

The Refuge at Whitehall HOA Meeting Minutes

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| Name: HOA Board Meeting | Scribe: Sam Mikitarian | Leader: Sam Mikitarian | | |
| Date: 15 Sep 2020 | Time: 7:00pm – 8:15pm | Location: Community Pavillion | | |
| Board Member Attendance: | | | | |
| | Name | Position | Present | Absent |
| | Sam Mikitarian | President | X | |
| | Romero 'Ro' Reid | Vice President | X | |
| | Missy Cordero | ARB Chair | X | |
| | Diane Busch | Treasurer | X | |
| | Bettina Herbert | Secretary | | X |
| Committee Member Attendance: | | | | |
| | Name | Committee | Present | Absent |
| | Bob McClellan | ARB Landscapin POC | X | |
| | Mike Randolph | ARB General | X | |
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| Other Attendees: | | | | |
| | Name | Role (ex: Homeowner, Vendor) | | |
| | n/a | | | |
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| Topic: 2021 Budget | |
| Action Item: Provide 1 st round budget inputs to Treasurer | |
| POC: All Board Members | Due Date: 28 Sept 2020 |
| <p>Discussion: Board must have proposed budget to homeowners by mid-December. Therefore board members will have between now and the October meeting to review draft budget provided by Treasurer Diane Busch. Board members will present inputs during the October meeting and/or at a special budget planning meeting at a date/place to be determined. First round of budget inputs due to Treasurer in two weeks. Assumptions are: there will be no increase in annual dues if at all possible; some or all of unspent monies from 2020 budget can be added to HOA reserve (aka: savings account) if not incorporated into 2021 budget line items.</p> | |

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| Topic: Insurance Policy Review | |
| Action Item: Read and summarize insurance policy; prepare to present findings to board | |
| POC: Sam Mikitarian | Due Date: 20 Oct 2020 |
| <p>Discussion: The policy needs to be reviewed, understood and evaluated by the board. Sam will do an initial read of the document and provide a summary to the board at the next meeting.</p> | |

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| Topic: Community Clean Up Day | |
| Action Item: See below | |
| POC: Ro Reid | Due Date: 17 Oct 2020 |
| <p>Discussion: Ro Reid is in charge of coordinating the event. Scope of work to be done is: 1) paint the dock, 2) pick up litter in common areas, 3) coat pavilion picnic tables with weather sealant, 4) sand and seal the playground.</p> <ul style="list-style-type: none"> • Sam will contact Mark Palmer about paint for dock. • Missy and Ro will coordinate a call for volunteers on our Facebook page Diane will coordinate food and drinks for the event, Missy will be her backup | |

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| Topic: Pump at rear of pond is not working | |
| Action Item: Contact Lake Doctors and arrange repair | |
| POC: Bob McClellan | Due Date: asap |
| <p>Discussion: Lake Doctors thinks they have fixed it, and have billed for same. However, fountain has not run for the last two weeks. Diane will withhold payment until we confirm the problem is solved.</p> | |

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| Topic: Adding HOA President to HOA Checking account | |
| Action Item: Set appointment with Heritage Bank | |
| POC: Diane Busch | Due Date: asap |
| <p>Discussion: We need to do this to comply with the covenants. Now that August 2020 meeting minutes are finalized we can show them to the bank as proof that Sam Mikitarian is authorized to be on the account.</p> | |

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| Topic: Add Mike Randolph to Architecture Review Board | |
| Action Item: See above | |
| POC: See discussion below | Due Date: n/a |
| <p>Discussion: Mike volunteered to participate on the ARB. After introductions and a review of ARB duties, Mike reaffirmed his desire to join. Sam Mikitarian made a motion to add him to the ARB. The motion was seconded by Missy Cordero. The rest of the board agreed.</p> <ul style="list-style-type: none"> • Sam will have Mike added to the HOA web site, and have an email address assigned to him. • Missy will get Mike involved in maintenance of fence on Preservation Lane. | |

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| Topic: Preservation Lane Fence Maintenance | |
| Action Item: See below | |
| POC: Missy Cordero | Due Date: 16 Sep 2020 |
| Discussion: Missy, Mike and Bob will approach Whitehall residents whose fences are leaning on our fence to see if they can help correct that problem in order for us to maintain our fence. The initial approach will be neighbor-to-neighbor, with an offer to help each property owner as needed. Failing that, the next approach will be to petition the Whitehall HOA (President is Jim Tuten) for help. | |

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| Topic: Treasurer's Report | |
| Action Item: None at this time. Waiting on homeowner response. | |
| POC: n/a | Due Date: n/a |
| Discussion: | |

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| Topic: Pleasant Places Landscaping – unsatisfactory performance | |
| Action Item: See below | |
| POC: Bob McClellan, Diane Busch | Due Date: asap |
| Discussion: Bob McClellan has contacted the owner of the company to address this issue. A meeting has been scheduled to resolve the problems. Bob will request a revised bid to re-seed the pavilion area and repair the drip line along Preservation Lane. Diane Busch will contact City Councilman Kenny Skipper to help determine who is responsible for maintaining the drainage pond at the front of the community. This will determine who will provide rip rap for that pond. | |

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| Topic: Add Bob McClellan as Landscape Maintenance POC | |
| Action Item: Read policy and summarize to board by next meeting | |
| POC: Board, Bob McClellan | Due Date: 15 Sep 2020 |
| Discussion: Due to his long involvement with, and knowledge of, landscaping at The Refuge, Sam Mikitarian made a motion to add Bob McClellan as a special appointee to the ARB in charge of landscaping. The motion was seconded by Missy Cordero. The rest of the board agreed. Bob has the authority to get the pavilion area re-seeded, and have the drip line fixed on Preservation lane and to sign a contract for these items using the existing 2020 budget line-item for them as his spending limits. | |

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| Topic: Approval of August Meeting Minutes | |
| Action Item: Board review and approval of minutes | |
| POC: Board | Due Date: 15 Sep 2020 |
| Discussion: Sam Mikitarian presented August 2020 board meeting minutes for review. After brief discussion, minutes were approved by board with minor modifications. | |

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| Topic: Aug 29th Neighborhood Walkthrough by Board of Directors | |
| Action Item: Discuss findings and create action items as needed | |
| POC: Board | Due Date: 15 Sep 2020 |
| Discussion: on August 29, 2020, Sam Mikitarian, Ro Reid and Missy Cordero walked through the entire neighborhood to review and discover property maintenance issues within The Refuge. Several items such as the pond's back fountain and the north-side privacy fence were discussed. Items needing immediate attention have been incorporated into this document. | |

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| Action Item: | |
| POC: | Due Date: |
| Discussion: | |

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