

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
5404 Nesting Place
December 4, 2013, 7:00pm

- I. Attendees: Carlisle Harrison, Rodney McLeod, Robert Young, Smith Riviere and John Thompson (Absent)
- II. Call to Order: Carlisle Harrison called the meeting to order at 7:00 pm.
- III. Approval of Minutes: November 6, 2013 minutes approved as written by board.
- IV. Committee Reports
 - a. ARB: Frank Glover verbally reported to HOA President no issues requiring immediate board attention. Frank has generated a rough draft of Standard and Policies and is attempting to schedule meeting for a designated team to review. ARB action pending on Light Pole leaning and status of action on 8669 Refuge Point Circle. The board restated desire to have standards to provide to owners at the February 20, 2014 Annual Meeting.
 - b. Treasurer Report: (No Update/ Open) John Thompson submitted the attached Treasurer's report. He also provided a status of fund briefing with attachments. The CY 2014 budget was briefed and approved by the board with the proviso of inputs from the CAIC.
 - c. Preservation Lane Advisory Committee (PLAC): Robert Young submitted the attached PLAC'S report. He reiterated that Preservation requires attention but will be reevaluated with a targeted date of January 15, 2014. The request for some sort of standard be developed to determine when areas require intermediate maintenance was again raised by the board. The board acknowledged that based on the skill competency of the PLAC their recommendation will used as baseline for future actions.
 - d. Common Property Advisory Committee: (No Update) Smith Rivière submitted the attached CPAC report attached. CPAC meet on October 24, 2013. He updated the board that a Safety Mirror at the Front Entrance at the curve was added to actionable items. This was previously an open item to Will Terrell and he should have background information. Background information on Lot 24 utilization and kayak liabilities were discussed.
 - e. Community Interface Advisory Committee (CAIC): Rodney McLeod submitted attached CAIC's report. Annual Meeting confirmed for February 20, 2014 at Coosaw Creek from

7:00pm to 9:00pm. Newsletter inputs needed by December 6, 2013. Target date for distribution is December 9, 2013.

- a. Disaster Preparedness and Public Safety Advisory Committee Carlisle Harrison briefed that lantern at the front gate cutoff was reviewed and he will secure a wrench to place at the site for gas turnoff. Threat assessment preliminary walk through identified the pavilion preparation, entry to the dock and the dock itself security, deep well utilization and viability, gas shut off at front entrance and organized neighborhood recovery protocols as key areas of concerns. These areas will be addressed by the DPPSAC as part of its actionable items.

V. Old Business

- a. Directors Review of Covenants and Restrictions and By-Law (Board Training): John Thompson is confirming HOA's CPA Maurice White briefing at a future date. (TBD)
 - a. HOA Strategic Plan: (No Update) - HOA Strategic Plan: No Update - Carlisle Harrison briefed due to need for further explanation and discussion of proposed Core Values of **RESPECT**: (1) Respect (2) Environment (3) Safety (4) Preparedness (5) Exceptional (6) Courteous and Trust along with Key Result Areas and Core Values a separate offsite is needed.(January 8, 2014)
 - b. HOA File Plan: (No Update) - 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. (January 8, 2014)
 - c. The Refuge Assessment Walk: The board restated its desire that 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. (January 8, 2014)
 - d. Board (Outsourcing and Volunteers): Rodney McLeod and Smith Rivera are evaluating the two submissions from Sentry Management and Community Management Group (CMG) and are establishing protocols for assessing and selection criteria for the board to consider. It was felt that this decision will not be made until CY 2014. (February 5, 2014)
 - e. Preservation Lane Litigation: Carlisle Harrison briefed HOA attorney is in direct communication with Director and Officer Insurer. (January 8, 2014)
 - f. Legal Determination on Consultation Services: (No Update) Pending legal counsel recommendation on course of action to be taken. (January 8, 2014)

- g. Board Vacancy: Rodney McLeod briefed annual proxy have been finalized and protocols for filling vacancies have been finalized. Board approved proxy and protocols as written for distribution with annual notices. (Closed Item)
- h. Lot One Remediation and Resolution: Carlisle Harrison briefed that the accepted planting agreement has been approved by Middleton Plantation and the City of North Charleston. No further action needed at this time. Assessment of viability of panting material will be assessed during routine walk through. (Item Closed)
- i. 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. Question of scope of responsibility and liability sent to HOA attorney for an opinion. (January 8, 2014)

VI. New Business:

- a. HOA Reserve Financial Analyst: Robert Young volunteered to conduct a financial analyst of reserve requirements and fiscal status based on his professional expertise. (January 8, 2014)
- b. RFQ for Pond Maintenances: Recurring problem have occurred with current contractor due to inability to contact and accomplish work. Russ Miller is to follow up with contract to provide one last opportunity to repair fountain. Carlisle Harrison in coordination with ARB and Russ Miller is to develop a RFQ for pond maintenance. (February 8, 2014)
- c. CY 2014 Annual Meeting: Carlisle Harrison is to develop an Agenda for board review and comments for the February 20, 2014 Annual Meeting at Coosaw Creek. (January 8, 2014)

VII. Next Board Meeting: January 8, 2014, The 5404 Nesting Place, 7:00pm

VIII.Adjournment: Robert Young moved to adjourn, Rodney McLeod second meeting adjourn at 8:00 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachment One: PLAC's Report
Attachment Two: CAIC's Report