

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

**MINUTES OF GENERAL MEETING
June 14, 2011**

1. **CALL TO ORDER.** The President called the General Meeting to order at 7:05 immediately after the Election Committee determined and reported that a quorum for the Annual Meeting had not been achieved. He asked the Secretary/Treasurer to call roll, which he did with the following results:

Richard Lindsey	President	Present
Warren Smith	VP	Present
William Campolongo	Sec/Treasurer	Present
Robert Smith	Member	Present
Jim Shea	Member	Present
Robin Byers	Member	Absent no proxy
Kenneth Corder	Member	Present
Butch Braddy	Member	Absent, but arrived at 7:20
Renee Rabbitt	Member	Present

2. **APPROVAL OF AGENDA.** Mr. Warren Smith motioned to approve the agenda as written. Mr. Shea seconded the motion. There was no further discussion, and the Board voted unanimously to approve the motion.

3. **APPROVAL OF MINUTES.** Mr. Warren Smith motioned to approve the minutes of the May 10, 2011 General Meeting as written. Mrs. Rabbitt seconded the motion. There was no additional discussion and the Board voted unanimously to approve the motion.

4. **COMMITTEE REPORTS.**

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

Balances. As of May 31, 2011, CSA checking (operational account) totaled \$93,016.16. The total of CSA reserves (Vanguard Account plus First Chatham Accounts) is \$211,313.74 (which includes \$100,000 of excess checking deposited in previous months). We have made a deposit of \$4,000 into reserves for May in accordance with the approved budget. The grand total of CSA funds (CSA reserves plus operational checking) is \$304,329.90. The total of all GCSA accounts (including CDs) is \$511,723.88. Aggregate deposits on hand at each financial institution/program include:

Coastal CSA Checking	\$ 93,016.16	(does not count against FDIC coverage limit)
Coastal Parcel Checking	\$ 34,759.81	(does not count against FDIC coverage limit)
Coastal MM	\$ 58,753.69	
Coastal CD's	<u>\$113,780.48</u>	
	\$300,310.14	

1st Chatham Checking	\$ 100.00 (does not count against FDIC coverage limit)
1 st Chatham CSA MM	<u>\$196,275.21</u>

Vanguard	<u>\$ 15,038.53</u>
Total:	\$511,723.88

Income and Expenses. Total income for May was \$81,386.75 which was \$544.55 better than budget. Total expenses were \$74,085.92 which were \$2,540.48 lower than budget. Net income was \$7,300.83 which was \$3,085.03 better than budget. Vehicle maintenance and Southside Clubhouse water expenses were significantly over budget. The truck needed brakes and shocks all at once, so it caused us to be \$577 over for the month. Southside water was \$1875.35 over budget due to new irrigation requirements. Proposals to address this issue are included in the New Business portion of this meeting.

Capital Budget Execution:

January	Budget	Spent	
- 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)
February			
- 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)
March			
- sidewalk/concrete repair projects	\$35,000.00	\$35,000.00	(on budget)
April			
- 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)
May			
- 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		

Budget Execution Summary	Annual Budget	Current Execution
Reserve Balance Brought Forward from 2010:	\$124,209	\$124,209.00 (per budget)
(+) Scheduled reserve deposits in 2011 per RS:	\$120,000	\$ 60,000.00 (per budget)
(-) Capital Budget Outlays/reinvestments in 2011:	\$155,626	\$ 74,067.95 (-8,786.05) No change in May
(+) 2011 Ops Budget Residual Retained Earnings:	\$37,040.11	\$ 26,599.17(+\$22,575.84)
Projected Reserves Ending Balance 12/31/11:	\$125,623.11	\$157,200.08(+\$31,577.69)

Past Due Accounts. The number of past due accounts rose in May from 246 to 252, and the dollar amount increased from \$264,935.32 to \$278,386.47. The number of accounts 31-60 days went up from 25 to 33, and the dollar amount increased from \$6,929.80 to \$19,403.18. The amounts 61-90 days past due went down from 31 to 28, and the dollar value decreased from \$6,937.38 to \$4,814.53. Accounts over 90 days in arrears went up slightly from 190 to 191, and from \$251,068.14 to \$254,168.76 respectively. In May, we issued 51 first and second letters (combined), 14 new or updated liens, 3 FiFa's, and 8 law suits. We received 34 payments (of \$200 or more) for past due amounts totaling \$16,320.62. 28 of our accounts are in bankruptcy, with \$20,768.70 owed pre-bankruptcy, and \$24,366.75 in post-bankruptcy owed. The total amount in bankruptcy is \$45,135.45.

Repairs and Scheduled Projects:

- **Southside Gate Guard A/C:** There was insufficient time in May to finalize the pricing and sourcing. It should be completed in June. The current unit is 19 years old and was scheduled in the Reserve Study to be replaced this year. However, the current unit is still operating and it appears that a replacement can be obtained within 7-10 days of order. With that said, the pricing obtained so far indicates that we will need to spend around \$800 vice \$450. The lowest priced replacement is \$643.18 (available locally) and we may have to pay an electrician to help install it. I plan to go through with this purchase later this month.

- **Lagoon Dredging:** As decided at the last BOD meeting, we are deferring the actual dredging until we obtain more technical information and recommendations from a surveyor and an engineer. A surveying proposal will be provided in the New Business portion of this meeting.

Signature Requirement for Towing: At the last meeting, I was asked to contact the towing company to see if there was any way for residents of the parcels to call in a tow and remain anonymous. In response, the towing company has advised us that State regulations require that tows have to be signed for in person. As a result, it's not likely that someone who calls in a tow can remain anonymous.

b. **SECRETARY/TREASURER.** Mr. Campolongo reported that he had nothing to add.

c. **ARB.** Mr. Yardman reported on the results of the ARB meetings held on May 17th and June 7th. Afterward, he provided the following May data:

Total new violations: 195	YTD 1228
Total violations repaired this period: 247	YTD 1290
Hang Tags issued: 63	YTD 328
Letters mailed: 177	YTD 1088
Issues forward to GM or attorney: 51	YTD 336
Total current violations: 195	

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

4. **UNFINISHED BUSINESS.** None.

5. **NEW BUSINESS.**

a. **Write-off of uncollectible Accounts.** Mr. Warren Smith motioned to approve writing off six uncollectible accounts totaling \$2,712.59. Mr. Corder seconded the motion. There was no further discussion, and the Board voted unanimously to approve the motion.

b. **Mid-Year Budget and Project Review.** At the request of the President, Mr. Odom briefed the Board on a series of projects and budget issues that had been identified since the last formal budget review. The projects are listed below. Mr. Odom stated that there was \$31,361.89 in available funding for these projects resulting from accrued residual net income this year and from savings in capital budget projects.

Project 1: Southside Playground Driveway Apron	\$1,459.00
Project 2: Sidewalk...north side of King's Grant Entrance:	\$1,826.20
Project 3: Sidewalk...south side of King's Grant Entrance:	\$3,295.00
Project 4: Sidewalk over culvert at 190 Lion's Gate Road:	\$1,675.00
Project 5: Crosswalk near 185 Lion's Gate Road:	\$1,270.00
Project 6: Sidewalk...Lion's Gate Road @ Wild Heron Rd.	\$2,582.20
Project 7: Irrigation water meter for SS Playground/pools	\$1,482.00
Project 8: Regular & irrigation meters @ Maintenance area	\$11,124.00
Project 9: Increase 2011 water/meter operational budget:	\$5,000.00
Project 10: King's Grant Entrance Lighting:	\$1,500.00
Project 11: Replace Basketball Court Slab	\$15,000.00

As requested by the Board at the last meeting, Mr. Odom also provided a proposal from Chatham Surveying and pricing from Davis Engineering regarding surveying and engineering analysis needed to assist the Board in deciding how to proceed with lagoon dredging/repairs identified in the Reserve Study and the Strategic Plan. The 2 lagoons in question are in King's Grant between Red Fox Drive, Green Iris Court, East/West White Hawthorne, and Avocet Way. The price for the survey work is \$4400 per lagoon and the cost of the engineering work is \$5500, but will produce documentation and procedures that can be used on all subsequent lagoon repairs. Mr. Odom added that the current Capital Budget authorizes \$15,138 for lagoon repairs this year and there would \$4,238 remaining toward repairs after we invest \$9,900 in the survey/engineering work. There is also \$12,880 in the

Capital Budget for replacement of the retaining wall next to one of the lagoons in question. Mr. Odom recommended that this work be deferred until the engineering work was accomplished.

At the end of the briefing, Mr. Warren Smith motioned to approve the surveying and engineering proposals from Chatham Surveying and Davis Engineering totaling \$9,900 as they apply to one lagoon that will be used as a prototype. Mr. Shea seconded the motion. There was no further discussion and the Board voted to approve the motion by a vote of 5-2 with Mr. Shea and Pastor Smith voting in opposition.

Mr. Warren Smith motioned to approve projects number 7, 9, 10, 1, 2, 4, 5, and 6 (cited above) totaling \$16,739.20 and that consideration for the other cited projects be deferred until 2012. Pastor Smith seconded the motion. During discussion, Mr. Warren Smith stated that, while we don't know the exact numbers, the savings from project number 7 could be considerable. Project #1 is fix a situation which is an accident waiting to happen. We need to get that apron installed before someone trips and gets hurt. The proposed sidewalk projects are a no-brainer with a lot of value being added. At the end of discussion, the Board voted to approve the motion by a vote of 5-2 with Mr. Shea and Pastor Smith voting in opposition.

c. Distribution of PennySaver Publication in Georgetown CSA. At the request of the President, Mr. Odom briefed the Board on some complaints he had received regarding unwanted deliveries of the PennySaver publication. According to Mr. Odom, these callers say that these papers become eyesores and that they are tired of picking up these papers from all over their yard and around vacant neighboring homes. Some papers become blowing trash that litter the neighborhoods. Mr. Odom stated that he had contacted County officials to see what assistance they could provide in getting this stopped. The answer received is that the PennySaver is not breaking any ordinance with the possible exception of littering. Mr. Odom recommended that we put an article in the newsletter that recommends that those who wish not to receive these publications should write the publisher and request them to cease delivery...and that failure to comply may lead to charges be filed for littering. Mr. Campolongo motioned to approve Mr. Odom's recommendations. Pastor Smith seconded the motion. During discussion, Mr. Campolongo stated that he sees these papers piling up and he asks: where is the pride of ownership? Mr. Lindsey added that the company (PennySaver) delivers to houses whether they are occupied or not. Mr. Shea stated that this paper is trash and he wondered out loud why we have to put up with this given that Georgetown CSA is a non-soliciting-allowed neighborhood. Mr. Warren Smith displayed a PennySaver that he had retrieved from a landscaped island on his street. He stated that he did not know how PennySaver pays for distribution, but is has to be on simply quantity. He added that there was an empty house next door that always gets papers. He closed by saying that he's going to tell PennySaver that if they continue—he's going to call the Police and report them for littering. Mr. Shea added that it's not just newspapers. A member of the audience stated that she like the PennySaver and that it should be the homeowner's responsibility for keeping his/her property clean. Mr. Warren Smith asked if our Inspector cited owners for allowing papers/debris to build up. Mr. Yardman replied that owners do, in fact, get cited for debris and that we have a special short-fuse notice that goes out in cases of blowing debris. At the end of discussion, the Board voted 6-1 to approve the motion with Mr. Shea abstaining.

6. OPEN DISCUSSION.

a. A member of the audience stated that he lives on Junco and that there are more renters in the area than in the past...and that these renters don't know, or don't care about the rules. He mentioned some large debris around 174 Junco. Mr. Yardman replied that he has cited the owner for that debris.

b. Pastor Smith asked if the Board was aware that 2 people have been bitten recently by pit bulls in our area and that there was a child molestation at the Clubhouse last week. He stated that these things should not be going on in our area. Mr. Odom responded that the staff had not received any reports of the pit bull situation, but that they were working with the Police on getting more information regarding the child molestation. He added that this event occurred last Tuesday while he and the Board President were meeting with the Police at the bi-monthly Community Advisory Board. Mr. Campolongo recited a incident happening not long ago regarding pit bulls. Mr. Lindsey stated that the Association does not have the authority or resources to deal with all of this, and that individuals need to take the responsibility of contacting Animal Control.

c. Mr. Warren Smith asked what it would take to change the Covenants to require owners to notify the Association if they were going to rent out their property. Mr. Gerard replied that it is challenging to change the Covenants and it is difficult to enforce such a requirement because it's hard to know who is living at a property.

d. Mrs. Rabbitt asked if the Covenants preclude parking on the front yard and added that there are 2 yards in Knightsbridge where it happens routinely. She agreed to give Mr. Yardman the details so he could look into it.

e. Mr. Warren Smith stated that a County truck, assigned to perform the normal Monday debris pick-up, ran over the island on his street—destroying the curb and breaking a maple tree. Mr. Odom agreed to investigate.

f. Mr. Lindsey mentioned that he had attended a meeting with the Metropolitan Planning Commission regarding the Unified Zoning Ordinance initiative. He stated that the MPC briefed HOAs and other interested parties regarding the proposed streamlining of city and county codes. He offered to see if the MPC would meet with our Board next month to give us a short, Georgetown-focused edition of this brief.

g. Mr. and Mrs. Asberry delivered a letter to the Board requesting a payment plan to avoid the scheduled garnishment action by the Association. After discussion, Mr. Warren Smith motioned to dismiss the garnishment and accept the proposed payment of \$88.92/month and that if the Asberry's fail to make their scheduled payment on the 15th of each month, the garnishment action would be immediately initiated. Mr. Braddy seconded the motion. In a silent vote, the Board voted 5-2 to approve the motion.

7. **ADJOURNMENT.** At 9:15 p.m., Mr. Warren Smith motioned to adjourn the meeting. Mr. Corder seconded the motion. There was no further discussion and the Board voted unanimously to adjourn.