

**HARBISON COMMUNITY ASSOCIATION
MINUTES TO THE MEETING OF THE BOARD OF DIRECTORS
February 26, 2019**

The Harbison Community Association Board of Directors held a Regular Meeting on Tuesday, February 26, 2019. Board Members present were Mr. Hank West (President), Mrs. June Cannon (Vice President / Secretary), Mr. Ozzie Nagler, Mr. Terry Helsley, Mr. Stan Seabrook, Mr. Tom Brower, Ms. Julie Lucas. Absent: Ms. Jaime Sellers, Mr. Andy Peach. Association Staff Members in attendance were Mr. Dave Grove, Mr. Ray Cloutier, Ms. Betty Brooks, Ms. Danell Gunter, Ms. Judy Rowe, Mr. Kaden Watson, Mrs. Christy Webb. Twelve Residents attended.

Note: Mr. Peach gave his Proxy to Mr. Nagler to exercise if needed; Ms. Sellers gave her Proxy to Mrs. Cannon to exercise if needed.

A quorum being present for the meeting, Mr. West called the meeting to order at 6:02pm.

Approval of Minutes - Board Meeting – November 27, 2018

Following several corrections of typing errors, Mrs. Cannon moved the Minutes be approved, Mr. Helsley seconded and the Motion was passed with a vote of 6 for, 0 against, 3 absent (Mr. Peach, Ms. Ms. Sellers and Mr. Seabrook at time of vote).

Member Input

Residents expressed the following concerns:

1. Trash located behind some of the businesses on Columbiana Drive - who is responsible? Ray Cloutier stated that the Owners of the property are responsible for the actions of their tenants. HCA will attempt to identify culprits and notify Owners.
2. Resident distributed brochure of Irmo Chapin Rec. Commission - emphasizing the method in which contents in the brochure were arranged - and asked if HCA could print future bulletins in a similar manner (Note: Dave Grove checked with Programs Coordinator Fran Brune and she said she has the processes required to arrange our material in a similar format).
3. Two Residents emphasized the desire to grow the HCA Tennis Program and volunteered to assist. Board Chairman Hank West stated that a Tennis Task force will be initiated quickly and thanked the Residents for developing material and coming up with ideas on how to "jump-start" a Tennis Program.
4. A Resident asked if there were any known developments on the status of the former Piggly Wiggly Store on Lake Murray Blvd. Ray Cloutier stated that he had heard that some form of entertainment activity (bowling ??) may be a future tenant.

DDRC Report

Mr. Nagler presented the DDRC Report:

- *Comfort Suites Hotel, replacement signage approved - 730 Saturn Pkwy. (by Walmart).
- * T-Mobile, replacement tenant panel signage approved - 1230 Bower Pkwy.
- * Home Towne Suites, raising monument sign by 19 " approved - 350 Columbiana Drive.
- * State Farm - Libby Hagins (Agt.), signage approved - 735 Saturn Pkwy. (by Love GMC/Buick).
- * Cracker Barrel, replacement monument sign- face approved, 1140 Kinley Road.
- * South Carolina E.N.T., signage approved, 690-B Columbiana Drive.
- * Circle K, signage approved, 334 Harbison Blvd.
- * Waxing the City, replacement tenant panel signage approved, 1150 Bower Pkwy.
- * Homeowner, solar panels approved - 8 Amber Court (early area of Harbison) off Tawny Branch Rd.)
- * Homeowner, solar panels approved - 9 Forestgate Court ("Forest 1" area across Broad River Road).
- * Value City Furniture, remodeling & signage approved - 140 Columbiana Drive (former Toys-R-Us).

RDRC Report

Mr. Cloutier presented the following RDRC Report:

- * Vinyl siding approved, Woodcreek Court - "Archers Court" area, 11/29/18.
- * Screened porch approved, Amber Court - "early area in Harbison" (off Tawny Branch Rd.) 1/08/19.
- * Replace wood deck approved, Bradstone Road, "Glenridge" area (off Broad River Road). 1/15/19.
- * Privacy fence approved, Bradstone Road - "Glenridge" area (off Broad River Road). 1/16/19.
- * Expand driveway approved, Bradstone Road - "Glenridge" area (off Broad River Road). 1/31/19.
- * Add porch to existing garden shed approved, Arborgate Court, "Arbors" area (off Broad River Road) 2/01/19.
- * Repair & replace posts & rails of front porch, Paddock Chase. "Bellemont area (by Midlands Tech.) 2/05/19.
- * Above ground pool approved, Arborvine Court, "Arbors" area (off Broad River Road), 2/05/19
- * New shingles & solar roof/attic fan approved, Amber Court - "early area in Harbison" (off Tawny Branch Road) 2/05/19.

Old Business / New Business

- . Dave Grove gave a "follow-up" report on eleven (11) items that had been brought to the attention of Staff at the Member Input Meeting 1-29-19.
 - Several Residents sought to determine the proper City/County Department responsible for repairing water leaks, fixing pot holes, trash pick-up, cleaning of street gutters.
 - Several Residents inquired about the status of covenant violations in their neighborhood.
 - A Resident questioned the rule of not allowing gym bags in the weight rooms
 - A Resident thought that the temperature in the new Sauna needed to be increased
 - 2018 Year End Financials - tentative results indicate \$70,642 Revenue over Expenses with depreciation added; without depreciation included - \$228,705 Revenue over Expenses.
 - We spent \$117,865 in 2018 on refurbishing street signs and repairing concrete on trails.
 - TOPS ONE - new financial system implemented - approximately 30 owners signed up to date to pay assessments online, which is a new feature.
 - The Community Center continues to average over 420 people per day.
 - Manorwood Court - roll carts. HCA is working with Owners on this Court to identify areas where Roll carts can be placed.
 - 2019 Budget - only area that poses a problem involves tree removal in our Common Areas. \$ 40,000. was budgeted and this may be exceeded - but funds are available in other areas to handle this expense if needed. We spent \$ 37,500. In 2018 on tree removal.
 - Delinquency continues to decrease with law firm handling more court cases (legal costs charged to Owner)
- . Betty ("Cookie") Brooks gave an overview of the two "H" Tax (Hospitality Tax) grant requests submitted by HCA for the benefit of business establishments in this area: \$100,000 would be for marketing/promotions related to Tourism Development; \$100,000 for implementing safety/security procedures in the business community. The "H" Tax grants, if approved, would be the first time funds have been returned to the Harbison area - and - HCA would be the coordinator.
- Community Law Enforcement Meetings - Capt. Kelly Yates, City of Columbia Police Dept. held a meeting at the Community Center to brief area residents on crime prevention techniques.
 - Richland County has been invited to hold a similar law enforcement meeting.
- Landscaping - with Spring coming, efforts are underway to beautify the entrances to many sub -divisions (areas under HCA's control).
- Lester Gross Award - Ms. Brooks read the recommendation submitted by a Resident, that Mrs. June Cannon be considered for the 2019 Lester Gross Award - due to her many years of providing outstanding service to the Harbison Communities (see attached Nomination).

Mr. Nagler made a Motion to accept the nomination of June Cannon as the 2019 recipient of the Lester Gross Award. Mr. Helsley seconded and the Motion passed with a vote of 7 for, 0 against, 2 absent (Mr. Peach, Ms. Sellers).

. Danell Gunter - reported on activities in Aquatics/Programs:

New Sauna completed (built by HCA employees); the new Steam Room to be built in March-April; additional weight room equipment (Stair Stepper) added; renovations to playgrounds underway (removing old wood structures, wood picnic tables); 20+ new trash cans added along the walking trails; new LED Lights added to the gym; programs (trips, luncheons, dances, camps, tennis, T-Ball, swim team).

Street sign renovations and concrete repairs on trails - contractor making excellent progress with weather improving.

Executive Session

Mr. Brower Motioned that the Board move into Executive Session to discuss Personnel and Legal matters. Ms. Lucas seconded and the Motion passed with a vote of 7 for, 0 against; 2 absent (Ms. Sellers, Mr. Peach). 7:10pm.

Ms. Lucas Motioned that the Board reconvene Open Session, Mrs. Cannon seconded and the Motion passed with a vote of 7 for, 0 against, 2 absent (Mr. Peach, Ms. Sellers). 7:40pm

Mr. Helsley Motioned that the "HCA Ethics / Conflicts of Interest" policy (attached) be adopted and inserted into the HCA Personnel Manual and / or included in other documents as appropriate. Mr. Seabrook seconded and the Motion passed 9 for, 0 against. Note: Mr. Nagler and Mrs. Cannon exercised the Proxy given to them respectively by Mr. Peach and Ms. Sellers, by voting in favor of the Motion.

Mr. Helsley Motioned to approve the recommendations of the 2019 HCA Nominating Committee (attached). Mr. Seabrook seconded and the Motion passed 9 for and 0 against. Note: Mr. Nagler and Mrs. Cannon exercised the Proxy given to them respectively by Mr. Peach and Ms. Sellers, by voting in favor of the Motion.

Adjournment

Hearing no additional business, Ms. Lucas made a Motion that the meeting be adjourned, Mr. Brower seconded and the Motion passed with a vote of 6 for, 0 against, 2 absent (Ms. Sellers, Mr. Peach). 7:48pm.



June Cannon
Vice President / Secretary

LONGTIME RESIDENT, JUNE AND HUSBAND MARK PURCHASED THEIR HOME IN HARBISON IN SEPTEMBER 1988.

IN 2003 JUNE BEGAN SERVING ON THE HARBISON COMMUNITY ASSOCIATION BOARD. DURING THE PAST 16 YEARS AS A BOARD MEMBER SHE HAS SERVED ON SPECIAL BOARD ASSIGNMENTS, BEEN ACTIVE IN COMMUNITY EVENTS AND PROGRAMS AND THROUGH THIS ACTIVE COMMITMENT SHOWN ONGOING INITIATIVE, LEADERSHIP AND DEDICATION. SHE IS CURRENTLY SERVING THE BOARD AND THE COMMUNITY AS VICE-PRESIDENT.

DEMONSTRATING HER INITIATIVE AND VISION FOR THE COMMUNITY, JUNE HAS PROVIDED ONGOING SUPPORT OF LITERACY AND HER LOVE OF READING BY ENCOURAGING AN OUTREACH PROGRAM FOR CHILDREN AND ADULTS IN THE COMMUNITY BY ACQUIRING APPROXIMATELY 100 BOOKS FOR RESIDENTS IN ONE OF THE HARBISON APARTMENT COMMUNITIES. THE SMALL LIBRARY THERE IS ONE THAT IS VERY APPRECIATED BY THE TENANTS. JUNE IS AN ONGOING VOLUNTEER FOR THE RICHLAND COUNTY "FRIENDS OF THE LIBRARY".

JUNE LEADS HARBISON READERS IN MONTHLY BOOK DISCUSSIONS AND WAS INSTRUMENTAL IN ITS FORMATION. THE CLUB ENCOURAGES LITERARY CULTURE AND PROMOTES COMMUNITY SPIRIT AMONG THE MEMBERS.

JUNE IS VOLUNTARILY HELPING OTHERS IN AND BEYOND HER COMMUNITY AS A VOLUNTEER FOR THE AMERICAN CANCER SOCIETY "ROAD TO RECOVERY" PROGRAM. THIS PROGRAM PROVIDES RIDES FOR VULNERABLE CANCER PATIENTS WHO ARE RECEIVING TREATMENT. JUNE ALSO ENCOURAGES OTHERS TO VOLUNTEER FOR THIS IMPORTANT PROGRAM, HELPING TO MAKE LIFE BETTER FOR OTHERS.

THIS NOMINEE WORKING TO BETTER THE LIVES OF THOSE IN AND BEYOND HER COMMUNITY DEMONSTRATES HER QUALIFICATIONS WITH THE SPIRIT OF THE STATED PRINCIPLES OF THE LESTER GROSS AWARD.

ETHICS/CONFLICTS OF INTEREST

Harbison Community Association ("HCA") requires all employees to act in accordance with all state, federal, and local laws and regulations. Further, HCA expects employees to be of high ethical character and to use professional judgment to avoid even the appearance of impropriety. Similarly, employees are expected to conduct themselves in a manner that is helpful and productive and which does not affect adversely on HCA.

Employees shall not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities as employees of HCA. Although not exhaustive, below is a list of examples of the types of conflicts to be avoided.

- No employee will engage in or have a financial interest, directly or indirectly, in any activity or business that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities for HCA.
- An employee will not engage in work of any type where information concerning the employee's customers, clients, or employer originates from any information available to him or her through HCA sources.
- An employee shall not use his or her job or position to obtain an economic interest for himself or herself, a family member, an individual with whom he or she is closely associated, or a business with which he or she is associated.
- An employee shall not make, participate in making, or attempt to use his or her position of employment to influence a decision of HCA in such a way that he or she, a family member, or other business or close associate benefits from that decision in an unfair or improper way.
- An employee shall not accept or receive gifts because of his or her position as an employee of HCA, and will report any efforts by others to make gifts to influence decisions of the employee in the discharge of his or her official responsibilities.
- An employee may not use HCA materials, personnel, equipment, or confidential information for personal or business purposes other than carrying out his or her duties as an employee of HCA.
- An employee may not simultaneously serve as a member of the HCA Board of Directors if, in the sole discretion of HCA, the employee's job duties as an employee and his or her responsibilities as a Board member would create a conflict of interest. If an employee is elected to the Board of Directors, he or she will be required to immediately resign his or her position as an employee of HCA to avoid the conflict of interest.

All HCA employees are expected to conduct themselves professionally and appropriately at all times, including in all relationships and interactions with other employees, members, and third parties. The possibility that a conflict of interest may occur should be avoided. If there is a potential conflict of interest, an employee must advise the Executive Director of HCA immediately of the possibility of a conflict of interest. A failure to disclose or report a potential conflict of interest, or participation or involvement in any activity that creates a conflict of interest, will be subject to disciplinary action, up to and including the possibility of termination.

Meeting of Harbison Community Association Nominating Committee February 19, 2019
6:00pm

HCA Board Seats to be Elected at April 30, 2019 Annual Meeting

1. 2- "A" Seats
Owner of lots designated for residential use

Petitioners: Stan Seabrook - Incumbent
Tom Brower - Incumbent
Erik Hardy - HCA Employee
2. 1- "B" Seat
Business Representative

Petitioner: None
3. 1- "C" Seat
Resident who lives in an owner occupied residence

Petitioner: Hank West - Incumbent

Nominating Committee:

Julie Lucas - Board Member & Chair of Committee
Jane McNamus - Resident
Judy Rowe - Resident
Andrew Kushlak - Resident

Committee voted 4 For and 0 Against to submit the above Applicants to the HCA Board - as the Slate of Candidates for 2019, subject to the following conditions:

1. Favorable review by Staff that Erik Hardy's Petitioners are eligible Petitioners and his Application is complete. Note: The Application was signed 1-28-19 but was not given to Staff until 2-19-19 @ 8:45am prior to the 10:00 am deadline.
2. Erik Hardy - if elected to the Board - will be obligated to resign his employment with the Association, due to a Conflict of Interest.