

### The Refuge at Whitehall HOA Meeting Minutes

<b>Name:</b> HOA Board Meeting	<b>Scribe:</b> Sam Mikitarian	<b>Leader:</b> Sam Mikitarian
<b>Date:</b> 16 Dec 2020	<b>Time:</b> 7:05pm – 8:09pm	<b>Location:</b> 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	
	London Gatch	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)

**Topic:** Repair Fireplace in Pavilion

**Action Item:** Get estimate for work and report to board

**POC:** Ro Reid

**Due Date:** 20 Jan 2021

**Discussion:** Ro has learned that Dominion Energy will reconnect the gas line at no cost. He has contacted a few fireplace installation and maintenance firms, and has learned there will be a non-refundable inspection fee prior to any work being done, no matter who we hire. The plan now is to wait until the new year to begin the process.

**Topic:** Another high water bill

**Action Item:** Monitor usage, inspect irrigation system

**POC:** Diane Busch, Bob McClellan

**Due Date:** asap

**Discussion:** The association received another high water bill. This one for the Oct-Nov time period. This time period does coincide with higher than average usage from the fall cleanup day and from increased irrigation of the newly planted sod. Diane will inform board of the next bill. Our expectation is it will return to normal since usage is down. Bob will inspect irrigation system at pavilion to make sure schedule is minimal, if not zero. Update: Irrigation inspection took place 17 Dec 2020. Set to zero.

<b>Topic:</b> Improvements for pathway from pavilion to dock	
<b>Action Item:</b> Schedule the work	
<b>POC:</b> Sam Mikitarian	<b>Due Date:</b> 20 Jan 2020
<b>Discussion:</b> SC811 has surveyed the work site and no obstacles to construction were found. Sam will inform Charley Bennett, request his revised bid (see Nov 2020 minutes) and schedule the work to begin in January.	

<b>Topic:</b> Mailing Preparation: Annual Meeting, Proxy, HOA Dues and 2021 Budget to Homeowners	
<b>Action Item:</b> Annual Meeting announcement and HOA Dues documents to be prepared and mailed	
<b>POC:</b> Diane Busch, Sam Mikitarian	<b>Due Date:</b> 20 Dec 2020
<b>Discussion:</b> Sam and Diane met and finalized documents to be sent. Board members have reviewed them. Email list is being verified. Mailing will occur weekend of 20 Dec 2020.	

<b>Topic:</b> Budget Finalization	
<b>Action Item:</b> n/a	
<b>POC:</b> HOA Board	<b>Due Date:</b> n/a
<b>Discussion:</b> End of year cash position was reviewed. An additional recurring expense (website) was added to the 2021 budget. Minor adjustments were made to two spending categories to improve petty cash position.	

<b>Topic:</b> Updating community POCs for all bills and contracts	
<b>Action Item:</b> Contact each vendor and provide names of current board members as POCs	
<b>POC:</b> Sam Mikitarian	<b>Due Date:</b> asap
<b>Discussion:</b> In addressing bills, bank accounts and other items we found many previous board members have not been removed from those items. These names need to be updated in order for the current board to execute payment, work orders, etc.	

<b>Topic:</b> Annual Meeting preparations	
<b>Action Item:</b> Room prep, online meeting prep, snacks/drinks/supplies	
<b>POC:</b> Sam Mikitarian, Diane Busch, Ro Reid	<b>Due Date:</b> asap
<b>Discussion:</b> Room has been reserved. Sam will coordinate Zoom meeting. Ro and Diane will coordinate drinks/snacks/supplies.	

<b>Topic:</b> Next Board Meeting	
<b>Action Item:</b> n/a	
<b>POC:</b> Sam Mikitarian	<b>Due Date:</b> 20 January 2021
<b>Discussion:</b> Meeting will start at 7:00pm on Wednesday, 20 Jan 2021. Location: 8649 Refuge Point Circle.	