, November 30th, someone shot out the lenses on 8 tennis court lights. Police report filed. No security video available in that area. Repair estimates being obtained.

- 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.

a. **Review of Rules for Use of Amenities and Common Areas.** At the request of the President, Mr. Odom briefed the Board. Mr. Odom stated that at the November Director's Meeting, the Board voted to amend the pool rules to prohibit sitting or lying on the mid-pool rope. All other existing rules remained in place. He added that, at the end of the meeting, the Board (via Mr. Gerard), would contact the Association's insurance agent to see if allowing pool noodles would affect the insurance. Mr. Odom reported that this conversation took place and a determination was made that allowing pool noodles would not increase the risk sufficiently to affect the insurability of the organization or the premiums paid. Mr. Odom offered a proposed Policy Resolution 2016-2 that incorporates the new pool rule prohibiting "sitting or lying on the mid-pool rope" as well as revised wording to rule 3-k of the pool rules to allow for the use of pool noodles. Mr. Smith motioned to approve the proposed Policy Resolution 2016-2. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

6. NEW BUSINESS

a. **Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible two accounts totaling \$3,956.74. These two properties are located at 8 West Goldfinch Court and 131 Wimbledon Drive. Mrs. Strong seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

b. **2017 Schedule of Events.** Mr. Smith motioned to approve the following 2017 Schedule of Events. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion.

**GCSA SCHEDULE OF MAJOR EVENTS
2017**

January

2 Office/Gym Closed for New Year's
3 ARB Meeting
10 BOD Meeting
17 ARB Meeting
17 VG Watch Meeting

February

7 ARB Meeting
14 BOD Meeting
21 ARB Meeting

March

7 ARB Meeting
14 BOD Meeting
21 ARB Meeting
23 Mail Quarterly Statements
23 Advertise Elections

April

4 ARB Meeting
11 BOD Meeting
15 Easter Egg Hunt
18 ARB Meeting
18 VG Watch Meeting
28 Election Petitions Due
29 Community Yard Sale

May

2 ARB Meeting
4 Mail Election Ballots/Proxies
6 SS Pool Season Opens
9 BOD Meeting
16 ARB Meeting
29 NS Pool Season Opens; Office/Gym Closed

June

6 ARB Meeting
12 Election Ballots/Proxies Due
13 Annual Meeting & BOD Meeting
20 ARB Meeting
22 Mail Quarterly Statements

July

4 (Tues) Office/Gym Closed for Holiday
No ARB Meeting on July 4th
11 BOD Meeting
18 ARB Meeting
18 VG Watch Meeting

August

1 ARB Meeting
8 BOD Meeting
15 ARB Meeting

September

4 Office/Gym Closed; NS Pools Open Weekends
5 ARB Meeting
9 Community Yard Sale
12 Parcel Budget Hearings/BOD Meeting
19 ARB Meeting
21 Mail Quarterly Statements
24 All Pools Close for Season

October

3 ARB Meeting
10 CSA Budget Hearing / BOD Meeting
17 ARB Meeting
17 VG Watch Meeting
27 Fallfest/Halloween Party

November

7 ARB Meeting
14 BOD Meeting/Approve Budgets
21 ARB Meeting
23-24 Office/Gym Closed for Thanksgiving

December

5 ARB Meeting
9 Breakfast With Santa
12 BOD Meeting
19 ARB Meeting
21 Mail Quarterly Statements
23 Office/Gym Close at Noon thru Christmas
29 Office/Gym Close at Noon thru New Years

c. **Strategic Plan 2017-2021.** At the request of the President, Mr. Odom briefed the Board on the attached proposed update to the Strategic Plan. Mr. Odom stated that the rough draft plan remains in the “balanced scorecard” format as it has since year 2006. He noted that the four current initiative areas include: (1) financials; (2) business operations; (3) customers; and (4) employees. He added that there are proposed objectives, strategies, actions, and desired completion dates for each area covering the next five years. Mr. Odom encouraged the Board to use the draft as food for thought and provide new initiatives and other proposed changes prior to the next director’s meeting.

d. **Appeal of Assessments and Lien Fees by Ms. K. Ortiz of 15 Bristlecone Court.** Mr. Smith motioned to approve Ms. Ortiz’ appeal and remove the lien fee for her account, and to remind Ms. Ortiz that payments are due on the first of each month. He further motioned to amend the fine print at the bottom of the statements so as to minimize the potential confusion regarding the amount due and the due date. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously, including the proxy, to approve the motion. Ms. Ortiz was in the audience and stated concurrence with the Board’s action.

7. OPEN DISCUSSION.

a. A member of the audience requested that we advertise on the marquee the new service regarding e-mailed statements. The Board agreed.

b. A member of the audience noted that the retention pond on Junco was still retaining water and that his back yard was flooding after it rained. He also stated that there are trees in the area behind the pond that are partially fallen and need to be taken to ground for safety purposes. Mr. Odom replied that he would have his staff address the tree issues.

c. Mr. Imber asked why Mr. Riehl was still on the Board given the record of past absences. Mr. Richardson responded that the Board has addressed the issue with the Board members and that the matter regarding Mr. Riehl is resolved for the time being.

d. A member of the audience asked if Board minutes could be posted more promptly. Mr. Richardson responded that the minutes are posted to the web site after they approved at the subsequent Board meeting. Mr. Gerard stated that he saw no problem with posting provisional minutes in advance of formal Board approval. The Board agreed to post provisional minutes to the web site.

e. A member of the audience expressed concern that the storm debris may not be all picked up by the County’s scheduled completion date of January 2nd. Mr. Sili stated that most of the storm debris had been picked up already; however, new batches of debris have found their way to the curb this past week. He noted that there are places on Lion’s Gate Road, Whittington Court, and Beaver Run that still had debris. Mr. Sili went on to say that the County got behind on debris removal after tropical storm Hermine as was not caught up when hurricane Matthew hit. Mr. Odom added that it appears the County has resumed the Monday removal of lawn debris, as long as the debris is placed in the proper type of container. He went on to say that there is an article on debris removal in the newsletter that will be mailed out next week.

8. **ADJOURNMENT OF GENERAL MEETING.** At 8: 40 p.m., Mr. Smith motioned to adjourn the Director’s Meeting. Mrs. Strong seconded the motion and the Board voted unanimously, including the proxy, to approve it.