

The Refuge
Board Meeting Minutes
15 March 2022
Called to order 7:10 PM
Adjourned 8:10 PM

Attendees:

Sam Mikitarian
Bob McClellan
Diane Busch
Ray Newman

Mark Palmer
Marcia Lytton
Mike Randolph

Action Items:

- A. A. Sam will ask Rodney McLeod to update the website and mailing lists accordingly due to the
- B. election of new Board members
- C. B. Ray will work with Diane to contact American Homes for Rent about the \$50 outstanding
- D. balance
- E. C. Bob will contact Pleasant Places to propose adding an additional year to the current contract
- F. D. Ray and Mark will review the insurance policy by the end of March and report back to the Board
- G. E. Mark will get estimates on replacing the pond pump
- H. F. Mark will contact North Charleston about the Status of ponds and riprap.
- I. to cut grass.

Discussion Items:

- A. Previous Meeting Minutes
 - a. Minutes from the February meeting were reviewed and approved.
- B. New Board Members
 - a. Sam moved to elect Ray Newman as Treasurer, Mark Palmer as Vice-President, and Marcia Lytton as Secretary
 - b. The vote to approve was unanimous
 - c. Sam will ask Rodney McLeod to update the website and mailing lists accordingly
- C. 2022 Budget – Diane Busch
 - a. Dues from American Homes for Rent, which manages 8669 RPC, remain \$50 short and
 - b. the invoice was returned. Ray will work with Diane to contact AHFR to obtain the
 - c. correct billing address.
 - b. The three late dues payments were discussed.
 - i. Two of the residents have reached out to Sam to discuss their current financial situation.
 - ii. The remaining resident provided no feedback but was sent a new invoice with a late payment fine.
 - iii. The Board agreed to offer all three residents an installment plan to pay the full amount by June 30.

- iv. Diane suggested waiting until the end of the month to see if payments are made before taking any further action. The Board agreed.
 - c. Sam reported spending was in line with the budget.
- D. Annual Meeting
 - a. It was agreed that the meeting went well.
 - b. Ray suggested using a large screen to project those calling in and support a presentation. He offered to coordinate this for next year's meeting.
 - c. It was also decided to present a summary of the annual budget even though it is provided as a read ahead.
- E. Landscape Contract
 - a. Bob reported a 3% increase in costs. The Refuge owes \$172 for the 2022 partial year.
 - b. He stated there was no increase last year.
 - c. Bob proposed adding an additional year to the contract with a 2% increase to cover the remainder of this year. The Board agreed and Bob will present this to Pleasant Places.
- F. Insurance
 - a. The insurance policy is coming up for renewal. Ray and Mark agreed to review by the end of March and report back to the board.
- G. Maintenance
 - a. Preservation Lane repairs were discussed at length to include road scraping and gravel repair. Bob is waiting for Pleasant Places to provide a bid. If reasonable, he will not procure other bids.
 - b. Pleasant Places is aware of damage to the living fence and has plans to repair. Other minor issues have been resolved.
 - c. Mark agreed to get estimates on replacing the pond pump.
 - d. Mark will contact North Charleston about the status of the drainage ponds and riprap.
 - e. Ray reported he is waiting for letters for the bulletin board then it will be put up.
 - f. Sam stated that placing the park benches will be part of the spring cleanup.
- H. Spring Cleanup Day
 - a. The Board confirmed April 23 as the date.
 - b. Cleanup will run from 9am to Noon.
- I. ARB Actions
 - a. No requests have been received
 - b. Rasaan Biles is working with Builder's 1st to resolve front lawn damage from delivery truck. Sam will ask Rasaan to cut grass.
- J. Next board meeting
 - a. 19 April 2022, at 7:00pm at 8649 Refuge Point Circle
- K. Meeting adjourned