

The Refuge Community Association Inc.
Board Meeting Minutes
November 19th, 2016

The Board Meeting was called to order at 9:00 A.M. In attendance were Board Members Tom Graybill, Ray Powell, Gary Roundy, Brian Thienes, Phil Bracamonte, and the Community Association Manager Amy Telnes. General Members present were asked to sign an attendance sheet that will be kept on file with these minutes.

The Board reviewed the August 13th, 2016 Board Meeting Minutes. Tom Graybill explained that privacy has been a concern for Members attending our Board Meetings. General Members, not the Board have been recording our Board Meetings. Tom assured everyone in the audience that your privacy is protected, and these videos will not appear on YouTube anymore. A new policy with rules to protect everyone's privacy will be discussed and voted on later in this meeting.

Action: Brain Thienes made a motion to approve the Minutes as written. Ray Powell seconded. Vote 5-0.

BAI #1: The Board reviewed the 2017 Budget Plan. The Treasurer Phil Bracamonte explained where there were changes from the 2016 Budget. Administration expenses will be lower. Landscaping expenses will increase because the areas we will take care of will increase along Arnold Palmer and Latrobe. Utilities will increase because of anticipated additional water consumption along Arnold Palmer that will be paid for by the Association rather than using the golf course effluent water. The total Reserve contribution will increase to \$95,000.00. Tom Graybill explained that last year we completed crack filling the roads. The cracks have settled a little bit. The new proposal is that we touch up the cracks, seal coat all the roads, and restripe. The road work is anticipated to begin at the end of January 2018. Approx. 40,000.00 per year was budgeted over the next 4 years for road maintenance. Tom Graybill reported he received a bid to do all the roads for approx. \$64,000.00, and asked the Finance Committee and the Board to make an adjustment so all the roads can be completed in 2017. The proposed Fee Schedule was reviewed and Phil Bracamonte explained where there were changes. The Resale Disclosure Fee will increase, but the Reserve Contribution collected at the sale of each lot will be lowered. Phil Bracamonte explained The Reserve Plan which flows out to the year 2046. Each year the Reserve Plan is reviewed by the Finance Committee and updated by the Board. A General Member thanked Phil Bracamonte for lowering the Reserve Contribution. Phil Bracamonte explained that lot sales exceeded what was expected with \$11,000.00 collected when only \$9,000.00 was expected, justifying the lowering the amount.

Action: Brain Thienes made a motion to adopt the 2017 Budget Plan Package with the adjustment of \$24,060.00 in the reserve account balance to complete the road maintenance in 2017. Gary Roundy seconded. Vote 5-0.

BAI #2: The Board reviewed proposed amendments to the Policy & Procedure Handbook. Phil Bracamonte explained that there are 3 sections that are proposed to be changed; Section 11, 13, & 17. All the changes are highlighted in gray. Deletions are shown with a strike out. Phil Bracamonte summarized the change which include an update to revise Videotaping and privacy policy. All meetings are private. Only people permitted are members. The Videotaping policy will only allow Board Members, the Manager, & podium speakers to be taped. The Member

taping the meeting needs to provide an unedited copy to the Association within 14 days. There are limitations on how the copies can be distributed. The videos cannot be posted where they can be viewed by the public on YouTube. Members will not be provided with other Member names, addresses, telephone numbers, or email unless written consent is on file to release this private information. There is a new opt out form where Members can designate if they wish to have their contact information shared or not. The new Gate House policies were reviewed with new rules for open houses. Phil Bracamonte thanked the Policy & Procedure Committee Members Bill Gibbons and Bob Boynton for their help in making these changes.

Action: Tom Graybill made a motion to approve the proposed changes to The Refuge Policy & Procedure Handbook Sections 11, 13, & 17. Brian Thienes seconded. Vote 5-0.

BAI #3: The Board reviewed the proposed voting procedures and election forms. The actual forms and dates for the 2017 Election Timeline were reviewed. The forms and ballots will go out from and return to the Manager's office. Metro Tax & Accounting will be hired to open and count the ballots at the Annual Meeting.

- Candidate Requests/Nomination Forms will be mailed out on December 23rd, 2016 and must be returned by January 10th, 2017.
- Secret Ballots will be mailed to Owners on January 16th 2017. Absentee Ballots must be returned by February 10th, 2017.
- The Candidate Forum held on Saturday January 28th, 2017 at 9:00 A.M. at the Manager's office.
- The Annual Meeting will be held on Saturday February 11th, 2017 at 10:00 A.M. at the London Bridge Resort.

Action: Tom Graybill made a motion to approve the forms and the dates listed on the timeline. Gary Roundy seconded. Vote 5-0.

BAI #4: The Board considered appointing Landscaping Committee Members to assist in drafting a new landscaping maintenance contract, and assist in the implementation of new areas to landscape and maintain in the Community. Jeff Jennings has volunteered to head the efforts on the Landscaping Committee.

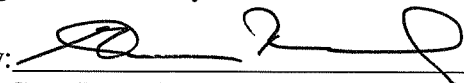
Action: Tom Graybill made a motion appoint Jeff Jennings as the Chair of a new Landscaping Committee. Gary Roundy seconded. Vote 5-0.

The Board held an Open Forum where Members made comments and asked questions. Topics of discussion were the lawsuit and the storage yard.

With no further business, the Board Meeting was adjourned at 11:06 A.M.

Signed this 3rd day of November 2018

By:



Gary Roundy, Secretary