

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
December 12, 2012, 7:00pm
5404 Nesting Place

- I. Attendees: Carlisle Harrison, Rodney McLeod, John Thompson, Will Terrell and Renae Gasser (Absence)
- II. Call to Order: Carlisle Harrison called the meeting to order at 7:05 pm.
- III. Approval of Minutes: John Thompson made a motion that the Board of Directors, November 7, 2012 Board Minutes (Attachment One) be approved as written and second by Rodney McLeod.
- IV. Committee Reports
 - a. ARB: Will Terrell submitted ARB Committee Report at attachment two. Lot One construction application modifications were reviewed and approved by the ARB with coordination with HOA Board. Board tasked the ARB to assess the feasibility of sidewalks for lots one thru four weighing city ordinance, current sidewalks and builders inputs. ARB was asked to review conservation easement with Middleton Plantation for lots beyond Lot 23.
 - b. Treasurer Report: John Thompson will submit Treasurer Report at next meeting. John briefed delinquent assessments have been forwarded to HOA's attorney for review and action. John restated his need for additional support to satisfactorily complete his assigned responsibilities. The board deferred discussion of additional support to Item I (Quality Assurance Evaluators). John submitted the CY 2013 budget for the board review and will be addressed under item c. CY 2012 Financial Status Reports.
 - c. Community Property Advisory Committee (CPAC): Will Terrell submitted CPAC report at attachment four. The board restated its desire to have a site assessment and safety review undertaken before proceeding with Refuge Pointe Circle safety mirror. A certified inspector is to assess the Pavilion gas connections, fireplace operation and a recommendation for a shut-off lock was approved and a device to monitor and control gas usage was chaired. The board requested the Dock access be given priority since it is no longer secured and a long term maintenance plan be staffed. The board also requested that an assessment of storage requirements and cost be undertaken.

- d. Community Interface Advisory Committee (CIAC): Rodney McLeod submitted CIAC report at attachment five. The board approved Newsletters for distribution with Annual notice. Rodney briefed that website has been updated with Disaster Preparedness links. Topic of outsourcing website update and management was discussed to ensure currency and accuracy. Board asked the CIAC to do a feasibility assessment as to how practical this is considering cost as a prime determinative. The board approved the next social event being incorporated into the February 21, 2013 Annual meeting.

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 submitted the CY 2013 Budget for board review (Attachment Six). Rodney McLeod made a motion that the CY 2013 Budget be accepted and approved at the Annual Meeting. Will Terrell second the motion and was unanimously approved by the board. A long term financial plan is to be developed based on strategic planning imperatives. Future Financial Status Report to be included in Treasurer Report. (Item Closed)
- d. HOA's Maintenance Contract: Board members reviewed the two submissions received from: (1) the Greenery and Horizon (Breedlove decided not to submit a proposal). Selection based on evaluation criteria stated in The Refuge's November 13, 2012 RFQ. Based on the cost, scope of work and history the Greenery was selected. (Item Closed).
- 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. (February 6, 2013)
- f. Strategic Plan: Carlisle Harrison queried the board for their opinion on the purchase of Lot 24. Topic has been discussed with M&R Construction and they are interested in the possibility. After discussion the aboard agreed to have Carlisle make an inquiry as to cost and possible financing. Carlisle to finalize Key Result Areas for The Refuge Strategic Plan. (January 9, 2013)
- g. Annual Meeting Agenda: Carlisle Harrison and Rodney McLeod have prepared and forwarded all documents with exception of the Secretary Certificate to facilitate filing of Covenants and Restrictions, General Provision Article X, Section 11.02, Amendment Three to HOA's Attorney. Rodney is to finalize the HOA's Secretary Certification. Based on coordination with HOA's Attorney the

Annual Meeting will be changed to February 21, 2013. Item to be remain open until filing with court is finalized. (February 6, 2013)

- h. HOA File Plan: Emphasis is now to be placed on establishing a HOA's Book of Minutes. (To Be Determine (TBD))
- i. Quality Assurance Evaluators: Carlisle Harrison briefed the board an owner has agreed to serves as the Landscape QAE and willing to entertain administrative oversight of other contracts. After the award of Landscape contract a meeting of the Treasury, QAE, and ARB representative to implement approved QAE protocols. (January 9, 2013)
- j. Disaster Preparedness Plan: Carlisle Harrison briefed that Rodney McLeod has created to a Public Safety and Disaster Preparedness Column on The Refuge website. Carlisle is serving as point of contact to the local HOA network to received real-time disaster and public safety information. Neighborhood assessment to determine needs and opportunities to improve disaster readiness is pending discussion between Carlisle and representatives to be determined. (February 6, 2013)
- k. Flag Policies and Protocol: Rodney McLeod briefed that the display of the U.S. Flag is without restriction if displayed appropriately. Board will be updated on possible recommendation and comparison with other neighboring communities. (January 9, 2013)
- l. CIAC's Refuge Work Sheet: Work Sheet deferred. (To Be Determine (TBD))
- m. Board Member's Tenure (Outsourcing and Volunteers) and Board Nominating Committee: The Board appointed Rodney McLeod to chair a nominating committee to seek a new board member to replace Renae Gasser. Rodney was also tasked to create a secession plan for board members consistent with the Covenants and Restrictions and By-laws. Carlisle and John Thompson will continue to look at possible out sourcing candidates and the development of volunteers' strategy by CIAC. (January 9, 2013)
- n. The Refuge Assessment Walk: The board agreed a walk around is needed to establish a baseline for CY 2013 corrective action. The walk around is scheduled for December 12, 2012, 9:00am. (January 9, 2013)
- o. Annual Mail out and Newsletter: The board finalized packet of information for mail out to owners to include Annual Notice, Newsletter and Budget. (Item Closed)

VI. Next Board Meeting: January 9, 2013, 5404 Nesting Place, 7:00pm

VII. Adjournment: John Thompson moved to adjourn, Rodney McLeod second meeting adjourn at 9:00 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachments:

1. Board of Directors, November 7, 2012 Board Minutes
2. ARB's December 12, 2012 HOA Committee Report
3. CPAC's December 12, 2012 HOA Committee Report
4. CAIC's December 12, 2012 HOA Committee Report
5. Board Reviewed CY 2013 Budget