

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

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

1. **CALL TO ORDER.** Mr. Richardson called the General Meeting to order at 7:45.

Mr. Richardson stated that in light of the article in the Savannah Morning News today regarding a potential problem with water quality, he has asked the City Water Department to have a representative speak at this evening's meeting. He recognized Mr. John Sawyer and Mr. Heath Lloyd and thanked them for attending. Mr. Sawyer stated that this is really a minor issue, but that his office was required by Federal law to notify residents. He explained that his office tests the water every month for "total coliform" which is a general family of bacteria. He went on to say that if 5% of the samples show coliform present, they have to notify residents within 30 days. It also prompts additional sampling. Mr. Sawyer noted that no coliform, which includes fecal coliform, was found in any of the additional samples—which included retesting of the sources that originally showed bacteria. He also said that the chlorine in the sources were at a level that was not conducive to bacteria growth...but that his staff increased the level, temporarily, just to be sure. He concluded by saying that the bacteria could have come from anywhere, but it apparently did not originate from the water source. The water is perfectly safe to drink. Mr. Richardson thanked Mr. Sawyer and Mr. Lloyd for attending and explaining the situation.

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
David Campbell	Member	Present
John Sewell	Member	Present
Melissa Friel	Member	Present
Dorothy Strong	Member	Present
Geoff Riehl	Member	Present
Amber Ealy	Member	Absent

2. **APPROVAL OF AGENDA.** Mr. Smith motioned to approve the agenda as written. Mr. Campbell 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 January 12th. Mr. Sewell seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS**

Before the General Manager gave his report, Mr. Richardson formally recognized and thanked Mr. Odom for his ten years of outstanding service to the Association.

- a. **General Manager's Report.** Collection Office Report, Accounting Summary, January 2016 Profit and Loss Report, and January 31st Balance Sheet are provided.

Balances. As of January 31, 2016, CSA checking (operational account) totaled \$138,027.13. 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 \$1,334,306.53. The total of CSA funds, including checking, reserves, petty cash, undeposited funds, and pre-payments is \$1,473,363.02. We made a deposit of \$11,455.00 into CSA reserves for January in accordance with the approved budget. All parcels also made their required reserve deposits for January. The total of all GCSA accounts is \$1,963,172.36. Aggregate deposits at each financial institution/program include:

AMERIS BANK

CSA Checking	\$138,027.13
CSA Reserve MM	\$ 4,182.28
Parcel Checking	\$ 71,116.07
Parcel MM	<u>\$ 69,389.07</u>
	\$282,714.55

FIRST CHATHAM BANK

CSA Reserve MM	\$233,587.29
CSA Reserve Checking	<u>\$ 100.00</u>
	\$233,687.29

SOUTH STATE BANK

CSA Reserve MM	\$237,218.05
CSA Reserve Checking	<u>\$ 105.00</u>
	\$237,323.05

UNITED COMMUNITY BANK

CSA Reserve MM	\$197,209.96
GTP Reserves MM	<u>\$ 45,097.51</u>
	\$242,307.47

VANGUARD

CSA Reserve MM	\$247,396.17
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CARVER STATE BANK

CSA Reserve MM	\$249,759.19
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COLONY BANK

CSA Reserve MM	\$148,260.58
AP Reserve MM	\$ 1,576.29
HG Reserve MM	\$ 1,373.62
LL Reserve MM	\$ 1,689.24
GTP Reserve MM	\$ 33,331.72
TH Reserve MM	<u>\$ 35,054.10</u>
	\$221,285.55

QUEENSBOROUGH BANK

CSA Reserve MM	\$ 16,488.03
AP Reserve MM	\$ 5,539.34
HG Reserve MM	\$ 5,408.43
LL Reserve MM	\$ 25,743.11
GTP Reserve MM	\$105,507.95
TH Reserve MM	<u>\$ 88,709.87</u>
	\$247,396.73

Total CSA Reserves	\$1,334,306.53	(AB, FCB, SSB, UCB, VG, CSB, QB, COL)
CSA Checking	\$138,027.13	
CSA Petty Cash Fund	\$ 300.00	
Undeposited funds	<u>\$ 1,002.36</u>	
Total CSA Funds:	\$1,473,363.02	(incl: cking, res, p/c, undep funds, & pre-pays)
Total GCSA Funds:	\$1,963,172.36	(incl: tot CSA, parcel ck & mm res)

Income and Expenses. Total income for January was \$80,923.47 which was \$863.68 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 \$57,580.10 which were \$8,729.14 lower (better) than budget. This was due to: water bills not being received (will be posted in February); lower legal expense; lower bad debt expense; and some unused annual earmarks. Net Income was \$22,888.59 which was \$7,865.46 higher (better) than budget.

Capital Budget Execution thru 1/31/16:

BAL SHEET/ RS LINE	ITEM	BUDGET	ACTUAL	DIFF
2210 Buildings				
Line	Item			
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				
Line	Item			
21	Pool Furnishings	\$1,485		
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		
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				
Line	Item			
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)

Line	Item	
19.001	Replace Work Truck	\$25,000

Grand Total **\$191,436.00**

2016 PARCEL CAPITAL BUDGET

Audubon Park

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

Hunter's Green

2240 Land Improvements	
Line	
1007 Tree Work	\$ 600
1008 Large Scale Tree Work	\$ 1,700

2250 Equipment	
Line	
1009 Mailbox (from 2015)	\$ 4,800

Lott's Landing

2240 Land Improvements	
Line	
1006 Tree Work	\$ 600

Georgetown Place

2240 Land Improvements	
Line	
1005 Tree Trimming	\$ 600
1006 Large Scale Tree Trimming	\$ 1,600

Georgetown Townhomes

2240 Land Improvements	
Line	
2008 Tree Work	\$ 600

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

Grand Total **\$13,265.00**

Past Due Accounts. The number of past due accounts rose in January from 442 to 523, but the dollar amount dropped from \$229,919.16 to \$221,350.60 which is the lowest dollar level since December of 2009. The number of accounts 31-60 days declined from 200 to 159, and the dollar amount decreased from \$5,642.73 to \$4,194.39. The number of accounts 61-90 days past due stayed the same at 155, and the dollar value decreased from \$5,798.40 to \$3,874.32. The number of accounts over 90 days in arrears declined from 166 to 155, and the dollar value decreased from \$218,478.03 to \$213,281.89. The total number of accounts past due (523) represents 27% of all properties which is a 4 percentage increase from December. The January 31st past due amount represents a 1.06% decrease compared to January 2015, and an 5.0% drop over the past 12 months. In January, we issued 89 first and second letters (combined), and processed 9 suits/judgments. We received 22 payments (of \$200 or more) for past due amounts totaling \$11,196.53. 17 of our accounts are in bankruptcy, with \$22,835.34 owed pre-bankruptcy, and \$8,511.84 in post-bankruptcy owed. The total amount in bankruptcy is \$31,347.18 and that amounts to a \$861.18 decrease from last month. The attached report summarizes the status of accounts that the Board approved special payments.

Projects and Other Topics.

- Several sections of fencing behind the tennis courts had to be rebuilt after strong winds a couple of weeks ago. It cost \$249.75 in materials to repair it.
- The same winds pushed over several sections of fencing at both Lott's Landing and Georgetown Place. Repairs are underway and should be completed this week. Estimated repair costs are approximately \$200 for each parcel.
- Tennis and BB Court wind screens and logo banners have been ordered.
- Terminix is paying for half of the cost of replacing the flooring in the Northside Clubhouse women's restroom because of a termite infestation found as we were removing the floor tile. Work will be completed by the end of this week.
- Project solicitations:
 - (1) CSA and parcel tree work (to be considered later this meeting)
 - (2) Lagoon repair contract (solicitation released...will be considered at March 8th BOD Meeting)
- The floor in the women's restroom at the Northside Clubhouse is being repaired/replaced due to water intrusion and termite damage. Terminix is paying for 50% of the repair cost.

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. **Request for Write-off Approval.** Mr. Smith motioned to approve the General Manager's recommendation to write off as uncollectible four accounts totaling \$5,410.27. These foreclosed properties are located at: 131 Sugar Mill Circle, 2 Barksdale Drive, 190 Junco Way, and 119 E. Sagebrush Lane. Mr. Sewell seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

b. **Contract Award for Tree Work.** Mr. Richardson briefed the Board regarding the recent solicitations and bids for year 2016 tree work. Mr. Smith motioned to award the contract to the low-bidder, Grassroots Landscape Management, and to authorize the expenditure of reserve funds as follows: CSA (\$1200); Audubon Park (\$300); Hunters Green (\$600); Lott's Landing (\$800); Georgetown Place (\$2100); and Georgetown Townhomes (\$1000). Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

c. **Appeal of Lien Fee by S. Bill, 777 King George Blvd #1.** Mr. Odom provided a written briefing to the Board regarding Mr. Bill's appeal. The briefing included a timeline of events and copies of a statement and all notices sent to Mr. Bill. The President recognized Mr. Bill in the audience and offered him an opportunity to speak. Mr. Bill stated that he and his wife were behind on the assessments and were trying to catch up. He asked the Board to waive the fees relating to the collection efforts. Mr. Richardson asked what specific fees were involved. Mr. Odom responded that Mr. Bill had been assessed a \$129.00 suit fee and a \$38.94 lien fee for a total of \$167.94. Mr. Gerard added that of those fees, approximately \$58 were association admin fees. Mr. Smith motioned to waive the admin fees relating to the suit and lien. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

d. **Appeal of Suit Fee by K. Iwule, 155 Lion's Gate Road.** Mr. Odom provided a written briefing to the Board regarding Mr. Iwule's appeal. The briefing included a timeline of events and a copy of relevant correspondence, notices, billings, statements, and newsletter articles. The President recognized Mr. Iwule in the audience and offered him an opportunity to speak. Mr. Iwule stated that he has lived here for over 20 years and owns two properties in the Association. He went on to say that he was mad because he was assessed a suit fee. He said that he was not served, nor did he have a chance to defend himself against the fee in court. Mr. Gerard asked him if the knowledge of the lawsuit forced him to come in and pay. Mr. Iwule responded that it did not. Mr. Gerard replied that the Association incurred the cost of collections before Mr. Iwule paid. Mr. Odom noted that the Past Due Notice sent to Mr. Iwule on February 10, 2015 included a warning that failure to pay the balance due would lead to his account being charged "reasonable legal fees relating to the collection process." Mr. Gerard told Mr. Iwule that, if we went to court, the judge would likely ask Mr. Iwule whether he owed money at the time the suit was filed, and that the obvious answer would be yes. Mr. Iwule said that he was willing to go court to get this issue addressed. Mr. Odom noted that the suit had been cancelled once Mr. Iwule paid \$467.04 on January 4th. He added, however, that he did not know for sure if the suit had been cancelled "with prejudice" or "without prejudice". Mr. Smith motioned to table the issue while the legal issues are being researched. Mrs. Rabbit seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

e. **Appeal of Assessments by A. Ryland, 12 Red Fox Drive.** Mr. Odom provided a written briefing to the Board regarding Ms. Ryland's appeal to reverse the remainder of the year's assessments that were applied when she became delinquent for the second time in a year. The briefing included a timeline of events and a copy of relevant correspondence, statements, and notices. Mr. Sewell motioned to remove the remainder of the year's assessments and allow Ms. Ryland to go back to paying \$38.92/month, with the caveat that any default in these monthly payments would result in the immediate application of the remainder of the year's assessment to her account. Mrs. Strong seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

7. **OPEN DISCUSSION.** Mr. Imber noted that the Association was exhibiting "severe wasteful spending, such as mowing dirt" and that unnamed Board or staff members were violating rules relating to conflicts of interest. Mr. Richardson asked him to provide specifics and Mr. Imber declined to provide any details. Mr. Gerard encouraged Mr. Imber to familiarize himself with the statutes relating to this issue.

8. **ADJOURNMENT OF GENERAL MEETING.** At 8:50 p.m., Mr. Smith motioned to adjourn the General Meeting. Mrs. Rabbitt seconded the motion and the Board voted unanimously to approve it.