

**The Refuge Community Association Inc.**  
**Board Meeting Minutes**  
**April 16<sup>th</sup>, 2016**

The meeting was called to order by the President Tom Graybill at 9:05 A.M. In attendance were Board Members Tom Graybill, Gary Roundy, Phil Bracamonte, Ray Powell, and the Community Association Manager Amy Telnes. General Members present were asked to sign their name on an attendance sheet which will be kept on file with these Minutes.

The Board reviewed the November 22<sup>nd</sup>, 2015 Board Meeting Minutes.

**Action: Phil Bracamonte made a motion to approve the November 22<sup>nd</sup>, 2015 Board Meeting Minutes. Ray Powell seconded. Vote 4-0.**

Tom Graybill reported that projects in the community are progressing. We have the permit needed for the new Guard Station. The crack seal project for the streets was completed. New landscaping is being planted along Arnold Palmer.

**The 2016 Officer Positions were presented:**  
**Tom Graybill..... President**  
**Brian Thienes.....Vice President**  
**Gary Roundy..... Secretary**  
**Phil Bracamonte.....Treasurer**  
**Ray Powell.....Director**

**Action: Gary Roundy made a motion to assign the 2016 Officer Positions as presented. Phil Bracamonte seconded. Vote 4-0.**

Tom Graybill reported that the Design Review Committee is working very well together.

**The 2016 Design Review Committee appointments were presented:**  
**Chairman Tom Graybill**  
**Ben LaParne**  
**Bill Gibbons**  
**Robin Callaway**  
**Golf Course appointee Paul Selberg**

**Action: Phil Bracamonte made a motion to appoint the 2016 Design Review Committee Members as presented. Gary Roundy seconded. Vote 4-0.**

Phil Bracamonte reported that a Finance Committee was formed in 2015 and for the first time a group of owners from the community put the annual budget together. Everyone worked well together and a lot of time and thought went into the completion of the 2016 Budget. The Committee Member's assistance and input was valuable. Phil thanked the Committee Members **Ken Goddard, Jeff Jennings, and Tom Sanders** for volunteering their time on this Committee. Phil recommended that this Committee continue in 2016 and the existing Committee Members be appointed again as follows:

**Chairman, Phil Bracamonte**  
**Ken Goddard**  
**Jeff Jennings**  
**Tom Sanders**

**Action: Phil Bracamonte made a motion to re-establish the Finance Committee and appoint the Committee Members presented. Gary Roundy seconded. Vote 4-0.**

The Association's general counsel Law Firm of Ekmark and Ekmark closed their doors and merged with another firm earlier this year. The Association asked Attorney Penny Koepke to move our files with her for safe keeping. Ms. Koepke is now employed by the Law Firm of Maxwell & Morgan. The Board and Manager have been satisfied with Ms. Koepke's abilities and would like to continue working with her. The new law firm will honor the fee schedule from Ekmark & Ekmark for at least one year.

**Action: Gary Roundy made a motion to confirm that Maxwell & Morgan will be the Association's general counsel law firm and that the Association's files will remain with Attorney Penny Koepke. Ray Powell seconded. Vote 4-0.**

Phil Bracamonte reported that a Policy & Procedure Committee had been formed and has invested a lot of time preparing the draft Policy & Procedure Manual considered for adoption at this Meeting. Copies of the Manual were made available at the Meeting, and emailed to owners and posted on the website. This process started last summer. It was brought forward for the first time at the August 8<sup>th</sup>, 2015 Board Meeting and tabled. At the November 22<sup>nd</sup>, 2015, a Policy & Procedure Committee was established and the Committee members comprised of Phil Bracamonte, Bob Boynton, and Bill Gibbons began working on the drafting the Manual. A template was chosen and combined with our existing rules. The Association lacked having one place for all policies and was missing direction and guidance in some areas. Phil explained that he owns property in other Associations that had good policies that worked well that were reviewed and incorporated into ours. The final draft went to the Board, and one change was made regarding waivers and variances for the Design Review Committee. Bob Boynton stated it is important to recognize there were rules and policies in place but there were gaps. The Committee tried to plug some holes in what can and cannot be done. The Committee also clarified and expanded on rules and procedures. There is a pull out section of the rules can be made to people renting and leasing in the Refuge. The Committee created a form that members must now fill out to register their tenants. This will insure the tenants are provided with the rules they need to be made aware of while living in the Refuge. A section on Board member conduct and member conduct at meetings was incorporated. A disclosure form was developed that Board and Committee members must fill out and sign to declare conflicts of interest if they exist. A violation form was developed so that complaints can be properly documented. Tom Graybill thanked Phil Bracamonte, Bob Boynton, and Bill Gibbons for volunteering their time for this. It is evident they all invested a lot of time and thought into this.

**Action: Phil Bracamonte made a motion to approve the final version of the Policy & Procedure Manual dated 4-12-2016. Ray Powell seconded. Vote 4-0.**

Tom Graybill presented a draft of changes to the Design Guidelines on behalf of the Design Review Committee:

- All property line walls shall be constructed with split face block
- Wrought iron property line fences shall have 2 courses of split face block at the base
- Site protection must be started from the time foundation work begins until the exterior building is finished
- Excess dirt and material can only be left on a lot temporarily and temporary shall be defined as two weeks or less. Dirt must be watered down or covered with a securely fastened tarp.

General Member Lorna Sanders asked if this means no more stucco walls can be constructed. Tom Graybill answered that was the general idea, but an owner still has the option to request a variance for a stucco wall if it can be found to be architecturally pleasing to the individual design of a custom home.

General Member Brian Kean stated concerns about people leveling out their lot and changing their pad height. Brian requested that some sort of a notification process be developed to notify neighboring lot owners of construction next to them. Tom Graybill stated this will be placed on the agenda for at the next Design Review Meeting.

**Action: Tom Graybill made a motion to adopt the Design Guideline changes presented. Phil Bracamonte seconded. Vote 4-0.**

General Member Judy Selberg asked about the budget for the Guard Station since costs have increased. Tom Graybill stated that the initial Capital Assessment collected from owners will be used along with funds allocated for overages in the 2016 Budget. The main reason for the additional costs is the initial design had a sewer holding tank. The County preferred that we hook into the sewer, and the Board agrees this would be best. Tom Graybill stated that the building of the new Guard Station is only Phase 1 of planned future security upgrades. We are looking into cameras at each gate that can be monitored from a central location and remotely for Phase 2.

General Member Bob Boynton asked what water source ended up being used for the plants along Arnold Palmer since that was not known at the last meeting. The landscaping contractor Scott Ward answered that we are using the reclaimed water supplied by the Golf Course. The watering system was opened up by removing the sprinkler heads and Scott is monitoring the system on a regular basis. Right now everything is working fine. There are concerns about the algae as we head into the Summer months, however, we have chosen a nice selection of desert plants that are drought tolerant. The plants are inexpensive and cost approximately \$10 - \$15 each. If we lose a few plants over the summer, we can afford to replace some of them if needed. Phil Bracamonte stated this approach is more cost effective because the use of domestic water could increase our water costs \$20,000 - \$25,000 per year. Tom Graybill stated that we replicated the original design the best we could, and we will be incorporating boulders in open spaces where we cannot efficiently water plants. We will choose replacement plants carefully and wisely with those plants that did well versus those that did not.


A question was asked about the status of the litigation. The Board stated nothing has changed and we are still waiting for a ruling from the appellate court.

General Member Judy Selberg asked if the white arms on the gate on Arnold Palmer at Latrobe could be replaced because she has concerns with their appearance. The Manager explained that the lightweight aluminum arms are what is engineered and designed to go with those gate motors. Past decisions to install gate arms that were not engineered or designed to go with those gate motors caused very large repair bills when the motors constantly burned out and when the gates constantly broke because of the incorrect amount of weight they were bearing. The heavy gates were a danger and a liability to the Association. The white arms and reflectors are important safety features and the Association could be found liable for altering safety features on the gate, so that is not a good idea. Judy Selberg then asked if the whole gate including the arms and motor can be replaced with a better looking system. The Manager responded that would cost several thousand dollars and something that would have to be looked into by the Finance Committee when they prepare the 2017 Budget.

Tom Graybill reminded everyone that the next **Board Meeting will be held Saturday August 13<sup>th</sup>, 2016 at 9:00 A.M.** at the Hampton Inn.

With no further business, the meeting was adjourned at 10:15 A.M.

Signed this 18, day of OCTOBER, 2016

By:   
Gary Roundy, Secretary