

**Harbison Community Association**  
**REGULAR BOARD MEETING**  
**Tuesday, October 31, 6:00 p.m.**

**Attendees**

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**Board Members present in person:** Mr. Hank West, President; Ms. Katherine Carter, Secretary; Mr. Stan Seabrook, Treasurer; Mrs. Patricia Jenkins; Mr. Terry Helsey; **on zoom:** Mr. Ozzie Nagler; **absent:** Ms. Liz Mooney, Mrs. Julie Lucas.

**Staff present:** Ms. Cindy Wren, Executive Director; Mr. Scott Lynch, Facility and Covenants Director; Ms. Cookie Brooks, Community Resources Director; Ms. Danell Gunter, Program Director; **on zoom:** Ms. Yolanda Vinson, Finance Director; Mr. Ray Cloutier, Development Director.

**Members present:** Ms. Carolyn Turner; Mr. Johnnie Barnett; Mr. Ralph Bell; Ms. Kay Brown; **on zoom:**

**Call to Order**

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Mr. Hank West, President, called the meeting to order at 6:05 p.m.

**Determination of Quorum**

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Mr. West asked to determine the quorum. A quorum was established with 5 board members present in-person and 1 member present by zoom.

**Approval of Past Minutes**

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The Chair asked for a motion to approve the minutes from:

- June 27, 2023, Regular Board Meeting, Mrs. Jenkins made the motion, seconded by Ms. Carter, unanimous vote to accept the minutes with no changes.
- August 29, 2023, Regular Board Meeting, Ms. Carter made the motion, seconded by Mrs. Jenkins, unanimous vote to accept the minutes with no changes.
- Notes from the September 29, 2023, Member Input Meeting were available, the Chair stated that approval was not needed but asked if there were any corrections or changes needed, hearing none the Notes were accepted as presented.

*\*Executive Director stated that she and the Secretary of the Board, Ms. Carter reviewed Robert's Rules and to be more compliant with those rules. We should only record the actions of the board, responses to Member Input, and notes of record.*

Ms. Carter made a motion to adopt these suggestions to follow the Robert's Rules format for Meeting Minutes. Seconded by Mrs. Jenkins. The motion passed unanimously.

## Member Input

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(A decision was made by the Board to use a trial period to provide time for 10 individuals to speak during Member Input, with up to a 2-minute time frame each, to allow the Board time to conduct regular business.)

Mr. West called on members from the sign-in sheet for input to address the board:

### Items discussed:

- The Halloween Event was very successful. Pathways kept very nicely by staff.
- Discussion of political signage, getting a clarification of signage rules, fines, etc. prior to next political season. Member Ralph Bell offered to act as a volunteer with RDRC.

## B Seat Board Vacancy

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Ms. Wren stated that per the HCA Bylaws, vacant board seats may be appointed by a majority of the remaining members of that Class. There are two B Seats. Ms. Mooney as the remaining B Seat appointed Mr. Mitch Whitting, the new Property Manager of Columbiana Centre as Ms. Taryn Trefenthen-Boileau's replacement for the remainder of her term. A motion was made by Mrs. Jenkins to approve his appointment and Mr. Seabrook seconded the motion, there being no objection, Mr. Whitting was appointed.

## DDRC Report

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- **kPot Korean BBQ & Hot Pot**, signage approved – 280 Harbison Blvd (formerly Krab Hut), 09-19-23.
- **Direct Tools**, signage approved – 1007 Bower Pkwy (next to Panera Bread), 09-21-23.
- **Real Brazilian Wax**, signage approved, – 285 Columbiana Dr, (Columbiana Crossing Center, 5 Guys, et al), 10-12-23.
- **Panera Bread**, retaining wall with fencing approved – 275 Harbison Blvd, 10-13-23.
- **Harbison Community Assn**, one day Special Event approved – Halloween Trick or Treat Trail around Woodcross Lake, 10-23-23.
- **LOVE Express Service**, replacement signage approved, 100 Parkridge Dr, 10-26-23.
- **Nordstrom Rack**, signage approved – 278 Harbison Blvd, 10-30-23.
- **K&G Fashion Superstore**, signage approved – 264 Harbison Blvd, Ste 14 (Harbison Court Center, former Tuesday Morning), 10-31-23.

## RDRC Report

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- \* **10'x20' Wood Utility Shed approved**, Eastpine Ct. – earlier Section of Harbison (off Harbison Blvd), 10-03-23.
- \* **6' "Arched" Wood Privacy Fence approved**, Devy Ct – "Glenridge" area of Harbison (across Broad River Rd), 10-05-23.
- \* **Paint House & Trim approved**, Westgrove Ct – earlier Section of Harbison (off Harbison Blvd), 10-16-23.

## **New Business**

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### **2024 Voting Procedures Committee**

**Ms. Katherine Carter**

Ms. Carter motioned for the Board Chair to appoint and staff the Voting Process/Election Committee to provide more time prior to candidate deadlines. Mr. West seconded the motion. Mr. West called for a vote. The motion passed unanimously.

Chair asked that agenda items for November Board Meeting include:

- Copy of the petition/application candidate form for Board members to review and approve in November.
- Board to appoint a Nominating Committee.

Mr. Nagler suggested a resolution to establish long term practices of:

- While any person is eligible to run for Board Director positions, the Board will take into consideration their interest in Harbison.

## **Old Business**

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### **Piney Woods Bluff**

**Mr. Cloutier**

The new Piney Woods Bluff Subdivision is a 14.4 acre parcel located near the southwest corner of Broad River Road and Piney Woods Road. This development will contain total of 74 attached single family home townhomes with lot sizes between 3,800 sq ft and 4,600 sq ft.

The prices are not set at this time due to the volatile real estate market but were stated as between \$175,000 to \$225,000. A portion of the site will be retained as a common area and walking trails will be provided access to the Harbison pathway system.

### **Member Input and Rules of Conduct**

**Ms. Carter**

Ms. Carter reminded everyone that the board voted in June to a trial period of instituting shorter Member Input time at Board Meetings to allow the board to conduct business. There are separate Member Input Meetings just for Member Input. Time was limited to 20 minutes - ten slots for speakers with 2 minutes for each speaker. Asked the Board's opinion of the rules. Comments were made confirming that no yielding of time was included in proposed rules.

Ms. Carter made a motion to adopt a resolution formalizing the Rules of Conduct for our meetings, including the adoption of the time and speaker limit as stated and instituting these rules for all future meetings.

Mrs. Jenkins wants individuals to get updates on their issues. Mr. West said we would contact them specifically about their issues. We will also add answers to the Member Input Notes.

Mrs. Jenkins seconded the motion. There was no opposition and the motion passed unanimously.

**ADA Accessibility Committee****Mrs. Jenkins**

Mrs. Jenkins made a motion that the Board appoint an ADA Committee to advise the Board on accessibility at the Community Center for planning and budget considerations. Mr. Terry Helsley seconded the motion, and the vote was unanimous.

**Adlerian Space Committee****Ms. Carter**

The Committee met with commercial real estate broker, Mr. Brent Chitwood, to sign a contract enabling him to list the space at 104 Hillpine (old Adlerian space) for lease to a childcare facility. The listing agreement is signed, and the listing is posted. The committee will advise the board on any activity going forward or proposals to consider. The broker felt we could get a corporate partner to meet our requirements.

**Executive Director Report**

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Ms. Wren proposed the 2024 budget providing a copy of the budget and related documents to the board and members present. ATTACHED

Lexington County's valuations were updated as we were receiving appraised taxable value when we should have been receiving market value. We are now receiving the corrected data. Richland County will increase valuations next year.

**Staff recommend no increase in assessment level and the flat fees also stay the same.**

She used **pie charts** to show a visual of the breakdown of assessments coming in as income and breakdown of our expenses.

**Assessment income comes from:**

Commercial Property Owners	38.21%
Single Family Residential	28.00%
Apartment Owners	23.21%

**Expenses:**

Personnel	45.36%
Admin/Operating	12.27%
Landscaping and Grounds	16.33%
Community Center	10.92%
Insurance	11.68%

Discussed risk assessment as a priority for next year.

**Executive Session**

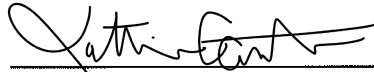
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The Board Chair asked for a motion to move into Executive Session to discuss a legal issue after a short break. Ms. Carter made the motion and Mr. Helsley seconded the motion. Unanimous vote to go into Executive session.

## Adjournment

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Mr. West asked for a motion to adjourn, the motion was made by Ms. Carter, seconded by Mr. Helsley and voted unanimously by the board. The meeting was adjourned at 8:36 p.m.



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Ms. Katherine Carter  
Secretary, Harbison Community

12/3/2023

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Date of Approval

Assessment rate calculation

2024 Fiscal Year January - December	
1,997	Number of single family residences
\$274,498,165	Value of single family residences
194,313,414	Value of apartment complexes, quadraplexes and assisted living facilities
639,967,393	Value of retail/commercial
<u>\$1,108,778,972</u>	Total tax assessor appraised value of Harbison property (per county tax assessments).

**BASIS OF 2024 CALCULATIONS**

The 2024 budget calculations are based upon the following information.

\$274,498,165	Value of 1997 single family residences
194,313,414	Value of apartment complexes, quadraplexes and assisted living facilities
<u>319,983,696</u>	Value of retail/commercial (One-Half of actual value used to calculate proportion of HCA assessment)
\$788,795,275	Total value of Harbison property as used for the HOA assessment calculations.

**2024 PROJECTED EXPENSE AND ASSESSMENT CALCULATIONS**

\$ 3,252,249	Expenses as requested for the budget
\$ -	Less Projected Revenue from Adlerian lease & utilities
\$ (225,772)	Less Projected Revenue from operation of the Recreation Center
\$ (110,810)	Less Projected Other Revenue (fees & misc)
<u>\$ 2,915,667</u>	Amount needed from assessments to meet projected expenses for 2024
\$ 1,014,643	Amount to be assessed to single family residences
\$ 718,251	Amount to be assessed to apartment complexes
\$ 1,182,773	Amount to be assessed to retail/commercial
<u>\$ 2,915,667</u>	Matches amount needed as shown above

**2024 PROPOSED ASSESSMENT RATES**

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

2024 assessment formula for single family residences is as follows:  
 0.0019 X appraised market value + \$185 flat 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.

890,992	Computed income from single family residences
738,373	Computed income from apartments
<u>1,215,938</u>	Computed income from retail/commercial (whole value x assessment rate)
\$2,845,302	Projected total income if all units paid as set above

**2024 PROJECTED BUDGET SURPLUS/DEFICIT**

\$2,845,302	Yearly income for all units billed as set above
<u>\$ 2,915,667</u>	Amount needed to cover association's projected expenses
(\$70,365)	Excess (shortfall) caused by rounding factors

# Harbison Community Association, Inc.

Annual Budget  
For the year 2024

## INCOME

Assessment Income	2,845,302.40
Late Fee & Penalty Income	26,719.00
NSF Income	72.00
Lease Income	-
Interest Income	84,019.00
Membership Income	63,601.00
Program Income	154,300.00
Facility & Equip Rental Income	7,571.00
Concession & Vending Machine	300.00
Gain/Loss on Sale of Asset	-
Other Miscellaneous Income	-
<b>TOTAL INCOME</b>	<b><u>\$ 3,181,884.40</u></b>

## EXPENSES

### Personnel Expenses

Payroll - Wages & Bonuses	1,190,200.00
Retirement	8,700.00
Payroll Taxes - Employer	98,600.00
Employee Group Benefits	168,094.00
Add'l Employee Benefits	2,096.40
Payroll Processing Expense	5,180.00
Employee Business Expenses	23,790.00
Board Meeting Expenses	6,400.00
Conventions & Travel	-
Other Reimbursements	12,200.00
<b>TOTAL Personnel Expenses</b>	<b><u>\$ 1,515,260.40</u></b>

### Administrative Expenses

Administrative Expenses	-
Professional Services	23,875.00
Collection & Lien Expense	12,500.00
Management Fees	-
Employment Expenses	2,450.00
Bank Charges	23,900.00
Insurance Expenses	380,000.00
<b>TOTAL Administrative Expenses</b>	<b><u>\$ 442,725.00</u></b>

# Harbison Community Association, Inc.

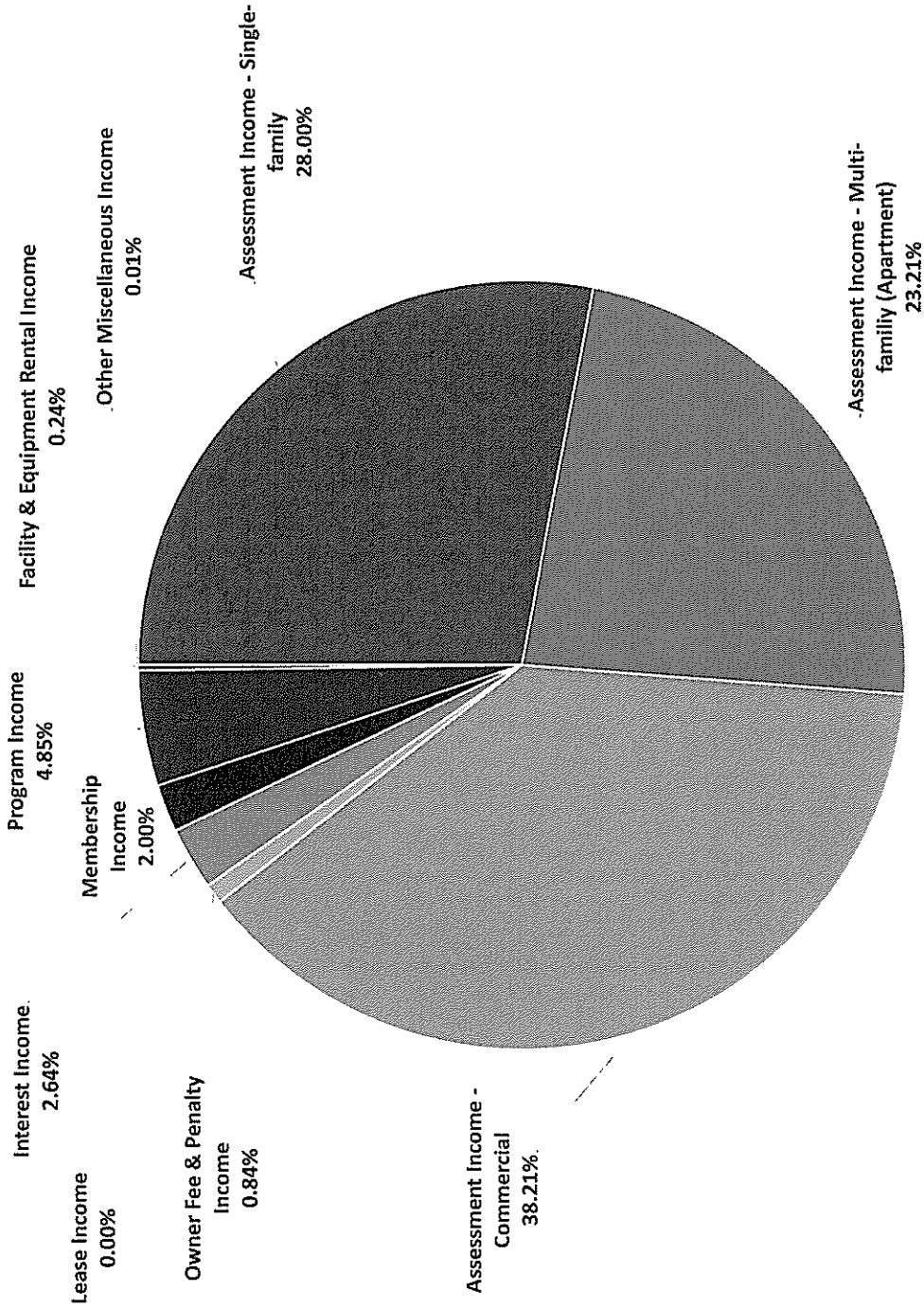
Annual Budget  
For the year 2024

## Operating Expenses

Contract Services	13,100.00
Office & Operating Supplies	49,200.00
Utilities	310,947.82
Telephone & Internet	13,000.00
Security Monitoring Service	1,600.00
Postage & Printing	29,550.00
Dues & Subscriptions	3,350.00
Rent & Lease Expenses	20,000.00
Bldg & Grounds Maintenance	554,700.00
Technology Maintenance	62,000.00
Other Operating Expenses	64,550.00
Bad Debts & Write-offs	15,000.00
Depreciation Expense	132,700.00
Taxes & Other Fees	566.00
Miscellaneous Expenses	-
Reserve Contributions	24,000.00
<b>TOTAL Operating Expenses</b>	<b>\$ 1,294,263.82</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,252,249.22</b>
<b>NET INCOME</b>	<b>\$ (70,364.82)</b>

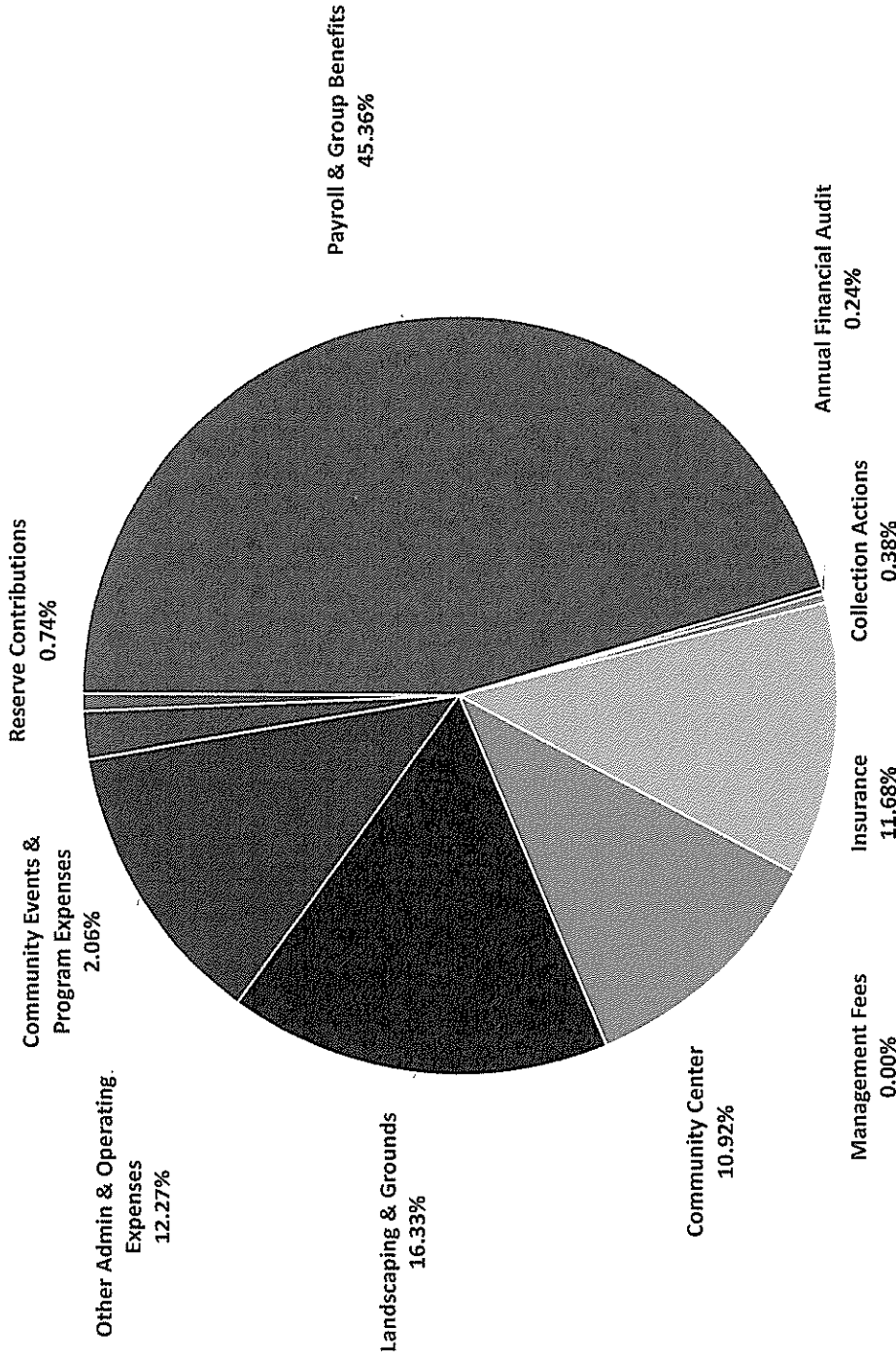


# Breakdown of Income for Annual Budget



Assessment Income - Single-family	\$ 890,991.56
Assessment Income - Multi-family (Apartment)	\$ 738,372.74
Assessment Income - Commercial	\$ 1,215,938.10
Owner Fee & Penalty Income	\$ 26,719.00
Lease Income	\$ -
Interest Income	\$ 84,019.00
Membership Income	\$ 63,601.00
Program Income	\$ 154,300.00
Facility & Equipment Rental Income	\$ 7,571.00
Other Miscellaneous Income	\$ 372.00
	<u>\$ 3,181,884.40</u>

# Breakdown of Expenses for Annual Budget



Payroll & Group Benefits	\$ 1,475,320.40
Annual Financial Audit	\$ 7,875.00
Collection Actions	\$ 12,500.00
Insurance	\$ 380,000.00
Management Fees	\$ -
Community Center	\$ 355,247.82
Landscaping & Grounds	\$ 531,000.00
Other Admin & Operating Expenses	\$ 399,206.00
Community Events & Program Expenses	\$ 67,100.00
Reserve Contributions	\$ 24,000.00
<b>Total</b>	<b>\$ 3,252,249.22</b>

Budget comparisons

	Budget 2024	Projected 2023	Budget 2023	\$ Change Projected 2023 to Budget 2023	% Change Projected 2023 to Budget 2023	\$ Change Budget 2024 to Projected 2023	% Change Budget 2024 to Projected 2023
Assessment Income Total	2,845,302.40	2,599,124.18	2,599,143.78	(20)	0%	246,178	9%
Owner Fee & Penalty Income Total	26,719.00	25,941.33	21,500.00	4,441	21%	778	3%
NSF Income Total	72.00	70.00	-	70	0%	2	3%
Lease Income Total	-	-	-	-	0%	-	0%
Interest Income Total	84,019.00	106,573.77	50,000.00	56,574	113%	(22,555)	-21%
Membership Income Total	63,601.00	61,744.00	54,000.00	7,744	14%	1,857	3%
Program Income Total	154,300.00	165,673.24	145,510.00	20,163	14%	(11,373)	-7%
Facility & Equip Rental Income Total	7,571.00	7,349.33	10,500.00	(3,151)	-30%	222	3%
Concession & Vending Machine Total	300.00	358.72	-	359	0%	(59)	-16%
Other Miscellaneous Income Total	-	4,732.47	1,500.00	3,232	215%	(4,732)	-100%
<b>TOTAL INCOME</b>	<b>3,181,884.40</b>	<b>2,971,567.04</b>	<b>2,882,153.78</b>	<b>89,413</b>	<b>3%</b>	<b>210,317</b>	<b>7%</b>
Payroll - Wages & Bonuses Total	1,198,900.00	1,032,422.25	1,080,100.00	(47,678)	-4%	166,478	16%
Payroll Taxes - Employer Total	98,600.00	89,500.51	89,100.00	401	0%	9,099	10%
Employee Group Benefits Total	168,094.00	99,624.80	129,900.00	(30,275)	-23%	68,469	69%
Add'l Employee Benefits Total	2,096.40	1,978.80	3,957.60	(1,979)	-50%	118	6%
Payroll Processing Expense Total	5,180.00	5,029.07	5,000.00	29	1%	151	3%
Employee Business Expenses Total	23,790.00	21,947.35	23,424.00	(1,477)	-6%	1,843	8%
Board Meeting Expenses Total	6,400.00	4,708.89	5,975.00	(1,266)	-21%	1,691	36%
Conventions & Travel Total	-	208.35	-	208	0%	(208)	-100%
Other Reimbursements Total	12,200.00	7,013.12	12,324.34	(5,311)	-43%	5,187	74%
<b>TOTAL PERSONNEL EXPENSES</b>	<b>1,515,260.40</b>	<b>1,262,433.13</b>	<b>1,349,780.94</b>	<b>(87,348)</b>	<b>-6%</b>	<b>252,827</b>	<b>20%</b>
Professional Services Total	23,875.00	17,305.89	22,875.00	(5,569)	-24%	6,569	38%
Collection & Lien Expense Total	12,500.00	10,687.75	15,000.00	(4,312)	-29%	1,812	17%
Management Fees Total	-	-	-	-	0%	-	0%
Employment Expenses Total	2,450.00	15,338.16	2,250.00	13,088	582%	(12,888)	-84%
Bank Charges Total	23,900.00	23,321.08	20,000.00	3,321	17%	579	2%
Insurance Expenses Total	380,000.00	376,170.05	379,428.05	(3,258)	-1%	3,830	1%
<b>TOTAL ADMIN EXPENSES</b>	<b>442,725.00</b>	<b>442,822.94</b>	<b>439,553.05</b>	<b>3,270</b>	<b>1%</b>	<b>(98)</b>	<b>0%</b>
Contract Services Total	13,100.00	50,349.63	62,775.00	(12,425)	-20%	(37,250)	-74%
Office & Operating Supplies Total	49,200.00	47,896.00	69,900.00	(22,004)	-31%	1,304	3%
Utilities Total	310,947.82	301,045.25	296,000.00	5,045	2%	9,903	3%
Telephone & Internet Total	13,000.00	12,564.53	10,000.00	2,565	26%	435	3%
Security Monitoring Service Total	1,600.00	1,282.80	1,500.00	(217)	-14%	317	25%
Postage & Printing Total	29,550.00	20,709.23	22,500.00	(1,791)	-8%	8,841	43%
Dues & Subscriptions Total	3,350.00	3,177.72	2,200.00	978	44%	172	5%
Rent & Lease Expenses Total	20,000.00	15,975.81	18,000.00	(2,024)	-11%	4,024	25%
Bldg & Grounds Maintenance Total	554,700.00	715,783.04	367,700.00	348,083	95%	(161,083)	-23%
Technology Maintenance Total	62,000.00	41,821.93	40,000.00	1,822	5%	20,178	48%
Other Operating Expenses Total	64,550.00	46,289.42	46,175.00	114	0%	18,261	39%

Budget comparisons

	Budget 2024	Projected 2023	Budget 2023	\$ Change Projected 2023 to Budget 2023	% Change Projected 2023 to Budget 2023	\$ Change Budget 2024 to Projected 2023	% Change Budget 2024 to Projected 2023
Bad Debts & Write-offs Total	15,000.00	13,581.83	20,000.00	(6,418)	-32%	1,418	10%
Depreciation Expense Total	132,700.00	127,246.95	130,750.00	(3,503)	-3%	5,453	4%
Taxes & Other Fees Total	566.00	1,335.20	1,350.00	(15)	-1%	(769)	-58%
Miscellaneous Expenses Total	-	835.20	-	835	0%	(835)	-100%
Reserve Contributions Total	24,000.00	10,444.04	-	10,444	0%	13,556	130%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,294,263.82</b>	<b>1,410,338.57</b>	<b>1,088,850.00</b>	<b>321,489</b>	<b>30%</b>	<b>(116,075)</b>	<b>-8%</b>
<b>TOTAL EXPENSES</b>	<b>3,252,249.22</b>	<b>3,115,594.64</b>	<b>2,878,183.99</b>	<b>237,411</b>	<b>8%</b>	<b>136,655</b>	<b>4%</b>
<b>NET INCOME</b>	<b>(70,364.82)</b>	<b>(144,027.60)</b>	<b>3,969.79</b>	<b>(147,997)</b>	<b>-3728%</b>	<b>73,663</b>	<b>-51%</b>

Projected net  
income activity for  
current year is OVER  
budget