

The Refuge
Board Meeting Minutes
8657 Refuge Point Cir
20 March 2024

Called to order 6:00 PM
Adjourned 7:14 PM

Board Attendees:

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

Board Absent:

Ray Newman, Treasurer
Mike Randolph, ARB

Action Items:

1. Marcia to contact Pleasant Places to address entrance light issues, capping sprinklers for new swing installation, and erosion near the retention pond now exposing a sprinkler line. *Completed*
2. Marcia to contact Missy Cordero to have the spring cleanup date added to the marquee. *Completed*
3. Kris will check on the gas lamp at the entrance. *Completed – the lamp was relit.*
4. Board to conduct another walkthrough after newsletter is released to identify homes needing yard or house maintenance. Letters will be sent to homeowners.
5. Kirk will call 811 to have utility lines marked for swing installation. *Completed*
6. Kirk will contact the city for sidewalk and rip rap repair. *Completed*
7. Kris will draft a calendar year-based structure for MS 365 electronic document storage.
8. Marcia will continue to review paper documents for retention.
9. Kris will follow-up with Bob McClellan to determine issues he saw with the dock.
10. Kris will obtain a quote for pier coating and repair. *Completed*
11. Kris will obtain a quote for damaged palm tree removal near the pavilion. *Completed*

Meeting Minutes

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

Committee reports

1. ARB – Stacy Domingo
 - a. Stacy summarized recent requests for tree cutting and house painting.
 - b. Board provided feedback to the Spring newsletter. Stacy will distribute throughout the neighborhood this week. It will also be posted to Facebook, uploaded to the website, and distributed via email.
 - c. Stacy identified a light issue at the neighborhood entrance. Specifically, one gas lamp is out and several bulbs. Kris offered to investigate, but it was decided to pull in Pleasant Places for any needed repairs. Marcia will contact them.
 - d. Marcia stated she noticed erosion by the sidewalk near the retention pond that has exposed a sprinkler line. She will contact Pleasant Places to look into it.
 - e. The sidewalk near the pavilion that is raised due to tree roots was discussed. Kirk will contact the City of North Charleston for repair.
 - f. A walkthrough identified several homes that needed maintenance, i.e., lawn/weeding, pressure washing, etc. Letters will go out after the newsletter has been released. The newsletter includes spring maintenance as a reminder for residents.

2. Record Retention – Marcia Lytton

- a. Marcia provided a draft policy with retention schedule for Board review prior to the meeting. She will update based on comments and send a final document out for review.
- b. A discussion ensued regarding MS 365 set-up. Kris will draft a structure based on calendar year for review. Once set-up is completed and applicable documents migrated from the website, the Board will receive training.
- c. Marcia will continue review of paper documents to identify those to retain. These will then be scanned to upload to new document storage site.

New Business

1. The status of the swing installation was discussed. Stacy and Kirk met with the contractor to mark where the swings would be placed.
2. Kirk will call 811 to have utility lines marked in preparation for installation.
3. Marcia reported that she and Bob McClellan determined where the sprinkler heads were and identified 2 that were around the swings and would need to be capped. Marcia will contact Pleasant Places to have this done.
4. Marcia mentioned residents had reported the dock gate was not closing properly. Others had been using it with no problem.
5. Kris stated that Bob McClellan had mentioned that the dock may be sinking. Kris will follow up with Bob to determine any issue.
6. Board agreed on May 4 for the spring clean-up.
 - a. Although no immediate items to address came up, a discussion on pier repair ensued. Kris suggested a 10-year coating to eliminate the need for board replacement so often. He will get a quote on the coating and repairs needed prior to applying.
 - b. A palm tree near the pavilion was identified which has a large hole in the trunk that will eventually cause it to fall. Kris will get a quote to take it out.

7. Next meeting

- a. 17 April 2024, 6:00pm
- b. Location TBD