

**The Refuge  
Board Meeting Minutes  
8657 Refuge Point Cir  
14 August 2024**

Called to order 6:00 PM  
Adjourned 6:40 PM

**Board Attendees:**

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

**Board Absent:**

Mike Randolph, ARB

**Action Items:**

1. Stacy Domingo will review the By-laws to confirm the number of meetings required per year.
2. Marcia Lytton to resend the sprinkler repair invoice from the new online site.

**Meeting Minutes**

The June meeting minutes were unanimously approved via email prior to the meeting. There was no meeting in July. The President questioned if monthly meetings are required by the bylaws. The ARB Chair stated they required a certain number per year. She will follow up to confirm. The VP pointed out that the Board handles issues as they arise via email.

**Committee reports**

3. Treasurer – Ray Newman
  - a.
  - b. Ray reported the balances look good and are mostly within budget.
  - c. He advised there are remaining funds for additional dock repair.
  - d. One resident continues to have unpaid dues. It was decided after the meeting, Kirk and Ray would speak with the resident. If dues remain unpaid, a letter will be issued.
  - e. The sprinkler bill was mentioned. Marcia Lytton stated it had come into the new online email site and had forwarded it. She will send it again.
  - f. Ray stated there is \$1,800 budgeted for a fall workday and \$1,500 for fireplace repair.
4. Pleasant Places
  - a. Kirk Kilgore confirmed the posts along the road had been replaced and looked good.
5. ARB – Stacy Domingo
  - a. Stacy summarized recent requests which included removing a roofing advertisement sign, warning for trash bins left out or put out early.
  - b. Mailbox replacement was addressed. It has been determined that the company originally used is no longer making the posts. The Board previously approved, via email, a similar one from Lowe's that will be used going forward.
  - c. A resident reported seeing a dog, multiple times, off lease at the pavilion and the owner not picking up afterwards. Because the reporting resident would like to remain anonymous, it was

decided to post a warning on Facebook about the incidents. If it continues to happen, a warning letter will be sent to the offending resident.

d. Parking on the street and golf carts on the grass will also be addressed via Facebook notices.

6. Record Retention – Marcia Lytton

a. Marcia has been working with Rodney to set up the MS 365 site. Email is now going through the site and can only be accessed there. Marcia will work with the Board members to get them up and running. In the meantime, she will monitor the inbox. *Update – Kirk and Ray are now online.*

**New Business**

1. Kris Busch reported that there are issues with the dock door opening again. He will reach out the William Sheely about repair and also get an outside estimate. It is felt that additional support for the frame is needed.

Next meeting

18 September 2024, 6:00pm

Location TBD

  
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Marcia Lytton  
Secretary