

**The Refuge
Board Meeting Minutes
13 December 2022**

Called to order 7:00 PM

Adjourned 7:25 PM

Attendees:

Sam Mikitarian

Ray Newman

Mike Randolph

Marcia Lytton

Action Items:

- A. Marcia will reserve Wescott Park meeting hall for February annual meeting
- B. Sam will get confirmation from Pleasant Places that the new contract supersedes the current contract.
- C. Ray will prepare annual dues invoices
- D. Sam will provide an updated email/address list for dues

Discussion Items:

1. Minutes from the November meeting, previously reviewed via email, were approved.
2. Preservation Lane Maintenance Chair – Sam reported there were no objections from the Lane residents regarding Tim Dupree serving as the representative, the 2023 assessment, or the maintenance plan. Tim has officially taken over the duties.
3. Budget Review
 - a. Sam provided a summary of conversations with Pleasant Places explaining the confusion with our records and theirs regarding the contract term. Pleasant Places bookkeeping is a Jan-Dec fiscal year. The Refuge contract ends in June causing errors in the bookkeeping. The new contract will change from 3 years to 1 year starting Jan 2023. The new cost will be \$2,000 below the current budgeted amount. Cost savings will go back into Discretionary Spending. Sam will get confirmation that new contract supersedes old contract.
4. Annual Dues and FY 2023 budget email – Sam reported there was no feedback from residents
5. Annual Dues Invoicing
 - a. Ray will prepare dues invoices
 - b. Sam will provide an updated email/address list
 - c. Sam reported the resident with delinquent 2022 dues expects to be able to pay those dues in the near future. In the meantime, the dues will carry over into 2023.
6. Budget Update
 - a. The American Homes 4 Rent outstanding balance for 8669 RPC 2022 dues was received
 - b. 96% of the 2022 budget has been accounted for, and spending is on track for end of year
 - c. Water will be a little over budget
 - d. Cash reserves are healthy
 - e. Sam asked if the insurance refund was received. Ray confirmed it was not. Sam will contact the company and request a new check.
 - f. Ray has \$220 cash to deposit from workday supplies that were not used and returned to Lowes.
7. Annual Meeting

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- a. 21 Feb 2023
 - b. Marcia will reserve Wescott Hall meeting space
 - c. Ray will coordinate the Zoom set-up
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8. ARB
 - a. Tran dogs – Because there has been a lapse in time since the second incident, it was decided that the 3rd letter will be sent when the next incident occurs. That letter will mention notifying animal control of the issues. The first \$25 fine has been paid.
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9. Next board meeting date/time/place
 - a. 17 Jan 2023, 7:00pm