

## **Minutes:**

### **Summerland HOA Meeting – February 4, 2025:**

Call to Order

Prayer by Pastor Lisa Isenhower

Review of Board Responsibilities

- Safety
- Fiscal Responsibilities
- Protect Property Values
- Making Good Decisions
- Transparency

Election of Board Members

Explanation of Board Member Election Requirements (Quorum)

Explanation of Ballots

List of Nominees

Bob Boatwright

Pat Watkins

Rachel Eskow

Ann Decates

Randy Carver

Request for Other Nominees

Counting of Ballots

Announcement of New Board

Bob Boatwright

Pat Watkins

Rachel Eskow

Ann Decates  
Randy Carver

Review of Applicable Laws

SC Non-profit Act – Bylaws Missing  
SC Homeowners Act

Resident Participation

Discussion of Need for Property Management Company  
Issues with PMS

Adjourned

## 2024 Spending By Category

### 2024 Actual Spending

#### Fixed Costs

<u>Category</u>	<u>Vendor &amp; Description</u>	<u>Amount</u>
<b>Utilities</b>		
	Electricity - Dominion	\$5,943.01
	Street Light Maintenance - B&L	\$3,777.43
	Water - Batesburg Leesville	\$2,158.50
	<b>Total</b>	<b>\$11,878.94</b>
<b>Taxes</b>		
	Lexington County	\$788.89
<b>Insurance</b>		
	Auto Insurers	\$2,811.00
<b>Grounds Maintenance</b>		
	Palmetto Cut -7 Months	\$8,400.00
	Hamilton Land Work -6 Months	\$9,000.00
	<b>Total</b>	<b>\$17,400.00</b>
<b>Pest Control</b>		
	Corder Pest Control	\$125.00
	<b>Grand Total Fixed</b>	<b>\$33,003.83</b>

#### Discretionary Spending

<u>Category</u>	<u>Vendor</u>	<u>Amount</u>
<b>HOA Management</b>		
	PMS	
	Postage	\$161.73
	Copies	\$737.34
	Management Fee	\$5,880.00
	Accounting Services	\$250.00
	<b>Total</b>	<b>\$7,029.07</b>

**Maintenance Repair**

Unknow	\$672.98
Unknown	\$450.71
<b>Total</b>	<b>\$1,123.69</b>

**Extra Grounds Maintenance**

Palmetto Cut Landscaping	\$300.00
Hamilton Land Works Tree Removal & Fertilizer	\$1,780.00
Alpine Tree Care Tree Removal	\$1,000.00
<b>Total</b>	<b>\$3,080.00</b>

**Pool**

Comporium Phone	\$504.07
DHEC Permit	\$171.88
Palmentto Propane Service Contract	\$1,679.79
Palmetto PropaneChecmical & Cartidges	\$2,037.88
Repair	\$3,675.00
Replacement Furniture/Maintenance	\$1,613.92
<b>Total</b>	<b>\$9,682.54</b>

**Legal Services**

Unknown	\$1,150.00
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**Capital Expenses Misc.**

Unknown	\$1,250.00
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**Total Discretionary** **\$23,315.30**

**Total Spending** **\$56,319.13**

**2024 Actual Income**

Association Fee	\$41,800.00
Other	\$440.00
Transfer from Reserve	\$11,825.00
Interest Income	\$6.29

**Total** **\$54,071.29**

**Income Less Reserve Transfer** **\$42,246.29**

**Deficit Less Reserve Transfer** **(\$14,072.84)**

## **2025 Budget By Category**

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### **2025 Spending Budget**

#### **Fixed Costs**

<b><u>Category</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>
<b>Utilities</b>		
	Electricity - Dominion	\$6,200.00
	Street Lighting Maintenance - B&L	\$3,777.43
	Water - Batesburg Leesville	\$2,200.00
	<b>Total</b>	<b>\$12,177.43</b>
<b>Taxes</b>		
	Lexington County	<b>\$800.00</b>
<b>Insurance</b>		
	Auto Insurers	<b>\$2,900.00</b>
<b>Grounds Maintenance</b>		
	Hamilton Land Work - 12 Months	\$18,000.00
	<b>Total</b>	<b>\$18,000.00</b>
<b>Pest Control</b>		
	Corder Pest Control	\$125.00
<b>Reserve</b>		
	Transfer General to Reserve	\$5,000.00
	<b><u>Grand Total Fixed</u></b>	<b><u>\$39,002.43</u></b>

#### **Discretionary Spending**

<b><u>Category</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>
<b>HOA Management</b>		
	PMS	
	Postage	
	Copies	
	Management Fee	
	Accounting Services	
	<b>Total</b>	<b>\$0.00</b>

**Maintenance Repair**

Unknow  
Unknown  
**Total**

**\$2,000.00****Extra Grounds Maintenance**

Hanilton Land Works  
**Total**

**\$2,000.00****Pool**

Comporium Phone  
DHEC Permit  
Palmentto Propane Service Contract  
Palmetto Propane Checchemical & Cartidges  
Repair  
Replacement Furniture/Maintenance  
**Total**

\$504.07  
\$171.88  
\$1,679.79  
\$2,037.88  
  
**\$4,500.00**

**Legal Services**

Unknown

**Capital Expenses Misc.**

Unknown

**Total Discretionary****\$8,500.00****Total Spending****\$47,502.43****2025 Income****Association Fee \$484 x 98****\$47,432.00****Other****Transfer from Reserve****Interest Income****End of 2024 Cash Carryover****\$1,143.60****Total****\$48,575.60**

# Summerland Homeowners Association Inc

## Statement of Revenues and Expenses 12/1/2024 - 12/31/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Revenue</b>							
51003 - Association Fee	-	3,593.00	(3,593.00)	41,800.00	43,120.00	(1,320.00)	43,120.00
51014 - Other Income	-	-	-	440.00	-	440.00	-
51024 - Transfer From Reserve	-	-	-	11,825.00	-	11,825.00	-
52000 - Interest income	.07	-	.07	6.29	-	6.29	-
<b>Total Revenue</b>	<b>.07</b>	<b>3,593.00</b>	<b>(3,592.93)</b>	<b>54,071.29</b>	<b>43,120.00</b>	<b>10,951.29</b>	<b>43,120.00</b>
<b>Total Income</b>	<b>.07</b>	<b>3,593.00</b>	<b>(3,592.93)</b>	<b>54,071.29</b>	<b>43,120.00</b>	<b>10,951.29</b>	<b>43,120.00</b>

### Operating Expense

<b>Operating Expenses</b>							
60901 - Insurance Property	-	-	-	2,811.00	-	(2,811.00)	-
60902 - Insurance General Liability	-	195.00	195.00	-	2,345.00	2,345.00	2,345.00
61001 - Copies, Envelopes, Labels	1.98	13.00	11.02	738.34	150.00	(588.34)	150.00
61002 - Postage	4.38	13.00	8.62	161.73	150.00	(11.73)	150.00
61038 - Maintenance / Repair Exterior	-	58.00	58.00	672.98	693.00	20.02	693.00
61040 - Maintenance/ Repair	-	-	-	450.71	-	(450.71)	-
61073 - Property Taxes	-	-	-	788.89	-	(788.89)	-
61102 - Utility - Water	125.90	156.00	30.10	2,158.50	1,877.00	(281.50)	1,877.00
61103 - Utility - Electricity / Entrnce/ Street	442.12	401.00	(41.12)	9,720.44	4,813.00	(4,907.44)	4,813.00
61109 - Cable /Internet Services/ Phone	-	-	-	420.04	-	(420.04)	-
61113 - Telephone	42.10	19.00	(23.10)	84.03	228.00	143.97	228.00
61202 - Lighting Maintenance	-	315.00	315.00	-	3,777.00	3,777.00	3,777.00
61203 - Pest Control / General Services	-	39.00	39.00	-	471.00	471.00	471.00
61204 - Landscape Contract	1,500.00	1,200.00	(300.00)	17,700.00	14,400.00	(3,300.00)	14,400.00
61206 - Irrigation Repairs	-	42.00	42.00	-	500.00	500.00	500.00
61213 - Permits and License	-	-	-	171.88	-	(171.88)	-
61214 - Pool Services Contract	107.00	299.00	192.00	1,679.79	3,586.00	1,906.21	3,586.00
61215 - Pool Chemicals and Cartridges	34.78	-	(34.78)	2,037.88	-	(2,037.88)	-
61226 - Tree Removal / Trimming	-	-	-	2,060.00	-	(2,060.00)	-
61229 - Turf Management (Fertilization/Weed Cont	-	-	-	720.00	-	(720.00)	-
61234 - Pool Repair / Replacement	-	-	-	3,675.00	-	(3,675.00)	-
61235 - Pool Furnishings / Maintenance	-	-	-	1,613.92	-	(1,613.92)	-
61243 - Landscaping Other	-	292.00	292.00	-	3,500.00	3,500.00	3,500.00
61245 - Pest Control / Termite Bond	-	-	-	125.00	-	(125.00)	-
61302 - Accounting services	-	29.00	29.00	250.00	350.00	100.00	350.00
61303 - Legal Services	-	-	-	1,150.00	-	(1,150.00)	-
61309 - Management Fee	490.00	490.00	-	5,880.00	5,880.00	-	5,880.00
61704 - Capital Expenses Misc	-	-	-	1,250.00	-	(1,250.00)	-
62004 - Community Meeting Supplies /Social Event	-	33.00	33.00	-	400.00	400.00	400.00
<b>Total Operating Expenses</b>	<b>2,748.26</b>	<b>3,594.00</b>	<b>845.74</b>	<b>56,320.13</b>	<b>43,120.00</b>	<b>(13,200.13)</b>	<b>43,120.00</b>



Primary Account Number Ending In 2280  
 Statement Date Dec 31, 2024  
 Page 1 of 2  
 999-00000-000000

PO Box 64084  
 Phoenix, AZ 85082  
 866.800.4656 (toll free)

LITTLE & YOUNG OF SOUTH CAROLINA LLC DBA  
 PROPERTY MANAGEMENT SOLUTIONS LEXINGTON  
 AGENT FOR SUMMERLAND HOMEOWNERS ASSOC  
 INC  
 714 S LAKE DR  
 LEXINGTON SC 29072-3462

\*\*\*\*\*2280 - CAB INTEREST CHECKING

Beginning Balance	\$1,608.04	Average Daily Balance	\$1,637.63
Total Deposits	\$2,940.00	Year-To-Date Interest Paid	\$6.29
Total Withdrawals	\$444.51	Days in Statement Period	31
Interest Paid	\$0.07	Annual Percentage Yield Earned	0.05%
Ending Balance	\$4,103.60		

TRANSACTION DETAIL

DEPOSITS/CREDITS

Date	Description	Amount
12/27	LOCKBOX DEPOSIT	\$1,960.00
12/30	IMAGE DEPOSIT	\$490.00
12/31	LOCKBOX DEPOSIT	\$490.00
12/31	INTEREST PYMT	\$0.07

CHECKS (IN NUMERIC ORDER)

Date	Check #	Amount	Date	Check #	Amount
12/23	264	\$276.51	12/17	267 *	\$42.10
12/18	265	\$125.90			

\* Skip in check sequence

Deposit of 2025 Annual Dues \$2,940.00

2024 Ending Balance \$4,103.60 - 2025 Deposits \$2,960 = \$1,143.60



Primary Account Number Ending In 2776  
Statement Date Dec 31, 2024  
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999-00000-000000

PO Box 64084  
Phoenix, AZ 85082  
866.800.4656 (toll free)

LITTLE & YOUNG OF SOUTH CAROLINA LLC DBA  
PROPERTY MANAGEMENT SOLUTIONS LEXINGTON  
AGENT FOR SUMMERLAND HOA INC  
RESERVE  
714 S LAKE DR  
LEXINGTON SC 29072-3462

\*\*\*\*\*2776 - CAB MONEY MARKET

Beginning Balance	\$1,648.18	Average Daily Balance	\$1,648.18
Total Deposits	\$0.00	Year-To-Date Interest Paid	\$31.96
Total Withdrawals	\$0.00	Days in Statement Period	31
Interest Paid	\$0.31	Annual Percentage Yield Earned	0.22%
Ending Balance	\$1,648.49		

TRANSACTION DETAIL

DEPOSITS/CREDITS

Date	Description	Amount
12/31	INTEREST PYMT	\$0.31

Total Cash Available End of 2024 \$2,709.09

## SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

# SC NONPROFIT CORPORATION ACT



The **Nonprofit Corporation Act** (Act) applies to a business, including homeowners associations (HOA), that have filed its nonprofit articles of incorporation with the Secretary of State. The law provides details on meetings (including notice & quorum requirements), rules for the board of directors, access to records and more.

Below are highlights of the law. It does not serve as a substitute for reviewing the actual statute.

## SETTING UP A NONPROFIT CORPORATION:

**Filing Requirement** — To become a nonprofit corporation, Articles of Incorporation ("articles") must be filed with the South Carolina Secretary of State. For filing forms and more information on what is required, visit <https://businessfilings.sc.gov/businessfiling>. To see if an HOA is registered as a nonprofit corporation, visit [sos.sc.gov/searches](https://sos.sc.gov/searches) and click "Business Entities Search."

**Bylaws** — The incorporators or board of directors must adopt the corporation's initial bylaws. The bylaws set out how the business will operate, including what it can and cannot do. A corporation can put what they wish in the bylaws so long as it doesn't conflict with the law or the business' articles. Amendments to the bylaws can be made by either the board of directors, or the members, depending on (1) the topic and (2) what the law, articles and bylaws provide.

## DIRECTORS & OFFICERS:

A nonprofit corporation must either have a board of directors or someone named in the articles who has powers normally held by the board. When the business chooses a board, it must consist of 3 or more people either elected by members or appointed through the bylaws for a term of five years or less.

Unless otherwise provided in the articles or bylaws, a corporation must have a president, a secretary, a treasurer. One officer must be given the duty to take minutes at directors' and members' meetings.

## MEMBERS:

The articles or bylaws must set out how someone becomes a member of the corporation. All members have the same voting rights and obligations unless the articles or bylaws lay out different member classes.

## ACCESS TO DOCUMENTS:

Members of the HOA have the right to inspect and copy records held by the corporation. The law requires nonprofit corporations to keep certain items, including:

- Minutes of director's and members' meetings, including committees of the board;
- Articles and any current amendments;
- Names and addresses of its current directors and officers;
- Written communications to members made within the past three years, including financial statements;
- Records of all actions approved by members for the past three years;
- Copies of reports filed with the Secretary of State.

## NONPROFIT CORPORATIONS ACT CONT...

### MEETINGS – TYPES, NOTICE AND VOTING:

**Meeting Types** — Nonprofit corporations must have an annual meeting each year where the President and Chief Financial Officer report on activities and the financial condition of the corporation. Regular membership meetings and special-called meetings are allowed.

**Notice** — The Act sets rules for giving notice. One requirement is that notice must be “fair and reasonable.” If the corporation notifies members of the following, the notice is considered “fair and reasonable.”

1. The place, date, and time of each annual, regular and special meeting at least 10 days ahead of time, but no sooner than 60 days before the meeting (if using first-class or registered mail);
2. Any matter the members must approve if an annual or regular meeting or if a special-called meeting, a description of what will be discussed; and
3. Issues a member intends to raise at the meeting, if certain requirements are met.

### VOTING:

Unless the Act, articles or bylaws say otherwise: (1) each member is entitled to one vote, (2) a quorum is 10% of votes entitled to be cast and (3) proxies are allowed.

### COMPLAINT PROCESSING AND REPORTING — DEPARTMENT OF CONSUMER AFFAIRS:

The Department of Consumer Affairs is to take and collect specific data on [HOA complaints](#), compile and share the data with the Governor and the General Assembly each year. The law specifically prohibits the agency from serving as an arbiter of disputes.

FOR MORE HOA INFORMATION, VISIT [CONSUMER.SC.GOV](http://CONSUMER.SC.GOV).



*Please note, this material is for informational purposes only, is general in nature, and is not intended to and should not be relied upon or construed as a legal opinion or legal advice regarding any specific issue or factual circumstance.*



South Carolina Department of Consumer Affairs  
293 Greystone Blvd., Ste. 400 • PO Box 5757 • Columbia, SC 29210  
(800) 922-1594 • [www.consumer.sc.gov](http://www.consumer.sc.gov)

## SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

# SC HOMEOWNERS ASSOCIATION ACT



The **Homeowners Association Act** applies to communities and horizontal property regimes requiring homeowners to pay assessments. The law requires governing documents to be filed, provides certain meeting notice requirements and access to association budget and membership lists.

The law also requires Department of Consumer Affairs (DCA) to collect specific data on HOA complaints, compile and share it with the Governor and the General Assembly each year.

## FILING REQUIREMENT – GOVERNING DOCUMENTS, RULES, REGULATIONS & AMENDMENTS:

Any governing documents existing before the Homeowners Association Act became effective (5/17/2018) must have been recorded in the county [clerk of court's](#), Register of Mesne Conveyance, or [Register of Deeds](#) office by January 10, 2019 to be enforceable. New or amended governing documents, rules and regulations must also be filed in the county by January 10th of each year following their adoption or amendment. Governing documents includes the HOA declaration, master deeds and bylaws.

## HOMEOWNERS ACCESS TO DOCUMENTS:

**Rules, regulations & amendments** — HOAs must make rules, regulations and their amendments available to members upon request, unless they are:

- Posted in a conspicuous place in a common area in the community; OR
- Available on a webpage maintained by the HOA, where the member can download them.

When responding to a request, the association may send the items via email or through methods provided in the HOA's bylaws.

**Budget & Membership lists** — All HOAs are subject to certain access to documents requirements in the [SC Nonprofit Corporation Act](#) for the purpose of letting homeowners inspect and copy the association's budget and membership lists.

## MEETING NOTICE REQUIREMENT – BUDGET INCREASE:

Associations other than those incorporated under the [SC Nonprofit Corporation Act](#) must provide homeowners notice 48 hours in advance of the meeting in which a decision to raise the annual budget is made. Notice may be through posting:

- In conspicuous place in a common area in the community;
- On an Internet website maintained by the homeowners association;
- By electronic mail; or
- Through methods provided in the association's bylaws that ensure actual notice.