

The Refuge at Whitehall HOA Meeting Minutes

Name: HOA Board Meeting	Scribe: Sam Mikitarian	Leader: Sam Mikitarian		
Date: 20 Oct 2020	Time: 7:00pm – 8:15pm	Location: 8649 Refuge Point Circle		
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 Landscaping POC	X	
	Mike Randolph	ARB General		X
Other Attendees:				
	Name	Role (ex: Homeowner, Vendor)		
	Rodney McLeod	Homeowner – Volunteer for Garden Club		

Topic: Credit on Landscape Contract	
Action Item: Confirm credit with Pleasant Places	
POC: Bob McClellan	Due Date: 26 Oct 2020
Discussion: We might have a credit of \$650 due to us for tasks that were not performed under the Pleasant Places landscaping contract. If so, then we will identify other landscape tasks to be performed with that money, or return it to the general fund for reallocation.	

Topic: Establishing a neighborhood Garden Club	
Action Item: Determine Level of Interest	
POC: Rodney McLeod	Due Date: 30 Oct 2020
Discussion: Rodney McLeod was invited to present his ideas for establishing a Garden Club in order to preserve and enhance the appearance of our community. The board asked Rodney to conduct an informal survey among our neighbors to see if there is enough interest to sustain the effort. If so, the board will consider assigning a portion of the annual budget to the purchase of plants and some supplies to the club. Keeping a high level of property maintenance, lowering costs of property improvements and building a stronger sense of community are the driving justifications behind this decision. If enough interest is shown, the board will consider a formal charter for the club, and will work with the club to establish work priorities in the community.	

Topic: Numerous complaints about a neighbor	
Action Item: Meet with neighbor, discuss problems/solutions, present formal letter to neighbor	
POC: Missy Cordero	Due Date: TBD
Discussion: Loose dogs, clutter in driveway and clutter in back yard have all been mentioned by other neighbors in the community. Rather than address these topics (and future topics) individually, the board will create a summary letter of complaints and present them to the family in question. The letter will also establish a deadline for correcting each of the issues, and will alert the family to the possibility of fines.	

Topic: Repair fireplace in Pavilion	
Action Item: Get estimate for work to be done and report to board	
POC: Bob McClellan	Due Date: 30 Oct 2020
Discussion: Neighbors have asked for the gas supply to be reconnected to the pavilion fireplace in order to enjoy the facility in cooler weather. It was previously disconnected due to waste, unattended burning and use by people from outside the neighborhood. We propose installing a timer (secured in a coded lock box) to eliminate those problems. As part of this effort, the fireplace doors will also be repaired. Ro Reid recommended William Roberts as a qualified technician for getting estimates.	

Topic: Cleanup Day Expenses	
Action Item: Contact those who have not submitted receipts	
POC: Diane Busch	Due Date: 4 Nov 2020
Discussion: Although most receipts for expenses associated with Cleanup Day have been submitted, there are a few still outstanding. Diane will contact Craig Neid, Karen Randolph and others to correct this prior to our next budget-specific board meeting.	

Topic: Cleanup Day Follow-up Actions	
Action Item: Dock Painting and Entryway Pressure Washing	
POC: Sam Mikitarian, Bob McClellan	Due Date: asap
Discussion: Ro Reid will give remaining paint to Sam Mikitarian, who will finish painting the dock. Bob McClellan will work with Bob Culler and James Hoftiezer to finish pressure washing.	

Topic: Annual Meeting	
Action Item: Make reservations for enclosed shelter at Wescott Park	
POC: Sam Mikitarian	Due Date: asap
Discussion: The date for the next Annual Meeting is set for 16 February 2021. We need to secure the meeting place. North Charleston Parks Department number for this is 843-767-0782. We also need to assess the facility occupancy in light of Covid 19 social distancing guidelines. We will consider online meeting tools to supplement the event.	

Topic: 2021 Budget Planning Meeting

Action Item: Board to hold an additional meeting dedicated to finalizing the 2021 budget

POC: Sam Mikitarian, Diane Busch

Due Date: 4 Nov 2020

Discussion: We need to calculate end-of-year expenditures for 2020 and prioritize goals for 2021. Diane to send out updated spreadsheet showing 2020 expenses to date by 28 Oct 2020. Board members will coordinate/suggest priorities via email during the two weeks leading up to the meeting, which will be held on 4 November 2020 at 6:00pm at 8649 Refuge Point Circle.