

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

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

1. **CALL TO ORDER.** Mr. Lindsey called the General Meeting to order at 7:55. 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, proxy to Mr. Corder
Robin Byers	Member	Absent
Butch Braddy	Member	Present
Renee Rabbitt	Member	Absent
Barbara Rubin	Member	Present
John Thompson	Member	Absent, proxy to Mr. Corder

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

3. **APPROVAL OF MINUTES.** Mr. Warren Smith motioned to approve as written the minutes of the General Meeting of November 8, 2011. Mr. Corder seconded the motion. There was no additional discussion and the Board voted unanimously, including the 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 November, specifically: the Collection Office Report, Accounting Summary, Profit and Loss Report, and the November 30<sup>th</sup> Balance Sheet. He highlighted the following information from those reports:

**Balances.** As of close of business on November 30, 2011, CSA checking (operational account) totaled \$117,202.69. The total of CSA reserves (Vanguard Account plus First Chatham Accounts) is \$280,873.61 (which includes \$125,000 of excess checking deposited in previous months and a deposit of \$37,000 from the sale of the easement). We have made a deposit of \$10,000 into reserves for November in accordance with the approved budget. The grand total of CSA funds (CSA reserves plus operational checking) is \$398,076.63. The total of all GCSA accounts (including CDs) is \$615,131.33. Aggregate deposits on hand at each financial institution/program include:

Coastal CSA Checking	\$117,202.69	(does not count against FDIC coverage limit)
Coastal Parcel Checking	\$ 11,929.12	(does not count against FDIC coverage limit)
Coastal Parcel MM	\$ 85,633.46	
Coastal CD's	\$115,947.13	
Undeposited funds	\$ 3,545.32	

1st Chatham Checking	\$ 100.00	(does not count against FDIC coverage limit)
1 <sup>st</sup> Chatham CSA MM	\$ 265,732.85	(will be drawn down below \$250K FDIC

		coverage level by February)
Vanguard	\$ 15,040.76	
Total:	\$ 615,131.33	

**Income and Expenses.** Total income for November was \$79,864.80 which was \$458.40 under budget. This was due to lower miscellaneous income from fewer suits and liens being processed. The \$37,000 from the sale of the easement was put in an equity account (line 5220...Asset Replacement Reserve) so it shows on the Balance Sheet and not on the Profit and Loss Statement. Expenses for the month were \$60,699.24 which were \$5,018.22 lower than budget. Net Income was \$19,165.56 and that was \$4,559.82 better than budget.

**Capital Budget Execution:**

November	Budget	Expended
Security cameras/equip (Phase III)	\$1,880	\$1,057.62
Southside HVAC Ductwork	\$1,825	\$5,250.00 as previously briefed

Capital Budget Execution Summary	Annual Budget	Current Execution
Reserves B/F 1/1/11:	\$116,846	\$124,209 (actual)
(+) Res Deposits 2011:	\$120,000	\$ 120,000
(+) Income from sale of easement		\$ 37,000
(+) Mid-year transfers from checking		\$ 125,000
(+) EOY transfer from check + interest		\$ 30,000
(-) Outlays/reinvest:	\$144,790	\$ 109,405
Projected Ending Balance 12/31/11:	\$ 92,056	\$326,804

**Past Due Accounts.** The number of past due accounts went down in November from 271 to 241, and the dollar amount decreased from \$289,541.36 to \$286,264.20. The number of accounts 31-60 days old rose from 31 to 39, and the dollar amount increased from \$12,988.64 to \$16,422.09. The amounts 61-90 days past due declined from 29 to 22 and the dollar value plummeted from \$9,917.38 to \$5,756.87. Accounts over 90 days in arrears declined from 211 to 201, and from \$266,635.34 to \$264,085.24, respectively. In November, we issued 116 first and second letters (combined), 23 new or updated liens, and 5 law suits. We received 34 payments (of \$200 or more) for past due amounts totaling \$19,729.99. 25 of our accounts are in bankruptcy, with \$19,963.05 owed pre-bankruptcy, and \$22,155.00 in post-bankruptcy owed. The total amount in bankruptcy is \$42,118.05. The attached report summarizes the status of accounts that the Board approved special payments.

**Repairs and Scheduled Projects:**

**Heron's Crest Sign:** As discussed at the last meeting, we had to replace the sign due to vandalism. The new sign has been manufactured and installed at a price of \$1,578.25.

**Southside HVAC:** Work has been completed. Results in the offices and other spaces are noticeable and improved.

**Georgetown Place New Infrastructure Survey:** Survey closes on December 15<sup>th</sup>. We have received 20 surveys so far and 70% voted to liquidate the account and rebate balances.

**Lion's Gate entry wall repair:** Brick-work and painting have been completed (\$700).

**Plant replacements.** We have purchases \$791 of plants and planting supplies to replace a number of dead or dying shrubs at a number of our entrances. Work is expected to be completed by the end of this month.

**Security camera installations:** Additional cameras have been added to better cover the NS Clubhouse, SS Playground, SS Clubhouse and courts area. We are still working on installing the cameras to cover the Basketball Court, but should be finished by the end of the month.

**Repair of Entrance Signs at St. Ives and Wexford.** We are working to replace some lettering on those two signs that have been either removed by vandals or need replacement due to noticeable wear. Work should be completed by the end of the month.

**Lagoon Surveying and Engineering.** Contracts are pending resolution of contractor insurance issues.

**Maintenance Building Water/Irrigation.** Contract is pending confirmation by the City of the meter installation price.

**Reserve Study Update.** As previously mentioned, we have sent our engineer a list of proposed adjustments to the Reserve Study (such as the Townhome roof/siding adjustment, Board-approved changes in capital budget execution in 2011, and updated reserve balances for CSA and all parcels, etc.). He has agreed to provide us and updated plan for \$180 which is covered by the approved 2012 budget. This will give us improved input/guidance for the year 2013 (and beyond) budgets.

b. **SECRETARY/TREASURER.** Mr. Warren Smith that he had reviewed the financial information provided by the General Manager and concluded that the Association is doing well financially and is on track to meet the future repair and replacement obligations set forth in the Reserve Study.

c. **ARB.** The ARB Inspector, Mr. Yardman, reported on the results of the Architectural Review Board meeting of November 15<sup>th</sup> and December 6<sup>th</sup>. During those meetings, 2 tree removal requests were approved along with one satellite dish installation. He also provided the following inspection statistics for the month of November:

Total new violations	232	YTD 3227
Total violations repaired	231	YTD 3273
Hang Tags issued	63	YTD 792
Letters mailed	232	YTD 3003
Issues referred to GM or attorney	74	YTD 870

At the end of the report, Ms. Rubin asked Mr. Yardman about yard maintenance. Mr. Yardman replied that we (and residents) are busy removing leaves. Mr. Braddy asked about the broken fence between the entrance to Lion's Gate and the elementary school. Mr. Yard answered that vandals had apparently kicked in a number of fence slats, and that our Maintenance staff was in the process of replacing them. Mr. Smith asked about the broken fences near the entrance to Sugar Mill. Mr. Yardman replied that the owners in question had received their final notices and that the notices were due to expire shortly. Mr. Braddy referred back to the Lion's Gate fence issue and asked if we could call the School and bring the issue to their attention, and that they could possibly have the crossing guards keep an eye on kids as they pass by that fence. Mr. Smith agreed. The GM agreed to follow through.

b. **PARCEL REPRESENTATIVE.** No report

## 5. UNFINISHED BUSINESS

### 6. NEW BUSINESS

a. **Write-off of Uncollectible Account.** At the request of the President, the General Manager briefed the Board on a proposal to write-off one account totaling \$1,995.78. According to Mr. Odom, the property, 4 Snowy Egret Court, had been foreclosed. At the end of the briefing, Mr. Corder motioned to approve the write-off of \$1,995.78 as requested. Mr. Warren Smith seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.

b. **2012 Schedule of Events.** The General Manager presented the Board with proposed schedule of events for 2012 that included ARB and BOD meetings, social events, and important dates regarding elections, budgets, and office closures. Mr. Warren Smith motioned to approve the proposed schedule. Mr. Corder seconded the motion. There was no further discussion and the Board voted unanimously, including proxies to approve the motion.

c. **Neighborhood Network Social.** Mrs. Julie Hansil of 129 Cormorant Way briefed the Board on her request to use the Clubhouse on the first Friday of each month from 9:30-10:30 a.m. for meetings in support of Neighborhood Network program she was instituting. These meetings would be planning sessions for a web-based social network designed to stimulate and facilitate social interactions among our residents. At the end of the briefing, the President asked the General Manager to comment on recommended conditions/stipulations for approval. Mr. Odom stated that: (1) any postings made to the network under the Association's name, or appearing to have the Association's approval (explicit or inferred) must be approved in advance by the General Manager or Board of Directors; (2) the use of the facilities must abide by the Association's rules and the requirements of the Fair Housing Act; (3) a no-fee rental contract must be signed; and (4) consideration should be given to have some of the meetings scheduled for after 6:00 p.m. in the evening so that those who work during the day would be given an opportunity to participate. Mrs. Hansil expressed concurrence with the stipulations and added that they were already planning to have at least one evening social event each month (held at someone's house or at a restaurant.) Mr. Warren Smith motioned to approve Mrs. Hansil's proposed Neighborhood Network and the associated facility-use request subject to the stipulations cited by the General Manager. Mr. Corder seconded the motion. There was no further discussion and the Board voted unanimously, including proxies to approve the motion.

### 7. OPEN DISCUSSION.

a. Mr. Greg Steward addressed the Board and stated that he was a member of a task force set up by the City of Savannah. This task force is assigned to coordinate the unification of City and County ordinances regarding animal control. The goal of the task force was to provide a draft proposal to the Metropolitan Planning Commission by March. Mr. Stewart asked if the Board would like him to provide updates regarding this initiative. The President responded that it would be a good idea. The General Manager added that Mr. Stewart could provide the information to him for further distribution to the Board.

b. Mr. Warren Smith stated that the residents brought up some good points at the security meeting held earlier this evening. He added that HOAs probably need to become more focused on neighborhood security and, possibly, implement some sort of crime alert system similar to that used by Virginia Tech. Mr. Lindsey stated that he agreed that we should be more proactive. Ms. Rubin stated that the neighborhood represented this evening needs to come together and set up a neighborhood watch. Mr. Gerard reminded the Board about the Good Samaritan Law...specifically, good-intended actions that end up with poor outcomes due to negligence can get you into trouble. The General Manager asked Mr. Gerard if there were any legal restrictions or advisory requirements regarding the operation of video surveillance cameras at entrances to subdivisions. Mr. Gerard replied that there was

not. Mr. Smith recommended that we look into the type of camera systems used by the Postal Service which are battery operated and wireless. He added that it may be possible to develop and implement an agreement with Georgia Power Company to mount cameras to light poles. Mr. Lindsey asked if Police data/metrics should be put in the newsletter. Mr. Smith responded that he did not think it was appropriate. Mrs. Hansil recommended that we tie our web site to facebook.com. Mr. Stewart recommended that we put a link to Police Department statistics on our web site. Mr. Yardman recommended that we use Constant Contact to provide announcements/alerts.

**8. ADJOURNMENT.** At 9:10 p.m., Mr. Corder motioned to adjourn. Mr. Braddy seconded the motion. There was no further discussion and the Board voted unanimously, including proxies, to approve the motion.