

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
February 6, 2013, 7:00pm
5404 Nesting Place

- I. Attendees: Carlisle Harrison, Rodney McLeod, John Thompson, and Will Terrell (Absence)
- II. Call to Order: Carlisle Harrison called the meeting to order at 7:15 pm.
- III. Approval of Minutes: John Thompson made a motion that the Board of Directors, December 12, 2012 Board Minutes (Attachment One) be approved as written and second by Rodney McLeod.
- IV. Committee Reports
 - a. ARB: (No Update) 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 submitted Treasurer Report at attachment two. John briefed that 43 out of 63 lots have paid CY 2013 dues. There are four delinquent accounts from CY 2012 and have been turned over to HOA's Legal Council for collection. There are current no concerns with the CY 2013 operation account. Treasurer's Annual Board Meeting topic discussed. A long term financial plan is to be developed when strategic planning imperatives are defined.
 - c. Community Property Advisory Committee (CPAC): (No Update) 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.

- a. Community Interface Advisory Committee (CIAC): Rodney McLeod submitted CIAC report at attachment three. The topic of outsourcing website update and management is still under advisement. The board recognized combining the next social event with February 21, 2013 Annual meeting will exceed the 300.00 currently programmed. The board will approve the necessary funds when an approximate number of attendees are confirmed. Rodney will canvas the neighborhood by knocking on every door to encourage attendance and seeking volunteers. Other board members will assist as time permit. (March 6, 2013).

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. Directors Review of Covenants and Restrictions and Board Training: (No Update) 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. (March 6, 2013)
- d. Strategic Plan: Carlisle Harrison briefed the board on Lot 24 asking price and financial terms offered by M&R Construction. The board unanimously agreed to add this to Annual Board Meeting Agenda under New Business. Carlisle to finalized six Key Result Areas for the Refuge Strategic Plan and a special board meeting maybe needed to address KRA's, Vision, Mission and Core Values (March 6, 2013)
- e. Annual Meeting Agenda: Carlisle Harrison briefed Annual Meeting Agenda to include new items approved at the meeting and is at attachment four. Third Amendment filed (01/14/2013) with Clerk of Court and posted on the HOA's website (Attachment). (Item Closed)
- f. HOA File Plan: Emphasis is now to be placed on establishing a HOA's Book of Minutes. (To Be Determine (TBD))
- g. Quality Assurance Evaluators: Carlisle Harrison briefed board that a meeting was held with Missy Cordero, HOA Landscape Contract QAE, Tyler Collins, the Greenery Area Supervisor and he represented the board. It was an extremely positive meeting and the contract's General Landscaping Procedures and Annual Horticultural Program were reviewed. Missy and Tyler are to meet at least quarterly and as often as needed. Missy will provide a quarterly update to the board. (Item Closed)

- h. Disaster Preparedness Plan: Carlisle Harrison briefed he will be attending the Community Emergency Response Team Training from February 28-April 13 from 6:00 pm to 9:00pm Neighborhood assessment to determine needs and opportunities to improve disaster preparedness is pending identification of a Disaster Preparedness and Public Safety Team volunteer chairman to work Carlisle. (March 6, 2013)
- i. Flag Policies and Protocol: (No Update) 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. (March 6, 2013)
- j. CIAC's Refuge Work Sheet: Work Sheet deferred. (To Be Determine (TBD))
- k. Board Member's Tenure (Outsourcing and Volunteers): Rodney McLeod briefed the board on the Nomination Committee succession plan and is in compliance with the Covenants and Restrictions and By-laws. Carlisle Harrison and John Thompson will price out possible HOA management and other outsourcing candidates if there is inadequate volunteer support. CIAC will continue to development a owners volunteer strategy (March 6, 2013)
- l. The Refuge Assessment Walk: The board conducted its walk around and a consolidated report is to be submitted by the ARB. (March 6, 2013)

VI. Next Board Meeting: March 6, 2013, 5404 Nesting Place, 7:00pm

VII. Adjournment: Rodney McLeod moved to adjourn, John Thompson 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. Treasurer Report, February 6, 2012
3. CPAC's December 12, 2012 HOA Committee Report
4. CAIC's December 12, 2012 HOA Committee Report
5. Board Reviewed CY 2013 Budget

