

**HARBISON COMMUNITY ASSOCIATION  
MINUTES TO THE MEETING OF THE BOARD OF DIRECTORS  
October 27, 2020**

**Note: Due to Social Distance guidelines resulting from the COVID-19 Virus, this Regular Board Meeting is being held by “Zoom” – instead of an actual meeting at the Community Center.**

Board Members attending were Mr. Hank West (President), Mrs. June Cannon (Vice President / Secretary), Mr. Ozzie Nagler, Mrs. Mackenzie Fontaine, Ms. Julie Lucas, Mr. Stan Seabrook, Mr. Terry Helsey, Ms. Mellisa Ayer . Absent, Mr. Tom Brower. Association Staff Members attending were Mr. Dave Grove, Ms. Betty Brooks, Mrs. Danell Gunter, Mr. Kaden Watson, Mr. Ray Cloutier, Ms. Yolanda Vinson. Residents participating by “Zoom” –Mrs. Michele Graham, Mr. Tim Graham, Mr. Rob Philon, Mrs. Tammy Philon, Ms. Carolyn Turner, Mr. Barry Walker, Mr. Erik Hardy, Ms. Juanita Bowen.

A quorum being present for the meeting, Mr. West called the Meeting to order at 6:05pm.

**Approval of Minutes:**

After discussion. Mr. West asked for a Motion to approve the following Minutes:

August 25, 2020 Motion to Approve – Ms. Lucas, Seconded by Mrs. Fontaine.  
Motion Approved 8 for, 0 against, 1 absent (Mr. Brower)

**Member Input:**

Ms. Carolyn Turner – praised HCA’s Maintenance force for keeping the Trails in very good shape.

Ms. Juanita Bowen – No Comment – just observing

Mr. Robert Philon and Ms. Tammy Philon – expressed concern that the weight rooms could have been re-opened sooner as other facilities had done (example: YMCA), especially hours on the weekend. Mrs. Gunter and Mr. Grove explained that we re-opened the Center (closed for over 5 months due to the COVID-19 Virus) slowly – in stages – out of concern for the safety of our employees and members. Mrs. Gunter explained that expanded hours for the Center would be happening soon.

Mr. Tim Graham and Mrs. Michele Graham inquired when the weight room re-opening hours would be expanded – and when businesses – could resume bringing clients into the Center. Mrs. Gunter explained that the hours are being increased during the evening and probably within days, hours would be available on Saturday. However, our first priority was to address the needs of our Members and not clients of businesses.

Mr. Erik Hardy asked about the upkeep of the Cemetery on Archers Lane, that it was not being maintained properly. Mr. Grove responded that the Town of Irmo had recently annexed that area and Mayor Walker was establishing a committee, and that HCA would be assisting, in the clean-up.

Mayor Barry Walker responded to Mr. Hardy by explaining that he (and “Cookie” Brooks from HCA) had already contacted several organizations who have promised to help, especially Midlands Tech, since many of the individuals buried in the cemetery had been connected in some manner with the school (and the school’s predecessors). Mayor Walker explained that he had made this a priority of his recent campaign.

**Follow-Up from September 29<sup>th</sup> Meeting:**

(see attached)

**Proposed 2021 Budget:**

Mr. Grove presented the Proposed 2021 Budget – with the recommendation that the HCA variables used in determining annual assessments **remain the same** as they have been in 2019, 2020-

Per Dollar of Assessable Property:		
Single Family Residences	.0019	x Value + \$ 175.
Apartments	.0038	
Commercial	.0019	

A. In the Bank 10/22/20	Operating Fund	\$ 850,914.
	Reserve Fund	\$ <u>591,224.</u>
	Total	\$ 1,442,138.

In the Bank 10/19/19 \$ 1,261.713.\*

\* \$ 180,425. Greater in 2020 vs. 2019

B. Assessments are due 10/31/20. HCA Board had extended the Due Date 4 months due to COVID-19.

C. 2020 Year End Balances – Based on projected Payroll and Operating Expenses,

12/31/20 <b><u>Projected</u></b>	Operating Fund	\$ 405,000.
	Reserve Fund	\$ <u>600,000.</u>
	Total	\$ 1,005,000.

D. 2020 Budget and Major Projected Expenses for 2020 (see attached).

**Executive Session:**

Mrs. Cannon Motioned that the Board move into Executive Session, Mr. Seabrook Seconded and the Motion was approved 8 for, 0 against, 1 absent (Mr. Brower) 7:24pm

Mrs. Cannon Motioned that the Board come out of Executive Session, Mrs. Fontaine Seconded and the Motion was approved, 8 for, 0 against, 1 absent (Mr. Brower). 8:04pm

Mrs. Cannon Motioned that the Annual Meeting originally scheduled for April 28, 2020 and was postponed due to the COVID-19 Virus be rescheduled to the November 24, 2020 Board Meeting. (see attached Board Motion). Mr. Seabrook Seconded and the Motion was approved, 8 for, 0 against, 1 Absent (Mr. Brower).

**Adjournment:**

Hearing no additional business, Mrs. Mackenzie Motioned that the Meeting be adjourned, Mr. Nagler Seconded, and the Motion passed with a vote of 8 for, 0 against, 1 absent (Mr. Brower). 8:07pm

June Cannon, Vice President / Secretary

The Items listed below were mentioned by Members at the September 29, 2020 Member Input Meeting. With each Item – I have listed one or more Board Members or Staff who should briefly describe the issue – and respond accordingly

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September 29, 2020

1. The Weight Rooms could have been re-opened when the Pool was Re-opened. Why?? “D” Günter to respond  
Answer: We approached the entire re-opening processes in small steps – out of concern for the safety of our Members and Employees. The Weight Rooms are open and we have extended the hours for the Pool and Weight Rooms.  
**Note:** At this time “D” may explain where we are now – on the entire re-opening process.
2. Covenant violations – people parking on the grass. Dave Grove/Ray Cloutier to respond.  
Answer: The violator was cited
3. Sight Clearance on Woodcross Drive, as you exit Manorwood, needs to be improved - Dave to respond  
Answer: HCA Maintenance employees will trim some of the branches of trees /bushes on Woodcross but the real problem is that people frequently speed in that area. That area is difficult for HCA to do anything because the trees may be on the right of way that we do not control.
4. Tennis Courts – Non HCA players are using the courts and are not paying their fair share of the costs that go toward the upkeep of the courts. Also, people have been seen jumping the fence to get onto the courts. Better locks ?? Hank, Ozzie, “D” and other Board Members to respond  
Answer: Several Tennis Teams do play on the Courts and some players may not be residents. We participate with SC - USTA in promoting Tennis and in doing so - we are growing tennis. Some funds are received from these groups or teams but each group is controlled by Harbison. As for people jumping the fence and playing tennis at times when we are closed – that has been a problem and we are trying to control it.  
Fees paid by HCA Members go toward the support of many activities including those that benefit the community. We are trying to enlarge people’s interest in Tennis – especially during this time when COVID restrictions encourage outdoor activities.

**Motion – Board Meeting October 27, 2020**

**Motion to approve the re-scheduling of the 2020 Annual Meeting (postponed in April due to COVID-19) to the November 24<sup>th</sup>. Board Meeting. Since the COVID-19 Guidelines involving social distancing are still in effect, the November Meeting will be a virtual “Zoom” Meeting. There will be no Meeting in the Community Center where Members typically come to cast their ballots for HCA Board Candidates. Members who were certified to Vote at the April Meeting will receive a Ballot which they can mail in for the Board Candidates of their choice. No additional Voters – and no additional Board Candidates will be certified.**

# HARBISON COMMUNITY ASSOCIATION

## BASIS OF 2021 CALCULATIONS

The 2021 budget calculations are based upon the following information.

\$255,073,525	Value of 1997 single family residences
155,973,766	Value of apartment complexes, quadraplexes and assisted living facilities
<u>278,884,981</u>	Value of retail/commercial (One-Half of actual value used to calculate proportion of HCA assessment)
\$689,932,272	Total value of Harbison property as used for the HOA assessment calculations.

## 2021 PROJECTED EXPENSE AND ASSESSMENT CALCULATIONS

\$ 2,416,569	Expenses as requested for the budget
\$ (43,500)	Less Projected Revenue from Adlerian lease & utilities
\$ (81,450)	Less Projected Revenue from operation of the Recreation Center
\$ (82,000)	Less Projected Other Revenue (fees & misc)
<u>\$ 2,209,619</u>	Amount needed from assessments to meet projected expenses for 2021
\$ 816,914	Amount to be assessed to single family residences
\$ 499,531	Amount to be assessed to apartment complexes
\$ 893,174	Amount to be assessed to retail/commercial
<u>\$ 2,209,619</u>	Matches amount needed as shown above

## 2021 PROPOSED ASSESSMENT RATES

<b>0.0019</b>	Proposed decimal assessment rate per dollar of assessed value of residential
<b>\$175</b>	Proposed proportionate fee for single family residences

2021 assessment formula for single family residences is as follows:

$$0.0019 \times \text{appraised value} + \$175 \text{ proportionate fee}$$

<b>0.0038</b>	Proposed decimal assessment rate per dollar of assessed value of apartments
<b>0.0019</b>	Proposed decimal assessment rate per dollar of assessed value of commercial

The calculations below show about what the actual billing calculations will produce in revenue if all units pay.. The results are hypothetical only, but use the source numbers to determine revenue from each category.

\$834,115	Computed income from single family residences
\$592,700	Computed income from apartments
<u>\$1,059,763</u>	Computed income from retail/commercial (whole value x assessment rate)
\$2,486,578	Projected total income if all units paid as set above

## 2021 PROJECTED BUDGET SURPLUS/DEFICIT

\$2,486,578	Yearly income for all units billed as set above
<u>\$ 2,209,619</u>	Amount needed to cover association's projected expenses
\$276,959	Excess (shortfall) caused by rounding factors

Budget Inc & Exp yr comparison YTD projections for Annual Budget

	Budget 2021	Projected 2020	Budget 2020	\$ Change Budget 2021 to Projected 2020	% Change Budget 2021 to Projected 2020
Assessment Income Total	2,486,578	2,448,440	2,448,458	38,138	2%
Owner Fee & Penalty Income Total	26,000	32,297	30,000	(6,297)	-19%
NSF Income Total	200	105	350	95	90%
Lease Income Total	43,500	43,489	43,500	11	0%
Interest Income Total	53,000	53,431	66,500	(431)	-1%
Membership Income Total	18,500	18,426	72,600	74	0%
Program Income Total	60,950	30,215	128,875	30,735	102%
Facility & Equip Rental Income Total	2,000	5,365	17,000	(3,365)	-63%
Concession & Vending Machine Total	-	-	-	-	0%
Other Miscellaneous Income Total	2,800	2,821	8,000	(21)	-1%
<b>TOTAL INCOME</b>	<b>2,693,528</b>	<b>2,634,590</b>	<b>2,815,283</b>	<b>58,938</b>	<b>2%</b>
Payroll - Wages & Bonuses Total	898,574	789,295	1,159,050	109,279	14%
Payroll Taxes - Employer Total	75,100	69,784	95,700	5,316	8%
Employee Group Benefits Total	130,620	101,723	165,000	28,897	28%
Add'l Employee Benefits Total	3,864	3,863	3,800	1	0%
Payroll Processing Expense Total	4,000	3,969	5,000	31	1%
Employee Business Expenses Total	30,170	18,789	21,750	11,381	61%
Board Meeting Expenses Total	1,500	1,325	5,900	175	13%
Conventions & Travel Total	1,700	1,911	1,900	(211)	-11%
Other Reimbursements Total	4,850	4,061	9,270	789	19%
<b>TOTAL PERSONNEL EXPENSES</b>	<b>1,150,378</b>	<b>994,720</b>	<b>1,467,370</b>	<b>155,658</b>	<b>16%</b>
Professional Services Total	41,050	31,803	46,600	9,247	29%
Collection & Lien Expense Total	30,000	10,480	30,000	19,520	186%
Management Fees Total	-	-	-	-	0%
Employment Expenses Total	2,567	1,170	7,700	1,397	119%
Bank Charges Total	6,750	6,750	9,000	(0)	0%
Insurance Expenses Total	262,500	246,489	223,500	16,011	6%
<b>TOTAL ADMIN EXPENSES</b>	<b>342,867</b>	<b>296,693</b>	<b>316,800</b>	<b>46,174</b>	<b>16%</b>
Contract Services Total	42,660	38,771	62,680	3,889	10%
Office & Operating Supplies Total	30,500	51,456	36,250	(20,956)	-41%
Utilities Total	144,000	121,683	174,000	22,317	18%
Telephone & Internet Total	12,000	10,555	12,000	1,445	14%
Security Monitoring Service Total	4,659	1,283	1,100	3,376	263%
Postage & Printing Total	24,200	19,185	24,000	5,015	26%
Dues & Subscriptions Total	975	1,289	850	(314)	-24%
Rent & Lease Expenses Total	13,728	12,480	21,000	1,248	10%
Bldg & Grounds Maintenance Total	354,400	476,180	278,552	(121,780)	-26%
Technology Maintenance Total	33,752	48,697	40,000	(14,945)	-31%
Other Operating Expenses Total	26,150	5,586	52,550	20,564	368%
Bad Debts & Write-offs Total	42,500	29,434	20,000	13,066	44%
Depreciation Expense Total	147,000	143,906	159,000	3,094	2%
Taxes & Other Fees Total	1,800	1,691	2,600	109	6%
Miscellaneous Expenses Total	12,000	15,857	4,650	(3,857)	-24%
Reserve Contributions Total	33,000	(112,835)	140,000	145,835	-129%
<b>TOTAL OPERATING EXPENSES</b>	<b>923,324</b>	<b>865,216</b>	<b>1,029,232</b>		
<b>TOTAL EXPENSES</b>	<b>2,416,569</b>	<b>2,156,629</b>	<b>2,813,402</b>	<b>259,940</b>	<b>12%</b>
<b>NET INCOME</b>	<b>276,959</b>	<b>477,961</b>	<b>1,881</b>	<b>(201,002)</b>	<b>-42%</b>

## Major - Projected Expenses included in 2021 Budget

### Maintenance

1. Gas -----	\$ 16,220.
2. Oil-----	1,950.
3. Tires -----	3,000.
4. Bridges- Repair-----	3,000.
5. Woodcross Lake Treatment (algae)-----	7,200.
6. Crossbow Drive Property – maintenance -----	2,000.
7. Paint Tunnels -----	1,500.
8. Picnic Tables / Benches - new-----	1,250.
9. Backflow test-----	1,000.
10. Small Tools Replacement -----	2,000.
11. Vehicle Mechanical Equipment (repairs) -----	4,800.
12. Landscape of Entrances -----	20,000.
13. Personal Protective Gear -----	1,900.
14. Marking of Trails with Signs -----	2,000.
15. HCA Logo – Shirts / Jackets -----	1,900.
16. Adlerian Maintenance -----	2,000.
17. Used Golf Cart for Security/Safety -----	3,000.
18. Used Pick-up Truck for Covenants (sell oldest P/U Truck) -----	7,000.
19. Contractors:	
Tree Removal -----	60,000.
Archers Dam Maintenance-----	7,750.
Trail Maintenance (concrete, blowing, limb removal)-----	75,000.
Common Areas Maintenance / Upkeep -----	24,000.
Debris Removal (dumpster & landfill costs, street pick-ups)---	25,000.
Woodcross Lake – Tree Removal on Dam; Aerators & Fountain Added; Shoreline Improvements ----	85,000.
20. Community Center Bldg. Maintenance -----	12,000.
21. Playgrounds (Mulch/new Equipment) -----	6,900.

### Administration

22. IT Maintenance / new Server, new PC / Printer & Lap Top PC --- --	33,752.
23. Custodial Supplies -----	9,300.
24. Safety / Security Supplies -----	500.
25. Copiers (2) Lease -----	18,000.
26. Insurance Policies (11 not including Employee Benefits)-----	262,500.
27. Delinquent Collection (Liens/Judgments/Certified letters)-----	30,000.
28. Book Club expenses-----	600.
29. Holiday Decorations-----	1,200.

30. Quarterly Employee Meetings-----	900.
31. August Maintenance Closing expenses-----	1,000.
32. Law Enforcement Meetings (2)-----	400.
33. Thanksgiving Lunch-----	475.
34. Public Relations / Marketing of HCA-----	2,200.
35. Board meetings (12)-----	1,500.
36. Annual Meeting of Members / Conferences-----	500.
37. Postage, Mailing, Printing -----	23,120.
38. Election Newsletter -----	1,080.
39. Professional Services:	
Legal -----	30,000.
CPA -----	7,050.
Architect -----	2,000.
Engineer (Dam) -----	2,000.
40. Employee Hiring Expense (Drug Test, SLED, Random Testing)	
Recruiting, Advertising -----	2,567.
41. Employee Health Coverage (80% of Premium) -----	88,000.
42. Other Employee Benefits (Life, Vision, Dental, LTD, STD) -----	20,620.
43. Payroll (Wages) 13 Full Time, 11+ Part Time -----	854,399.
Program Instructors -----	25,000.
Camp Counselors -----	17,000.
44. Utilities -----	144,000.
45. Telephone, Internet, TVs, (bundled with Spectrum) -----	12,000.
46. Security / Fire Alarm Monitoring -----	4,659.
47. Conventions / Travel -----	1,700.
48. Reserve Contributions -----	33,000.
49. Depreciation -----	147,000.

**Aquatics, Athletics, Programs:**

50. Tennis Instructor -----	3,000.
51. Sports Equipment (uniforms, balls, nets, T-Ball equipment)-----	
trophies, hats, T-Shirts, soccer balls, etc) ---	4,000.
52. Employee Staff Shirts (Coaches and Counselors)-----	500.
53. Summer Camp Expenses (snacks, craft supplies, games, trips)-----	1,500.
54. Pool:	
a. Salt -----	2,880.
b. CO2 -----	7,000.
c. Pool Chemicals -----	5,900.
d. American Red Cross - Certifications -----	2,000.
e. E-Med - AED Mgmt. -----	150.
f. DHEC - Pool -----	300.
g. Lifeguard Instructor -----	400.
h. Shirts, swim suits (Staff) -----	600.



i. Aquatic supplies (back board, life jackets, first aid, etc.)-----	3,200.
j. Water Exercise Equipment (noodles, weights, dumbbells)---	650.
k. Summer Swim Team (suits, caps, t-shirts, trophies)-----	2,500.
l. Swim Team Coach -----	8,000.
m. Spa Salt Cell-----	3,500.
n. Spa Jet Motors -----	1,000.
55. Programs:	
a. Halloween Treat @ Lake & Easter Egg Hunt - -----	750.
b. Annual Members Picnic -----	7,000.
c. Senior Xmas Dinner -----	2,500.
d. Senior supplies -----	500.
e. Soul Line Instructor -----	800.
56. Construct 30'x60' outdoor Pickleball / Basketball Court -----	25,000.

### 2021 Assessment Variables; Assessment Due Date, Delinquency Rules, Payment Plans

1. The annual assessment formulas for the year 2021 for properties located with Harbison Community Association, per dollar of assessable property, are as follows:
  - a. Single family residential: (Property value x .0019) + flat rate of \$175
  - b. Apartments/Multiple family residential: Property value x .0038
  - c. Commercial: Property value x .0019
2. Statements for annual assessments are mailed in the first week of January. **Payment in full is due each year by June 30.** Approximately 30 days prior to the due date, a payment reminder will be sent to all owners with a balance due.
3. Any balance not paid by June 30 become delinquent.
4. Delinquent accounts will be charged 12% interest.
5. An administrative charge of \$48 will be added to any delinquent owner account with a balance over \$100.
6. In the month following the due date, certified letters will be sent to notify delinquent owners of intent to file a lien with the county and/or complaint with the local magistrate court.
7. Additional Fees for filing documents with the county and local magistrate courts:
  - a. \$25 per Lien filed on property of owners with delinquent balance over \$100
  - b. \$80 per Complaint filed against owner with delinquent balance over \$100
8. If an owner with a delinquent balance over \$100 signs a payment plan with a minimum monthly payment of \$100, then the Association will not proceed with the collection actions mentioned in #7 (a & b).
  - a. If a monthly payment is not received by the 15<sup>th</sup> of the month, the Association will cancel the payment plan and proceed with the collection actions mention in #7 (a & b).
9. A payment plan with a monthly payment under \$100 must be approved by the Executive Director. A lien will still be filed (#7a), but the Association will not proceed with a complaint at the local magistrate court (#7b) while the payment plan is in good standing.
10. Any delinquency case may be turned over to attorneys at the discretion of the Association's Executive Director. Based on legal advice, an analysis of the property, and considering known circumstances regarding the delinquency, the Executive Director will make the final decision on whether to initiate a foreclosure proceeding on any property. The owner could be held liable for any resulting legal fees.

## DDRC Report – November 24, 2020

- Homeowner, solar approved, – Greenbow Ct, (off Crossbow Dr near Elem. School), 11/09/20.
- Inquiry, if Child Daycare/School is allowable land use in former (bankrupt) Pier One Imports property at 250 Harbison Blvd, it was determined by the DDRC that a Child Daycare/School is a retail service and would be allowable at that location, 11/12/20.
- Garibaldi Tex Mex Restaurant, signage approved, 285 Columbiana Dr, formerly known as “El Patron”, Columbiana Crossing Center (Five Guys, et al), 11/13/20.
- Preservation Specialists, modifications to former Great China Construction Co office building at 700 Saturn Pkwy approved, 11/17/20.

RDRC Report 10/27/20 to 11/24/20

- \* 10' x 12' utility shed approved, Amber Ct, - earlier area of Harbison off Tawny Branch Rd,  
10/27/20.
- \* Single car garage addition approved, Thimbleberry Ct – earlier area of Harbison off Fairforest Rd,  
11/10/20.