

**The Refuge
Board Meeting Minutes
21 February 2023**

Called to order 7:03 PM

Adjourned 7:50 PM

Board Attendees:

Sam Mikitarian

Ray Newman

Missy Cordero

Marcia Lytton

Resident Attendees:

15-20 in person, 15-20 via conference call

Action Items:

- A. None

Annual Meeting Discussion Items:

1. Minutes from the January meeting, previously reviewed via email, were approved via email after the meeting.
2. President - Sam Mikitarian
 - a. Sam welcomed the attendees and started the meeting with Board introductions. He then identified departing Board members opening the President and ARB positions, as well as the existing vacant VP position.
 - b. He called for volunteers. Stacy Domingo, Kris Busch, and Kirk Kilgore volunteered to serve.
 - c. It was also recommended that the Preservation Lane Chair become a voting member. Sam pointed out that this would make an even number of voting board members which could cause deadlocks in voting.
3. Preservation Lane – Sam Mikitarian for Tim Dupree, Preservation Lane Chair
 - a. Sam explained the purposes of the annual dues and additional Lane maintenance fee. The Lane fee is held separately and used only for road maintenance. He stated that the Lane is not a common area for the community but a common easement for the owners of homes on the Lane.
 - b. He detailed the recent repairs and outlined expected upkeep.
 - c. The petition to separate the Board from maintenance activity responsibilities was brought up. Sam provided a detailed history of a resident's lawsuit and final arbitration. This led to a revision to the Covenants resulting in the creation of the non-voting board member position of Preservation Lane Maintenance Chair. This position is to be staffed by a Preservation Lane property owner who, along with the HOA Board, will coordinate and/or execute lane maintenance, set annual maintenance dues and solicit input from other Preservation Lane property owners. Sam encouraged Lane homeowners to bring any concerns directly to Tim Dupree as a first step, but also emphasized that the board can be contacted directly as well.
 - d. Bob McClellan mentioned that fence separating the Lane from Whitehall is the responsibility of the HOA.
4. Expense/Budget Review – Ray Newman
 - a. Ray reviewed the 2023 annual budget expenses and income.
 - b. He stated there are 8 outstanding HOA annual fees.
 - c. In response to a resident's question, Ray confirmed that, although dues did not increase, inflation was taken into consideration when creating the 2023 budget. There is no shortage expected at the end of the year.

- d. Sam added that the Board looks at and prioritizes maintenance needs. In light of that needs assessment, the board has a goal of maintaining a cash reserve amount equivalent to 85% of the income provided by annual dues. The intent behind keeping this amount in savings is to be able (with the help of our insurance policy) to pay for two major expenses in a given year without the need for a special assessment. An example scenario which would require this kind of payment would be a hurricane which damages both the dock and the pavilion structures. In addition to the 85% figure held in savings, the budget also holds a certain amount as management reserve to handle unexpected expenses of a more moderate nature. For example, this year we had some burst pipes on the pond's recharge pump. No costly items are currently budgeted for 2023, but the incoming board members have the latitude to change that if needed.
 - e. Sam confirmed North Charleston is responsible for sidewalk repair. He also reported North Charleston should be repainting the crosswalk and center lines due to the repaving.
5. ARB – Missy Cordero
 - a. Missy reported that prior to the meeting, the Board approved a paint request. This brought all requests up to date.
6. Year In Review – Sam Mikitarian
 - a. Sam ran down the list of all Board repairs and activities for 2022
 - b. He also went over the Community Day activities
 - c. Sam confirmed that pavilion fireplace repair was in the 2023 budget
7. Considerations for the new Board:
 - a. Consider a bench on the dock
 - b. Process for submitting suggestions – i.e. email Board
 - c. List of contractors for resident use – consider liability
8. Next meeting
 - a. 16 Mar 2023, 7:00pm
 - b. Location TBD