

The Refuge at Whitehall HOA Meeting Minutes

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| Name: HOA Board Meeting | Scribe: Sam Mikitarian | Leader: Sam Mikitarian |
| Date: 17 Nov 2020 | Time: 7:05pm – 8:25pm | 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 | |
| | TBD | Secretary | | X |

Committee Member Attendance:

| | Name | Committee | Present | Absent |
|--|---------------|---------------------|---------|--------|
| | Bob McClellan | ARB Landscaping POC | | X |
| | Mike Randolph | ARB General | X | |
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Other Attendees:

| | Name | Role (ex: Homeowner, Vendor) |
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Topic: Repair Fireplace in Pavilion

Action Item: Get estimate for work and report to board

POC: Ro Reid

Due Date: 15 Dec 2020

Discussion: Work is planned and budgeted for 2021. Getting an estimate now will allow us to schedule the work for the new year.

Topic: Establishing a neighborhood Garden Club

Action Item: Determine Level of Interest

POC: Rodney McLeod

Due Date: 30 Oct 2020

Discussion: (This entry is an update on the status of Rodney's effort to form a Garden Club. Actual discussion took place 4 Nov 2020). Rodney McLeod reported there was not enough interest to pursue forming a Garden Club. Instead, the board will ask for volunteers to do single-day gardening events to enhance the neighborhood – similar to the Cleanup Day, but on a smaller scale. Rodney agreed to remain involved on that basis.

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| Topic: Improvements for pathway from pavilion to dock | |
| Action Item: Get bids for work, choose bidder, schedule work. Call Miss Utility. | |
| POC: Bob McClellan, Sam Mikitarian | Due Date: TBD |
| Discussion: Bids were submitted by Pleasant Places Landscaping and by independent contractor Charley Bennett. Mr. Bennett's bid was selected based on price. After further review, the board requested an upgrade to the planned work and asked Mr. Bennett for a revised bid. Work is tentatively scheduled for January of 2021. | |

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| Topic: Mailing Preparation: Annual Meeting, Proxy, HOA Dues and 2021 Budget to Homeowners | |
| Action Item: Documents to be prepared and mailed | |
| POC: Diane Busch, Sam Mikitarian | Due Date: 01 Dec 2020 |
| Discussion: Sam and Diane will meet to finalize these documents and prepare them for distribution by email and/or regular mail prior to the 01 Dec 2020 deadline. | |

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| Topic: Budget Finalization | |
| Action Item: n/a | |
| POC: HOA Board | Due Date: n/a |
| Discussion: The board performed a final review of the draft 2021 budget. Minor adjustments were made to two spending categories. Also, all discretionary spending for 2020 will stop in order to preserve cash on hand. | |

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| Topic: Board Vacancies | |
| Action Item: Recruit a volunteer for the Secretary position | |
| POC: HOA Board | Due Date: n/a |
| Discussion: After review of current board members' tenures, it was apparent the Secretary position is the only one in need of attention. Board members will ask neighbors if they are interested, and will ask for a volunteer at the annual meeting if the slot is still open at that time. | |

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| Topic: Annual Meeting | |
| Action Item: Obtain current list of homeowner's email addresses | |
| POC: Sam Mikitarian | Due Date: asap |
| Discussion: Sam will contact Rodney McLeod for updated list in order to send the annual meeting announcement to the community. | |

Topic: Violation Letters and Thank You Letters

Action Item: Send to homeowners

POC: Missy Cordero

Due Date: asap

Discussion: Violation Letters: one will be sent to a neighbor who is not properly controlling their dog. Thank You Letters: one letter will be sent to a neighbor who responded quickly and beautifully to a previously sent violation letter. The board wants to acknowledge that response and maintain good relationships with all neighbors. A thank you letter is one way to do that.