

**HARBISON COMMUNITY ASSOCIATION
MINUTES TO THE MEETING OF THE BOARD OF DIRECTORS
November 18, 2018**

The Harbison Community Association Board of Directors held a Special Meeting on Sunday, November 18, 3:00pm. Board Members present were Mr. Hank West (President), Mrs. June Cannon (Vice President / Secretary), Mr. Ozzie Nagler, Mr. Terry Helsley, Ms. Jamie Sellers. Absent: Mr. Tom Brower, Mr. Stan Seabrook, Mr. Andy Peach, Ms. Jamie Sellers. Association Staff Members in attendance were Mr. Dave Grove, Mr. Ray Cloutier, Ms. Betty Brooks, Mr. Jeremy Webb, Mrs. Christy Webb.

Note: At the Regular Board Meeting on October 30, 2018 it was decided that a Special Board Meeting would be held on Sunday November 18, 2018 beginning at 3:00pm to discuss the Proposed 2019 HCA Budget. The Special Meeting was properly advertised - and - that the purpose was only to discuss the Proposed Budget but no Board vote would be taken.

A quorum being present for the meeting, Mr. West called the meeting to order at 3:05pm.

Proposed 2019 Budget

Executive Director Dave Grove presented and discussed the Proposed 2019 Budget (attached). The projected assessment rate for 2019 would be as follows:

Single Family Residential	\$ Property Value x .0019 Plus \$ 175.
Apartments	\$ Property Value x .0038
Business	\$ Property Value x .0019

Adjournment

There was no formal adjournment. Mr. West stated again, that this Meeting was only to allow Residents to ask questions regarding the Budget. The Board will vote on the 2019 Budget at their next scheduled Meeting, on November 27, 2018. 4:50pm.

June Cannon
Vice President / Secretary

Budget Inc & Exp yr comparison YTD projections for Annual Budget

	Budget 2019	Projected 2018	Budget 2018	\$ Change Budget 2019 to Projected 2018	% Change Budget 2019 to Projected 2018
Assessment Income Total	2,296,705	2,170,811	2,170,488	125,894	6%
Late Fee & Penalty Income Total	30,000	73,706	35,000	(43,706)	-59%
NSF Income Total	250	280	250	(30)	-11%
Lease Income Total	43,489	41,429	41,428	2,060	5%
Interest Income Total	70,000	71,282	62,255	(1,282)	-2%
Membership Income Total	64,000	63,713	86,400	287	0%
Program Income Total	117,600	155,384	173,520	(37,784)	-24%
Facility & Equip Rental Income Total	20,000	19,119	28,800	881	5%
Concession & Vending Machine Total	-	-	-	-	0%
Other Miscellaneous Income Total	3,600	4,219	3,000	(619)	-15%
TOTAL INCOME	2,645,644	2,596,566	2,601,141	49,078	2%
Payroll - Wages & Bonuses Total	1,054,774	1,077,666	1,140,829	(22,892)	-2%
Payroll Taxes - Employer Total	87,000	92,638	108,379	(5,638)	-6%
Employee Group Benefits Total	140,967	146,554	193,263	(5,587)	-4%
Add'l Employee Benefits Total	5,693	5,693	4,000	-	0%
Payroll Processing Expense Total	6,000	4,900	5,750	1,100	22%
Employee Business Expenses Total	32,940	31,637	15,960	1,303	4%
Board Meeting Expenses Total	2,000	1,965	600	35	2%
Conventions & Travel Total	3,600	9,960	2,000	(6,360)	-64%
Other Reimbursements Total	8,850	3,208	1,800	5,642	176%
TOTAL PERSONNEL EXPENSES	1,341,824	1,374,221	1,472,581	(32,397)	-2%
Administrative Expenses Total	3,600	-	-	3,600	0%
Professional Services Total	26,000	51,293	35,000	(25,293)	-49%
Collection & Lien Expense Total	30,000	30,607	36,000	(607)	-2%
Management Fees Total	-	-	-	-	0%
Employment Expenses Total	1,060	2,589	1,160	(1,529)	-59%
Bank Charges Total	9,000	8,788	525	212	2%
Insurance Expenses Total	229,000	199,663	195,000	29,337	15%
TOTAL ADMIN EXPENSES	298,660	292,940	267,685	5,720	2%
Contract Services Total	51,500	94,057	143,000	(42,557)	-45%
Office & Operating Supplies Total	33,000	42,380	50,000	(9,380)	-22%
Utilities Total	159,620	146,440	180,000	13,180	9%
Telephone & Internet Total	12,000	11,040	2,700	960	9%
Postage & Printing Total	30,000	33,962	36,320	(3,962)	-12%
Dues & Subscriptions Total	1,200	1,101	180	99	9%
Rent & Lease Expenses Total	15,000	11,499	12,000	3,501	30%
Bldg & Grounds Maintenance Total	214,750	54,115	90,400	160,635	297%
Technology Maintenance Total	15,000	28,346	13,460	(13,346)	-47%
Other Operating Expenses Total	15,200	42,679	34,000	(27,479)	-64%
Bad Debts & Write-offs Total	40,000	100,740	10,000	(60,740)	-60%
Depreciation Expense Total	160,000	158,942	156,000	1,058	1%
Taxes & Other Fees Total	1,200	1,230	1,500	(30)	-2%
Miscellaneous Expenses Total	9,500	9,462	5,750	38	0%
Reserve Contributions Total	240,000	(32,400)	125,000	272,400	-841%
TOTAL OPERATING EXPENSES	997,970	703,591	860,310		
TOTAL EXPENSES	2,638,454	2,370,752	2,600,576	267,702	11%
	7,190	225,813	565	(218,623)	-97%