

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
October 3, 2012, 7:30pm
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 7:30 pm.
- III. Approval of Minutes: September 5, 2012 Board Minutes reviewed deferred to next board
- IV. Committee Reports
 - a. ARB: Coosaw Creeks' ARB Building Guidelines and Applications are being utilized as guidelines for new construction and external modifications. Byers Design A&E firm has agreed to assess Lot 4 construction as a baseline to determine cost and required background information.
 - b. Treasurer Report: John Thompson reported current checking account balance \$3,148.90 and the saving account balance is \$51,949.35. John reported that he was in discussion with Maurice White CPA to undertake the booking previously done by Kate and expand scope of financial reporting and compliance. The board had previously approved 100.00 for booking and Mr. White as a CPA will be able to offer expanded services and counsel with what was felt to be a modest increase. He briefed on the status of delinquent assessments and next course of action consistent with board approved protocol will be finalized in an Executive session
 - c. Community Property Advisory Committee (CPAC): Committee report deferred to the next meeting.
 - d. Community Interface Advisory Committee (CIAC): Rodney McLeod submitted CIAC report as attachment one. The board concurred with the next Newsletters being distributed November 1, 2012. A submission date of October 17, 2012 was established. Rodney briefed the Fall Social's Oyster Roast and Shag Dance was on track for October 27, 2012 at the Pavilion. Rodney stated that he needs updates for the website to include links to appropriate service organizations.
- V. Old Business

- a. Problem and Issues Tracking Tool: Report deferred to a later date. (To Be Determine (TBD))
- b. ARB's Refuge Work Sheet: Viable Actions Plans Report deferred to later date. (To Be Determine (TBD))
- c. CY 2012 Financial Status Reports: John Thompson briefed that a draft CY 2013 Budget has been developed and will be made available for board members to review. A request was made that a budget call be sent along with the draft CY 2013 budget requesting submissions from the various committees. Fiscal solvency of the HOA cash reserve and management will be discussed with CPA. (November 7, 2012)
- d. HOA's Maintenance Contract: Draft HOA's Maintenance Contract Request For Quotes was submitted to the ARB on August 17, 2012. Due to overwhelming demands on the ARB. Carlisle Harrison will finalize RFQ and seek the assistance of resident builder with a targeted award date of January 1, 2013. (November 7, 2012).
- e. Directors Review of Covenants and Restrictions and Board Training: Previously provided Board Training Plan topics and pending Covenant and Restrictions and By-Laws operational checklist will be implemented in CY 2013. Will Terrell is re-typing the covenants in a searchable .pdf format. (January 9, 2013)
- f. Strategic Plan: Carlisle Harrison briefed he has received limited inputs and he is compiling information for a board planning session. (December 5, 2012)
- g. Last Annual Meeting: It was agreed to change elections to February - March. The by-laws need to be amended. Rodney McLeod and Carlisle discussed course of action to be pursued and an Amendment is to formulated for legal review (November 7, 2012)
- h. HOA File Plan: Emphasis is now to be placed on establishing a HOA's Book of Minutes. (December 5, 2012)
- i. Quality Assurance Evaluators: Report Next Meeting - 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. (November 7, 2012)
- j. Disaster Preparedness Plan: Report Next Meeting - 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. (November 7, 2012)

- k. Flag Policies and Protocol: Report Next Meeting - 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. (November 7, 2012)
- l. CIAC's Refuge Work Sheet: Work Sheet deferred. (To Be Determine (TBD))
- m. Committee's Reporting and Tracking Responsibilities and Board Interface: Rodney McLeod submitted CIAC report on HOA Committee Report and felt it was an effective tool. It was agreed meeting must be streamline and as much work as possible be accomplished in Committees and consolidated written reports. (November 7, 2012)

VI. New Business:

- a. Board Member's Tenure: Carlisle Harrison and board members present discussed the demands being placed on current board. Discussion centered demands being over whelming and resulting in discussion of resignation. There was also discussion about the minimal amount of time that each board member must commit. It was agreed that certain actionable items will continued to be deferred and additional contracted support and or volunteers must be aggressively pursued. Board member present committed to completing their first year. Carlisle and John Thompson are to look at possible out sourcing candidates and volunteers. (November 7, 2012)
- b. Chareen Forsberg asked to address the board. She expressed her concern about the adequacy of the Covenants and Restrictions and By-Laws and her historical perspective as a long term resident of the Refuge. She raised concerns about consistent enforcement of standard and the general state of repair of the Dock and Pavilion. She was provided an update on action taken to date and plan actions for the Dock and Pavilion. She also expressed concerns about discrepancies being addressed to the owner and not realtors Concerns with a residence in the Refuge will be addressed to the owner. She highlighted stated minutes have not been made available to owners. The board advised this issue will be addressed by posting approved minutes to the Refuge website. The board reassured her that every owner has an opportunity to address their concerns to the Board and was requested to document her concerns in writing. The issues raised in the judgment of board were more of understanding, compliance, enforcement, maintenance than

inadequacy of the Covenants and Restrictions and By-Laws. Chareen told the Board that she believed her concerns were being addressed and declined to document. Renae Gasser and Committee Chairs will address concern as appropriate. (November 7, 2012)

VII. Next Board Meeting: December 5, 2012 The Refuge Pavilion, 7:30pm

VIII. Adjournment: John Thompson moved to adjourn, Rodney McLeod second meeting adjourn at 8:40 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachment 1: CPAC's October 3, 2012 HOA Committee Report