

**Minutes**  
**REFUGE at WHITE HALL OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**May 2, 2012, 6:30pm**  
**Pavilion**

- I. Attendees: Carlisle Harrison, Rodney McLeod, Renae Gasser, Will Terrell  
John Thompson (excused absence)
- II. Call to Order: Carlisle Harrison called the meeting to order at 6:38pm.
- III. Approval of Minutes: Renae Gasser made a motion that the Board of Directors, April 4, 2012 Meeting Minutes (Attachment One) be approved as written and second by Will Terrell.
- IV. Committee Reports
  - a. ARB: Will Terrell reported that an unspecified number of violations letters needed to delivered on ARB actions. Two new construction homes have been proposed for lots 14 and 15. An official request will be submitted to the ARB soon.
  - b. Treasurer Report: Carlisle Harrison reported no unprogrammed expenditures last month. Current checking account balance is \$5,182.41 and the saving account balance is \$58,918.11 CY 2012 YTD Profit and Lost Statement is attached. (Attachment Two). Other accounting issues will be addressed under. IV. Old Business Item e. CY 2011 and CY 2012 HOA's taxes are being prepared. (May 31, 2012)
  - c. Community Property Advisory Committee (CPAC): CPAC's Charter as drafted by Carlisle Harrison was reviewed. Rodney McLeod made a motion to adopt the Charter as the HOA's template and was second by Will Terrell (Attachment Three). Will solicited help in identifying CPACs potential members.
  - d. Community Interface Advisory Committee (CIAC): Rodney McLeod briefed CIAC Charter will be developed and presented to committee for approval based on board initial directions.
  - e. Landscaping Committee: John Thompson was unable to be at the meeting. Committee report will be consolidated and briefed with IV. Old Business Item h.
- V. Old Business

- a. D&O Insurance: John Thompson is awaiting a detail quote outlining coverage from HOA's current insurer. Upon receipt a second quote for comparability to include general liability coverage will be generated. The HOA was strongly encouraged by its attorney to seek D&O insurance. (June 6, 2012)
- b. Problem and Issues Tracking Tool: Carlisle Harrison reviewed the Refuge Work Sheet developed with Will Terrell as an example. Each component of the work sheet was briefly addressed. Rodney McLeod recommended that the tracking number for each work sheet should be in the format of YYYYMMDD-XX. Work sheets will be completed and submitted to the board forty eight hours prior to the meeting. Work Sheet unanimous adopted by the board. (Attachment Four). Renae Gasser is to put a tracking spreadsheet together and send to the group for discussion and approval. (June 6, 2012).
- c. ARB's Refuge Work Sheet: Will Terrell briefed the ARB's work sheet and explained how it provided the necessary foundation to arrive at a recommendation with justification. ARB's Tracking Number is 2012050201. (Attachment Five) Work sheet served as the bases for identifying goal and objectives for an action plan. (June 6, 2012)
- d. Neighborhood Stop Signs: Will Terrell attempted to contact people in the city to propose moving the signs and painting guide lines. Next step is a personal visit to the agency. (June 6, 2012)
- e. Accounting Issues: Carlisle Harrison briefed that John Thompson is continuing to address the QuickBooks software licenses. John is reviewing previous timelines utilized for sending assessment letter. John and Carlisle are to develop a timeline and protocol for handling the administrative aspects of processing delinquent assessments. Carlisle briefed in discussion with the HOA's attorney it was stated the cost for a delinquency collection letter is 50.00 per and the standard fee for filing a lien is 150.00. It was also stated the HOA could charge a reasonable processing fee. A reasonable fee as discussed by the board was 25.00. Delinquent home owner's assessment will be discussed in an executive session. A delinquency assessment work sheet will be submitted and an action plan for board approval. (June 6, 2012)
- f. CY 2012 Financial Status Reports: Report referred to the next meeting. Specially, contractual obligation and CY 2012 Budget. (June 6, 2012)
- g. Common Property: Will Terrell will hold a meeting with those on the CPAC to discuss all open issues. (Date TBD) Assessment of the Pavilion area including pressure washing the pavilion, issues with the dock and the playground is needed. A satisfaction survey will be developed for community feedback after common properties boundaries responsibilities are confirmed by HOA's attorney. (July 11, 2012)

- h. HOA's Maintenance Contract: Carlisle Harrison briefed HOA's Maintenance Contract Request For Proposal (RFP) utilizing the comprehensive contract position paper that John Thompson and Mike Kelly submitted is to serve as the bases for Scope of Work and other components (i.e. Qualifications, Submittal Requirements, Selection Criteria and other critical sections) are to be drafted and modified according to common properties responsibilities. A legal consult will be sent to clearly delineate common proprieties as specified in The Covenant and Restrictions, By-Laws and other binding authorities. Carlisle and John will send request to HOA's lawyer for review. (May 4, 2012).
- i. Welcome Committee: Please keep an eye out for new neighbors. Renae Gasser to visit and deliver a letter from the HOA and a copy of by-laws. Will Terrell has also offered to visit to talk to neighbors about ARB requirements. Renae will also contact the listing realtors and request updates when the houses are sold. In coordination with other CIAC functions a systematically process of identifying and engaging new home is to be undertaken. (June 6, 2012)
- j. Social Committee: Part of CIAC and deferred to next board meeting.
- k. News Letter (Editor, Frequency): Rodney McLeod will develop CIAC Charter to include News Letter and present to board for approval based on initial charge. The board approved a quarterly News Letter to be published Jan 1, Apr 1, July 1, Oct 1. Cut off for submissions are to be one week prior.  
Will Terrell volunteered his wife, Julie, for the editor. "Name that Newsletter" from home owners. (July 11, 2012)
- l. Website : Rodney McLeod identified the need to determine a website name. (Example: therefugeatwhitehall.org.) Rodney is to oversight this initiative. (July 11, 2012)
- m. Legal Consultation: The HOA's is continuing to seek legal counsel on delinquent assessment management and clear delineation of common properties responsibilities. In neighborhood attorney has agreed to consult as long as there is no conflict of interest. Carlisle is continuing efforts to establish a workable engagement protocol for in-neighborhood counsel. (June 6, 2012)
- n. Directors Review of Covenants and Restrictions and Board Training: Need a bulleted document and or checklist to outline board's roles and responsibilities. Rodney will use the Covenant and Restrictions and By-Laws as the bases for this document. Carlisle will develop a board training plan and coordinate with Rodney before finalization. Will Terrell is re-typing the covenants in a searchable .pdf format. (June 6, 2012)
- o. Strategic Plan: The board reaffirms its commitment to a Strategic Plan. Carlisle Harrison will send a Strengths, Weaknesses, Opportunities and Threats assessment

work worksheet to current directors, past board members and a sampling of owners to get their input. (July 11, 2012)

## VI. New Business

- a. Whitehall HOA Liability: There are specific provisions in the Covenants and Restrictions that discuss the historical relationship between Whitehall and the Refuge. Carlisle has contacted the Whitehall HOA, President and he is to attend there next board meeting on May21, 2012. One of the mutual concerns is disaster preparedness. Disaster Preparedness is an identified Refuge weakness. Tom Gasser has agreed to help with the Disaster Preparedness Team and head up, if necessary. Carlisle will contact Tom Gasser to enlist his support and leadership. (June 6, 2012)
- b. Last Annual Meeting: It was agreed to change elections to February - March. The by-laws need to be amended. Rodney McLeod and Carlisle will review the required actions and draft an Amendment. (August 1, 2012)
- c. Pavilion's door lock: Will Terrell proposed to put a different type of lock on the door... a key card swipe or a key pad combination. This item will be discussed during the first CPAC meeting.

VII. Next Board Meeting: June 6, 2012 The Refuge Pavilion, 6:30pm

VIII. Adjournment: Rodney moved to adjourn, Will second at 8:10 pm.

Approved \_\_\_\_\_  
Carlisle Harrison, President

Recorder  
Renaë Gasser

- Attachment 1: April 4, 2012 Meeting Minutes
- Attachment 2: CY 2012 YTD Profit and Lost Statement
- Attachment 3: CPAC's Charter
- Attachment 4: Refuge Work Sheet
- Attachment 5: ARB's Work Sheet (2012050201)