

**HARBISON COMMUNITY ASSOCIATION
MINUTES TO THE MEETING OF THE BOARD OF DIRECTORS
October 26, 2021**

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, Mr. Terry Helsley, Ms. Crystal Bowen. Absent: Mr. Stan Seabrook, Ms. Julie Lucas, Mrs. Mackenzie Fontaine. Association Staff Members attending were Mr. Dave Grove, Mr. Kaden Watson, Ms. Betty Brooks, Mrs. Danell Gunter, Mr. Ray Cloutier, Ms. Yolanda Vinson. Residents participating by "Zoom" –Mr. Ike McCravy, Ms. Carolyn Turner, Mr. Barry Walker, Ms. Delores Cauthen, Capt. Steven Tapler, Sgt. Douglas Shuler, Ms. Princine Reid, Ms. Patty English, Ms. Rhittie Gettone, Ms. Joette Scarborough.

Note: Due to technical difficulties establishing the "Zoom" Link, the Meeting was not "Called to Order" until 6:57pm by VP/Secretary Mrs. Cannon when a quorum was present.

Member Input :

1. Sgt. Douglas Shuler – West Region Columbia Police introduced himself, explained his role in the Harbison's jurisdictional areas, and encouraged residents to take pro-active steps (example: locking vehicles) to deter crime.
2. Capt. Steven Tapler, Uniform Division of Richland County Sheriff's Dept., also explained his role and in a similar manner, encouraged residents to lock their vehicle doors. His Deputy's are patrolling the Harbison areas throughout the day, evening and morning hours.

Mr. Grove commented that the City of Columbia Police, Richland County Sheriff's Dept. and Irmo Town Police keep us (HCA) informed of incidents and interact with our Staff frequently – we have excellent relationships with all of the law enforcement agencies and their efforts are very much appreciated.

3. Princine Reid – explained this was the first Board Meeting she had attended and she was simply here to observe. Mrs. Cannon thanked her for coming.
4. Patty English – said she represented 6 – 7 families in the Manorwood area of Harbison and they were concerned about crime and individuals coming off the HCA trails and passing through their area. She suggested that a fence or specifically – if a gate could be installed that would prevent or deter individuals from walking through there after dark.
Mr. Grove explained that the trails or pathways were available for the general public to use – throughout the day and evenings and we could not block off the trail in the manner suggested, Ms. English explained that the neighbors would lock the gate in the evening and open the gate in the morning – but locking the gate after dark would assist in preventing individuals from walking through their areas during the evening or early morning hours. Mr. West indicated that Staff would look into the situation and perhaps something could be done to assist the residents (example – cameras may be feasible in the future).
5. Rhittie Gettone & Ike McCravy – expressed concern over vehicles speeding on Tawny Branch Road, Piney Woods Road. Ms. Gettone asked if Speed Bumps could be installed. Mr. Nagler indicated that controlling the speeding was a law enforcement issue. Note: there was general discussion among Board Members, residents and some Staff regarding traffic issues in the area, especially in view of a proposed housing development that would have an entrance / exit on Piney Woods. It was suggested that only law enforcement can control the speeding on Piney Woods Road and perhaps they could station a Deputy there periodically or – use other means to reduce the speed.

Ms. Gettone also mentioned the difficulty she had in connecting to the Zoom Link at the Member Input Meeting in September. Mr. West commented that the incorrect Zoom link was publicized and it took a few minutes to get that resolved and the correct link distributed to all participants. He apologized for the inconvenience.

6. Delores Cauthen – mentioned two properties in her neighborhood that appeared to be vacant – but their yard grass needed to be mowed, and trash had been left outside for days- which had not been picked-up by the County. Mr. Grove commented that HCA's Covenant enforcement process required that we deal with the owner of the property – and hopefully, the county will pick-up the trash left by the tenant – but if necessary, our maintenance guys will remove the trash and we bill the owner for our expense
7. Barry Walker – asked if the proposed housing development off Broad River / Piney Woods was in Lexington or Richland county (answer: Richland) because there was an article in today's newspaper that Lexington County was trying to control future development due to the impact on density – and the difficulty a community has in providing services. He suggested - before any new housing development is approved, the impact on roads, schools and services needed to be studied – especially security. Mr. Walker mentioned that he hoped the Association would look again at adding security personnel. Mr. McCravy mentioned that law enforcement was not the responsibility of the Association – adding security personnel was not the answer – he mentioned a neighbor who had left one of their vehicles unlocked and items were stolen during the early morning hours – but that type of situation was not something that the Association could control – even if security personnel were employed.
8. Joette Scarborough – nothing – just observing.
9. Carolyn Turner – wanted to thank the maintenance employees for keeping the trails clean – very pleased with how things are going in the Center.
10. Terry Helsley – spoke about the increased traffic congestion on Piney Woods Road that may develop from the proposed construction of 74 new homes – with their entrance / exit being directly across from Forest Edge Road - and what could be done.

Mr. Nagler commented that the land would have to be re-zoned to permit the construction of single family homes and the City had scheduled a Zoning hearing in the near future. If approved by the City, DOT would perform a traffic study so the entrance/exit desired by the Developer was not a certainty – even if the land is rezoned.

Note: Periodically, some residents, Board Members and Staff engaged in conversations regarding a Developer's request to have the 14.1 acre tract of land, located between the HCA Community Center and Broad River, re-zoned to permit the construction of 74 Single family homes. The land is owned by Georgia Capital, not HCA. In view of the apparent options (Commercial, Apartments, Single Family) HCA believes that Single Family residential is the best use of the property. That usage fits in well with the surrounding homes. However, the decision is up to the City of Columbia City Council – not HCA. Regarding rezoning of the land to permit single family residential.

New Business:

Executive Director Dave Grove presented the "Proposed" 2022 Budget (attached) and noted that the Staff's recommendation to the Board is that the current variables used by HCA in establishing the assessments remain the same for 2022. In fact, this will be the fourth (4th.) consecutive year in which HCA's variables will remain unchanged (2019, 2020, 2021 and now 2022). Copies of the Proposed Budget are available in the Lobby and on the HCA web site for Owners to review – and contact info if they have any questions. At the November Regular Meeting, the Board will be asked to approve the 2022 Budget

Approval of Minutes:

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

August 31, 2021 Motion to approve - Ms. Bowen, Seconded by Mr. Helsley,
Motion Approved 5 For, 0 Against. 3 Absent (Mr. Seabrook, Ms. Lucas,
Mrs. Fontaine).

September 28, 2021 Member Input Minutes (approval not required)

DDRC: Mr. Nagler presented the DDRC report.

- * Columbiana Centre- one day "Special Event" (The Apple Truck) approved – 100 Columbiana Circle, 09-21-21
- * Hobby Lobby, signage approved, 254 Harbison Blvd., Harbison Center (Nordstrom Rack, et al), 09-21-21
- * Home Goods, replacement tenant panel sign approved – 320 -A Harbison Blvd (Staples, et al), 09-22-21
- * Love Chevrolet, equipment storage addition approved – 100 Parkridge Drive, 09-23-21
- * Columbiana Centre, one day "Special Event" (Fall Festival) approved – 100 Columbiana Circle, 09-27-21
- * Harbison Center, addition of speculative tenant spaces & creation of 2 outparcels marketed for future restaurant facilities preliminary / conceptual approval only, not for construction, 275 Harbison Blvd. (Rooms to Go, et al), 09-30-21
- * Stoners Pizza Joint, signage approved – 378 Columbiana Drive (Tokyo Grill, et al), 09-30-21
- * Love Chevrolet, Receiving Shop addition approved – 100 Parkridge Drive, 10-04-21
- * Pyramid Construction Offices, redevelopment of former Sea Ray Boats – 951 Western Lane, 10-04-21
- * Time to Shine Car Wash, revised site plan preliminary / conceptual approval only – 291 Harbison Blvd. (formerly B.B.& T. Bank), 10-19-21

RDRC: Mr. Cloutier presented the RDRC report.

- * In-ground pool & 6' wood privacy fence approved, Woodtree Court – "Archers Courts" (area off Archers Lane), 09-07-21
- * 6' white vinyl privacy fence approved, Eastfern Court, earlier section of Harbison (off Harbison Blvd Road), 09-09-21
- * 6' wood privacy fence approved, Fairforest Court – earlier section of Harbison (off Fairforest Road), 09-15-21
- * 6' wood replacement privacy fence approved, Bent Bough Circle, earlier section of Harbison (off Woodcross Drive), 09-15-21
- * 6' beige vinyl fence approved, Carriage Trace Court – earlier section of Harbison (off Chinquapin Road), 09-17-21
- * 6' wood privacy fence approved, Bradstone Road – "Glenridge" (area off Broad River Road), 09-17-21
- * Paint front door approved, Northpine Court – earlier section of Harbison (off Forest Edge Road), 09-17-21
- * 16' x 32' above ground pool w/associated decking & 6' wood privacy fence approved, Quill Court (off Crossbow Drive near Harbison West Elem. School), 09-28-21
- * 12' x 25' room addition approved, Pioneers Point Court – "Settlers Station" (area off Columbiana Drive), 09-30-21
- * 6' wood privacy fence approved, Bradstone Road – "Glenridge" (area off Broad River Road), 10-06-21
- * New backdoor w/stoop (landing) approved, Eastgrove Court – earlier section of Harbison (off Harbison Blvd. Road), 10-21-21

Staff Reports:

Danell Gunter reported on the success of the 2021 Summer Camp – the kids had a great time, no COVID issues and HCA made a profit of over \$16,000. She explained that the new Pickleball Court was ready for use and a demonstrating clinic and Grand Opening would be held in the new future. She reported that she had been advised by the owner of Palmetto Aquatics that he had sold his business so HCA's Swim Team is the only regular Swim Team using the pool going forward. Attendance at other programs (T-Ball , Water Aerobics, etc.) are increasing. Bidy Basketball will start soon. HCA's Gym floor is being refurbished (and walls painted).

Kaden Watson updated the Board on recent Maintenance projects: trail repairs, landscaping of the entrances, new fence being installed at the tree debris holding place to shield debris from the public (Note: this is not a "dump" – HCA has two contractors who pick up tree and other debris and transport it to a landfill). Maintenance will soon be trimming trees around the tennis courts and other typical activities this time of year.

Betty ("Cookie") Brooks reported that the objective of the \$50,000 Grant recently awarded to HCA from the City's "H" Tax program – was to encourage tourism to the Harbison area. This was the second year in which HCA was awarded a grant (1st. Award was \$19,800.). Ms. Brooks reported that she recently attended a meeting in which personnel from the SC "Welcome Centers" attended and she was very pleased to hear that HCA's literature promoting the Harbison area was in great demand throughout the State.

Ray Cloutier updated the Board on development activity in the area – and stated he continues to receive interest - inquires regarding commercial development in the Harbison area.

Executive Session:

Mrs. Cannon Motioned that the Board move into Executive Session to discuss some legal issues, Mr. Nagler Seconded and the Motion was approved 5 for, 0 against, 3 Absent (Ms. Lucas, Mrs. Fontaine, Mr. Seabrook) 8:29pm

Mr. Helsley Motioned for the Board to come out of Executive Session, Mrs. Cannon Seconded and the Motion passed with a vote of 5 for, 0 against, 3 Absent (Ms. Lucas, Mrs. Fontaine, Mr. Seabrook) 9:21 pm

Adjournment:

Hearing no additional business, Mrs. Cannon Motioned that the Meeting be adjourned, Ms. Bowen Seconded, and the Motion passed with a vote of 5 for, 0 against, 3 Absent (Ms. Lucas, Mrs. Fontaine, Mr. Seabrook) 9:22pm

June Cannon, Vice President / Secretary

HARBISON COMMUNITY ASSOCIATION
Assessment Calculation for Next Fiscal Year (Jan - Dec)

BASIS OF 2022 CALCULATIONS

The 2022 budget calculations are based upon the following information.

\$258,139,796	Value of 1997 single family residences
169,914,915	Value of apartment complexes, quadraplexes and assisted living facilities
<u>282,506,782</u>	Value of retail/commercial (One-Half of actual value used to calculate proportion of HCA assessment)
\$710,561,493	Total value of Harbison property as used for the HOA assessment calculations.

2022 PROJECTED EXPENSE AND ASSESSMENT CALCULATIONS

\$ 2,797,042	Expenses as requested for the budget
\$ -	Less Projected Revenue from Adlerian lease & utilities
\$ (144,110)	Less Projected Revenue from operation of the Recreation Center
\$ <u>(100,000)</u>	Less Projected Other Revenue (fees & misc)
\$ 2,552,932	Amount needed from assessments to meet projected expenses for 2022
\$ 927,454	Amount to be assessed to single family residences
\$ 610,477	Amount to be assessed to apartment complexes
\$ <u>1,015,001</u>	Amount to be assessed to retail/commercial
\$ 2,552,932	Matches amount needed as shown above

2022 PROPOSED ASSESSMENT RATES

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

2022 assessment formula for single family residences is as follows:
0.0019 X appraised value + \$175 proportionate fee

0.0038	Proposed decimal assessment rate per dollar of assessed value of apartments
0.0019	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.

\$839,941	Computed income from single family residences
\$645,677	Computed income from apartments
<u>\$1,073,526</u>	Computed income from retail/commercial (whole value x assessment rate)
\$2,559,143	Projected total income if all units paid as set above

2022 PROJECTED BUDGET SURPLUS/DEFICIT

\$2,559,143	Yearly income for all units billed as set above
\$ <u>2,552,932</u>	Amount needed to cover association's projected expenses
\$6,211	Excess (shortfall) caused by rounding factors

Budget Inc & Exp yr comparison YTD projections for Annual Budget

	Budget 2022	Projected 2021	Budget 2021	\$ Change Budget 2022 to Projected 2021	% Change Budget 2022 to Projected 2021
Assessment Income Total	2,559,143	2,491,494	2,489,970	67,649	3%
Owner Fee & Penalty Income Total	40,000	47,384	26,000	(7,384)	-16%
NSF Income Total	-	35	200	(35)	-100%
Lease Income Total	-	25,369	43,500	(25,369)	-100%
Interest Income Total	55,000	69,781	53,000	(14,781)	-21%
Membership Income Total	34,360	43,635	18,500	(9,275)	-21%
Program Income Total	101,000	97,994	60,950	3,006	3%
Facility & Equip Rental Income Total	8,500	623	2,000	7,878	1265%
Concession & Vending Machine Total	250	265	-	(15)	-6%
Other Miscellaneous Income Total	5,000	19,454	2,800	(14,454)	-74%
TOTAL INCOME	2,803,253	2,796,034	2,696,920	7,219	0%
Payroll - Wages & Bonuses Total	886,010	781,740	898,574	104,270	13%
Payroll Taxes - Employer Total	73,600	74,027	75,100	(427)	-1%
Employee Group Benefits Total	68,600	76,086	130,620	(7,486)	-10%
Add'l Employee Benefits Total	4,800	5,475	3,864	(675)	-12%
Payroll Processing Expense Total	4,000	3,931	4,000	69	2%
Employee Business Expenses Total	32,398	18,388	30,170	14,010	76%
Board Meeting Expenses Total	722	619	1,500	103	17%
Conventions & Travel Total	850	1,166	1,700	(316)	-27%
Other Reimbursements Total	9,725	8,834	4,850	891	10%
TOTAL PERSONNEL EXPENSES	1,080,705	970,266	1,150,378	110,439	11%
Professional Services Total	26,500	23,685	41,050	2,815	12%
Collection & Lien Expense Total	25,000	17,679	30,000	7,321	41%
Management Fees Total	-	-	-	-	0%
Employment Expenses Total	13,300	3,084	2,567	10,216	331%
Bank Charges Total	15,000	10,543	6,750	4,457	42%
Insurance Expenses Total	464,212	378,976	262,500	85,236	22%
TOTAL ADMIN EXPENSES	544,012	433,967	342,867	110,045	25%
Contract Services Total	60,700	46,182	42,660	14,518	31%
Office & Operating Supplies Total	42,700	44,425	30,500	(1,725)	-4%
Utilities Total	310,000	129,834	144,000	180,166	139%
Telephone & Internet Total	10,000	7,321	12,000	2,679	37%
Security Monitoring Service Total	6,000	4,391	4,659	1,609	37%
Postage & Printing Total	20,000	23,975	24,200	(3,975)	-17%
Dues & Subscriptions Total	700	1,632	975	(932)	-57%
Rent & Lease Expenses Total	18,000	14,314	13,728	3,686	26%
Bldg & Grounds Maintenance Total	405,850	510,091	354,400	(104,241)	-20%
Technology Maintenance Total	40,000	52,280	33,752	(12,280)	-23%
Other Operating Expenses Total	31,175	21,558	26,150	9,617	45%
Bad Debts & Write-offs Total	40,000	31,950	42,500	8,050	25%
Depreciation Expense Total	131,000	121,015	147,000	9,985	8%
Taxes & Other Fees Total	1,700	1,497	1,800	203	14%
Miscellaneous Expenses Total	4,500	1,864	12,000	2,636	141%
Reserve Contributions Total	50,000	31,078	33,000	18,922	61%
TOTAL OPERATING EXPENSES	1,172,325	1,043,409	923,324	128,916	12%
TOTAL EXPENSES	2,797,042	2,447,642	2,416,569	349,400	14%
NET INCOME	6,211	348,392	280,351	(342,181)	-98%

2022 Assessment Variables; Assessment Due Date, Delinquency Rules, Payment Plans

1. The annual assessment formulas for the year 2022 for properties located within 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
- NOTE:** The Association requests data downloads from the local counties to update current owners 1 or 2 times per year. However, it is each owner's responsibility to inform the Association of a change of ownership or mailing address in a timely manner. If an owner does not properly include the assessment/fee balance in the closing settlement, then the Association will calculate a prorated amount for the buyer and seller based on the sale date per the county. If the closing occurred after the due date, any delinquent fees will be assigned to the seller.
2. Statements for annual assessments are mailed or emailed 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. Payments must be received at the community center by close of business on the due date. They may also be submitted on the online owner portal prior to midnight on the due date if the owner already has received online access. Owners can request online access by phone or email to the Finance office during regular business hours.
4. Any balance not paid by June 30 will become delinquent. (Covenant violation fees may also be included in the delinquent balance.)
5. Delinquent balances are subject to a **10% annual interest charge** as of close of business on the due date.
6. On the 1st business day following the due date, delinquent statements will be generated and sent to owners by regular mail or email.
7. In the month following the due date (after the grace period approved by the Executive Director), **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. An **administrative charge of \$50** will be added at that time to any delinquent owner account with a balance over \$100.
8. As of the printing of this document, additional fees for filing documents with the county and local magistrate courts are:
 - 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
9. 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 #8 (a & b).
 - a. If a monthly payment is not received by the 15th of the month, the Association will cancel the payment plan and proceed with the collection actions mention in #8 (a & b).
10. A payment plan with a monthly payment under \$100 must be approved by the Executive Director. A lien will still be filed (#8a), but the Association will not proceed with a complaint at the local magistrate court (#8b) while the payment plan is in good standing.
11. 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.