

The Refuge
Board Meeting Minutes
18 October 2022
Called to order 7:05 PM
Adjourned 7:45 PM

Attendees:

Sam Mikitarian
Tim DuPree

Missy Cordero
Larry Drake

Mike Randolph

Action Items:

- Missy will send Pleasant Places contact info to Tim DuPree.
- Sam will send contact information for Dan DeLancey and all Preservation Lane property owners to Tim DuPree.
- Sam to send Cleanup Day announcement to neighborhood.
- Sam to have PLMC position posted to refugeatwhitehall.org website, and have old PL Committee Charter archived.
- Sam to have PLMC@refugeatwhitehall.org email address created and auto-forwarded to Tim DuPree.
- All board members are to have final recommendations for discretionary spending by November board meeting.
- Sam will purchase "Children at Play" signs and mounting hardware.
- Missy to contact Joey DuBois of JD Pluming to see about repairs to gas lanterns.
- Sam to send Joey DuBois contact info to Missy.

Discussion Items:

Minutes from the September meeting were reviewed prior to the meeting and approved.

Preservation Lane Maintenance Chair (PLMC):

Preservation Lane Maintenance Chair position description was reviewed, voted on and accepted by the board (attached below as Addendum A). Tim DuPree volunteered to serve as PLMC. Tim will begin by contacting Dan DeLancey of Dan the Man Landscaping to schedule next round of maintenance on Preservation Lane. After previewing the draft budget for FY 2023, Tim also took on the task of determining the 2023 special assessment amount for Preservation Lane property owners. He will make his recommendation on the final amount after consulting with Dan DeLancey and Preservation Lane property owners. Sam will send contact information for all parties to Tim. Because Tim knows the owner of Pleasant Places Landscaping, he also volunteered to contact them regarding boundary fence maintenance. Missy will send Pleasant Places contact info to Tim.

Tim DuPree and Larry Drake left the meeting.

FY 2023 Budget:

Mike, Missy and Sam reviewed the FY2023 budget. The consensus was that the budget looks good, even though several line-items of discretionary spending have not been specified. A 5% cost of living increase has been applied to each vendor of non-discretionary items, and an additional 8% inflation rate has been factored into total non-discretionary spending. All board members are to have final recommendations for discretionary spending by November board meeting.

Current Spending:

FY 2022 spending is still on track with FY 2022 budget. Status of late HOA fees was discussed. The neighbor who is behind on payment has communicated in writing that payment will be made as soon as funds are available. The board recognized this neighbor's unique circumstances and decided to take no action other than wait until payment is received.

Landscape Contract:

Pleasant Places will continue to pick up debris gathered after hurricane Ian. They will haul it, as well as clippings from Preservation Lane, as space in their trucks and trailers allows.

ARB:

Request for greenhouse at 8529 RPC was disapproved due to design. An example of acceptable design was given to home owner. Proposed location of greenhouse was approved.

Relocation of light post in front of 8657 RPC continues. Power lines have been marked, and a new location has been marked as well.

"Children at Play" signs will be purchased and placed in the neighborhood. Additionally, the neighbor who requested permission to place a sign of his own in his yard will be allowed to do so. The board only asks that the sign be taken inside each night so it does not accidentally end up in the street as a potential traffic obstruction. Sam will purchase the signs and mounting hardware.

Fall Clean Up Day: Scheduled for 5 Nov 2022. Sam will send out an announcement. Tasks to be accomplished:

- Install new Dock Door
- Install new Dock Ladder – adjust length for grounding out at low tide
- Remove neighbor's ladder from mud beside dock
- Playground Rope Ladder – convert to stairs
- Playground main stairs – tread replacement
- Privacy Screen over pond pump
- Fertilizer for new grasses planted along entryway by community bulletin board
- Others TBD

Maintenance Tasks:

Pond Pump installation complete. Sam has asked Lake Doctors for help in locating the float valve which activates the pump the next time they are maintaining our pond.

Missy reports that North Charleston was surveying the drainage pond at the front of the community. Hopefully repairs will begin soon.

Caps on two of the lanterns at the front of our community were blown off by hurricane Ian. Missy to contact Joey DuBois of JD Plumbing to see about repairs. Sam to send his contact info to Missy.

Next meeting set for 15 Nov 2022, 7:00pm at 8649 RPC

Addendum A
Preservation Lane Maintenance Chair

The Refuge at Whitehall HOA

Establishment of the Preservation Lane Maintenance Chair (PLMC)

Action: Create a seat on the HOA board of directors to represent the 10 property owners who share portions of their lots in the form of a Common Access Easement known as "Preservation Lane".

Purpose: The PLMC will ensure that Preservation Lane property owners have direct and active involvement, communication, responsibility and board-level representation concerning the task of maintaining Preservation Lane.

Rationale: Preservation Lane owners are members of the HOA and therefore abide by the decisions of the community and the board of directors. Removing Preservation Lane maintenance from the board's oversight, as was requested by a community-wide petition, would create a rift in our community and could potentially lead to decreased property values for all residents should the lane fall into a state of disrepair. Yet the absence of a Preservation Lane property owner in regular attendance at board meetings has created its own level of conflict within the community, hampered maintenance efforts and crippled accurate communication and information sharing. Therefore, in accordance with our Bylaws, Article III, Section 3.16, subsection (n), the board is opting to create the position described in this document. This action directly involves Preservation Lane property owners in maintenance activities, maintains board oversight and enforcement actions, and helps to ensure good communication concerning lane maintenance tasks.

Qualifications: The Preservation Lane Maintenance Chair position will be filled by one of the ten Preservation Lane homeowners in good financial standing with the HOA.

Term of Office: PLMC will serve a 1-year term, with the option to extend for an additional year based on mutual agreement between the Board of Directors and the incumbent. If, at the end of the term, a Preservation Lane property owner is not identified to fill the position, the HOA Board of Directors will decide how best to proceed. As is the case with any board member, selection and removal of PLMC is subject to rules set forth in the covenants and bylaws.

Scope of Responsibilities: The PLMC is responsible for managing maintenance of the road surface of Preservation Lane. The Board of Directors is responsible for managing maintenance of the privacy fence separating The Refuge from other neighborhoods, as well as the fence's associated greenery and irrigation system. The City of North Charleston is responsible for managing the drainage system below the surface of Preservation Lane.

Maintenance Goal: The goal of Preservation Lane maintenance is to keep the current gravel-based road surface in good operating condition at a reasonable cost as set forth in the HOA's annual budget process. Any desire to fund and execute maintenance above and beyond existing conditions (ex: fully paving the lane) rests solely with Preservation Lane property owners who must reach a collective agreement on cost and scope of such an effort. The PLMC and the Board may facilitate consensus-building, general discussion and planning for such a goal; but cost, engineering surveys, environmental assessments, etc will be the responsibility of the property owners.

Voting: The PLMC will be a non-voting member of the board. The PLMC may not concurrently hold any other office on the board.

Money Management: As set forth in the community's covenants, all funds for Preservation Lane maintenance will continue to be collected via special assessment from each property owner on the lane. This assessment is in addition to the annual HOA fee. Preservation Lane maintenance funds will continue to be held in a separate account from all other HOA funds. To ensure fiscal accountability, Preservation Lane maintenance expenses will be reviewed by the PLMC and the HOA Board of Directors, and will be issued by the HOA Treasurer.

Duties: The PLMC and the Board will work together to perform the following duties:

- Monitor and report the road's conditions at the monthly RWHOA meeting
- Inform the board of required road maintenance or potential areas of concern
- Research and solicit road maintenance contractors
- Schedule biannual road maintenance
- Develop a maintenance budget
- Recommend annual Preservation Lane special assessment fees to the RWHOA for consideration in the annual budget process
- Monitor and report concern with the neighborhood's privacy fence and landscape which parallel Preservation Lane
- Update Preservation Lane owners of conditions and actions the board is taking to resolve issues
- Receive feedback from Preservation Lane owners
- Other duties as identified