

REGULAR BOARD MEETING

Tuesday October 25, 2022, 6:00 pm

Board Members attending were Mr. Hank West (President), Mr. Terry Helsley, Mr. Stan Seabrook, attending via zoom: Mrs. Julie Lucas (Vice President / Secretary), Mr. Ozzie Nagler, Ms. Liz Mooney (appointed at this meeting).

Association Staff attending were Ms. Cindy Kellett, Mr. Kaden Watson, Ms. Betty Brooks, Mrs. Danell Gunter, Mr. Scott Lynch

Via zoom: Mr. Ray Cloutier, Ms. Yolanda Vinson

Absent: Ms. Taryn Trefethen-Boileau, Ms. Crystal Bowen, Mrs. Patricia Jenkins

Call to Order by Mr. Hank West, President at 6:15 (some computer glitches). Mr. West determined there was a quorum to proceed with Board business. Mr. West asked if everyone had a chance to review the minutes from August 30th 2022 - Regular Board Meeting, hearing no questions, Mr. West asked for a motion. Mr. Seabrook made a motion, Mr. Helsley seconded. Motion passed.

Safety Committee Report, Mrs. Lucas reported on the Safety Committee, the enthusiasm from residents has diminished considerably. Only one resident came to the last meeting. We have made progress in presenting solutions to some of the issues residents have brought to the attention of the board. However, many of the issues are law enforcement issues, and other city/county office issues. Residents need to be aware of the law enforcement jurisdiction that covers their homes. We can assist you with this information if needed.

The homeless population has caused some issues, more in the business district currently, and the Business Advisory Council is working with law enforcement on how to address. Law enforcement suggested some additional security cameras but this has been put on the back burner.

The HCA can order Crime Watch materials for any neighborhood that would like to institute the plan. We can provide a planning booklet and order you a kit to help you get started. Beacon Hill has instituted a neighborhood Facebook page that keeps their residents up-to-date on issues in their area. If you are interested, you can be added to the newsletter(s) for your law enforcement agency, just send an email to Cindy Kellett, ckellett@harbisoncommunity.com.

We will not have a Safety Committee meeting in November or December but will continue the meetings Wednesday, January, 25th 2023 at 6pm.

Harbison Business Advisory Council Report Ms. Taryn Boileau, Business Board Member (Ms. Kellett spoke for Ms. Boileau who was absent) Appointment of second "B" Seat, Liz Mooney, Director, LBX Investments; Liz Mooney has been in property management for over 25 years, earned CPM designation in 1998. She works with LBX Investments, who owns and manages 275 Harbison Boulevard. Where Total Wine and 2nd Charles are located.

The Harbison Business Advisory Council is going well. The committee is coming together, has met several times, and is building a coalition to improve business issues in the district.

A Board Resolution was presented for Board Approval of Panhandling discouragement sign, the Business Advisory Council was suggesting the signs to discourage panhandling. Harbison covenants already cover soliciting.

Mr. Helsley was not convinced that discouraging panhandling was the best way to handle the situation and wanted to know what the intent in Greenville was – to move the homeless elsewhere. What is the best way to handle? Staff will see what they can find out about the effectiveness of the signs in Greenville.

DDRC Report - Mr. Nagler, presented the DDRC Report

- **Taco Bell**, signage approved, – 145 Harbison Blvd, (presently Del Taco), 08-29-22.
- **Valvoline Instant Oil Change**, signage approved – 165 Columbiana Dr, 09-06-22.
- **Bojangles**, remodeling approved – 151 Harbison Blvd, 09-12-22.

- **Heritage Village HOA**, Phase 1 new paint approved – “Heritage Village” area of (off Tawny Branch Rd), 10-07-22.
- **Bojangles’**, signage approved – 151 Harbison Blvd, 09-12-22.

RDRC Report- Mr. Cloutier presented the following RDRC Report:

- * **Mini-Split AC unit approved**, Thimbleberry Ct – earlier section of Harbison (off Fairforest Rd) 08-30-22.
- * **New Shingles approved**, Hamilton Park Dr – “Hamilton Park” area off (Columbia Ave near Midlands Technical College), 09-01-22.
- * **New Stain/Paint approved**, Archers Ct – “Archers Courts” area (off Archers Ln), 09-09-22.
- * **10’ x 20’ Composite Wood Deck approved**, Yearling Ct – “Bellemont” area off (Columbia Ave near Midlands Technical College), 09-16-22.
- * **New Siding & Trim Stain approved**, Westpine Ct – earlier section of Harbison (off Harbison Blvd), 09-21-22.
- * **6’ Wood “Shadowbox” Privacy Fence approved**, Woodleaf Ct - “Archers Courts” area (off Archers Ln), 09-21-22.
- * **12’ x 24’ Wood Utility Building approved**, Woodspring Ct - earlier section of Harbison (off Fairforest Rd), 09-29-22.
- * **12’ x 16’ Vinyl Siding Utility Building approved**, Valleywood Ct – “Archers Courts” area (off Archers Ln), 09-29-22.

Executive Director’s Update, Ms. Kellett

Proposed Budget, **attached**. Staff was cut drastically through covid including maintenance. We are trying to staff up. We instead went to using contractors and we are examining the difference in this tough hiring market.

We did not have to use reserve funds to pay for some extensive repairs this year (some emergency): Emergency repair of water lines in the pool ceiling \$6,379.00; Multipurpose flooring- \$10,000 (planned); Dance Room HVAC replacement - \$13,000; DHW Boilers replaced- \$50,000; Elite Fitness Room HVAC replacement- \$13,000; Beautification project- Lobby Flooring- \$14,000 and an extra \$21,000 dollars in insurance premiums due to our old insurance company. Lifeguard payroll was not included in our application.

Trying to provide a plan for a sauna, must be ADA and must be made of fire retardant (not wood) material as the building does not have a sprinkler system.

Bruce Mike is back as an employee. He is a wonder at mechanics. The maintenance department would like to have a lift to allow Bruce to work better and faster.

For the 2023 budget we intend to use reserves for some deferred maintenance: pool ceiling, Lobby HVAC, and an ADA curb cut in the front of the building we desperately need.

Book of Resolutions: Ms. Kellett has found the book of resolutions per Mr. Nagler’s mentioning that one existed. She is developing a full set of resolutions and policies as passed by the board over the time since founding.

Resolution on Sub-Associations- Ms. Kellett asked the Board to pass a resolution to provide for continuation of HCA policy on sub-associations. **attached**

2023 Board Meeting Schedule, **attached**.

Mr. Seabrook said he had been addressed by residents suggesting an increase in non-resident membership rates and fees of that nature. Ms. Kellett said she and the Finance Director had discussed the issue as well and agreed. Staff will be looking at the rates for increase.

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neighbor or can be handled by a phone call to staff. Board concerns that can be addressed are the intent of the Member Input Meetings.

Suggestion: No member input section in Regular Board meetings and continue to hold Member Input meetings which are sparsely attended.

Covenants Report, Mr. Scott Lynch- Very excited about new employee, Dupree Wilkins, new employee for covenants.

Programs Report, Ms. Danell Gunter: We have lots of programs and events that have happened and are happening this fall. We held our fall luncheon last month and had 70 attendees. T-ball ended two weeks ago with 22 participants. We started our biddy basketball clinic yesterday with 23 participants. We had two Medicare seminars and a life planning event with both being well attended. Upcoming events include a Lunch N Learn program with Aqua Doc (Aqua Doc is the lake management company that maintains Lake Woodcross). We have another Medicare seminar scheduled, two Senior Christmas Luncheon – one is already full with 70 attendees and I'm sure in the next few weeks the other one will have 70 attendees registered as well. Pickleball is going well, and in the news all the time now. Our youth Tennis players that have been learning the sport these past two years have been given the opportunity to play against other tennis facilities and are doing really well. We have 6 adult tennis teams currently playing fall league.

Lastly please join us this Saturday at our 9th annual Harbison Halloween Trick or Treat Trail event around Lake Woodcross. We will have vendors set up passing out candy to all the trick or treaters.


Maintenance Report, Mr. Kaden Watson- Tree cutting, trails, stay very busy of course. 980 tons of debris hauled off this year. If you need us, please call.

Mr. Seabrook mentioned some light issues on one of the tennis courts. Maintenance is checking it out. No soliciting signs. He also mentioned that Forestview was run over. We do re-install when they come down for whatever reason.

Mr. Helsley reported concerns of some residents he was asked to bring to board regarding parking in the street.

Executive Session, Mr. West asked for a motion to go into Executive Session for some personnel issues, Mrs. Lucas made a motion to go into Executive Session and Mr. Helsley seconded the motion. The board went into Executive Session at 7:10pm

Mr. West asked for a motion to adjourn and the Executive Session ended at 8:06pm



Julie Lucas, VP and Secretary

12/6/22
DATE

Harbison Community Association (HCA)

Resolution

Provide for signage regarding discouraging panhandling in Harbison Business District:

Whereas, The Harbison Community Association covenants do not allow solicitation of any kind in the Harbison community;

Whereas, The Harbison Community Association wishes to discourage panhandling in the Harbison community;

Whereas, The Harbison Community Association Board of Directors wishes to encourage continued business investment in the Harbison community;

Be it therefore resolved that, The Harbison Community Association will allow the posting of signage to discourage panhandling on the streets of and at the interstate exchanges of the Harbison community.

Hank West, President Date

Julie Lucas, Vice President Date

Terry Helsley Date

Patricia Jenkins Date

Ozzie Nagler Date

Taryn Boileau Date

Crystal Bowen Date

Stan Seabrook Date

Resolved by the Harbison Community Association Board of Directors this 25th day of October 2022.

Liz Mooney appointment by Taryn Boileau for “B” Vacant Board seat, October 25, 2022

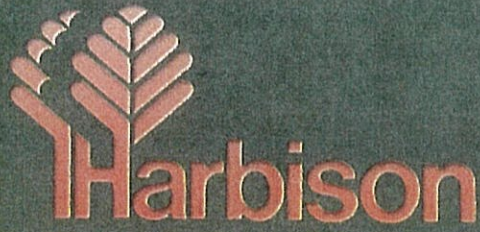
Liz Mooney has been in property management for over 25 years, earned CPM designation in 1998.

She works with LBX Investments, who owns and manages 275 Harbison Boulevard. Where Total Wine and 2nd Charles are located.

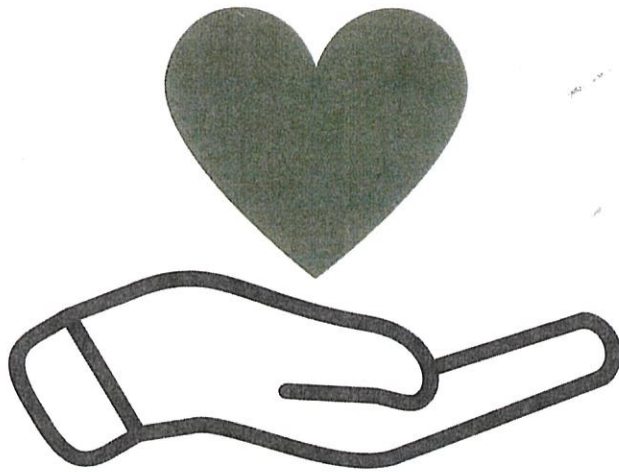
They currently have 14 retail strip centers with several more under contract, throughout the Southeast and MidWest.

They have offices located in Columbia, Charleston, Atlanta, Chicago, Ft Wayne, Orlando, Tennessee and Alabama. Her office is located in the midtown area of Atlanta.

She is the mother of four daughters, loves to read, cook and outdoor activities.



IT'S OK TO SAY NO TO PANHANDILING



A BETTER WAY TO GIVE!



SCAN TO DONATE



IF YOU NEED HELP

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

BASIS OF 2023 CALCULATIONS

The 2023 budget calculations are based upon the following information.

\$264,423,734	Value of 1997 single family residences
172,118,015	Value of apartment complexes, quadraplexes and assisted living facilities
282,432,950	Value of retail/commercial (One-Half of actual value used to calculate proportion of HCA assessment)
<u>\$718,974,699</u>	Total value of Harbison property as used for the HOA assessment calculations.

2023 PROJECTED EXPENSE AND ASSESSMENT CALCULATIONS

\$ 2,878,184	Expenses as requested for the budget
\$ -	Less Projected Revenue from Adlerian lease & utilities
\$ (210,010)	Less Projected Revenue from operation of the Recreation Center
\$ (73,000)	Less Projected Other Revenue (fees & misc)
<u>\$ 2,595,174</u>	Amount needed from assessments to meet projected expenses for 2023
\$ 954,450	Amount to be assessed to single family residences
\$ 621,268	Amount to be assessed to apartment complexes
\$ 1,019,455	Amount to be assessed to retail/commercial
<u>\$ 2,595,174</u>	Matches amount needed as shown above

2023 PROPOSED ASSESSMENT RATES

0.0019	Proposed decimal assessment rate per dollar of assessed value of residential
\$185	Proposed proportionate fee for single family residences

2023 assessment formula for single family residences is as follows:
0.0019 X appraised value + \$185 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.

\$871,850	Computed income from single family residences
\$654,048	Computed income from apartments
<u>\$1,073,245</u>	Computed income from retail/commercial (whole value x assessment rate)
<u>\$2,599,144</u>	Projected total income if all units paid as set above

2023 PROJECTED BUDGET SURPLUS/DEFICIT

\$2,599,144	Yearly income for all units billed as set above
<u>\$ 2,595,174</u>	Amount needed to cover association's projected expenses
\$3,970	Excess (shortfall) caused by rounding factors

Budget Inc & Exp yr comparison YTD projections for Annual Budget

	Budget 2023	Projected 2022	Budget 2022	\$ Change Budget 2023 to Projected 2022	% Change Budget 2023 to Projected 2022
Assessment Income Total	2,599,144	2,558,980	2,559,143	40,164	2%
Owner Fee & Penalty Income Total	21,500	27,964	40,000	(6,464)	-23%
NSF Income Total	-	140	-	(140)	-100%
Lease Income Total	-	-	-	-	0%
Interest Income Total	50,000	51,651	55,000	(1,651)	-3%
Membership Income Total	54,000	48,676	34,360	5,324	11%
Program Income Total	145,510	143,305	101,000	2,205	2%
Facility & Equip Rental Income Total	10,500	7,819	8,500	2,681	34%
Concession & Vending Machine Total	-	75	250	(75)	-100%
Other Miscellaneous Income Total	1,500	1,503	5,000	(3)	0%
TOTAL INCOME	2,882,154	2,840,112	2,803,253	42,042	1%
Payroll - Wages & Bonuses Total	1,080,100	916,450	886,010	163,650	18%
Payroll Taxes - Employer Total	89,100	83,205	73,600	5,895	7%
Employee Group Benefits Total	129,900	57,513	68,600	72,387	126%
Add'l Employee Benefits Total	3,958	5,987	4,800	(2,029)	-34%
Payroll Processing Expense Total	5,000	4,769	4,000	231	5%
Employee Business Expenses Total	23,424	21,451	32,398	1,973	9%
Board Meeting Expenses Total	5,975	2,868	722	3,107	108%
Conventions & Travel Total	-	(1,036)	850	1,036	-100%
Other Reimbursements Total	12,324	8,893	9,725	3,431	39%
TOTAL PERSONNEL EXPENSES	1,349,781	1,100,099	1,080,705	249,682	23%
Professional Services Total	22,875	17,504	26,500	5,371	31%
Collection & Lien Expense Total	15,000	11,318	25,000	3,682	33%
Management Fees Total	-	-	-	-	0%
Employment Expenses Total	2,250	2,039	13,300	211	10%
Bank Charges Total	20,000	17,657	15,000	2,343	13%
Insurance Expenses Total	379,428	343,683	464,212	35,745	10%
TOTAL ADMIN EXPENSES	439,553	392,201	544,012	47,352	12%
Contract Services Total	62,775	49,838	60,700	12,937	26%
Office & Operating Supplies Total	69,900	56,642	42,700	13,258	23%
Utilities Total	296,000	188,144	310,000	107,856	57%
Telephone & Internet Total	10,000	8,679	10,000	1,321	15%
Security Monitoring Service Total	1,500	1,283	6,000	217	17%
Postage & Printing Total	22,500	26,214	20,000	(3,714)	-14%
Dues & Subscriptions Total	2,200	2,021	700	179	9%
Rent & Lease Expenses Total	18,000	17,053	18,000	947	6%
Bldg & Grounds Maintenance Total	367,700	636,557	405,850	(268,857)	-42%
Technology Maintenance Total	40,000	36,680	40,000	3,320	9%
Other Operating Expenses Total	46,175	65,476	31,175	(19,301)	-29%
Bad Debts & Write-offs Total	20,000	52,781	40,000	(32,781)	-62%
Depreciation Expense Total	130,750	128,920	131,000	1,830	1%
Taxes & Other Fees Total	1,350	1,788	1,700	(438)	-24%
Miscellaneous Expenses Total	-	(52)	4,500	52	-100%
Reserve Contributions Total	-	1,284	50,000	(1,284)	-100%
TOTAL OPERATING EXPENSES	1,088,850	1,273,308	1,172,325	(184,458)	-14%
TOTAL EXPENSES	2,878,184	2,765,608	2,797,042	112,576	4%
NET INCOME	3,970	74,503	6,211	(70,534)	-95%

2023 Assessment Variables; Assessment Due Date, Delinquency Rules, Payment Plans

1. The annual assessment formulas for the year **2023** 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 **\$185**
- 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 \$25** 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. **\$45 per Lien** - filed on property of owners with delinquent balance over **\$200**
 - b. **\$80 per Complaint** - filed against owner with delinquent balance over **\$200**
9. If an owner with a delinquent balance over **\$200** 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.
12. When payments are received for prior year delinquent balances, the funds will be used to contribute to the Reserve funds.

Harbison Community Association (HCA)

Resolution

Provide for Association Policy to address
Sub Associations:

Whereas, The Harbison Community Association does not manage, own, nor organize sub-associations within regions/areas or neighborhoods of the Harbison community;

Whereas, The Harbison Community Association does not advise sub-associations **except** on matters concerning clarification of the Harbison Community Association Declaration of Covenants;

Be it therefore resolved that, The Harbison Community Association does not accept nor assume *any* sub-association responsibilities or management thereof, to or for the homeowners in the sub-association;

Hank West, President Date

Julie Lucas, Vice President Date

Terry Helsley Date

Patricia Jenkins Date

Ozzie Nagler Date

Taryn Boileau Date

Crystal Bowen Date

Stan Seabrook Date

Resolved by the Harbison Community Association Board of Directors this 25th day of October 2022.

Harbison Community Association 2023 Board of Directors Meeting Schedule

Listed below is the schedule of meeting dates for the Harbison Community Association (HCA) Board of Directors. In addition to their regular meetings, the Board will hold 4 meetings specifically for Member Input and the Annual Meeting. The Board has agreed to have at least 2 Board Members in attendance at Input Meetings.

Unless noted on this schedule, **all meetings will begin at 6:00pm**. The meetings will be held in the Multi-purpose Room in the Harbison Community Center. At this time, virtual meeting may be accessed:

ZOOM Meeting ID: 871 6501 0510

If you have problems accessing the zoom meeting, call 803.781.2281

Date	Meeting
January 31, 2023	Member Input Meeting
February 28, 2023	Board Meeting
March 28, 2023	Member Input Meeting
April 11, 2023	HCA Candidate Forum
April 25, 2023	Annual Meeting 7pm
April 25, 2023	Board Meeting following Annual Meeting
May 30, 2023	Member Input Meeting
June 27, 2023	Board Meeting
July 2023	No scheduled meeting
August 29, 2023	Regular Board Meeting
September 26, 2023	Member Input Meeting
October 32, 2023	Regular Board Meeting
November 28, 2023	Regular Board Meeting – Budget Meeting
December	TBD