

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

**MINUTES OF GENERAL MEETING  
September 13, 2011**

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

Richard Lindsey	President	Present
Kenneth Corder	VP	Present
Warren Smith	Sec/Treasurer	Present
Robert Smith	Member	Absent
Robin Byers	Member	Present
Butch Braddy	Member	Absent, proxy to W. Smith
Renee Rabbitt	Member	Present
Barbara Rubin	Member	Present
John Thompson	Member	Present

2. **APPROVAL OF AGENDA.** Mr. Lindsey requested that the agenda be approved but the sequencing be revised to allow the representatives from Georgia Power Company and Hussey, Gay, Bell, and DeYoung to do their presentation (from New Business) before the Committee Reports. Mr. Warren Smith so motioned. Mr. Thompson seconded the motion and the Board voted unanimously to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Warren Smith motioned to approve the minutes of the August 9, 2011 as written. Mr. Corder seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **NEW BUSINESS: Briefing regarding the Georgia Power Company Easement Request.** Mr. Brad Wright of Georgia Power Company and Mr. Steven Wohlfeil of Hussey, Gay, Bell and DeYoung briefed the audience on Georgia Power's proposal to purchase from the Association an easement on the property behind the Northside Clubhouse. According to Mr. Wright, this easement is necessary to allow Georgia Power to run new/upgraded transmission lines to service the New Dutchtown substation on the east side of town. The project would require removing all vegetation within a 100'-wide path that would mostly parallel GA-204 and come within about 25' of the rear of the Northside Pool deck. Mr. Wright noted that, in previous meetings and discussions, the Association had expressed concerns over the removal of green-space buffer areas and the impact on security, privacy and noise. He further stated that it was Georgia Power's intent to "make the Association whole" in this regard. Mr. Wright added that Georgia Power had partnered with Hussey, Gay, Bell, and DeYoung to come up with proposals for re-establishing some sort of barrier to replace the trees that were being eliminated in the easement. Mr. Wohlfeil provided pictures showing the area of the proposed easement as well as a diagram showing a landscaping plan. This plan included the installation of new trees and shrubbery immediately behind the pool, and a second row of trees and shrubs to be added between the easement and Highway 204. According to Mr. Wohlfeil, this new landscaping is valued at about \$25-30K and includes indigenous plants (Ligustrums, Leyland Cypress, Wax Myrtles, and Willow Oaks). Mr. Wright added that this was simply a proposal and that

Georgia Power was interested in seeing if the Association would agree to something along those lines. Mr. Wohfeil stated that he and Georgia Power would work with the Association on a final plan and that Georgia Power would provide funding to the Association to pay for that plan, along with the costs of creating the plan. After the presentation, Mrs. Byers asked who would be responsible for maintaining the easement area. Mr. Wright replied that Georgia Power would. Mrs. Byers cited an example where Georgia Power had been very slow in addressing a recent problem with power lines and noted her concern that the Company needs to be more responsive. Mr. Gerard asked if an appraisal of the property had been done and whether the Association could receive a copy. Mr. Wright responded that he did not know for sure, but that the Association could get a copy. Mr. Gerard asked if the value of the timber had been factored in. Mr. Wright replied that Georgia Power normally assesses only the dirt/land value. Mr. Gerard asked if the transmission lines would create additional noise. Mr. Wright replied that there may be some minor buzzing. Mr. Warren Smith asked about the warranty for the plantings. Mr. Wohlfeil replied that it would probably be about 90 days. Mr. Smith responded that the Association would expect at least a year's warranty. Mr. Wohlfeil replied that the project would be solicited and that the requested warranty would be included in the specifications. Mr. Smith asked if there could be a 10% contingency added to the deal to cover cost over-runs. Mr. Wright responded that Georgia Power was interested in doing the right thing. Mr. Smith motioned to authorize the General Manager to work directly with these representatives to come up with a final plan. Mr. Corder seconded the motion and the Board voted unanimously to approve it.

## 5. COMMITTEE REPORTS.

a. **GENERAL MANAGER.** Mr. Odom noted that the members had been provided copies of the Collection Office Report, Accounting Summary, August 2011 Profit and Loss Report, and Balance Sheet. He, then, provided the following regarding financials, project, and other events.

**Balances.** As of close of business on August 31, 2011, CSA checking (operational account) totaled \$94,441.30. The total of CSA reserves (Vanguard Account plus First Chatham Accounts) is \$239,754.56 (which includes \$125,000 of excess checking deposited in previous months). We have made a deposit of \$10,000 into reserves for August in accordance with the approved budget. The grand total of CSA funds (CSA reserves plus operational checking) is \$334,093.52. The total of all GCSA accounts (including CDs) is \$563,096.65. Aggregate deposits on hand at each financial institution/program include:

Coastal CSA Checking	\$ 94,441.30	(does not count against FDIC coverage limit)
Coastal Parcel Checking	\$ 15,727.03	(does not count against FDIC coverage limit)
Coastal MM	\$ 86,758.87	
Coastal CD's	<u>\$126,517.23</u>	
	\$323,444.43	
1st Chatham Checking	\$ 100.00	(does not count against FDIC coverage limit)
1 <sup>st</sup> Chatham CSA MM	\$ 224,614.78	
Vanguard	<u>\$ 15,039.78</u>	
Total:	\$563,198.99	

**Income and Expenses.** Total income for August was \$81,835.80 which was \$967.60 better than budget. Total expenses were \$73,963.75 which were \$8,148.28 lower than budget. Net income was \$7,872.05 which was \$9,115.88 better than budget. Legal expenses were significantly lower (\$4335.54) than budget. Southside Maintenance (7904) was higher than budget due to having to spend \$500 to repair fencing between the basketball and tennis courts as a result of vandalism.

**Capital Budget Execution:**

	<b>Budget</b>	<b>Spent</b>	
<b>January</b>			
- upgrade SS CH security DVR	\$ 750.00	\$ 708.91	
- additional/replacement security cameras SS	\$1,000.00	\$ 879.92	
- tables & chairs for SS	\$5,703.00	\$5,478.77	
- replace SS pool pumps/motors	\$3,400.00	\$3,400.00	
- replace SS pool filters	<u>\$4,063.00</u>	<u>\$4,044.08</u>	
	\$14,916.00	\$14,511.68	(\$404.32 under budget)
<b>February</b>			
- repair SS playground west boarder fence	\$3,500.00	\$3,500.00	
- NS HVAC ductwork	\$1,369.00	\$1,369.00	
- replace NS pool pumps/motors	\$3,400.00	\$3,400.00	
- replace NS pool filters	\$2,362.00	\$ 268.61	
- upgrade NS CH security DVR	<u>750.00</u>	<u>\$ 716.66</u>	
	\$11,381.00	\$9,254.27	(\$2,126.73 under budget)
<b>March</b>			
- sidewalk/concrete repair projects	\$35,000.00	\$35,000.00	(on budget)
<b>April</b>			
- irrigate & sod playground	\$7,275	\$ 7,275.00	
- irrigate tennis/maint area	\$1,600	\$ 1,600.00	
- seal coat /re-stripe SS parking lot	\$10,000	\$ 6,427.00	
- repair & seal coat/re-stripe NS parking lot	<u>\$2,682</u>	<u>incl w/SS job</u>	
	\$21,557	\$15,302.00	(\$6,255 under budget)
<b>May</b>			
- dredge Red Fox A lagoon	\$7,569	Project deferred pending engineering assessment	
- replace SS Gate Guard Bldg A/C Unit	<u>\$ 450</u>	Project deferred to June pending identification of source	
	\$8,019		
<b>June</b>			
- Sidewalks, Apron, irrigation, & King's Grant lighting	\$11,739.20	\$250 encroachment permits \$1500 construction bond (refundable) \$700 water meter installation \$9,318.62 construction contract <u>\$500 move elect meter</u> \$12,268.62 (\$529.42 over budget)	

New King's Grant Entrance Lighting \$1,500.00 will be paid from with the money currently being used for the construction bond.

- Lagoon surveying & engineering \$ 9,900.00

Contracts still under review. Projects tentatively rescheduled for 2012.

**July** No additional action/expenditures

**August**

- Replace King's Grant lighting circuit \$0  
 - Replace Summerfield entrance sign \$6,675  
 - Repair NS a/c condenser (emergent) \$0

Paid with construction bond rebate  
 \$2,942.50 (sign plaques)  
 \$1,343.00 (landscaping)  
 \$ 45.68 (lumber/paint/misc)  
\$3,500.00  
 \$7,831.18 (\$1,156.18 over budget)

- Lagoon Dredging...RF-B...pre/post survey \$4,400  
 - Lagoon Dredging...RF-B...engineering \$5,500

Deferred to 2012  
Deferred to 2012

**Budget Execution Summary**

	<b>Annual Budget</b>	<b>Current Execution</b>
Reserve Balance Brought Forward from 2010:	\$124,209	\$124,209.00 (per budget)
(+) Scheduled reserve deposits in 2011 per RS:	\$120,000	\$ 80,000.00 (per budget)
(-) Budgeted Capital outlays/reinvestments in 2011:	\$101,268.20	\$94,167.75 (-\$7,100.05)
Reflects approved changes/projects thru Aug.		Under budget
- deferred lagoon work, gate guard a/c		
- added: sidewalks, KG light, irrigation, and NS a/c repair		
- does not include accrued interest		
(+) 2011 Ops Budget Residual Net Income:	\$16,840.11	\$ 37,031.41 (+) \$42,393.02 Better than budget
Projected Reserves Ending Balance 12/31/11:	\$154,822.87	
- Combination of Balance B/F + reserve Deposits – budgeted capital expenses + savings in capital budget outlays + cumulative residual net income.		
Does not include accrued interest.		

**Past Due Accounts.** The number of past due accounts went up in August from 244 to 253, and the dollar amount increased from \$271,191.00 to \$287,646.68. The number of accounts 31-60 days old rose from 29 to 45, and the dollar amount increased from \$12,987.31 to \$30,030.11. The amounts

61-90 days past due decreased from 35 to 30, but the dollar value increased from \$8,808.58 to \$9,567.48. Accounts over 90 days in arrears went down slightly 180 to 178, and from \$249,395.11 to \$248,049.09 respectively. In August, we issued 74 first and second letters (combined), 28 new or updated liens, 7 FiFa's, 0 law suits, and 3 interrogatories. We received 36 payments (of \$200 or more) for past due amounts totaling \$13,194.63. 25 of our accounts are in bankruptcy, with \$19,570.72 owed pre-bankruptcy, and \$21,702.25 in post-bankruptcy owed. The total amount in bankruptcy is \$41,272.97. The attached report summarizes the status of accounts that the Board approved special payments.

**Repairs and Scheduled Projects:**

- Sidewalks and Apron:** The County returned our \$1500 bond upon project completion.
- King's Grant Entrance Light Repair.** Braddy Electric completed the work.
- Summerfield Entrance:** New signs and landscaping have been installed.

**2012 Operational Budget...preliminary version.** The attached draft CSA operational budget has been revised to reflect increased employment costs. The formal budget hearing for CSA will be held on October 11<sup>th</sup>.

**2012 Landscaping Contract.** The current agreement is in the last year of available extensions, so a solicitation will be issued in October and the results will be provided to the Board at the November Board meeting.

b. **SECRETARY/TREASURER.** Mr. Warren Smith stated that he had nothing to add.

c. **ARB.** Mr. Yardman reported on the results of the ARB meetings held on August 16<sup>th</sup> and September 6<sup>th</sup>. Afterward, he provided the following August data:

Total new violations: 407	YTD 2398
Total violations repaired this period: 387	YTD 2382
Hang Tags issued: 104	YTD 586
Letters mailed: 341	YTD 2143
Issues forward to GM or attorney: 88	YTD 616
Total current violations: 243	

d. **PARCEL REPRESENTATIVE.** No report.

4. **UNFINISHED BUSINESS.** None.

5. **NEW BUSINESS.**

a. **Write-off of uncollectible Accounts.** Mr. Odom briefed the Board on his request to write off as uncollectible two accounts totaling \$5,090.47. He stated that as of September 1<sup>st</sup> there was \$12,622.52 set aside in Balance Sheet line 1260, Provision for Doubtful Debt, to cover write-offs such as these. He added that we had allotted \$22,000 to this line so far this year (including \$5,000 of the \$10,000 addition approved by the Board at the July meeting)—and that write-offs for the year,

including the one's now recommended, total \$27,016.59. Mr. Warren Smith motioned to approving the General Manager's request to write off six accounts totaling \$5,090.47. Mr. Corder seconded the motion and the Board voted unanimously, including proxies, to approve it.

**b. Early Pay-off of the Georgetown Townhomes Paving Loan.** At the request of the President, the GM briefed the Board. According to Mr. Odom, the Townhomes took out an \$85K loan in 2007 from The Coastal Bank to pay for repaving their parking lots. Monthly payments have been approximately \$1744. Pay-off value as of September 14, 2011 is \$14,112.29. Mr. Odom stated that the Strategic Plan calls for paying this loan off in the fall of 2011. He added that there is sufficient cash available to do so and the monthly savings can be applied to future reserve requirements. Mr. Warren Smith motioned to approve paying off the loan on September 14<sup>th</sup> for \$14,112.29. Mr. Corder seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.

**c. Replacing the Roofs on the Southside Clubhouse, Maintenance Building, and Gate Guard Building.** At the request of the President, the GM briefed the Board. Mr. Odom stated that the Strategic Plan and the 2011 Capital Budget call for the replacement of these 3 roofs. He added that \$28,404 had been earmarked in the Capital Budget for expenditure in October 2011. Mr. Odom went on to say that he had solicited local roofing companies and that 2 qualified bidders had responded. He stated that the low bidder, Above the Sky Roofing, had won the last 4 roofing contracts for the Association and had done excellent work. Mr. Odom stated that the bids offered pricing for both 3-tab shingles and architectural shingles. He explained that the architectural shingles cost more, but have a much stronger warranty and are rated to withstand winds up to 130 miles per hour when properly installed. He added that the Pool Building, which is not part of this project, had a new roof applied 3 years ago with 3-tab shingles. He said the Board could pay a little less and get matching roofs for the 4 buildings, or pay a little more and get better roofing that will blend with, but not exactly match, the roof on the Pool Building. Mr. Warren Smith motioned to approve the contract award to Above the Sky Roofing for roofing these 3 buildings with architectural shingles, and to authorize the expenditure of up to \$17,500.00 for the project. Mr. Corder seconded the motion. Mrs. Byers asked what the realistic life expectancy was for architectural shingles. Mr. Odom replied that it may be 25+ years, but that this type of shingle has not been available long enough to provide historical wear/repair data. Mr. Smith added that this product has only been out a few years, but in Florida, all new residential construction with shingled roofs have to use architectural shingles. At the end of discussion, the Board voted unanimously, including proxies to approve the motion.

## **6. OPEN DISCUSSION.**

a. Mr. Roy Covington, representing Chatham Area Transit, briefed the Board on new things happening at "CAT". He passed out a flier called "CAT Neighborhood Connections" and said that CAT was trying hard to change the image of public transportation. CAT wanted to show potential users that our public transportation is clean, safe, and reliable. Mr. Covington stated that ridership is up for the year. He also pointed out the benefits of "tele-ride" and how it can be used by people with special needs.

**7. ADJOURNMENT.** At 9:05 p.m., Mr. Corder motioned to adjourn the meeting. Mr. Warren Smith seconded the motion and the Board voted unanimously to approve it.