

**Minutes**  
**REFUGE at WHITE HALL OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**July 12, 2012, 6:30pm**  
**Pavilion**

- I. Attendees: Carlisle Harrison, Rodney McLeod, John Thompson, Will Terrell and Renae Gasser (excused absence)
- II. Call to Order: Carlisle Harrison called the meeting to order at 6:35 pm.
- III. Approval of Minutes: John Thompson made a motion that the Board of Directors, June 6, 2012 Meeting Minutes (Attachment One) be approved as written and second by Will Terrell.
- IV. Committee Reports
  - a. ARB: Will Terrell and Carlisle Harrison met with M and R Construction to develop an agreement to govern future building initiatives. Coosaw Creeks' ARB Building Guidelines and Applications will be reviewed as a possible guideline for new construction and external modifications. To ensure continuity and compliance with Second Amendment, Section 5.05. John Thompson will contact previous Refuge A&E firm to see if they will serve as reference authority.
  - b. Treasurer Report: John Thompson reported current checking account balance is \$1,262.54 and the saving account balance is \$58,930.91. Currently 50 percent expended compared to projected annualized 50 percent baseline for June 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): Committee report deferred and related items to be addressed as currently outlined on Agenda.
  - d. Community Interface Advisory Committee (CIAC): CIAC's Committee report deferred and related items to be addressed as currently outlined on Agenda.
- V. Old Business
  - a. D&O Insurance: Based on the quote provided by John Thompson and the inability of the second quote to cover the pavilion for physical damage due to coastal issues.

Rodney McLeod made a motion that the current HOA carrier coverage be expanded to include D&O insurance and an annual review for total coverage before current policies are renewed. Motion second by John Thompson and approved by the board. (Item Closed)

- 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. (September 5, 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. (August 8, 2012)
- d. Neighborhood Stop Signs: Will Terrell reported that stop bar have been painted on street and one signed moved by city of North Charleston Dept of Public Works. (Item Closed)
- e. Accounting Issues: Motion made by Rodney McLeod that the proposed delinquency assessment work sheet with timelines and protocols be implemented. Motion second by John Thompson and was approved by the board (Attachment Three). (Item Closed)
- f. CY 2012 Financial Status Reports: John Thompson briefed the board on paid contracted services outside of utilities. He provided a completed sheet and will research support documents for reoccurring contracted services (Attachment Four). Document will serve as source document for future contract renewal and evaluation. The board agreed that an external audit be accomplished and unanimously agreed that an audit would be accomplished upon change of Treasurer. (August 8, 2012)
- g. Common Property: Based on CPAC meeting minute John Thompson made a motion to establish a dollar goal for pressure washing the Pavilion at 200.00 and signage for 300.00 and was second by Rodney McLeod. Motion was deferred to allow CPAC to staff their recommendations and bring a complete slate of cost and recommendations back to board. Satisfaction survey continues to be developed for community feedback in the CPAC (August 8, 2012)
- h. HOA's Maintenance Contract: Legal clarification as to 25 feet easements on individual lots label public as whether this mean access to the public. The following legal opinion provided in June 25, 2012 email "The Drainage Easement is essentially for public access in terms of usage for the community, i.e. water access through utility company, drainage, etc. That property has to remain available for that purpose." (Attachment Five) (Item Closed). 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. (August 8, 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. (August 8, 2012)
- j. Social Committee: Rodney McLeod briefed the Fourth of July neighborhood celebration was well attended and resounding success. Informal feedback indicated there was an interest in having a September outing and a holiday celebrations. CIAC is to prepare an agenda of events to be reviewed, approved and funded. (August 8, 2012)
- k. News Letter (Editor, Frequency): Rodney McLeod in coordination with Julie Terrell designated editor to publish a News Letter by July 31, 2012. Cut off for submissions are to be provided not later than July 24, 2012. (August 8, 2012)
- l. Website: Rodney McLeod has established a basic Refugeatwhitehall.org site. Board members are to provide inputs for expanding templates to include standing tabs. (August 8, 2012)
- m. Legal Consultation: In neighborhood attorney has agreed to consult as long as there is no conflict of interest. Counsel has agreed to review various document for legal sufficiency (Item Closed)
- 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. (September 8, 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. (September 8, 2012)
- p. 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. (September 8, 2012)
- q. 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 8, 2012)

- r. Quality Assurance Evaluators: Evaluators for all service contracts are to be identified on spread sheet that John Thompson created. Designation letters are to be generated for current individual who are overseeing contracts. The boards unanimously agreed all future contracts have an evaluator designated. Discussion of who should oversee this responsibility deferred to the next board meeting. (August 8, 2012)
- s. Disaster Preparedness Plan: Carlisle Harrison briefed contact was made with the White Hall Property Owners Association disaster preparedness representative and added to their distribution list. Tom Gasser and Carlisle will conduct a neighborhood assessment to determine needs and opportunity to improve disaster readiness. (August 8, 2012)

VI. New Business:

- a. Flag Policies and Protocol: Board deferred discussion of flags until the next board meeting. (August 8, 2012)

VII. Next Board Meeting: August 8, 2012 The Refuge Pavilion, 6:30pm

VIII. Adjournment: Rodney McLeod moved to adjourn, John Thompson second at 8:45 pm.

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

Recorder  
Carlisle Harrison

- Attachment 1: July 11, 2012 Meeting Minutes
- Attachment 2: CY 2012 YTD Profit and Lost Statement
- Attachment 3: Delinquency Assessment Work Sheet
- Attachment 4: Contracted Service Spread Sheet
- Attachment 5: Legal Opinion Dated June 25, 2012