

Minutes

REFUGE at WHITE HALL OWNERS ASSOCIATION

Board of Directors Meeting

5404 Nesting Place

January 15, 2014, 7:00pm

- I. Attendees: Carlisle Harrison, Rodney McLeod, John Thompson, Smith Riviere and Robert Young (Absent)
- II. Call to Order: Carlisle Harrison called the meeting to order at 7:00 pm.
- III. Approval of Minutes: December 4, 2013 minutes approved as written by the board.
- IV. Committee Reports
 - a. ARB: Frank Glover verbally reported to the HOA President no issues requiring immediate board attention. Question raised was the signage on owner commercial vehicle which has been parked in clear sight. The board unanimously agreed that the provision of the CCR should be adhered to and owner notified of restrictions (Article VI, Section 6.04). Frank is continuing to try and schedule a Standard and Policies review meeting of the ARB and a neighborhood walk through before the next board meeting. ARB sent a violation letter to 8669 Refuge Point Circle and the board asked that the second letter be reviewed by the board to ensure compliance and consistency. The board restated its desire 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 briefed there is only one multiple year delinquent account which is with the HOA attorney. Twenty seven owners have paid their CY 2014 dues. Preservation Lane delinquent accounts follow up letter are being processed.
 - c. Preservation Lane Advisory Committee (PLAC): Robert Young verbally reported to the HOA president that there are a couple of options for the repair of Preservation Lane being considered. It was recommended by the board that a commercial solution versus a self help project be pursued. The board expressed its desire that this be accomplished as soon as possible without delay. The request for some sort of standard to be developed to determine when areas require intermediate maintenance is pending. The board reiterated its will base its Preservation Lane repair decisions on the skill, composition and competent recommendation of the PLAC.
 - d. Common Property Advisory Committee: Smith Rivière indicated that he will be scheduling a meeting within the next 10 to 15 days to address CPAC open items.

- e. Community Interface Advisory Committee (CAIC): (No Update) 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.
- f. Disaster Preparedness and Public Safety Advisory Committee: (No Update) 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 it first actionable items.

V. Old Business

- a. Directors Review of Covenants and Restrictions and By-Law (Board Training): (No Update) John Thompson is confirming HOA's CPA Maurice White briefing at a future date. (TBD)
- b. 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.(March 5, 2014)
- c. 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. (February 8, 2014)
- d. The Refuge Assessment Walk: Pending ARB action and to be addressed at the next board meeting. The board again restated its desire that the ARB do a physical baseline assessment of the Refuge against known: "Use Restrictions and Maintenance Repair" in CC&R before rolling out new standard. (February 8, 2014)
- e. Board (Outsourcing and Volunteers): (No Update) 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. (March 5, 2014)
- f. Preservation Lane Litigation: Carlisle Harrison briefed HOA attorney has received court date and response developed. Will ask attorney to brief at the next Executive Session (February 8, 2014)

- g. Legal Determination on Consultation Services: (No Update) Pending legal counsel recommendation on course of action to be taken. (March 5, 2014)
- h. Preservation Lane Fence Line Management: (No Update) 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 determine 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. (March 5, 2014)
- i. HOA Reserve Financial Analyst: (No Update) Robert Young volunteered to conduct a financial analyst of reserve requirements and fiscal status based on his professional expertise. (February 8, 2014)
- j. RFQ for Pond Maintenances: Carlisle Harrison will develop a RFQ for pond maintenance. RFQ will be reviewed at the next board meeting. The board unanimously agreed to have the current contractor for expediency reason repair the fountain and to seek a reduction in cost due to delay.(February 8, 2014)
- k. CY 2014 Annual Meeting: Carlisle Harrison proposed the attached February 20, 2014 Annual Meeting Agenda and it was approved by the board. (February 8, 2014)

VI. New Business:

a. Review of Covenant and Restrictions for Currency and Appropriateness. (Specifically Article IV, Section 4.02 (b) (iii) and Article VI, Section 6.10 and 6.15 to be staffed in ARB: Carlisle Harrison and Rodney McLeod are to collaborate on reviewing CCR and Bylaw for section requiring updates. All directors are to review and provided inputs for comprehensive update (February 8, 2014)

VII. Next Board Meeting: March 5, 2014, The 5404 Nesting Place, 7:00pm

VIII. Adjournment: John Thompson moved to adjourn, Rodney McLeod second meeting Adjourn at 7:45 pm.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachment One: Treasurer's Report
Attachment Two: CY 2014 Annual Meeting Agenda