

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
August 8, 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 6:30 pm.
- III. Approval of Minutes: Rodney McLeod made a motion that the Board of Directors, July 11, 2012 Meeting Minutes (Attachment One) be approved as written and second by John Thompson.
- IV. Committee Reports
 - a. ARB: Coosaw Creeks' ARB Building Guidelines and Applications will be adapted to be utilized as guidelines for new construction and external modifications. To ensure continuity and compliance with Second Amendment, Section 5.05. John Thompson contacted Byers Design previous Refuge A&E firm and they have agreed to assess one new construction as baseline to determine cost and required background information.
 - b. Treasurer Report: John Thompson reported current checking account balance is \$3,041.37 and the saving account balance is \$55,937.08. CY 2012 YTD Profit and Lost statement is attached (Attachment Two). Delinquency notices sent to owner with late assessment and Oyster road outstanding accounts. Directors and Officers insurance is in place with current insurance carrier. Vendor list is being compiled and will be addressed under Old Business Item c.
 - c. Community Property Advisory Committee (CPAC): Committee minutes with recommendations are attached (Attachment Three). Recommendations were briefed and discussed and sent back to committee for additional research with the following exceptions. The board applauded Will Terrell volunteering to pressure wash the Pavilion and unanimously agreed to reimburse for material. John Thompson made a motion to authorized \$400.00 for procurement of two picnic tables for the Pavilion and was second by Rodney McLeod. Approved by the board.
 - d. Community Interface Advisory Committee (CIAC): Rodney McLeod requested feedback from the board on expanding and enhancing The Refuge website. A date for CIAC first meeting will be determined and seeking volunteers willing to serve on

CAIC. The next social event being consider is an Oyster Roast and Shag Dance with a tentative date of October 27, 2012. Carlisle Harrison is to work with Rodney to create a Work Sheet to assist in developing goals and objectives to serve as a foundation for an Action Plan.

V. Old Business

- a. 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).
- b. ARB's Refuge Work Sheet: Work sheet reviewed as how identified goal and objectives are to be incorporated into a viable action plan. (September 5, 2012)
- c. CY 2012 Financial Status Reports: Service contracts with supporting documentation will be consolidated and addressed under Quality Assurance Evaluators item K. To understand the fiscal solvency of the HOA a cash reserve management assessment is to be undertaken (October 3, 2012)
- d. Common Property: The board concurred that Common Property recommendations and open items are to be tracked and reported under CPAC Committee report (Item Closed)
- e. HOA's Maintenance Contract: Question rose as to the amount of time it has taken to staff this issue. Last legal clarification received and Draft HOA's Maintenance Contract Request For Quotes will be submitted by Carlisle Harrison to ARB for finalizations. (August 17, 2012).
- f. The board concurred that following Agenda Items: (f) Welcome Committee, (g) Social Committee, News Letter and (i) Website recommendations and open items are to be tracked and reported under CIAC Committee Report. (Item Closed)
- g. 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 5, 2012)
- h. 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. (November 7, 2012)

- i. 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 5, 2012)
- j. HOA File Plan: Carlisle Harrison provided sample format for a HOA file plan and met with Renae Gasser, HOA's Secretary. All committee chairs are to review their area for possible submission to Renae as she constructs a master file for The Refuge. (September 5, 2012)
- k. Quality Assurance Evaluators: Service contracts with supporting documentations will be consolidated and briefed to the board by John Thompson. Evaluators for all service contracts are to be identified on spread sheet. Designation letters are to be generated for current individual who are overseeing contracts. The boards unanimously agreed all future contracts have an evaluator designated. Based on current practices the Treasurer appears to be in the best position to oversee QAE appointment and performance. Final decision deferred to the next board meeting. (September 5, 2012)
- l. Disaster Preparedness Plan: Carlisle Harrison briefed contact was made with the Coosaw Creeks Home Owners Association disaster preparedness representative and has established a line of communication. Coosaw Creek is well established with stock piled resources and model to be emulated. Carlisle will follow up with Tom Gasser on conducting a neighborhood assessment to determine needs and opportunity to improve disaster readiness. (September 5, 2012)
- m. Flag Policies and Protocol: Rodney Molded has done some basic research as official guideline for how and when to display flags. Board will be updated at the next board or possible recommendation and comparison with other neighboring communities. (September 5, 2012)

VI. New Business:

VII. Next Board Meeting: September 5, 2012 The Refuge Pavilion, 6:30pm

VIII. Adjournment: John Thompson moved to adjourn, Will Terrell second meeting adjourn at 8:20 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: CPAC's August 8, 2012 Board Recommendation