



Powderhorn Homeowners Association, Inc.
A Non-Profit Association

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**Board Meeting
Minutes
April 12, 2021
7:00 a.m.
300 Powderhorn Road, Simpsonville**

Board Members

President Pro-tem	Larry Benner	<input checked="" type="checkbox"/>
Vice-President	Caleb Bixby	<input checked="" type="checkbox"/>
Treasurer	VACANT	<input type="checkbox"/>
Secretary	Jessica Stone	<input checked="" type="checkbox"/>
Architectural Director	Kenny McAtee	<input type="checkbox"/>
Communications Director	Christine Cullen	<input checked="" type="checkbox"/>
Landscape Director	Kevin Grogan	<input checked="" type="checkbox"/>
Pool Director	Bill Turek	<input checked="" type="checkbox"/>
Recreational Director	Gene Warner	<input checked="" type="checkbox"/>

Item (1) Call to Order

President Larry Benner called the meeting in order and a quorum was established.

Item (2) Approval of Minutes

Jessica Stone reviewed the minutes of the March 8, 2021, Regular Meeting and the March 12, 2021, Special Called Meeting.

Action: Caleb Bixby moved to approve the minutes of the March 8, 2021, Regular Meeting and the March 12, 2021, Special Called Meeting.

Motion carried unanimously.

Larry Benner thanked Christine Cullen for stepping up and handling the duties of the Treasurer during the past month. She has done a phenomenal job. In light of the fact that there has been no interest in the position of Treasurer, Ms. Cullen has agreed to assume the responsibilities on an ongoing basis, with the approval of the board.

Action: Larry Benner moved to accept Christine Cullen as Treasurer for the board.

Motion carried unanimously.

Mr. Benner stated the board was still short of members; he had asked different members to step up in various ways and would continue to do so. Ms. Cullen was performing the duties of both Treasurer and Communications Director. Mr. Benner stated the Treasurer's position was the more important of the two.

Item (3) Directors Reports

a. Treasurer

Christine Cullen stated things were going well with the receipt and deposit of dues. The board had very few expenses at this time; everything had been recorded in QuickBooks. Checks were deposited on a weekly basis.

Current balances:	Checking	\$82,000
	Savings	\$16,000

Mr. Benner stated the board would finance a course in QuickBooks at Greenville Technical College, if Ms. Cullen was interested.

Ms. Cullen stated she was feeling very comfortable with QuickBooks. She was still in the process of making sure that the board was up-to-date with its expenses.

b. Architectural Director

Kenny McAtee was not present.

Mr. Benner stated a new homeowner had requested to put in a new fence. There was already a chain-link fence at the back of the property; the request was for a 6' privacy fence. The property was located at 212 Harrisburg Drive.

There was no opposition from the board for the request.

c. Communications Director

Christine Cullen stated there were a few announcements coming up in the near future that needed to be on the website as well as in the newsletter, once the format was determined. Those announcements included dates for the pool and a date for the neighborhood yard sale. Two homeowners had inquired about the yard sale.

Bill Turek will provide correct dates for the pool schedule.

d. Landscape Director

Kevin Grogan stated he needed keys to the pool and the tennis courts for the landscape company.

Mr. Benner asked if Kingston had confirmed they lost the keys.

Mr. Grogan stated they had simply indicated they had no keys. He planned to require the landscape company fill out a form verifying receipt of the new keys as well as indicating a cost of \$25 for future replacement keys.

Mr. Warner stated the cost of the tennis court key was \$25; the landscape company had been given one in the past.

Mr. Grogan stated they needed a key in order to clean the pool deck.

Ms. Stone inquired about the actual cost to replace the pool key.

Mr. Grogan stated the key to the pool was a regular padlock key.

Mr. Benner stated the tennis court key indicated "Do not duplicate" and was specially made.

Mr. Turek stated the pool key would only cost a couple of dollars to make.

Ms. Stone asked if the landscape company would be charged the actual amount to replace the keys.

Mr. Grogan stated he was planning to replace the keys at no cost this time but would advise the landscape company that there would be a charge for future replacements.

Ms. Stone stated she would hate for the neighborhood to lose the contract with Kingston over the cost of keys. She suggested charging the actual cost to replace the keys.

Mr. Benner stated he was not sure if the landscape company had ever been told that there would be charge for lost keys. He was in favor of replacing the keys and then advising them that there would be a charge in the future.

e. Pool Director

Bill Turek stated it appeared that there was a key in the lock as the lockbox was now closed and locked. Mr. Turek stated the cover was off of the pool and the deck chairs and tables had been set out within the past two weeks. Mr. Scott with Upstate Pools stated that none of his employees had failed to put the key back. Upstate had extra keys.

D.G. inquired about the video feed of the pool.

Mr. Warner stated video feed was focused on the gate but was only a 7-day feed.

Mr. Benner stated if the key went missing again, Upstate Pools would pay for all 10 locks to be changed, as well as the lockbox. He requested the code be changed on the lockbox.

Mr. Turek reviewed the following issues with the pool:

- Upstate Pools had started the pool inspections as well as hiring lifeguards.
- The pool would open at 9:30 a.m. instead of 10:30 a.m. The primary reason for the earlier time was to accommodate those families with small children.
- The water backflow valve had been inspected and was working properly. A report would be submitted to the City of Simpsonville by the inspector.
- DHEC Pool Permits for 2021 have been purchased.
- Mr. Turek was working on 2021-2023 pool passes; he planned to have them ready by mid-May.

f. Recreation Director

Mr. Warner reviewed the following issues with the Clubhouse:

- There were two rentals for the Clubhouse starting in May (23rd and 30th). A potential renter wanted it for May 29 but was advised there had to be at least seven days between rentals in order to clean.
- There was a broken blind in the Clubhouse.
- All the files in the back room of the Clubhouse would have to be removed before it could be rented.

(Mr. Warner mentioned the dead tree in the medium at the front of the neighborhood. The City of Simpsonville would have to remove the tree as it owned the property.)

Mr. Warner asked about the cost for sanitizing the Clubhouse between rentals.

Mr. Benner stated he had no quotes at that time.

Mr. Warner stated he planned to resign from the board at the end of May.

Ms. Cullen inquired about monies received for the Clubhouse rentals.

Mr. Warner stated he required checks in the amount of \$150 to rent the Clubhouse, in addition to \$50 for cleaning and \$150 for deposit, which was refundable after the renter cleaned, for a total of \$350 up front. Most renters

cleaned up after themselves. He added that the \$50 for cleaning may not be needed. Mr. Warner stated he had experienced problems with “outside renters” and suggested the board continue to rent to members only.

Item (4)

Old Business

a. Swim Lessons

Mr. Turek stated UPM provided swimming lessons for children 3 and older. They would collect the money and provide instructors. The lessons would be given 30 minutes prior to the daily opening of the pool. UPM would handle the entire process. Two families, one in Powderhorn and one from Poinsettia, had requested to use the pool for swim lessons for 2 year old children. If UPM approved the instructors, they could provide lessons in our pool.

Ms. Stone inquired when those lessons would take place.

Mr. Turek stated as long as the board informed the lifeguards, the lessons could take place at any time. He would require that the parent be present in the pool with the child and the instructor. There would be no insurance responsibility for the lessons.

Ms. Cullen stated it may be better to have those swim lessons take place at the same time as those given by UPM.

Ms. Stone stated she agreed. It would be too confusing to have swim lessons occur when the pool was full.

The issue of cleaning the pool if a child defecated in it was raised.

Mr. Turek stated UPM would clean the pool. They would clear the pool out and put in 8x the normal amount of chlorine. Everyone had to stay out of the pool for an hour.

Mr. Benner requested the actual cost of swim lessons and the frequency.

Mr. Turek stated the cost of the lessons was \$75; the first session would start in mid-June and the second session would start in mid-July.

Mr. Turek stated the following issues needed to be addressed:

A motor on the pool pump needed to be replaced. The cost was \$1000.

Action:

Caleb Bixby moved to replace a pool pump motor at a cost of \$1000.

Motion carried unanimously.

Jose Gomez, a professional painter and a resident of Powderhorn, submitted a quote of \$700 to paint the diving board frame, the two restroom doors, the two doors to the pump room as well as replacing weather-stripping.

Action:

Caleb Bixby moved to approve the cost of \$700 for Jose Gomez to perform the above-mentioned items.

Motion carried unanimously.

Mr. Turek stated UPM had a \$5 million insurance policy for managing the pool. According to DHEC, the HOA must have a \$1 million policy in addition. UPM would allow the HOA to purchase a rider policy for \$250 per year.

Ms. Cullen will contact our insurance company and confirm our current policy.

b. Tree Removals

This item was tabled.

c. Bonding of President / Treasurer

Ms. Stone stated contact needed to be made with our insurance company regarding bonding. She was not sure if the positions had to be bonded or the individuals.

Ms. Cullen confirmed bonding was stipulated in the by-laws and she would inquire about it with our insurance company.

d. Pool Memberships

D.G. inquired about the number of outside memberships that would be sold.

Mr. Turek stated 25 outside memberships would be sold at a cost of \$400 each.

D.G. inquired about the average number of outside memberships that were sold prior to the pandemic.

Ms. Stone stated it was normally 50-55.

Mr. Benner stated all reports received regarding the pool and the decreased outside memberships from last year indicated it was much better than in the past.

Item (5)

New Business

a. Clubhouse Rentals

Mr. Benner stated we currently had two upcoming rentals.

b. Clubhouse Cleaning / Sanitizing

Mr. Benner stated he was not in favor of allowing renters to disinfect the Clubhouse after use, especially given the current situation with the pandemic. Louise Mabry was currently cleaning the Clubhouse and had expressed a desire to continue to do so. He requested a quote from Ms. Mabry for sanitizing the Clubhouse after each use.

Ms. Mabry stated she would charge \$75 to sanitize the Clubhouse.

Mr. Benner requested quotes from other cleaning companies regarding sanitizing. Jessica Stone offered to research the issue.

c. Multiple Quotes

Mr. Benner stated the board needed to decide on a dollar amount requirement for multiple quotes.

Ms. Stone suggested a \$1000 requirement for multiple quotes; however, given the situation, that requirement could be waved.

Mr. Benner agreed that multiple quotes should be required for anything over \$1000.

Ms. Stone agreed to write up a proposed policy regarding the dollar amount requirement for multiple quotes.

d. Newsletter

i. Advertisements

Mr. Benner stated he had been approached by an outside entity to put advertisements in our newsletter.

D.G. stated Glory Gossett, a resident, used to do the newsletter and allowed advertisements.

Ms. Stone agreed to contact Ms. Gossett and inquire about advertisements.

e. Other new business

- Yard Sale – it was decided that the HOA would host the annual yard sale in May and November. Jessica Stone stated she would inquire about any permits required for the yard sale. Discussion followed regarding the placing the banner at the front of the neighborhood. It was decided not to advertise the yard sale.

- Water bills – Ms. Cullen had some concerns about the water bills. The numbers were not consistent. We receive two bills – one for the Clubhouse and one for the pool (irrigation). The bills range from approximately \$6 to \$800 for the pool in 2020; however, the pool had to be drained and a leak was discovered. THIS ITEM WAS TABLED.

Item (6)

Adjournment

The meeting adjourned at 8:22 p.m.