

**Minutes**  
**REFUGE at WHITE HALL OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**June 5, 2013, 6:30pm**  
**5404 Nesting Place**

- I. Attendees: Carlisle Harrison, Rodney McLeod, John Thompson, and Robert Young.
- II. Call to Order: Carlisle Harrison called the meeting to order at 6:30 pm.
- III. Approval of Minutes: April 3, 2013 minutes approved by the Board.
- IV. Committee Reports
  - a. Preservation Lane Report: Robert Young, Preservation Lane Advisory Committee (PLAC) chairperson, provided an update on options for maintenance. He also stated that James Harrington, and Tim Dupree were added to the PLAC.  
After considering several options and consulting licensed civil engineering experts, including new committee member James Harrington, it was the recommendation of the committee to use Island Construction to complete repairs of Preservation Lane using crushed concrete, initially, to create a base for the easement. It was the professionals assessment that placing crushed concrete in the pot hole areas and having a small front loader drag the road to even out the road and remove vegetation was the most economical and best long term option for Preservation Lane, because this will promote a base coarse for the easement which is critical for long term maintenance and stability of Preservation Lane. Motion to approve advisory committee recommendation to use Island Construction to complete repairs of Preservation with budgeted amount of \$2100. The Motion was given a first approval by John and seconded by Rodney. Motion passed HOA board.  
  
ARB: The board reviewed the vacancy left by Mark Beuhl and to ensure board representation on the ARB. Robert Young was willing to accept the ARB Chair position. Carlisle Harrison will approach Frank Glover who expressed a willingness to serve as the ARB Chairman.. (July 3, 2013) See attached committee report submitted by Carlisle Harrison.  
  
John Thompson- Lot 30 is excluded from Preservation Lane and will search for source documents.
  - b. Treasurer Report: John Thompson submitted committee report. Please see for details Letters going out to residents late with HOA dues.  
Pond Maintenance- getting quote for continuing maintenance John briefed that the

job being done by Missy Cordero and Russ Miller was superb and is ensuring that the Refuge is receiving services it is paying for.

- c. Community Property Advisory Committee (CPAC): (No CPAC report submitted pending the appointment of Board member to serve as chairman.),
- d. Community Interface Advisory Committee (CIAC): Rodney McLeod submitted CIAC report. Updates to the website, policies have been updated. Placing information about joining Whitehall pool on the website.  
4<sup>th</sup> of July picnic, starting at 4:30pm

## V. Old Business

- a. Pavilion Scheduling and Cleaning – Needs to be cleaned once or twice a year. Need a policy stating that the Pavilion will be cleaned 2 times per year. Any resident in good standing can reserve the Pavilion for a party free of charge; however it must be turned back over after finished in good condition. (July 3, 2013)
- b. Problem and Issues Tracking Tool: Report deferred to a later date. (To Be Determine (TBD))
- c. ARB's Refuge Work Sheet: Viable Actions Plans Report deferred to later date. (To Be Determine (TBD))
- d. 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.(June 6, 2013) The board reviewed the CY 2013 Training Calendar and Carlisle Harrison agreed to give a session on Strategic planning starting with core values and Rodney McLeod agreed to conduct a session in August 2013.
- e. Strategic Plan: Carlisle Harrison briefly addressed that the six Key Result Areas requires review by the board as well as owners. It was discussed that the CPAC may be the right forum to look at KRAs. An off-site was also discussed. No definitive direction charted and will be tabled for a recommendation on how to proceed. (August 7, 2013)
- f. HOA File Plan: Emphasis is now to be placed on establishing a HOA's Book of Minutes. (To Be Determine (TBD))

- g. Disaster Preparedness Plan: Carlisle Harrison briefed that the Disaster Preparedness and Public Safety Advisory (DDPSAC) Charter had been finalized and it was approved by the board. Charter will be forwarded to Frank Cordero for review and comment before the first advisory committee meeting (August 7, 2013).
- h. Flag Policies and Protocol: After discussing Flag policies it was decided that Flag policies will be tasked to the ARB as it develops a comprehensive set of policies for the Refuge. Rodney McLeod will be a resource for the ARB in finalizing the flag policy (Transfer to ARB).
- i. CIAC's Refuge Work Sheet: Work Sheet deferred. (To Be Determine (TBD))

VI. Next Board Meeting: July 3, 2013, The Pavilion, 7:00pm

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

Approved \_\_\_\_\_  
Carlisle Harrison, President

Recorder  
Robert Young