

**The Refuge
Board Meeting Minutes
15 September 2023**

Called to order 6:05 PM
Adjourned 7:05 PM

Board Attendees:

Kirk Kilgore, President
Kris Busch, Vice-President
Ray Newman, Treasurer
Stacey Domingo, ARB
Marcia Lytton, Secretary

Board Absent:

Mike Randolph, ARB

Action Items:

1. Marcia to provide Kirk, Kris, and Ray approved minutes from the Jan/Mar Board meetings confirming newly elected officers. *Completed 09.16.23*
2. Marcia to schedule a meeting with Kirk, Ray, and Kris on Sep 29 at 9:00 am to go to the bank and update account signatures. *Completed 09.16.23*

Update per REV Federal Credit Union addition request to minutes

- a. Ray, Kirk, and Kris will meet at the REV Federal Credit Union on 29 Sep to establish proper authority and access to the HOA's bank account by adding the newly elected board members to the signature card and removing an old board member.
 - The following accounts are to be updated
 1. PI Operation Account # 2523100125
 2. General Operation Account # 252310000
 3. Business Savings Account # 2523100001
 - The following new elected board members are to be added to the accounts
 1. Kirk Kilgore, President
 2. Kris Busch, Vice-President
 - The following old board member is to be removed from the accounts
 1. Sam Mikitarian
3. Marcia will research how to update Board members with Dominion Energy and Charleston Water.
4. Marcia and Stacey will coordinate sending a reminder letter re the outstanding \$175 violation fees for the Tran dogs.
5. Stacey or Kirk to coordinate a return visit from Middleton reps.
6. Stacey will finalize the newsletter. Marcia will coordinate posting. *Completed 09.18.23*
7. Kris and Kirk will do a neighborhood walkthrough to determine if there is a need for fall workday. *Completed*

Meeting Minutes:

The June meeting minutes were unanimously approved and will be posted to the website.

Committee reports:

1. Treasurer – Ray Newman
 - a. Provided General Operating and Business Spending account balances.
 - b. Reported Preservation Lane has enough in the reserve to perform the second coating, which currently is not needed.

- c. There are no outstanding HOA dues.
 - d. The problem with the bank account that caused it to close was immediately corrected.
 - e. Ray was asked to provide the budget/expenditure breakout for the next meeting on 18 Oct.
2. ARB - Stacy
- a. The Scout project to work on the dock is scheduled for 30 Sep. Volunteers will meet at the pavilion at 9:00 am. Stacey will provide pizza and sodas for the volunteers afterward. A discussion followed on the current work plan with Stacey outlining the plan and summarizing pre-work that will take place. Stacey was informed there are left over wood planks under the pavilion that can be used.
 - b. The Middleton Place walkthrough was discussed. Some comments including debris in buffers, encroachment on buffers, and a fence in a buffer were brought to the Board's attention. Middleton reps will return to measure buffers and provide strict guidelines the Board will use to approach residents where there are potential issues.
 - c. Stacey provides ARB requests to the Board via email as they are received. She reviewed recent requests. There are currently no outstanding requests to be addressed.

Old Business:

1. Tran Dog Issue - The violation fees remain outstanding. Marcia and Stacey will coordinate sending a reminder letter.
2. Ray, Kirk, and Kris will go to the bank 29 Sep to update account signatures.
3. Marcia will research again what is needed to update Board members listed with Dominion Energy and Charleston Water then report back so changes can be made to reflect the current Board.

4. New Business

- a. Kris asked if a fall clean-up needs to be scheduled in Oct. Kris and Kirk will do a neighborhood walkthrough to determine if there is a need. Any Board member can participate. The need will also be based on how much the Scout project is able to accomplish.
- b. Stacey will make updates to the newsletter. Once complete, Marcia will coordinate posting.
- c. Marcia will ask for the servers to be rebooted to correct a problem with Board emails not coming through.
- d. Marcia asked about revisiting electronic document filing and will bring previous research info to the Oct meeting.

5. Next meeting

- a. 18 Oct 2023, 6:00pm
- b. Location TBD