

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

**MINUTES OF GENERAL MEETING
May 10, 2011**

1. **CALL TO ORDER.** The President called the meeting to order at 7:45. 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	Present
Kenneth Corder	Member	Present
Butch Braddy	Member	Present
Renee Rabbitt	Member	Present

2. **APPROVAL OF AGENDA.** Mrs. Renee Rabbitt motioned to add discussion of the lagoon dredging issue as item (b) under New Business. Warren Smith seconded the motion and the Board voted unanimously to approve it.

3. **APPROVAL OF MINUTES.** Mr. Warren Smith motioned to approve the minutes of the April 12, 2011 General Meeting as written. Mr. Shea 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, April 2011 Profit and Loss Report, and Balance Sheet. He, then, provided the following information regarding financials, project, and other events.

Balances. As of April 30, 2011, CSA checking (operational account) totaled \$95,030.05. \$100,000 of excess CSA checking has been deposited in the CSA reserve money market account at First Chatham Bank which has a balance of \$192,138.04. As reported last month, this excess cash flow is a combination of significant number of payments on past due accounts and the effect of many people paying in advance on their account(s). The total of CSA reserves (Vanguard Account plus First Chatham Accounts) is \$207,175.66. We have made a deposit of \$14,000 into reserves for April in accordance with the approved budget. The grand total of CSA funds (CSA reserves plus operational checking) is \$302,205.71. The total of all GCSA accounts (including CDs) is \$492,043.23.

Aggregate deposits on hand at each financial institution/program include:

Coastal CSA Checking	\$ 95,030.05
Coastal Parcel Checking	\$ 34,923.96
Coastal MM	\$ 56,251.16
Coastal CD's	\$ 98,562.40

1st Chatham Checking	\$ 100.00
1 st Chatham CSA MM	\$ 192,138.04
Vanguard	<u>\$ 15,037.62</u>
Total:	\$ 492,043.23

Income and Expenses. Total income for April was \$81,883.47 which was \$1,136.27 better than budget. Total expenses were \$61,690.25 which was \$2,198.39 lower than budget. Net income was \$20,193.22 which was \$3,334.66 better than budget.

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)

**irrigation work will occur in May;
Playground sand addition (same price)
was done in April vice May to facilitate
completion of playground renovation
in April.

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	\$ 56,000.00 (per budget)
(-) Capital Budget Outlays/reinvestments in 2011:	\$155,626	\$ 74,067.95 (-8,786.05)
(+) 2011 Ops Budget Residual Retained Earnings:	\$ 37,040.11	\$ 23,514.14(+\$19,706.61)
Projected Ending Balance 12/31/11:	\$125,623.11	\$154,115.77(+\$28,492.66)

He added that a portion of those excess residual net earnings may be needed this month (May) due to unexpected repairs to the trucks breaks and a potentially high water bill.

Past Due Accounts. The number of past due accounts declined in April from 262 to 246, and the dollar amount decreased from \$313,998.51 to \$264,935.32. The number of accounts 31-60 days went down from 42 to 25, and the dollar amount decreased from \$24,939.43 to \$6,929.80. The amounts 61-90 days past due went down from 45 to 31, and the dollar value decreased from \$87,821.85 to \$6,937.38. Accounts over 90 days in arrears went up from 175 to 190, and from \$201,237.23 to \$251,068.14 respectively. In April, we issued 129 first and second letters (combined), 22 new or updated liens, 1 FiFa, 3 law suits, and 13 sets of garnishment interrogatories. We received 47 payments (of \$200 or more) for past due amounts totaling \$19,482.37. 25 of our accounts are in bankruptcy, with \$22,047.85 owed pre-bankruptcy, and \$20,085.41 in post-bankruptcy owed. The total amount in bankruptcy is \$42,133.26. The attached report summarizes the status of accounts that the Board approved special payments.

Repairs and Scheduled Projects:

a. **Southside Playground Repairs:** The terminal module for the playground slide developed a split which posed a safety problem. A new module costing \$793.07 was purchased and we are awaiting receipt of a proprietary tool to complete the installation. The split has been covered by tape in the interim.

b. **Irrigation of Tennis Court** area begins tomorrow.

Board Elections and Annual Meeting: By the cut-off in April, the following 6 members had submitted valid candidacy petitions: (1) Robin Byers; (2) Kenneth Corder; (3) William Campolongo; (4) Jessica Rondeau; (5) Barbara Rubin; and (6) Warren Smith. Prior to printing the ballots, Mrs. Rondeau called to announce that she had just received a job offer in Kansas and was regretfully withdrawing her petition. This leaves 5 candidates vying for 4 positions. The ballots are scheduled to be mailed out May 10th (today).

Summerfest is scheduled for Saturday, June 11th from 10:00 a.m. to 2 p.m. As usual, we will have inflatable amusements and a dunk tank, along with hamburgers, hot dogs, snow-cones, and cotton candy.

Digitizing Documents project is ongoing. The first increment of software and the hard drive approved for purchase last meeting has been procured. Process prototyping will happen by the end of this month.

Annual Audit by Mr. Cooper Glenn, CPA has commenced. Results will be available by the end of the month and will be reported, as normal, at the Annual Meeting in June.

Spring straw deliveries have been made to all locations and scheduled pressure washings of Audubon Park and Georgetown Place have occurred.

At the end of Mr. Odom's report, the following questions were posed: Mr. Warren Smith stated that he liked the Southside Playground work that has been recently completed. With that said, he asked if we could do something to fix up the area just outside the fence line on the Red Fox side...the location where we had truck access to the play yard area. Mr. Odom replied that he would get an estimate for concrete work and provide it to the Board the next meeting. Mr. Warren Smith then asked about the \$20K in post-account bankruptcies...specifically, will we ever get any of that. Mr. Gerard responded that it first depends on whether it is a Chapter 7 or 13 bankruptcy. If it is a 7 (liquidation), we will not receive anything. If it is Chapter 13, disbursements from the Bankruptcy Court begin about six months after filing. He stated that we have a secured claim, so we are high on the priority list for receipt of any available funds. Mrs. Byers how often bankruptcy agreements can be amended. Mr. Gerard answered that those agreements can be modified based on changes in circumstances, and that both the debtor and the creditor can ask for a change in the bankruptcy plan/agreement.

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 April 19th and May 3rd. Afterward, he provided the following April data:

Total new violations: 365	YTD 1032
Total violation repaired this period: 408	YTD 1043
Hang Tags issued: 54	YTD 265
Letters mailed: 320	YTD 911
Issues forward to GM or attorney: 108	YTD 285
Total current violations: 245	

At the end of his briefing, Mr. Warren Smith stated that a neighbor had approached him about the consistency with which we do or do not enforce rules on the maintenance of fences. Mr. Smith asked Mr. Yardman about the standard we use to judge whether a fence needs repair or when foliage needs to be removed. Mr. Yardman replied that the Covenants and Guidelines do not cite any requirement to paint or stain fencing. He further stated that there are a few cases where foliage is extreme and we have written it up. He added that some residents grow foliage on the fencing on purpose for decoration purposes. If fencing has broken boards, we require the owner to replace them. Mr. Smith responded that fencing can quickly get a dilapidated look and he could not believe that the Covenants don't cover that. Mr. Yardman replied that we act on twisted or broken boards, but if the Board wants to address the color of the wood, we need to change the Guidelines. Mr. Smith responded that we needed to do that. Mrs. Byers stated that she had concerns about the number of people that could be affected by a new requirement to maintain an "as new" appearance of their fencing. This would be something that they were never before told about or required to do. Mr. Campolongo stated that he agreed with Mrs. Byers, and that pressure-treated wood naturally ages to gray. He added that dilapidated boards should be replaced. Mr. Warren Smith added that there are places where old nails

are bleeding rust down the boards and that if we allow all these wood fences to naturally age it will negatively affect home values.

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

4. **UNFINISHED BUSINESS.**

a. **Tree Removal Appeal.** Ms. Theresa Goodwin of 10 Cobblestone Court addressed the Board. She was appealing a previous ARB decision regarding the removal of trees behind her house. She had requested that two trees be removed, but the ARB had only approved the removal of one that had roots that were cracking her patio slab. The other tree produced large round seed pods that she claimed was a menace to her health (potential falls and possible allergies). Ms. Goodwin stated that she was willing to replace the tree in question with a different kind of tree. Mr. Warren Smith motioned to allow the removal of the second tree with the proviso that the tree is replaced. Mr. Campolongo seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

5. **NEW BUSINESS.**

a. **Write-off of uncollectible Accounts.** Mr. Warren Smith motioned to approve writing off four uncollectible accounts totaling \$3,311.92. Mrs. Rabbitt seconded the motion. There was no further discussion, and the Board voted unanimously to approve the motion.

b. **Proposed Change in Lagoon Dredging Projects.** Mr. Odom asked the Board to allow for the modification of the Strategic Plan and Capital Budget to allow for additional research and planning. According to Mr. Odom, the County had recently changed its advice regarding the potential need for soil disturbance permits—saying that the State and the Army Corps of Engineers were becoming stricter regarding these requirements. Mr. Odom stated that, as a result, he was recommending that we move the planning and decision points (from May and June) to later this year and that up to \$7,000 of the May's lagoon repair budget (\$7,569) be spent on surveying. Mr. Odom further recommended that the remainder of the lagoon-related budget be deferred until November pending future Board decision on implementation. Mr. Warren Smith motioned to approved Mr. Odom's recommendations. Mr. Shea seconded the motion. During discussion, Mr. Shea stated that we have a number of deadly snakes in these areas and that we need to make everyone aware of that fact. Mr. Lindsey asked Mr. Shea what his recommended fix was. Mr. Shea replied that we need to clean these areas and remove the food and hiding places the snakes use. Mr. Warren Smith stated that if the grass is high and we have trees hanging over the lagoons, we need to clear that away. He added that we should address both the lagoons and the surrounding areas. He concluded by say that we need to get a good plan in place. Mr. Shea reiterated that we need to advise the children of the snakes. Mrs. Byers mentioned that it's not just the lagoons that have snakes; she does not live near a lagoon, yet her dog has been bitten by snakes in her back yard. At the end of the discussion, the Board voted unanimously to approve Mr. Smith's motion.

6. **OPEN DISCUSSION.**

a. Mr. Warren Smith stated that Lion's Gate has sidewalks, but there is a point where the road goes over a culvert and the sidewalks stop there. He stated that the Board should look into what it would take to fix that situation. Mr. Smith also stated that he agreed with Mr. Shea's previous

assertions that something needs to be done about speeders on Lion's Gate road. He asked if we could ask the County if one or more stop signs could be added to slow down the traffic. Mr. Campolongo suggested that a crosswalk and stop sign be considered. Mrs. Byers asked whether the police would be any more willing to catch stop sign violators than they are speeders. Mr. Warren Smith responded that the stop sign violation carries a guaranteed fine. Mr. Lindsey asked when the next meeting with the Police was scheduled. Mr. Odom replied it was supposed to have happened last month; he will check with LT. Ramey and let the Board know.

b. Mr. Warren Smith asked what year model our truck was, and when was it scheduled to be replaced. Mr. Odom replied that it was a 2004 model with slightly less than 50K miles. It is due to be replaced in the next few years and the replacement is included in the Reserve Study projections.

c. Mrs. Rabbitt asked if a crosswalk and light across King George Boulevard can be added near the Knightsbridge entrance. She added that recent dangerous events have left her kids more afraid to cross the road. Mr. Warren Smith noted that there are crossing guards there, right?? Mrs. Rabbitt replied that they are only there at certain times.

d. Mr. Warren Smith stated that he had been approached by a resident of Hunter's Green regarding parking and towing. Apparently, residents are fearful of calling and signing for a tow truck even though our well-conceived plans/policies allow for them to do it when someone is parking in their spot(s) or parked illegally around the loop. He wondered out loud if we could provide the towing company a digital code vice a name so as to keep the towing request anonymous.

e. Mrs. Frances Langston of Hunter's Green challenged Board members to come over and view certain residences in her development. She stated that it's getting to look like a trailer park, and that several residences had multiple ARB violations.

f. A resident of Georgetown Place asked whether the white fencing behind their homes should have been included in the recent pressure washing. Mr. Odom thought that it was supposed to and agreed to discuss it with the contractor.

7. ADJOURNMENT. At 9:00 p.m., Mr. Corder motioned to adjourn the meeting. Mr. Warren Smith seconded the motion. There was no further discussion and the Board voted unanimously to adjourn.