

Agenda  
Refuge at Whitehall Homeowners Association  
Board Meeting  
November 9, 2016  
Drake Residence

1. **Attendees:** Larry Drake, Frank Glover, Steve Clinton

2. **Call To Order:** Larry called the meeting to order at 7:03 PM

3. **Approval of SOctober Minutes:** Larry asked for a motion to approve the September

4. **Committee Reports:**

- **Treasurer's Report:** Frank reported that the \$5000 check from the Reserve Account had arrived from William Douglas Company and it has been deposited in the HOA Operating Account.

Larry asked if we need to contract with an auditor since we've taken over the finances. He referred to the By Laws Article VI section 6.06 which states: *A financial review of the accounts of the Association shall be performed annually in the manner provided by the Board. However, after having received the Board's financial review at the annual meeting, the owners may, by a majority of the Association vote, require that the accounts of the association be audited as a Common Expense by an independent accountant.* Frank indicated he felt he was able to keep the accounts and to complete the Association's tax forms at the end of the year.

Frank suggested that we have an internal audit in December as there is some concern about the way William Douglas handled the financial accounts And the proposed 2017 budget should be complete by then.

- **Preservation Lane Advisory Committee:** Larry asked Frank if the Preservation repayments were coming in and Frank indicated they are slow. He is concerned that it may be another shortcoming by William Douglas in notifying the Preservation residents of their obligations and due dates. Frank will take over notifications now.

Frank indicated that he will make labels and return labels for all the lots. Larry asked if the special assessments are being paid as well. The \$650 is due by December 31. Frank indicated he will prepare letters to all the affected homeowners and send them out. Subsequent to the meeting, Larry observed Frank going house to house to speak to the residents about their accounts.

Frank also stated that he has prepared an estimate for Preservation Lane maintenance for 2017 and sent it to the board for their review. It involves site maintenance by the contractor three times each year at a cost of \$250 per visit totaling \$75 per Preservation Lane resident. All present liked the idea. Frank said he would make it a part of the 2017 operating budget and Steve said it should be paid at the same time as the annual dues. There ensued a discussion about the maintenance recently done on the road by the contractor in the proposal by Frank. Larry indicated he was pleased with the result of the work done and felt that it would be a good solution going forward. After brief discussion, Larry asked for a motion to approve Frank's proposal for ongoing maintenance on Preservation Lane. Steve made the motion and it was seconded by Rich. All present voted yes.

Rich indicated he still would like to see the lane paved. The Board looked into doing that when the lawsuit was ongoing but the cost was prohibitive. Frank suggested that any particular resident on Preservation Lane may desire to pave his own portion of the Lane thus not needing to make future payments. Such action would require engineering study and approval. Frank said he would work up some information and provide it in the near future.

Larry indicated he had spoken to the county about the possibility of paving Preservation Lane but was informed any road considered for paving had to have an entrance and an exit. Even at that, were it approved, it would probably go way down on the project list since the budget is limited and it would only benefit a few people.

- **Architectural Review Board:** Steve indicated that the meeting with Middleton Place scheduled for yesterday had to be postponed until later. He has prepared a letter to each of the affected residents explaining the Covenants and Restrictions, the Conservation Easement and previous findings on the affected lots. Those letters were left with Larry for delivery to Frank who will post them. Steve will schedule the meeting when everyone can make it.

Larry asked Steve about the fence behind the garage at 8569 Refuge Pointe circle. Steve indicated they had approval for the location of the fence and that it be constructed in wood. Larry indicated his concern about the materials for

the fence and the way it was constructed. Steve indicated he had not looked at it since the approval but he would take a look at it.

Larry also asked about the list of neighborhood violations Rich had seen on a recent walk through of the whole neighborhood. Steve indicated he was not convinced that it is the ARB responsibility to perform such walk through and take corrective action. We discussed that one of the main reasons that we fired William Douglas was that they were only doing quick drive through reviews and, even though letters were sent to some residents there was no follow through on their part so many items were left unrepaired. Steve pointed out there were also no standards or fines prescribed for violations so most people ignored them. Now that standards and fines have been developed by this Board there are enforcements that can be accomplished. Since Steve is resigning as ARB Chairman, Frank suggested that his replacement could be assigned to do such neighborhood reviews and take corrective action. After much discussion, the Board decided that it was the responsibility of all Board members to be cognizant of items to be addressed and to take proper action which includes informing the Secretary of the violation address and the section of the C&R or By Laws being violated so that the Secretary can write to the resident stating the violation and the time frame for correction before fines or liens are imposed. All present agreed that was the proper path to take.

5. **Old Business:** Rich brought up that the Board dissolved the Community Property Advisory Community when we contracted with William Douglas. Since we have quit that arrangement, should we reinstitute the CPAC?

Discussion ensued about repairs on the door to the dock and the broken lock it. The reason we have the door to start with is for liability purposes and to keep out non-residents. One suggestion was that we locate a contractor that could come in and perform minor repairs and modifications. Steve suggested we first attempt to try to accomplish such activities by having community work days or something similar in conjunction with a covered dish get-together. If that doesn't work, we could bring in a small contractor at our Association expense.

Steve suggested the Board schedule a walk through prior to the next Board meeting.

6. **New Business:** Larry is going to talk to Rodney McLeod about updating our website. There is some old and outdated information on it now and it should contain downloads for the Covenants and Restrictions, the By Laws and the Conservation Easement. It would also have links for the new Standards and the Fee Schedule developed by Steve. Too many residents have indicated they never received copies of any of the documents. Steve indicated he has little confidence that the residents have the requisite information but if we can

get it on the website and notify all the residents of the link to the website it would be most helpful. Additionally, Frank made 10 CDs with all the information on them and provided them to various residents. If necessary, we should continue making the CDs and providing them to requesting residents and new residents. Steve suggested asking Rodney to attend the next Board meeting.

Frank brought up the 2017 budget. He will prepare the proposed budget and send to the Board for input.

Larry brought up the need for better lighting in the neighborhood which is a safety issue. He will contact SCE&G for a review of the original study they completed and provide the findings to the Board by the next Board meeting.

Preservation Lane fence repairs.

**7. Adjournment:** Larry adjourned the meeting at 8:04 PM.

Submitted by: Larry Drake

Approved: *Larry Drake*

For Laura Mays-Polin (Treasurer)

President