

APRIL RUBY RANCH HOA BOARD MEETING MINUTES

Time: 6:30PM – 8:30PM

Date: Wednesday, April 12, 2017

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Cristi Rawlings (CR), David Mixon (DM), David Fletcher (DF), Phil Mueller (PM) and Patrick Anderson (PA).
2. Welcome and introduce all. Guests were Scott Christians, Paul Czarnocki, Mark Rawlings, Kathryn Hirst, Maureen and Tom Hintz.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
 - a. March 2017 Minutes. Minutes were approved electronically after the March meeting with DM, PM, PA and CR agreeing via email. Motion to accept formally by DM, 2nded by PA, ALL were in favor.
4. Review of financial statements for the previous month(s).
 - a. Review and approve financial statement...per bookkeeper's reports.

March. \$9,949.05 in total income, mostly from dues, with about \$1000 from late fees and legal fees being reimbursed. One of our largest overdue accounts finally paid their bill, representing most of the dues income. Expenses totaled \$2,051.15, all standard expenses. March was another low expense month. All were regular recurring expenses. Ledger starting balance \$89,548.50 ledger ending balance \$97,446.40. Total savings and checking - \$245,615.87.

Motion to accept report as presented by PM, 2nded by DM, ALL were in favor.
 - b. Collections and attorney
Working on 2017 collection of dues. Certified 209 letters will be going out to ALL past due accounts. Older accounts will be processed by attorney for either lien or foreclosure as the law allows.

Guests present were allowed to be heard at any point during this meeting, and out of agenda order. Though heard out of order, discussion are documented in agenda order below.

5. Ongoing Business
 - a. Electronic voting / website / RR Electronic Accounts. No new information. We are ready for the election. DM investigated other options. Scott has presented the option of building our own platform versus using the votehoanow platform. Item pushed to May for more discussion and review.
 - b. FROM: Monthly TO DO list.
 - i. Spring road work signs – Mark to find and put out prior to work starting.
 - ii. Discuss bylaws and CCRs to ensure all are in understanding – not discussed, push to May.
 - iii. Gate code changes, signs and posting. To post on website 4/21 and again 4/28. Signs to go out 4/28 at stop and entrance. It was agreed to reimburse gate master for the phone line fees as the gates require a dedicated land line for use. It was agreed to reimburse gate master for the time spent to facilitate the gate code change. Original contract to be amended and endorsed.
 - c. Speeding cars and sheriff. Patrols not made in December after meeting. Next two will be in January.
 - i. 3/8/17 5 stops, 2 citations 1 speeding. 3/17/17 11 stops, 4 citations for speeding.
 - d. Quarries. No discussion had in April.
 - e. Year In Review, Newsletter & Life safety plans. Nothing intended until the end of the year.

- f. Committee recruitment. No new information.
 - g. Landscaping. ROW and general mowing, front entrance, gate entrances.
 - I. Updating landscaping. Received bid from Rogers. Proceed with clean and mulch, take other bids for changes to plantings.
 - II. Add spring and fall clean up to monthly TO DO list
 - III. Water issue at 4 way stop an clark gate PLUS head off at Labenski gate
 - IV. DM to set up the start- up of spring services.
 - h. Collections process, continued from March. Pushed to May.
 - i. Nonprofit filing. Thank you to PM for the information obtained. HOA to find tax attorney to help with application.
 - j. 1120H and franchise taxes (due in May) and add to TO DO list.
 - k. State of Texas form 802 and add to TO DO list. Filed!
6. New Business. Board Member topics. Limited to 5 minutes each. David Fletcher – collection process
- a. Park reservation by Christi Anderson for spring social 4/23.
 - b. Dell Boothe – RRR additional signage at the curve. MR to check with road work company to get suggestions for safety.
 - c. Architectural control committee
 - i. Open position. Kevin Ritchie resigned at the March meeting leaving Kelly Baugher and Andrea Siebert as committee members. Kathryn Hirst has volunteered. Motion to accept by PM, 2nded by PA, ALL in favor.
 - ii. CCRs enforcement. As per the concerns of the community expressed during our Annual Meeting future community goals intend strict adherence to our governing documents as written. No member has the right to give or take advantage of the CCRs. Governing documents take precedence in all matters. It was discussed to do an ALL property viewing for offenses to CCRs as written to bring our community fully in line with the intention of our governing documents, without prejudice or free interpretation. Respect will be paid to prior committee findings, assuming they are within the CCRs.
 - iii. Matzig Cove issue. Issue brought forth by neighbor at the February Annual meeting and ongoing discussion presented. PA to speak with the property of issue. The BOD is requesting a neighborly resolution to violation of the CCRs.
 - iv. RRR issue = ACC to send letter regarding unauthorized grade changes for the properties files. ACC to send violation letter regarding rip rap in the ROW without authorization.
 - v. Clark shed issue discussed, approved 12/27 and within CCRs regardless of neighboring property disliking the structure.
 - vi. Clark rock issue, ACC to send a reminder letter.
7. Standing 2015 Committee. Updates.
- a. Architectural Control Committee – Kelly Baugher
Detailed above in new business.
 - b. Gate Committee - Phase 4&5 Paul Czarnocki, Thomas Doebner AND Phase 7&8 Jim Coates
PC reports artic has done repairs at Bartlett. Looking for a committee person for 7&8.
 - c. Neighborhood & Welcoming Committee – Christi Anderson, Lu Berlin, Karen Marshall
Pushed to May

d. Road Committee – Mark Rawlings

- I. Repairs for crack sealing as discussed at the March meeting come to \$24,114.45. Motion made by DM to accept work as detailed. 2nded by PA, ALL were in favor.
- II. Magnum needs to be put on for full quote for fall budget and spring work.
- III. McCoy, CR & PM to talk with the two neighbors before the fall regarding potential long term solutions.

(Motion was made in March by DM to accept the \$37,276.44 road work (for Richards, E Bartlett, Creekside, Humphreys and Armstrong), 2nded by PM, ALL were in favor. It was also agreed to ask for a crack seal survey of costs as this project begins with expected at \$8500. Once that survey is performed and the cost is submitted, the BOD will vote via email with results added to the April meeting should it happen prior to that meeting. It was also discussed that road repairs necessary to perform the crack sealing will be discussed as needed. It was also discussed that road base maintenance will be discussed after completion of sealing project, with remaining budgetary funds. CR to ask Hays Quarry if they will honor the defunct NOPE agreement and share the burden of crack sealing.)

e. Wildlife Committee – Tim Dowling, Carri Turner, Jon Cassle, Chris Scallon, Cristi Rawlings.
Pushed to May.

(Tim presented update via email. The Hays County Smart Trap program as ONE person in line in front of us for use of hog traps. We will need to determine which property it is to be placed on and how to dispose of the catches without the use of firearm.)

8. Guest topics. Limited to 5 minutes each.

- a. Hintz's were heard under the ACC portion of the meeting.

9. Executive Session.

No recap from March as there was no need for ES.

10. Scheduling of next meeting and conclusion.

- a. May meeting was scheduled for 5/9/17.
- b. Conclusion at 9:20pm.

POLICIES – incomplete 3/2017

- Neighborhood patrol. Policy was set to hire (2) four hour minimum shifts monthly to protect and serve the community. Effort is to minimize speeding, stop sign running, vandalism, unsanctioned night time activity.
- Garage sales. 2/12/15 policy. Policy was set ruling against any future individual garage sales. (Motion made and was carried by a 3/1 vote.)
- Gate code changes. Policy was set 6/9/15 to establish a yearly changing of gate codes. This is to occur in March May following the February annual meeting. All were in favor.
- Stray/Roaming animals. Policy was adopted 8/6/2015 prohibiting stray/roaming animals.
- Invoicing. Policy was determined to invoice for open account balances monthly.
- Interest on dues. 2/12/15, policy. Our bylaws state we are to assess interest 0 days after due date which is the last day of January. Policy was set to send statements with assessed interest 3/1. (Motion made as part of financial approval and was carried by a 4/0 vote.)
- ~~Collections procedures on open dues balances. One invoice at end of year for upcoming dues. One statement after last day of March as per bylaws with interest assessed. One final statement on last day of April with interest assessed giving 10 days to pay debt. Any outstanding balances after the 10th day of May will be turned over to collections. (Motion was carried by a 5/0 vote.)~~
- Wording will be changed per information from attorney - Collections procedures on open dues balance. One invoice at end of year for upcoming dues. One statement after last day of March as per bylaws with interest assessed. One final statement on last day of April with interest assessed giving 10 days to pay debt. Any outstanding balances after the 10th day of May will be turned over to collections. (Motion was carried by a 5/0 vote.)
- ~~Collections procedures on any invoices other than dues. Invoice issued has 30 days to pay. One statement 30 days after the date issued with interest assessed. One final statement 30 days after the first statement with interest assessed and giving 10 days to pay debt. Any outstanding balances after that 10th day will be turned over to collections. (Motion was carried by a 5/0 vote.)~~
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- Collections. Policy was set 7/14/15 allowing residents in financial hardship SIX months to pay out their HOA dues. If any payments are untimely or missed, the payment plan is revoked and the resident will be sent to the attorney for collections. TD made motion, DB 2nded. ALL were in favor.
- AMENDMENT to collections procedures on open dues balances.
 - One invoice at end of year for upcoming dues. One statement after last day of March as per bylaws with interest assessed. One final statement on last day of April VIA CERTIFIED MAIL with interest assessed giving 30 days to pay debt. Any outstanding balances after the 10th day of May will be turned over to THE HOA LEGAL FIRM FOR collections. (Motion was carried by a 5/0 vote.) DB made motion 10/20/15 to accept amendment to policy. KB 2nded. ALL were in favor.
- AMENDMENT to collections procedures on any invoices other than dues.
 - Invoice issued has 30 days to pay. One statement 30 days after the date issued with interest assessed. One final statement 30 days after the first statement with interest assessed and giving 10 days to pay debt. Any outstanding balances after that 10th day will be turned over to collections. (Motion was carried by a 5/0 vote.) AT THAT TIME, ATTORNEY FEES WILL BE ADDED TO YOUR ACCOUNT. DB made motion 10/20/15 to accept amendment to policy. KB 2nded. ALL were in favor.

CONTRACTS with expiration dates

- Bookkeeping Blue Coyote 1/1/16 for 24 months.
- Website Blue Coyote 1/1/16 for 24 months.
- Landscape maintenance Rogers 1/1/16 for 12 months.
- Gate maintenance. Arctic. Open contract.
- Legal counsel – New contract is being signed with Cagle, and contract with Neimann and Heyer, on retainer, will end.

BOARD HISTORY

President (P), Vice President (VP), Treasurer (T), Secretary (S), At Large (AL)

2017-2018 Cristi Rawlings P, David Mixon VP, David Fletcher T, Phil Mueller, S, Patrick Anderson AL

2016-2017 Cristi Roberts P, David Mixon VP, David Fletcher T, Kelly Baugher S, Phil Mueller AL.

2015-2016 Cristi Roberts P, David Mixon VP, Donna Bjornson T, Andrea Siebert S, Tim Dowling AL.

Andrea resigned in June and Kelly Baugher was appointed.

2014-2015 Cristi Roberts P, David Mixon VP, Donna Bjornson T, Sonny Hollub S, Jack McCord AL.

Jack resigned in March and Tim Dowling was appointed.

Sonny resigned in April and Andrea Siebert was appointed.

2013-2014 Cristi Roberts P, Jack McCord VP, Scott Christians T, David Mixon S, Thomas Doebner AL.

2012-2013 Kevin Rodriguez P, Thomas Doebner VP, Scott Christians T, David Mixon S, James Weir AL.

2011-2012

2010-2011

2009-2010

2008-2009

2007-2008

2006-2007

2005-2006 Regan Lambert, P

2004-2005

2003-2004

2002-2003

2001-2002

2000-2001

1999-2000

1998-1999

1997-1998

1996-1997

1995-1996

ACC HISTORY

2017-2018 Kevin Ritchie, Kelly Baugher, Andrea Siebert, Kathryn Hirst

Kevin resigned in March 2017. Kathryn Hirst was appointed in April.

2016-2017 Kevin Ritchie, David Mixon, Cristi Roberts, Kelly Baugher

David and Cristi resigned in September 2016 and Andrea Siebert was appointed.

2015-2016 Kevin Ritchie, David Mixon, Cristi Roberts, Kelly Baugher

2014-2015 Kevin Ritchie, David Mixon, Cristi Roberts, Kelly Baugher

2013-2014 Kevin Ritchie, David Mixon, Cristi Roberts

2012-2013 Kevin Ritchie, David Mixon, Matt Edevold

2011-2012 Kevin Ritchie, David Mixon, Matt Edevold

2010-2011 Aglaia Ahmed, Kris Kelley, David Mixon

2009-2010 Steve Selger, Aglaia Ahmed, Mel Winters

2008-2009 Steve Selger, Aglaia Ahmed, Mel Winters

2007-2008

2006-2007

2005-2006

2004-2005

2003-2004

2002-2003

2001-2002

2000-2001

1999-2000

1998-1999

1997-1998

1996-1997

1995-1996

YEARLY PROCEDURES

March

- Welcome new members and vote/assign positions.
- Acclimate all members to current contracts and policies.
- Dues statements out 3/31 including assessed interest.
- Establish community spring fling date and establish budget.
- Changing registered agent with the Secretary of State (form 802) each year after the board is determined.
- Gate code change conversation

April

- ~~Spring Fling~~ and print signs
- Spring road work – print signs
- Discuss bylaws and CCRs to ensure all BOD are in understanding.
- Gate code change signs and posting
- Franchise tax and 1120H due in May

May

- Actual changing of the gate codes
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June

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July

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August

- Verify National Night Out date and establish budget
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September

- Adopt NNO budget, venue and details. Print signs
- Begin fall landscaping and winterizing process.
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October

- Begin discussion of Annual meeting paperwork (agenda, quorum, candidates/vote, year in review)
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November

- Begin verbiage for survey topics.
- Set HOA dues at meeting
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December

- Finalize all Annual meeting paperwork and prepare for print...including gate code change information.
- Establish AM date, time, and venue.
- Dues invoices out by EOM including terms clearly stated.

January

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February

- Signs for annual meeting
- Begin spring landscaping and mowing process
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