

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

**MINUTES OF GENERAL MEETING
December 8, 2015**

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:45. Mr. Smith took roll 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.** Mrs. Rabbitt motioned to approve the agenda as written. Mr. Smith 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 CSA General Meeting held on November 10th. Mrs. Rabbitt seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS**

- a. **GM Report.** Collection Office Report, Accounting Summary, November 2015 Profit and Loss Report, and November 30th Balance Sheet are provided.

Balances. As of November 30, 2015, CSA checking (operational account) totaled \$71,388.19. 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 \$1,320,213.01. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,392,858.65. We made a deposit of \$11,901.75 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 \$1,854,465.08. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$ 71,388.19
CSA Reserve MM	\$ 6,438.96
Parcel Checking	\$ 56,493.73
Parcel MM	<u>\$ 56,223.38</u>
	\$190,544.26 (\$50K was moved to Vanguard 2/25/15)
	(\$40K was moved to Vanguard 1/14/15)
	(\$93K transfer to new Colony Acct 5/12/15)
	(\$15K transfer to Colony MM 8/31/15)
	(\$20K transfer to Colony Bank 10/7/15)
	(\$35K transfer to Colony Bank 11/4/15)

FIRST CHATHAM BANK

CSA Reserve MM	\$237,055.81
CSA Reserve Checking	<u>\$ 100.00</u>
	\$237,155.81

SOUTH STATE BANK

CSA Reserve MM	\$241,120.81
CSA Reserve Checking	<u>\$ 105.00</u>
	\$241,225.81

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,132.18
GTP Reserves MM	<u>\$ 45,083.42</u>
	\$242,215.60

VANGUARD

CSA Reserve MM	\$247,286.22
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CARVER STATE BANK

CSA Reserve MM	\$249,677.10
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COLONY BANK

CSA Reserve MM	\$124,813.09
AP Reserve MM	\$ 1,575.65
HG Reserve MM	\$ 1,373.06
LL Reserve MM	\$ 1,688.54
GTP Reserve MM	\$ 33,315.29
TH Reserve MM	<u>\$ 35,036.82</u>
	\$197,802.45

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,483.84
AP Reserve MM	\$ 5,538.40
HG Reserve MM	\$ 5,407.51
LL Reserve MM	\$ 25,736.56
GTP Reserve MM	\$105,454.28
TH Reserve MM	<u>\$ 88,679.79</u>
	\$247,300.38

Total CSA Reserves	\$1,320,213.01	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
CSA Checking	\$ 71,388.19	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 957.45</u>	
Total CSA Funds:	\$1,392,858.65	(incl: cking, res, p/c, undep funds, & pre-pays)
Total GCSA Funds:	\$1,854,465.08	(incl: tot CSA, parcel ck & mm res)

c. **Income and Expenses.** Total income for November was \$81,760.23 which was \$686.86 higher (better) than budget. Expenses for the month were \$72,300.44 which were \$11,349.20 higher (worse) than budget. This was due to higher expenses in postage, janitorial supplies, office supplies, and pool chemicals as discussed at the last meeting. Net Income was \$9,459.79 which was \$10,662.34 lower (worse) than budget. Year-to-date net income is \$14,825.49 better than budget.

Capital Budget Execution thru 11/30/15:

BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings					
	1006	SS Interior Painting	\$2,950		
	6003	BH Exterior Painting	\$1,000		
	6005	BH Interior Painting	\$1,500	\$ 515.13	-\$ 984.87
	22007	NS Front Doors	\$8,000	\$9,067.75	+\$1,067.75
		Reserve Study Update	\$2,500	\$2,400.00	-\$ 100.00
2220 Furniture					
	26004	NS Furniture	\$ 800	\$ 800.24	+\$.24
	21	Pool Furniture	\$1,485	\$1,344.13	-\$ 140.87
2230 Land No planned expenditures for 2015					
2240 Land Improvements					
	17001	Tree Work	\$2,000	\$1,850.00	-\$ 150.00
	31002	KG Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31006	KB Ent Lighting	\$1,075	\$ 849.94	-\$ 225.06
		Replacement light		+\$ 424.93	+\$ 424.93
	31007	EL Cor Lighting	\$1,075	\$ 849.94	-\$ 225.06
	31008	EL Junco Lighting	\$1,075	\$ 849.94	-\$ 225.06
	32014	St. Ives A Lagoon	\$5,000	Defer to 2016	
	32016	Wexford I Lagoon	\$5,000	Defer to 2016	
	32017/18	Wexford II & GP Lagoons	\$30,000	\$29,825.00	-\$ 175.00**
	Not Listed	Lagoon/Amenity Signs	\$1,600	\$ 1599.76	+\$1,599.76*
		*BOD approved addition 7/14/15			
2250 Machinery and Equipment					
	5	SS Computers, install,MSOffice	\$3,000	\$2,545.47	-\$ 454.53
	5003	SS Sec System, locks, lights	\$2,529	\$1,387.43	-\$1,141.57
	11.01	SS Sec Cam & DVRs	\$3,000	\$3,000.00	0
	15004	Tennis Court Nets	\$1,420	Defer to 2016	
	18001	Playground Swings	\$1,900	\$ 729.62	-\$1,170.38
	26001	NS Sec System, locks, lights	\$1,775	\$ 1,775.00	0
	26002	NS Security Cams 16	\$2,500	\$ 2,111.36	-\$ 388.64
	19012	Rolling Blower	\$ 425	\$ 403.56	-\$ 21.44
	19016	Wet/dry Vac	\$ 150	Defer to 2016	
	23005	NS Water Heater	\$ 1,600	Defer to 2016	
	10000	Gate Guard Bldg A/C	\$ 1,375	\$ 1,367.00	-\$ 8.00
	400	Lawn Tractor overhaul	\$ 400	\$ 475.35	+\$ 75.35
		Lawn Tractor purchase	\$ 0	\$ 3,422.93	+\$3,422.93***
		Mini-Split A/C for Gym	\$ 3,937	\$ 3,937.00	\$ 0
		Additional treadmill	\$ 2,300	\$ 2,300.00	\$ 0
2260 Vehicle					
	19001	Ford Ranger	<u>\$17,500</u>	Defer to 2016	
		Subtotal	\$109,946		
		Less approved deferrals -	<u>\$ 30,670</u>		
		Total	\$ 79,276	\$74,681.42	+\$ 955.42

* BOD approved addition 7/14/15

** BOD approved increase 10/13/15

*** BOD approved addition 8/11/15

CSA Capital Budget and Reserves Summary	Annual Budget	Actual Results Year-to-date	
Beginning CSA Reserve Balance 1/1/15:	\$1,037,237		
(+) Allotments/Deposits:	\$142,821	\$ 130,919.25	OK
(+) Depreciation	\$132,000	\$ 121,000.00	OK
(+) Interest	\$ 1,380	\$ 1,571.76	+\$306.76
(-) Expenditures:	<u>\$ 79,276*</u>	\$ 74,681.42	+\$ 955.42
Projected Ending Balance 12/31/15: \$1,234,162			

*Revised 10/13/15

Parcel Capital Budget Execution thru 11/31/15:

PARCEL	BAL SHEET	RS LINE	ITEM	BUDGET	ACTUAL	DIFF
AP:	No planned capital expenditures for 2015					
HG:	2240	Line 1007	Tree Work	\$ 500	In process	
	2250	Line 1009	Mail Box	\$ 1,710	Defer to 2016	
	2240	Line 1011	Sign Repair	\$ 600	\$ 436.03	-\$163.97
LL:	2240	Line 1006	Tree Work	\$ 500	In process	
GTP:	2240	Line 1006	Tree Work	\$ 600	\$625.00	+\$ 25.00
	2240	Line 1011	Entrance Sign	\$ 900	\$ 436.02	-\$163.98
	2240	Line 1014	Irrigation Repair	\$3,000	In process	
	2250	Line 1015	Irrigation Timer	\$ 500	In process	
TH:	2250	Line 1002	Mail Boxes	\$4,465	Defer to 2016	
	2240	Line 2003	Replace Curbing	\$31,000	\$23,261	-\$7,739.00
	2240	Line 2005	Sidewalk Overlay	\$12,600	Defer to 2016	
	2240	Line 2008	Tree Work	\$ 700	In process	
Total of Parcel Capital Budgets				\$57,075		

Past Due Accounts. The number of past due accounts increased in November from 397 to 468, but the dollar amount decreased slightly from \$235,906.18 to \$234,703.79. The number of accounts 31-60 days rose from 218 to 227, but the dollar amount declined from \$10,498.90 to \$9,300.18. The number of accounts 61-90 days past due increased from 145 to 164, and the dollar value rose from \$5,902.93 to \$8,313.61. The number of accounts over 90 days in arrears dropped from 168 to 156, and the dollar value declined from \$219,504.35 to \$217,090.00. The total number of accounts past due (468) represents 24% of all properties which is a 4 percentage increase from October. The November 30th past due amount represents a 1.15% decrease compared to November 2014, and a 13.7% drop over the past 12 months. In November, we issued 73 first and second letters (combined), and processed 12 new or updated liens, and 5 suits/judgments. We received 19 payments (of \$200 or more) for past due amounts totaling \$6,527.56. 19 of our accounts are in bankruptcy, with \$24,178.34 owed pre-bankruptcy, and \$9,986.80 in post-bankruptcy owed. The total amount in bankruptcy is \$34,165.14 and that amounts to a \$1530.49 increase from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- Breakfast with Santa event is scheduled for Saturday, December 12th, 9-11 a.m.

- The Wexford lagoon project has been completed. Final investment was \$29,825 which is \$175 under the authorized amount.
- The curbing replacement project at the Georgetown Townhomes has been completed. Final investment was \$21,645.00 which is \$ 1,855 under the authorized amount.
- Tree trimming at Hunter's Green, Townhomes, and Lott's Landing is underway and should be completed by the end of the week.
- Irrigation repair at Georgetown Place will be completed by the end of the week.
- Painting of the Bath House exterior and the Southside Clubhouse interior will be conducted before the end of the year.

b. SECRETARY/TREASURER. Nothing to add.

c. PARCEL REPRESENTATIVE. No report

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

5. UNFINISHED BUSINESS. None.

6. NEW BUSINESS

a. Approval of 2016 Schedule of Events. Mr. Smith motioned to approve the attached 2016 Schedule of Events. Mrs. Rabbitt seconded the motion. During discussion, Mrs. Ealy asked if we could consider adding an event in conjunction with Breakfast with Santa where residents with pets could get pictures taken with Santa. The request was taken under advisement. There was no further discussion and the Board voted unanimously to approve the motion.

b. Review of Draft 2016-2020 Strategic Plan. At the request of the President, Mr. Odom briefed the Board on the attached draft plan. Mr. Odom stated that the Plan continues in the Balanced Scorecard format with four basic categories: Financials, Business Processes and Operations, Customers, and Employees. He went on to say that the Plan incorporates the key elements of the Reserve Study, and it includes, among other things, some recently requested initiatives, such as: consideration of a cap on assessment increases; review and update of rules regarding facility use; and consideration of bringing the landscaping contract work in house. Mr. Odom requested approval of the Plan. Mr. Sewell motioned to approve the Plan as written. Mrs. Ealy seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

c. Consideration of ARB Candidates. Mr. Richardson announced that two candidates—Velore Brown and Robert Smith—had volunteered their services for the Architectural Review Board (ARB) and that both had attended the requisite 3 consecutive ARB meetings.. He noted that neither of the candidates was in attendance at this meeting. The Board conducted a silent/written ballot. The Board voted unanimously to approve the appointment of Mrs. Brown and to disapprove the appointment of Mr. Smith.

7. OPEN DISCUSSION. No topics or questions were set forth by the Board members or by those in the audience.

8. ADJOURNMENT OF GENERAL MEETING. At 8: 25 p.m., Mrs. Rabbitt motioned to adjourn the General Meeting. Mr. Smith seconded the motion and the Board voted unanimously to approve it.