

The Refuge
Board Meeting Minutes
November 16, 2021
Called to order 7:08 PM
Adjourned 8:26 PM

Attendees:

Sam Mikitarian
Bob McClellan
Missy Cordero via Text Message
Romero Reid
Diane Busch

Discussion Items:

- A. Previous Meeting Minutes
 - a. Minutes from the August meeting were reviewed and approved.

- B. ARB
 - a. Missy approved request from neighbor at 8617 to leave construction trailer parked overnight for several days while work is being completed.
 - b. Missy approved request from neighbor at 5404 Nesting Pl to renovate screened porch.

- C. Street Light
 - a. Sam called Dominion Energy with second request to repair street light in front of 8657 Refuge Point Circle.
 - b. Initial site survey has been done, repairs to follow

- D. Pleasant Places invoice status
 - a. Bob and Diane confirmed all invoices for additional work have been received
 - b. Diane confirmed all payments have been made

- E. Pavilion fireplace repairs
 - a. Ro Reid is still working to get gas and fireplace technicians on site.

- F. Fall Cleanup Day – after action discussion
 - a. No further cleanup actions required
 - b. Total cost for event was slightly under budget

- c. Neighbor James Hoftiezer sold gate components which were removed during the cleanup for \$80 via facebook.
- d. Proceeds from sale were placed in the general fund, with receipt being signed and witnessed during board meeting.

G. Spending to date

- a. Diane supplied monthly bank and spending statements to board
- b. Review of those statements shows we are on track for spending through the end of 2021

H. FY 2022 Budget

- a. Sam provided draft budget to board for review/edit/comment
- b. Sam provided budget guidance sheet stating priorities for budget decision making should be
 - i. Reaching a savings account balance equivalent to 100% of the annual budget as soon as practical. Schedule for obtaining this goal to be determined during each budget cycle. This same goal applies to the Preservation Lane Special Assessment funds.
 - ii. Maintenance of existing resources (common areas, pond, lights, signage, etc) should take priority over purchase of new resources
 - iii. An allowance for cost adjustments due to economic conditions should be factored into the budget.
- c. Board reached consensus on the FY 2022 budget. In summary:
 - i. The HOA savings account will be funded to 70% of this year's annual budget, and contributions over the following few years will raise the funding level to 100% of the budget.
 - ii. Several one-time maintenance expenses as well as ongoing maintenance expenses are funded.
 - iii. An inflation rate of 6.5% has been factored into all non-discretionary expenses based on current economic conditions
 - iv. Annual dues have been set at \$750, which is the first increase in 3 years. It is \$25 more than the estimate given by the board at the 2021 Annual Meeting due to the significant change in economic conditions over the past year.
 - v. Special Assessment for Preservation Lane has been set at \$150, which is a \$50 decrease compared to 2021. This also brings the Preservation Lane cash reserve to 100% funding.
- d. A formal announcement of Dues, Preservation Lane Special Assessment and the complete FY 2022 Budget will be delivered to the community no later than December 1, 2021.

- I. Annual Dues – electronic payment
 - a. Sam will ask Rodney McLeod to create an email address to facilitate online payment of dues.
 - b. Diane Busch will link that email address to the HOA checking account via Venmo.
 - c. Sam and Diane will test the transfer of money to and from the HOA checking account via Venmo. If transfers are successful, HOA will announce this as a dues payment method for the community in addition to personal checks. For ease of management, only Venmo will be offered as a payment method.

- J. Annual Meeting preparation
 - a. Date of meeting was set for February 8, 2022
 - b. Sam will reserve the meeting hall at Wescott Park
 - c. Annual Meeting will be formally announced no later than January 24, 2022

- K. Next board meeting set for 7:00pm on 14 Dec 2021 at 8649 Refuge Point Circle

- L. Meeting adjourned