

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

- I. Attendees: Carlisle Harrison, Rodney McLeod, John Thompson, Renae Gasser and Will Terrell (excused absence)
- II. Call to Order: Carlisle Harrison called the meeting to order at 6:43pm.
- III. Approval of Minutes: Rodney McLeod made a motion that the Board of Directors, May 2, 2012 Meeting Minutes (Attachment One) be approved as written and second by John Thompson.
- IV. Committee Reports
 - a. ARB: Report deferred to next meeting. No update on two new construction homes proposed for lots 14 and 15. Pending an official request to the ARB.
 - b. Treasurer Report: John Thompson reported current checking account balance is \$3,173.48 and the saving account balance is \$58,924.63. Currently 36 percent expended compared to projected annualized 41 percent baseline for May 2012. CY 2012 YTD Profit and Lost statement is attached (Attachment Two). CY 2011 and CY 2012 HOA's taxes have been filed and paid. Other accounting issues will be addressed under. IV. Old Business Item e.
 - c. Community Property Advisory Committee (CPAC): CPAC's May 16, 2012 Meeting Minutes are attached as the committee's report. (Attachment Three).
 - d. Community Interface Advisory Committee (CIAC): CIAC's Charter reviewed and discussed. Rodney McLeod made a motion to approve CIAC Charter as written and second by John Thompson. Charter approved with a review of date of June 6, 2012 (Attachment Four).
 - e. Landscaping Committee: Committee report will be consolidated and briefed with IV. Old Business Item h. (Closed)
- V. Old Business
 - a. D&O Insurance: John Thompson received a detail quote outlining coverage from HOA's current insurer. Carlisle Harrison is awaiting a second quote for

comparability to include general liability coverage. Rodney McLeod made a motion once quotes are secured that John and Carlisle make a recommendation and a decision be made by board members. John second the motion and a recommendation will be sent to directors for approval (June 20, 2012)

- b. Problem and Issues Tracking Tool: Report deferred to next board meeting. Renae Gasser is to put a tracking spreadsheet together and send to the group for discussion and approval. (July 11, 2012).
- c. ARB's Refuge Work Sheet: Report deferred to next board meeting. Work sheet served as the bases for identifying goal and objectives for an action plan. (July 11, 2012)
- d. Neighborhood Stop Signs: Will Terrell previously updated that the city of North Charleston Dept of Public Works will be painting white stop bars on the road at each stop sign in an effort to encourage drivers to stop. One stop sign (on the corner) will possibly be moved back a few feet because it is essentially half-way around the corner (August 1, 2012).
- e. Accounting Issues: John Thompson briefed previous QuickBooks software licenses has been secured and will be utilized (Closed). John presented a proposed a delinquency assessment work sheet with timelines and protocols for board review and comments (Attachment Five). Delinquency notes sent out utilizing previously approved and enacted timelines and protocols. (July 11, 2012)
- f. CY 2012 Financial Status Reports: John Thompson briefed the board on paid contracted services outside of utilities. He outlined a proposed contract spread sheet and will provide completed sheet with support documents for reoccurring services at the next meeting. (July 11, 2012)
- g. Common Property: Will Terrell held a May 12, 2012 CPAP meeting. Assessment of the Pavilion area including pressure washing the pavilion, issues with the dock and the playground will be tracked in CPAC and recommendation provided to board for approval. Satisfaction survey is being developed for community feedback in the CPAC (July 11, 2012)
- h. HOA's Maintenance Contract: Legal opinion dated May 31, 2012 rendered by HOA's lawyer on Common Properties identification and responsibilities presented to the board (Attachment 6). The general consensus of board members present that the area around the ponds with exception of common area identified as HOA properties and the 10 feet easement on vacant lots should be maintained by lot owners. Rodney McLeod asked for further clarification as to 25 feet easements on individual lots label public as whether this mean access to the public. Carlisle Harrison briefed HOA's Maintenance Contract Request For Quotes utilizing the comprehensive contract position paper that John Thompson and Mike Kelly submitted, previous Scope of Work with graphic and modified according to

common properties responsibilities be submitted to ARB for finalizations. There will be a minimum of three quotes for lawn maintenance services for the board to consider. (July 12, 2012).

- i. Welcome Committee: Deferred to Next Meeting. 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. (July11, 2012)
- j. Social Committee: Part of CIAC and deferred to next board meeting.
- k. News Letter (Editor, Frequency): Rodney McLeod in coordination with Julie Terrell designated editor to publish a News Letter by July 11, 2012. Cut off for submissions are to be one week prior. (July 11, 2012)
- l. Website : Rodney McLeod researched the internet and provided the board a list of possible site names. The name approved by the board is Refugeatwhitehall.org Rodney is generating a site to host the website and a basic template. (July 11, 2012)
- m. Legal Consultation: 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. (July 11, 2012)
- n. Directors Review of Covenants and Restrictions and Board Training: Reaffirmed the need for 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. (August 1, 2012)
- o. Strategic Plan: Carlisle Harrison sent Strengths, Weaknesses, Opportunities and Threats assessment work worksheet to current directors, past board members and a sampling of owners to get their inputs. Compiled information will be provided for a board planning session. (August 1, 2012)
- p. Whitehall HOA Liability: Carlisle Harrison attended the Whitehall HOA board meeting on May21, 2012. One of the mutually agreed upon concerns is disaster preparedness. The Refuge disaster preparedness's representative will be added to Whitehall's Public Safety and Disaster Preparedness Committee distribution. Brief discussion of the historical relationship between Whitehall and the Refuge was undertaken and there is currently no outstanding assessment. However it was mention by Vice President there was previously and a percentage equation that

was applied for common access maintenance usage. There is currently no such fee but could be revisited. Item closed until action initiated by Whitehall HOA.

- q. 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)

VI. New Business

- a. HOA File Plan: Carlisle Harrison outline a format for a HOA file plan and the role the board secretary should play in creating and maintain this plan. John Thompson made a motion to approved creation of a HOA file plan and Rodney McLeod seconded the motion. Carlisle Harrison is to discuss the format of a file plan with Renae Gasser for her review and action. (August 1, 2012)
- b. Quality Assurance Evaluators: Carlisle Harrison addressed the need to formally designate evaluator for all service contracts and recommended a review of individual performing these evaluations to be included on the spread sheet that John Thompson is creating. The boards unanimously agreed all future contracts have an evaluator designated upon implementation or renewal of service contracts. Discussion of who should oversee this responsibility deferred to the next board meeting. (July11, 1012)
- c. Disaster Preparedness Plan: Carlisle Harrison advised the board that Tom Gasser has agreed to chair the Disaster Preparedness Initiative/Team. Tom will be conducting a neighborhood assessment to determine needs and opportunity for improve disaster readiness. Carlisle will be the board liaison with Tom (August 1, 2012)

VII. Next Board Meeting: July 11, 2012 The Refuge Pavilion, 6:30pm

VIII. Adjournment: Rodney McLeod moved to adjourn, John Thompson second at 8:25 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachment 1: May 2, 2012 Meeting Minutes
Attachment 2: CY 2012 YTD Profit and Lost Statement
Attachment 3: CPAC's May 16, 2012 Meeting Minutes
Attachment 4: CIAC's Charter, Reviewed June 6, 2012
Attachment 5: Delinquency Assessment Work Sheet
Attachment 6: Legal Opinion Dated May 31, 2012

