

**The Refuge
Board Meeting Minutes
17 January 2024**

Called to order 6:03 PM
Adjourned 7:16 PM

Board Attendees:

Kirk Kilgore, President
Kris Busch, Vice-President
Ray Newman, Treasurer (via phone)
Stacey Domingo, ARB
Mike Randolph, ARB Marcia Lytton, Secretary

Board Absent:

None

Guests:

Rodney McLeod, Resident

Action Items:

1. Marcia will draft an email announcement for the annual meeting date/time
2. Marcia will procure snacks for the annual meeting
3. Marcia will draft an email relating to the info gathering results for disallowing renters

Meeting Minutes:

The November meeting minutes were unanimously approved via email prior to the meeting.

Committee reports:

1. Treasurer – Ray Newman
 - a. Ray reviewed the proposed 2024 budget. Answering a question from Kris, Ray explained that 120% of HOA dues make up the reserve. Historically built in for major repairs insurance would not cover, i.e. pavilion or dock.
 - b. After a couple minor changes, the Board unanimously approved the proposed budget for presentation to residents prior to a vote at the annual meeting in February.
2. Preservation Lane – Ray Newman
 - a. Ray will coordinate with Tim Dupree to schedule a meeting of Preservation Lane homeowners. Ray confirmed Tim will collect the additional dues. When asked, he reported there have been no complaints about the road maintenance.
3. ARB – Stacy Domingo
 - a. Stacey summarized recent requests regarding painting and tree removal that had been approved. After a brief discussion, it was decided that going forward she would issue a quarterly statement to the community.

Old Business:

1. In between meetings, the topic of disallowing rentals in the community was discussed by the Board. An email was sent to the residents to determine if this was of interest. The feedback received was split evenly between in favor and not in favor. However, over half of the residents did not respond. The Board decided not to pursue the issue. Marcia will draft a follow-up email with the results to be distributed to the residents.

New Business

1. Rodney McLeod was invited to discuss electronic document storage for Board related documents. Rodney currently manages the website and email distributions.
 - a. He began by gathering requirements and to clarify the purpose (Board only, community and/or public area). The Board thought an additional community area would be beneficial where some of the items on the public site could be relocated (i.e. meeting minutes).
 - b. He presented options:
 - MailChimp - currently using for community email; no document storage capability; free account but only one user
 - Currently using HostGater for the public website. It has an area where he can build document storage. This would require maintenance on his part.
 - Microsoft 365 – offers 10 free licenses for Not-For-Profits (will need to determine if this applies to State vs Federal registered organizations; The Refuge is registered with SC only.) Otherwise, the cost is \$6/person/month (@ \$360 annually).

Rodney will provide a proposal with a breakdown of all options, migration plan, and costs for Board review prior to the annual meeting.

2. The agenda for the annual meeting was discussed and tweaked. Marcia confirmed the building has been reserved and she will procure snacks. Stacey stated she has been working on an ARB report capturing requests, issues, and tips. Marcia will draft an email announcement for residents.

3. Next meeting

- a. 21 Feb 2024, 6:00pm
- b. Wescott Park