

GEORGETOWN COMMUNITY SERVICES ASSOCIATION, INC.
BOARD OF DIRECTORS

MINUTES OF GENERAL MEETING
April 10, 2012

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	Absent, proxy to Mrs. Rabbitt
Warren Smith	Sec/Treasurer	Present
Robert Smith	Member	Present
Robin Byers	Member	Present
Butch Braddy	Member	Present
Renee Rabbitt	Member	Present
Barbara Rubin	Member	Present
John Thompson	Member	Present

2. **APPROVAL OF AGENDA.** Mr. Warren Smith motioned to approve the proposed agenda. Mrs. Rabbitt seconded the motion and the Board voted unanimously, including proxies, to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Warren Smith motioned to approve as written the minutes of the General Meeting of March 13, 2012. Mr. Braddy seconded the motion. There was no additional discussion and the Board voted unanimously, including proxies, to approve the motion.

4. **COMMITTEE REPORTS**

a. **GENERAL MANAGER.** Mr. Odom called the attention of the Board to the general reports Provided for March, specifically: the Collection Office Report, Accounting Summary, Profit and Loss Report, and the March 31st Balance Sheet. Highlights of the reports are shown below.

Balances. As of March 31, 2012, CSA checking (operational account) totaled \$117,256.47. The total of CSA reserves (Vanguard Account, First Chatham, and Savannah Bank accounts) is \$387,759.18. We have made a deposit of \$17,500 into reserves for March in accordance with the approved budget. Budgeted deposits into parcel reserves have been made as well, except for Audubon Park and the Townhomes who had temporary cash flow shortages. The grand total of CSA funds (CSA reserves plus operational checking) is \$505,015.65. The total of all GCSA accounts and undeposited funds is \$731,700.67. Aggregate deposits on hand at each financial institution/program include:

Coastal CSA Checking	\$ 117,256.47	(does not count against FDIC coverage limit)
Coastal Parcel Checking	\$ 16,662.81	(does not count against FDIC coverage limit)
Coastal Parcel MM	\$ 89,078.48	
Coastal CD's	\$ 116,574.96	
1st Chatham Checking	\$ 100.00	(does not count against FDIC coverage limit)
1 st Chatham CSA MM	\$ 230,087.95	

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The Savannah Bank MM	\$ 142,428.80
The Savannah Bank Check	\$ 100.00 (does not count against FDIC coverage limit)
Vanguard	\$ 15,042.43
Undeposited funds	<u>\$ 4,368.77</u>
Total:	\$ 731,700.67

Income and Expenses. Total income for March was \$80,553.53 which was \$2,044.84 below budget due mostly to lower than expected ARB yards (it rained 2 weekends). Expenses for the month were \$58,414.74 which were \$4,555.18 lower than budget due mostly to lower utilities and legal expenses. Net Income was \$22,138.79 and that was \$2,510.34 better than budget.

Capital Budget Execution:		Budget	Actual Cost	Difference
January:	Pool Equip Replacements	\$7,462	\$7,460	(-\$2)
February:	Maint Bldg Water Project	\$15,600	\$15,130*	(-\$470)
March:	Survey of Cormorant Lagoon	\$ 0	\$ 875	(+\$875)
	Refund of Water Project bond		(\$100)	(-\$100)

Capital Budget Execution Summary	Annual Budget	Current Execution
Beginning Balance 1/1/12:	\$291,019	
(+) Planned Allotments/Deposits:	\$126,000	\$ 43,000
(-) Planned/Actual Expenditures:	\$ 89,342	\$ 23,365
Projected Reserve Balance 12/31/12:	\$327,677	\$327,374

Past Due Accounts. The number of past due accounts went down in March from 229 to 218, and the dollar amount decreased from \$297,737.62 to \$269,183.84. The number of accounts 31-60 days old declined from 33 to 21, and the dollar amount decreased from \$38,497.75 to \$9,904.20. The amounts 61-90 days past due increased from 26 to 35, and the dollar value rose from \$8,564.24 to \$17,204.59. Accounts over 90 days in arrears fell from 170 to 162, and from \$250,675.63 to \$242,075.05, respectively. In March, we issued 160 first and second letters (combined), 14 new or updated liens, and 11 law suits. We received 43 payments (of \$200 or more) for past due amounts totaling \$16,791.37. 25 of our accounts are in bankruptcy, with \$19,338.82 owed pre-bankruptcy, and \$23,173.62 in post-bankruptcy owed. The total amount in bankruptcy is \$42,512.44 and that is a decrease of \$1707.66 from March's total. The attached report summarizes the status of accounts that the Board approved special payments.

Repairs and Scheduled Projects:

a. Lagoon Maintenance: CCI via Yawn Surveying completed the boundary survey of the Cormorant Lagoon on time, within specification, and under budget.

b. Hunter's Green parking lot striping. We solicited to have the lot striped, but all bids came in well in excess of available funds. Project is being deferred and may be handled by out staff as time and Hunters Green's funding permits.

Easter Egg Hunt was held on Saturday, April 7th. The weather was good and there was a great turnout. Everyone seemed to have a good time.

Social Network Meeting was held on Friday, April 6th at 9:30 a.m. Only three members showed up, but all appeared to enjoy themselves.

b. **SECRETARY/TREASURER.** Mr. Smith stated that the Association continues to make progress, financially, and the funds are being managed well.

c. **ARB.** The ARB Inspector, Mr. Yardman, reported on the results of the Architectural Review Board meeting of March 20th and April 3rd. During those meetings, the ARB approved 2 tree removals, 2 landscape changes, 2 home additions, and 1 color change. He also provided the following inspection statistics for the month of March:

Total new violations	477	YTD	955
Total violations repaired	388	YTD	897
Hang Tags issued	78	YTD	199
Letters mailed	394	YTD	826
Issues referred to GM or attorney	67	YTD	191

Mr. Yardman reported that Mr. Michael Carman had volunteered to join the ARB and had attended the requisite 3 ARB meetings. Mr. Warren Smith motioned to appoint Mr. Carman to the ARB. Mrs. Rabbitt seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.

Mr. Lindsey reported that he was seeing more satellite dishes in front yards. Mr. Yardman replied that he meets with the dish installers and checks the reception meters to ensure that the dishes are being installed in the least visible location possible. Mr. Thompson asked if members were required to go through the ARB. Mr. Yardman responded in the affirmative. Mrs. Byers asked if they had to go through the ARB whether the dish would be visible or not. Mr. Yardman replied that they would.

d. **PARCEL REPRESENTATIVE.** No report

5. **UNFINISHED BUSINESS. None.**

6. **NEW BUSINESS**

a. **Request for Write-off Approval.** The General Manager requested authority to write off as uncollectible four accounts totaling \$1,813.67. These properties are located at: 45 King Henry Court, 121 Wimbledon Drive, 240 Sugar Mill Drive, and 4 Sunset Way. He reported that there was \$23,862.90 set aside in Balance Sheet line 1260, Provision for Doubtful Debt, to cover write-offs such as this. Total write-offs this year, including those recommended above, total \$7,495.16. Mr. Warren Smith motioned to approve the requested write-offs. Mr. Thompson seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.

b. **Repairs to Basketball Court and Northside Clubhouse.** At the request of the President, Mr. Odom briefed the Board on a proposal to: (1) approve the contract award to Coastal Constructive Innovations for replacement of the basketball court slab and the replacement of carpet, a/c units, and appliances at the Northside Clubhouse; (2) authorize the expenditures from the CSA capital reserves to pay for the projects as follows: \$12,650 for the basketball court, \$7,368 for the carpet/floor coverings,

\$9,377 for air conditioning unit replacement, and \$3,135 for appliances. Mr. Odom explained that CCI was the low bidder for the basketball slab work and would agree to perform the repairs/renovations at the Northside Clubhouse for the previously quoted (and budgeted) price—and do so under his company’s liability and worker’s comp insurance. Mr. Thompson seconded Mr. Smith’s motion. During discussion, Mrs. Byers commented on the significant difference in bid prices. Mr. Odom responded that they all bid on the same specifications. At the end of discussion, the Board voted unanimously, including proxies, to approve the motion.

c. Fencing for Eagle’s Landing Lagoon. At the request of the President, Mr. Odom briefed the Board on a proposal to award a contract to low-bidder JDH Decks and Fences to install 180 linear feet of 6’ privacy fencing at the lagoon located on the east end of Cormorant Way. The proposal included the expenditure of up to \$2800 in CSA capital reserves and to amend the 2012 CSA Capital Budget to include this \$2,800 project. Mr. Odom reviewed the results of the bidding and explained that this project was requested by the ARB in response to a request from a resident whose property is adjacent to this lagoon. The purpose of the fence was to keep out trespassers who were coming in from the neighborhoods south of here and leaving trash around the lagoon. Mr. Odom provided pictures of the area and explained where the fence would be constructed. He added that fencing more of the wooded area and the eastern portion of the lagoon might be needed later if the currently proposed fencing was insufficient. He stated that to fence in the remainder of the property would require us to fence over a portion of the ditch that makes up the eastern end of the lagoon. Mr. Warren Smith motioned to approve the proposal for installing 180 linear feet of fencing at a not-to-exceed cost of \$2800 from capital reserves, and to amend the 2012 Capital Budget accordingly. Mr. Braddy seconded the motion. Mr. Thompson asked if we would have any trouble adding more fencing through the wooded area. Mr. Odom responded that we would engineer the addition around the large tree which serves as the initial terminal point. Mr. Lindsey asked if there would be any changes to access for maintenance. Mr. Odom replied that we would continue to use the maintenance and utility easement (20’ wide) between 143 and 145 Cormorant Way. At the end of discussion, the Board voted unanimously, including proxies, to approve Mr. Smith’s motion.

d. Requested Amendment to the 2012 CSA Capital Budget. At the request of the President, Mr. Odom briefed the Board on a proposal to amend the 2012 CSA Capital Budget as shown below to reflect the previously approved expenditure of \$875 for survey work in connection with the proposed fencing at the Cormorant lagoon.

Reserve Balance 12/31/11:	\$291,019	New Baseline
(+) Planned Allotments/Deposits:	\$126,000	
(-) Planned Capital Expenditures:	\$ 90,217	(reflects \$875 addition for survey)
Projected Reserve Balance 12/31/12:	\$328,552	

2012 PLANNED EXPENDITURES/RECAPITALIZATIONS

Item/Requirement	Amount
SS/NS Pool Equipment	\$7,462
Lagoon Survey/Engineering	\$18,875 (increased from \$18,000 4/10/12)
Lagoon Dredging	\$22,800
Maint Bldg Water	\$15,600
NS a/c replacements	\$9,377
Tennis Court nets	\$1,420
Gate Guard a/c	\$ 850
Marquis replacement	\$3,330
(continued)	

NS Carpet replacement	\$7,368
NS appliances	<u>\$3,135</u>
Total	\$90,217

7. OPEN DISCUSSION.

a. Mr. Michael Blakely, an engineer from Chatham County, provided a briefing on flood mitigation. He stated that the County is in the process of revising their Flood Mitigation Plan and was requesting homeowner input. Mr. Blakely stated that the County's efforts in developing and executing a Flood Mitigation Plan saves County residents 20% on their flood insurance premiums to FEMA. He showed the Board a map of the area and pointed out the areas that have experienced repetitive flooding and those that have been flooded at least once. Mr. Blakely pointed out that most of the past flooding episodes have occurred as a result of afternoon thunderstorms vice hurricanes. He asked for homeowner input regarding potential flooding areas so he can write grant requests to the federal government to get repair funding.

b. Mr. Greg Jackson of 94 Red Fox Drive asked the BOD for permission to remove a tree in his front yard. The Board directed the issue to the ARB and Mr. Yardman said that it would be on the agenda for the next ARB meeting on April 17th.

8. ADJOURNMENT OF GENERAL MEETING. At 9:20 p.m., Mr. Warren Smith motioned to adjourn the General Meeting. Mrs. Rabbitt seconded the motion and the Board voted unanimously, including proxies, to approve it.