

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
The Pavilion
October 3, 2013, 7:00pm

- I. Attendees: Carlisle Harrison, Rodney McLeod, Smith Riviere and John Thompson, and Robert Young (Absent)
- II. Call to Order: Carlisle Harrison called the meeting to order at 7:00 pm.
- III. Approval of Minutes: July 3, 2013 and September 5, 2013 minutes approved.
- IV. Committee Reports
 - a. ARB: Frank Glover verbally reported to HOA President no issues requiring board attention. Frank also reported he needs to establish functional teams to assist in writing standards as required by CC&R Article V, Section 5.03. The board stated its end objective is to have standards to provide to owners at the February 20, 2014 Annual Meeting.
 - b. Treasurer Report: John Thompson submitted the attached Treasurer's report. He also communicated to the HOA president there were no funding issue at this time.
 - c. Preservation Lane Advisory Committee (PLAC): No PLAC's report submitted due to extenuating circumstances. Board member since last meeting have walked and driven Preservation Lane and found it to be in a serviceable condition. Board will task the PLAC to give a user assessment of the road and its recommended next course of action.
 - d. Common Property Advisory Committee: Smith Rivière reported he had reviewed CPAC emphasis areas and will be scheduling a meeting sometime between October 15-20, 2013. The board discussed emphasis areas and the access and maintenance of the dock was a top priority.
 - e. Community Interface Advisory Committee (CAIC): Rodney McLeod submitted attached CAIC's report. He briefed he had a CIAC meeting on September 18, 2013 and had two new members in attendance and an additional new member who did not attend. Newsletter went out on September the 10, 2013. Shag and Oyster Roast at the Pavilion schedule for October 26, 2013. He also briefed that he will use known email addresses to start the Refuge's email information distribution system push. Those who do not want to be on distribution can unsubscribe.

- f. Disaster Preparedness and Public Safety Advisory Committee (PSPSAC): Carlisle Harrison submitted attached DPPSAC's report. Threat assessment preliminary walk through to be conducted by October 31, 2013.

V. Old Business

- a. Problem and Issues Tracking Tool: Report deferred to a later date. Due to the demands on the board and limited number of items to be tracked this item will be closed. (Item Closed)
- b. ARB's Refuge Work Sheet: Viable Actions Plans Report was referred to the ARB for incorporation in its operational assessments (Item Closed)
- c. Directors Review of Covenants and Restrictions and By-Law (Board Training): Rodney McLeod briefed on "Neighborhood Communication and Involvement and Board Training outline is attached. John Thompson is confirming HOA's CPA Maurice White brief at the November meeting. (November 6, 2013)
- d. HOA Strategic Plan: Carlisle Harrison briefed due to need for further explanation and discussion proposed Core Values of **RESPECT**: (1) Respect (2) Environment (3) Safety (4) Preparedness (5) Exceptional (6) Courteous and Trust. And Key Result Areas and Core Values a separate offsite is needed.(TBD)
- e. HOA File Plan: Emphasis is now to be placed on establishing a HOA's Book of Minutes and will be tasked to the Secretary to create an electronic and a hard copy book of minutes. (December 4, 2013)
- f. The Refuge Assessment Walk: The board requested the ARB to do a physical baseline assessment of the Refuge against known:" Use Restrictions and Maintenance Repair" in CC&R before rolling out new standard. (December 4, 2013)
- g. CIAC's Refuge Work Sheet: Work Sheet was referred to the CIAC for incorporation in its operational assessments (Item Closed)
- h. Board (Outsourcing and Volunteers): Carlisle Harrison briefed he will attempt to arrange a meeting before the November 6, 2013 with Community Management Group (CMG) a member of the Accredited Association Management Company to discuss what it has to offer to the offer in term of HOA management outsourcing. (November 6, 2013)
- i. Delinquent Account Protocols and Procedures: John Thompson advised the HOA President he will email approved delinquent protocols in advance of the next meeting. (November 6, 2013)

- j. Preservation Lane Litigation: Rodney McLeod briefed that Connor's Engineering had submitted preliminary report but was refining its finding before submitting a final report. Report is expected by October 4, 2013. (November 6, 2013)
- k. Legal Determination on Consultation Services: (No Update) Pending legal counsel recommendation on course of action to be taken. (November 6, 2013)
- l. Board Vacancy and ARB Appointment: Carlisle Harrison briefed he will send official request to board members for appointment of ARB newest member. Rodney McLeod submitted the attached timeline and protocol for next board nominations based on tenure criteria and rotation. There is need for a board member to volunteer to head up the Nominating committee. (November 6, 2013)
- m. Lot One Remediation and Resolution: Carlisle Harrison briefed that an agreement was reached that planting would occur the within the first two week of October weather permitting. The builder is to provide a picture of the flags depicting where plants are to be placed and a maintenance and sustainment plan before he will be released from his violation. Smith Riviere stated he could make himself available to observe planting. (November 6, 2013)
- n. Sidewalk Extension: Carlisle Harrison briefed that Smith Riviere had done a masterful job as the focal point for overseeing the sidewalk and crosswalk installation. The sidewalk and handicap accessible ramp are in place. Smith has agreed to follow up on cross walk sign and road stripping. The final cost for the HOA for concrete work was 600.00 which was approved by board. Missy Cordero HOA's lawn maintenance QAE will contact the Greenery to replace sod and any other landscaping issues and report projected cost to HOA President. (November 6, 2013)
- o. Preservation Lane Fence Line Management: The question remains as to what was the HOA responsibility for maintaining the fence line in a serviceable condition. Additional research is to be undertaken to dertenine how the fence line is to be managed and accounted for if it to be considered a HOA buffer zone. Topic deferred to the next meeting for additional research and consultation. (November 6, 2013)

VI. Next Board Meeting: November 6, 2013, The Pavilion, 7:00pm

VII. Adjournment: Smith Riviere moved to adjourn, Rodney McLeod second meeting adjourn at 8:20 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

