

Minutes
REFUGE at WHITE HALL OWNERS ASSOCIATION
Board of Directors Meeting
Annual Meeting
February 20, 2014, 7:00pm

Coosaw Creek Country Club

- I. Attendees: Board Members' Carlisle Harrison, Rodney McLeod, John Thompson and Robert Young. Smith Riviera excused absence due to family emergency. Owners and Proxies (Attachment One)
- II. Call to Order: In Accordance With (Article II, Section 2.05); Quorum Established, Carlisle Harrison called the meeting to order at 7:30 pm.
- III. Approval of Minutes: Owners reviewed February 21, 2013; Annual Minutes and there being no objections minutes were approved (Attachment Two).
- IV. Introduction of Board of Directors:

Carlisle Harrison, President
Rodney McLeod, Vice President
John Thompson, Treasurer
Robert Young, Secretary
- V. Election of New Board Member: Rodney McLeod, Nominating Committee Chair, placed into consideration James Hadley, 8617 Refuge Point Circle and Gene Potes, 5401 Walking Stick Lane for membership on The Refuge at Whitehall Homeowner Association Board. Open the floor for nomination and none offered. By Vote of hands James Hadley and Gene Potes were unanimously elected to fill board seats one and two respectively.
- VI. Report of Officers and Standing Committees:
 - a. President's Highlights:
 - Quorum established in compliance with the Covenants and Restrictions and By-Law.
 - Director and Officer Insurance Renewed
 - Formalize the internal working to ensure continuity and increase owner participation and communication. Established consistent board meeting Dates, Minutes, Agenda and Tracking of Open Items; Implemented Policies

and Procedures for Delinquent Accounts Management and Identified Quality Assurance Evaluator for Landscape and Pond Maintenance Contract

- Charted two special advisory committees:
 - a. Preservation Lane Advisory Committee (PLAC)
 - b. Disaster Preparedness and Public's Safety Advisory Committee (DPPSAC)
- Conducted Two Annual Board Training Sessions;
 - a. Strategic Planning (Core Values and Key Result Areas)
 - b. Community Outreach and Information
- The Refuge is a Member: Dorchester Corridor Coalition of Neighborhoods (DCCN).
 - a. DCCN's purpose is to affect better planning and development along the Dorchester Road Corridor following its charter objectives. It seeks to achieve this mission by monitoring upcoming city and county meetings where community input is solicited, informing members of proposed city and county developments and comprehensive development plans, seeking and gathering member viewpoints and concerns, and sharing the members viewpoints and opinions with city and county agencies and representatives in appropriate forums.
- Strategic Planning Initiative;: Reviewed Core Values RESPECT: (1) Respect (2) Environment (3) Safety (4) Preparedness (5) Exceptional (6) Courteous and Trust and (Five Key Result Areas: (1) Ensuring the Long Term Viability of Common Properties and Value to Community (2) Disaster Preparedness and Public Safety, (3) Political and Civic Involvement with other HOAs and local government entities (4) Promoting the Positive Image of the Refuge with Realtors and Community entities to sustain and increase property value (5) Viable Strategic Plan to include a vision, mission and core values. To chart course of action for next three years and beyond.
- Reemphasized the need for volunteers to fulfill their citizenship and neighborhood responsibilities by ensuring their invaluable voices are heard. Reviewed Advisory Committees concept and Charter were available for review. Attendees asked to sign up for one of the advisory committee.
- Middleton Place Foundation Courtesy Membership for all Owners who are eligible (Email: Ms. Sue Braund: sbraund@middletonplace.org) Provide your name and mailing address in the Refuge. You must be in good status with the HOA to be eligible (Current on dues and no outstanding assessment).

- Board members are to be commended for their unselfish devotion and commitment to the Refuge. Rodney McLeod for his efforts upgrading the Refuge website, social events coordinator and chairing the CIAC. John Thompson for his strict adherence to financial accountability, implementation of policies to enhance management of delinquent accounts and three years of dedicated service to Refuge and last two as the HOA's Treasurer. Robert Young for heading up the Preservation Lane Advisory Committee during turbulent times. Missy Cordero and Russ Miller for service as Quality Assurance Evaluator for Landscape and Pond Maintenance Contract respectively. Recognized Frank Glover for accepting the responsibility of the ARB chairman. There is so much more that volunteers have contributed to the Refuge.

b. Treasurer Report:

- John Thompson complimented Mr. Maurice White, CPA, our current accounting services provider for his professionalism, thoroughness and timeliness.
- We have only one multi-year delinquent account and it has been turned over to our legal counsel for collection.
- We are ending 2013 little over our projected budget due to a couple of onetime expenses and our 2014 budget was developed around historical expenditures.
- CY 2014 Annual budget previously provided with Annual Notice and being no comments budget approved by owners which constituted a majority vote.

c. Architectural Review Board Report:

- Due to the untimely resignation of ARB Chair Mr. Frank Glover volunteered to serve as interim chairman.
- New Landscaping maintenance contract in affect and services has been acceptable.
- Access to Floating Dock remains problematic and safety and liabilities are serious concerns and will be addressed in the CPAC.
- Three new homes completed (Plan Reviewed for Aesthetics Only).

- Middleton Plantation working relationship is excellent. Owners on marsh must ensure compliance with restrictions to ensure integrity of Conservation Easement.
- Owners' not being familiar with the Use and Restrictions was a key observation in citing violations.
- Reemphasized the importance of owners cooperation with complying and correcting "Use Restrictions" in Article VI of the Covenants and Restrictions
- Obtain ARB approval before implementing improvement Article V of the Covenants and Restrictions
- Secured City Permit for Installation of Sidewalks and Crosswalk

VII. Special Committee Reports:

a. Common Property Advisory Committee (CPAC)

- Smith Rivera Appointed as Chainman of the CPAC
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- CPAC Chairman Key to Proper and Timely Installation of Sidewalks, Crosswalks and Signage.
- Established a Working Group to Address the Adequacy of the Front Entrance
- Assessing the Feasibility of Installing a Safety Mirror at the Front Entrance at the Curve
- Evaluating a proposal to enhance the Landscaping at Pavilion.
- Reviewing the Reinstallation of Gas at the Pavilion with Controls and or Lock on the Shut-off Valve.
- Developing parameters for a working group to address the known deficiencies with dock access and long term maintenance.

b. Community Interface Advisory Committee (CIAC):

- Rodney McLeod Chainman of the CPAC
- 4th July BBQ at the Pavilion with bike parade
- Fall Oyster roast and Shag Dance

- Enhanced Community Website
 - Publish Three Community Newsletter
 - Front Entrance Christmas decorations
 - Conducted welcome visit with new owners with a token introductory welcome gift
- c. Preservation Lane Advisory Committee (PLAC)
- Robert Young Appointed as Chainman of the PLAC
 - Composed of six of the ten owners on the Lane
 - Provided Authoritative Recommendation for Repair to HOA Board
 - Monitoring the Serviceability on a real time and Quarterly Bases
 - Received Positive Feedback from Owner on Repair of the Lane
- d. Disaster Preparedness and Public's Safety Advisory Committee (DPPSAC)
- Carlisle Harrison Acting Chainman of the DPPSAC
 - Secured Coosaw Creek Community Emergency Response Center (ERC) Plan/SOP for potential modification for the Refuge
 - Sourced the Following Disaster Website Links
 - a. South Carolina Emergency Management Division
 - b. South Carolina Earthquake Education and Preparedness (SCEEP) Program
 - c. South Carolina Hurricane Guide
 - d. Red Cross and FEMA Preparing for Disasters
 - Conducted a Preliminary Threat Assessment Walk Through
 - a. The Pavilion Contingency Preparation
 - b. Entry to the Dock and the Dock Security
 - c. Deep well Utilization and Viability
 - d. Utility Shut Off (i.e. Gas, Water, Electricity at Front Entrance and Pavilion)
 - c. Organized Neighborhood Recovery Protocols.

VIII. Old Business:

a. Volunteers:

- Continuing critical need for volunteers to staff the ARB, Advisory Committees and community work details. If owners want to influence and chart the course for the Refuge they must volunteer. There are four Advisory Committees that touches every aspect of the neighborhood.

b. Dock Repair and Access:

- Rodney McLeod repaired the infrastructure supporting dock entrance and ensured the door worked properly. Missy Codero staffed a solution to have the entry to dock moved to tree line and fenced to prevent unauthorized access. The board review and felt that entry at tree line would distract from the beauty and ambience of the dock and Pavilion area. Last years multiple lock were put on the door and routinely removed. Access to the dock remains problematic and a designed solution for the door needed. Will be staffed by a working group in the CPAC.

c. Feasibility Study of Lot 24 Purchase:

- Concerns rose that the only consideration for Lot 24 was a community pool which was felt to be too costly. It was reiterated that the lot will eventually sell and the Refuge will have no options to expand its common areas. It was also discussed the pool was not the only use being consider i.e. Community Center, Park, Garden, Restroom facilities etc. Will be staffed by a working group in the CPAC).

IX. New Business:

a. Outsourcing HOA Management:

- Owners advised that a feasibility study is underway to determine if outsourcing of administrative management and Use Restrictions compliance aspect of the ARB is the best option for effective and efficient operation of the HOA. There are two schools of thought and one is that it will free board member up to be more strategic and not waste valuable volunteer time doing administrative tasks. The other point of view is that with the size of the Refuge and with streamlining of procedure and implementation of standards the boards and advisory committees could effectively managed without incurring the coat of a management organization. It was highlighted that board has with it purview to make this decision base on the Bylaws of the Refuge Article II, Section 3.16.

b. Amendments to the Covenants and Restrictions and By-laws

- Review of Covenant and Restrictions for currency and appropriateness was introduced to the floor by the HOA President. . Specifically Article IV, Section 4.02 (b) (iii) (Removal of Lot 30) and Article VI, Section 6.10 (Restriction on Pitt Bull Dog) and 6.15 (Satellite Dish Sizes) as examples. Consider discussion ensued and a motion was made by Alan Stempe that board be given the authority to amend the Covenants and Restrictions to correct violation of current law and standard practices that can be validated and any amendment that is subjective is not to be considered under this motion. Motion was second by Larry Drake. By show of hands the motion to grant the HOA Board the authority to amend the Covenants and Restrictions and By-laws in accordance with Article XI, Section 11.02 and processed through the HOA's attorney of record.

c. Solicitation:

- Owners brought up concerns about solicitation in the neighborhood. There have been several cases recently where individual have tried to solicit donations and or sell items. Issue previously raised and the board felt it was an isolated incident. The board will research what are the procedures and legal implications for identifying the Refuge as no solicitation neighborhood.

d. HOA Recognition Program:

- Vice President made a motion to provide departing HOA Board members a token amount for a dinner to acknowledge the hours spent in service to the Refuge. HOA serving president stated that there are others who also serve. He recommended a Refuge Recognition Program be developed with criteria and possibly included as a change to Directors responsibilities in the By-Laws. Recommendation will be entertain by the next HOA Board.

X. Next Board Meeting: February 19, 2015, Coosaw Creek Country Club, 7:00pm.

XI. Adjournment: There being no other business to come before the board the meeting was adjourn at 8:35 pm by the Carlisle Harrison, President of HOA.

Approved _____
Carlisle Harrison, President

Recorder
Carlisle Harrison

Attachments:

1. Owners' Attendance and Proxies (February 20, 2014)
2. Annual Board Meeting, February 21, 2013. Board Minutes
3. Advisory Committee Charters

