

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
Annual Meeting
February 21, 2013, 7:00pm
Coosaw Creek Country Club

- I. Attendees: Board Members' Carlisle Harrison, Rodney McLeod and John Thompson. Owners and Proxies (Attachment One)
- II. Call to Order: In Accordance With (Article II, Section 2.05); Quorum Established, Carlisle Harrison called the meeting to order at 7:30 pm.
- III. Approval of Minutes: Owners reviewed February 22, 2012; Annual Minutes and there being no objections minutes were approved (Attachment Two).
- IV. Introduction of Board of Directors:

Carlisle Harrison, President
Rodney McLeod, Vice President
John Thompson, Treasurer
- V. Election of New Board Member: Rodney McLeod, Nominating Committee Chair, placed into consideration Mark Buehl, 8641 Refuge Point Circle and Robert Young, 8537 Refuge Point Circle for membership on The Refuge at Whitehall Homeowner Association Board. Open the floor for nomination and none offered. By Vote of hands Mark Buehl and Robert Young were unanimously elected to fill board seats four and five respectively.
- VI. Report of Officers and Standing Committees:
 - a. President's Highlights:
 - Year started off with a Special Annual Board Meeting under the advisement of HOA Counsel to ensure a quorum in compliance with the Covenants and Restrictions and By-Law.
 - Secured Director and Officer Insurance
 - Goals were to establish and formalize the internal working to ensure continuity and increase owner participation and communication. (Consistent board meeting Dates, Minutes, Agenda and Tracking of Open Items; Establish Policies and Procedures (Delinquent Accounts Management and Landscape General Maintenance Procedures; Generated internal management tools

(Committee Reporting Format; Refuge Work Sheet for Problem and Concerns and Advisory Committee Chartering Template)

- Charted two special advisory committees: Common Property Advisory Committee (CPAC) and Community Interface Advisory Committee (CIAC)
- Created Annual Board Training Plan
- Increase dialogues between and attended other HOA meetings (Coosaw Creek helped immensely with New Construction Guidelines and White Hall Property Owner Association has aided in Disaster Preparedness and Public Safety efforts with website links.
- Strategic Planning Initiative (SWOT Analysis) with limited response have established basic framework (Six Key Result Areas: (1) Ensuring the Long Term Viability of Common Properties and Value to Neighborhood (2) Disaster Preparedness and Public Safety, (3) Political and Civic Involvement with other HOAs and local government entities (4) Promoting the Positive Image of the Refuge with Realtors and Community entities to sustain and increase property value and desirability (6) Enhance HOA Board Operation, Succession Planning and Owners and occupants involvement. Desired Outcome: Viable Strategic Plan to include a vision, mission and core values. To chart course of action for next three years and beyond.
- Chart a Common Access Easement or as better known Oyster Road Advisory Committee to evaluate and make recommendations on how best to address the repair of the road with a look at a sustainable long term fix and maintenance.
- Chart a Disaster Preparedness and Public Safety Advisory Committee to evaluate and make recommendations on how best to determine needs and opportunities to improve disaster preparedness and public safety.
- Reemphasized the need for volunteers to fulfill their citizenship and neighborhood responsibilities to prevent outsourcing and ensuring their invaluable voices are heard.
- Middleton Place Foundation Courtesy Membership for all Owners who are eligible (Email: Mr. M. Tracy Todd: ttodd@middletonplace.org) Provide your name and mailing address in The Refuge.
- Board members are to be commended for their unselfish devotion and commitment to the Refuge. Rodney McLeod for his efforts in bringing the Refuge website on line, social events coordinator, general handy man and chairing the CIAC. John Thompson for his strict adherence to financial accountability, establishment of policies to enhance management of

delinquent accounts and the superb protocols he has established with the HOA's CPA. Will Terrell for his persistence in carrying out his ARB responsibilities especially in light of new constructions. His personal initiative and physical labor as the chair of the CPAC has done much to improve our Common Property Areas. Will and Julie were instrumental in improving the quality of "The Refuge Time" our newsletter. There is so much more that your board members have contributed.

b. Treasurer Report:

- This past year our book keeper resigned, Kate Hoyt, and we secured a contract with Maurice White, CPA, for our accounting services.
- We have three delinquent accounts that have been turned over to our legal counsel for collection.
- We ending 2012 very close to our projected budget and our 2013 budget was developed around this historical basis.
- CY 2013 Annual budget presented and approved by owners which constituted a majority vote.

c. Architectural Review Board Report:

- January 1, 2013 Landscape contractor will no longer maintain area around pond on owner's lots.
- Repaired Floating Dock to address safety issue and assessing long term maintenance plan
- Implemented ARB New Building and Modification Applications Guidance (Under Revision) and generated a Operational Agreement with builder
- Two new homes under construction (Plan Review/ for Aesthetics) and two site assessment review.
- Byers Design A& E Firm Coordination to ensure continuity of design theme for the Refuge
- Middleton Plantation Coordination to ensure integrity of Conservation Easement and color palette compliance
- Need owners cooperation with complying and correcting "Use Restrictions" in Article VI of the Covenants and Restrictions

- Obtain ARB approval before implementing improvement Article V of the Covenants and Restrictions

VII. Special Committee Reports:

- a. Common Property Advisory Committee (CPAC)
 - Pavilion Motion Sensor and Light Installation
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 - Procurement of New Cushions for the Pavilion
 - Placement of Two New Picnic Table in the Pavilion
 - Secured City Trash Can Service for the Pavilion
- b. Community Interface Advisory Committee (CIAC):
 - 4th July BBQ at the Pavilion with bike parade
 - Fall Oyster roast and Shag Dance
 - Established Community Website
 - Publish Community Newsletter
 - Front Entrance Christmas decorations

VIII. Old Business:

- a. Buffer Zone For Conservation Easement:
 - ARB Chairman, Board President, Middleton Plantation Representative walked the Conservation Easement and marked boundaries and view zones. Noncompliant lots are to be addressed with individual owners (Tracked in ARB)
- b. Covenant and Restriction and By-Law (Proxies)
 - Proxies reviewed and modified with HOA Counsel approval ((Item Closed)
- c. Distribution Of Minutes to Owner
 - Minutes will be posted HOA's Website(refugeatwhitehall.org) (Item Closed)
- d. Landscaping Contract

- Mike Kelly in collaboration with others Scope Of Work served a point of departure for Landscaping RFQ.
 - Landscape companies considered Horizon, the Greenery and Breedloves
 - Contract Awarded to the Greenery with a (Cost Saving of 2860.00 per year)
 - Missy Cordero has volunteered to serve as the Quality Assurance Evaluator for the Landscaping Contract
 - (Item Closed)
- e. Dock Repair and Access
- Dock safety issue addressed and resolved. Access to the dock remains problematic and a designed solution for the door is being staffed. (Tracked in ARB)
- f. Annual Meeting Date Change
- Third Amendment filed (01/14/2013) with Clerk of Court and posted on the HOA's website (Attachment 3). (Item Closed)
- g. Remove Doors at Main Gate
- Completed (Item Closed)
- h. Motion Sensors to Light Pavilion
- Installed (Item Closed)
- i. Lights on Gate and Tree Trimming
- Lights operable and Tree's Trimmed (Item Closed)
- j. Volunteers
- Critical need of volunteers to staff the ARB, advisory committees and support of and participation in neighborhood activities If more owners are not willing to volunteer then a HOA Management Team and or other out sourcing may be considered.

IX. Next Board Meeting: February 20, 2014, Coosaw Creek Country Club, 7:00pm

X. New Business:

- Carlisle Harrison made a motion to assess the feasibility of purchasing Lot 24 for HOA use as an economic and community enhancement opportunity. Motion to assess the feasibility of purchasing Lot 24 (Next to the Pavilion) for HOA use was second by Rodney McLeod. Discussion centered on cost, usage and other resources options such as the ability to gain access to other HOA's pools, local parks and facilities. Frank Cordero moved that the motion of "A feasibility study be undertaken as to determine what it would entail to procure Lot 24 and various usage options to be undertaken by the HOA Board. By show of hands the motion to undertake a feasibility study was approved.

XI. Adjournment: There being no other business to come before the board the meeting was adjourn at 8:30 pm by the Carlisle Harrison, President of HOA.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachments:

1. Owners' Attendance and Proxies (February 21, 2013)
2. Annual Board Meeting, February 22, 2012. Board Minutes
3. Covenants and Restrictions, Amendment Three, 01/14/2013