

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
September 5, 2012, 7:30pm
Pavilion

- I. Attendees: Carlisle Harrison, Rodney McLeod (excused absence), Renae Gasser, Will Terrell (excused absence), John Thompson
- II. Call to Order: Carlisle Harrison called the meeting to order at 7:35pm.
- III. Approval of Minutes: John Thompson made a motion that the Board of Directors, August 5, 2012 Meeting Minutes (Attachment One) be approved as written and second by Renae Gasser.
- IV. Committee Reports
 - a. ARB: Will Terrell was not available; however, some discussion was held around unsightly appearance of trees and front areas. Discussion also centered requesting that "all home owners maintain homes to HOA maintainable standards."
 - b. Landscaping Committee: John Thompson was unable to be at the meeting
 - c. Treasurer Report: John Thompson reported sending notices to seven residents requesting payment of late dues. If no response by 9/1/12, an attorney's council will be sought. One payment was received. Legal council is being sought on others.

A treasurer is needed after the end of this year due to commitments John has. John will draft a letter seeking interest of home owners in the treasurer position.

CY2012 – End of August the association has \$51,942.95 in savings and a checking balance of \$4,876.17.
 - d. CPAC – No updates
 - e. CIAC – No updates

V. Old Business

- a. Refuge Worksheet – See attachment for potential worksheet to track issues.
- b. Financial report – A worksheet will be put together for the financial report – John Thompson. A process is required on how to maintain this document.
- c. Annual landscaping is also being developed based on current contracts.
- d. Quality Assurance Evaluator – A position profile needs to be developed and assignments made. Missy Cordero tentatively agreed to assist with the Lawn Maintenance QAE.
- e. Landscaping Contracts – RFQs are being distributed for the landscaping.
- f. Covenants/Restrictions/Bylaws Training priorities (Attachment Two)
 - Training is to be developed and distributed to the Board for review by 10/3/12.
- g. At the Annual meeting in February, it was determined that the meeting date should change from December to February. An amendment to the bylaws is needed to change this – Rodney McLeod due 10/3/12.
- h. An amendment is not needed to allow the board to make certain changes without having to go through the amendment process. Unless expressly topic is stated as in the change of annual meeting date.
- i. Website – therefugeatwhitehall.org.
- j. A file plan is still needed. Renae to have a proposal for the 10/3/12 meeting. The plan needs to include updates from every committee and include topical things on where documents are located, etc. Topical issues are needed from each committee.
- k. Disaster preparedness – Coosaw Creek has a great plan. Carlisle attended a meeting at Coosaw to review their disaster preparedness plan. A template is available
Residents need to be made aware of certain websites. Carlisle to provide these links to add to the Refuge website and possibly to send out to Home Owners. One important link is for evacuation routes.
Tom Gasser needs to discuss with Carlisle further
- l. CIAC worksheet is required – Rodney
 - a. This includes an action plan, Welcome procedures, how to contact, social committee, etc
- m. Need written policies and procedures.

VI. New Business

- a. A proposed format was presented for committee reports and was approved by board.(Attachment four)

VII. Next Board Meeting: October 3, 2012, Pavilion at 7:30 pm

VIII. Adjournment: John moved to adjourn, Renae second at 8:40 pm.

Approved _____
Carlisle Harrison, President

Recorder
Renae Gasser

Attachments:

1. August 8, Minutes
2. Refuge Tracking Worksheet
3. Board Training Priorities
4. HOA Committee Report