

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

- I. Attendees: Carlisle Harrison, John Thompson, Smith Rivera and Rodney McLeod and Robert Young (Absent)
- II. Call to Order: Carlisle Harrison called the meeting to order at 6:30 pm.
- III. Approval of Minutes: July 3, 2013 minutes deferred to the October 3, 2013 Meeting
- IV. Committee Reports
 - a. ARB: The ARB chaired is Frank Glover and other members are Will Terrell and Robert Young. Membership appointment letter is being routed to members for indorsement. Frank reported he is progressing on written standards as required by CC&R Article V, Section 5.03. Standard status will be update and included in ARB report. The board expressed a desire for standards to sent to board for action by the December 4, 2013 board meeting
 - b. Treasurer Report: John Thompson gave a status of fund report and spending is on line and does not see any concerns. He also discussed assessment notices to be sent to Preservation Lane owners for last repair and board concurred. He also briefed that DO Insurance is in effect for another year.
 - c. Preservation Lane Advisory Committee (PLAC): Robert Young submitted the attached report. The board recommended that the PLAC in coordination with the ARB report quarterly to the board on the users' assessment of the condition of Lane (April, July, Oct and Jan).
 - d. Common Property Advisory Committee: Carlisle Harrison submitted CPAC July 24, 2013 report which is attached. Smith Rivière stated he understood the challenges facing the CPAC and is to schedule a meeting with pass member and anyone who is interested. (To Be Determine (TBD))
 - e. Community Interface Advisory Committee (CAIC): Rodney McLeod submitted attached CAIC's report. Discussion of updated owners list was chaired and Newsletter will be sent to addresses without specific names. Newsletter to be mailed September 6, 2013 (Friday). Next social tentatively scheduled for October 26, 2013.

- f. Disaster Preparedness and Public Safety Advisory Committee (PSPSAC): Carlisle Harrison submitted attached DPPSAC report. He briefed that the Refuge is now a member of Dorchester Corridor Coalition of Neighborhoods (DCCN).

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 By-Law (Board Training): Rodney McLeod briefing on "Neighborhood Communication and Involvement moved to October 3, 2013 meeting. John Thompson proposed that HOA's CPA Maurice White brief at the November meeting if available. This was unanimously approved by the board. (October 3, 2013)
- d. HOA Strategic Plan: (No Update) Carlisle Harrison briefed proposed Core Values of **RESPECT**: (1) Respect (2) Environment (3) Safety (4) Preparedness (5) Exceptional (6) Courteous and Trust. Previous discussed Key Result Areas and Core Values are attached.
- e. HOA File Plan: Emphasis is now to be placed on establishing a HOA's Book of Minutes. (To Be Determine (TBD))
- f. The Refuge Assessment Walk: (No Update) To establish a baseline for determining emphasis area requiring ARB attention an assessment walk through is requested. (October 3, 2013)
- g. CIAC's Refuge Work Sheet: Work Sheet deferred. (To Be Determine (TBD))
- h. Board (Outsourcing and Volunteers): Carlisle Harrison briefed that he contacted Community Management Group (CMG) a member of the Accredited Association Management Company to look at out sourcing the management of the daily business of the HOA to include ARB. He also informed that they could tailor to me our needs. Will continue to pursue and schedule a meeting. (November 6, 2013)
- i. Delinquent Account Protocols and Procedures: John Thompson stated there was a previously approved decision matrix timeline for handling delinquents' accounts. The delinquent protocols will be provided at the next board meeting for review. (October 3, 2013)

- j. Preservation Lane Litigation: Rodney McLeod in absentia asked the board to consider enlisting the services of Connor's Engineering the original development engineering firm to render a disinterested consultation on Preservation Lane at cost of 750.00. Carlisle Harrison made a motion to enlist the service of Connor's at cost of 750.00 to render a consultation on Preservation Lane and motion second by Smith Riviere and was unanimously approved by the board. (October 3, 2013)
- k. Legal Determination on Consultation Services: Pending legal counsel recommendation on course of action to be taken. (October 3, 2013)
- l. Board Vacancy and ARB Appointment: Carlisle Harrison briefed awaiting response from an owner with ARB experience and will submit for consideration at next board meeting. Rodney McLeod is developing timeline and protocol for next board nominations based on tenure criteria and rotation. (October 3, 2013)

VI. New Business:

- a. Lot One Remediation and Resolution: Carlisle Harrison briefed on an scheduled on site meeting of the Builder and his horticulturalist, Middleton Plantation Foundation representatives, City of North Charleston representatives and Refuge's directors to arrive at workable solution. The builder is aware he has violated the conservation easement restrictions which he was personally briefed. He was notified by a registered and certified letter of specific easement violation and required corrective actions. Letter was received for. Builder is aware of ramifications for noncompliance. (October 3, 2013)
- b. Sidewalk Extension: Carlisle Harrison briefed that Encroachment Permit 13152 had been approved by the City of North Charleston to extend sidewalk and to install an ADA approved ramp, crosswalk and sidewalk on the other side of Refuge Point circle. Smith Riviere has agreed to be the focal point to oversee sidewalk and crosswalk installation and has approved permit. The board agrees to pay for half of sidewalk cost and the builder pay the other half and provide the concrete. The estimated HOA cost is 500.00. (October 3, 2013)
- c. Preservation Lane Fence Line Management: Carlisle Harrison briefed that trimming of Preservation Fence Line bushes is included in the current Lawn Maintenance Contract and was trimmed by the Greenery. The question was raised as to what was the HOA responsibility for maintaining the fence and plants in a serviceable condition. There were two divergent position (1) The property is on private property and as such should be maintained by owners and (2) It to be considered a buffer zone for the entire neighborhood since it protect and maintain the integrity of the Refuge. Topic deferred to the next meeting for additional research and consultation. (November 6, 2013)

- d. Violation Protocols: The ARB is to developed protocols as a part of Standards currently being staffed by the ARB. Any models or templates are to be forwarded to ARB for review and consideration. (Item Closed)
- e. Domingo's Swing Set: The ARB has approved the request with placement modification and John Thompson indicated that the Domingo's have not voiced any concern other than the time to process. (Item Closed)

VII. Next Board Meeting: October 3, 2013, The Pavilion, 7:00pm

VIII.Adjournment: Smith Riviere moved to adjourn, John Thompson second meeting adjourn at8:30 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison