

## MARCH RUBY RANCH HOA BOARD MEETING MINUTES

Time: 6:30PM – 8:30PM

Date: Tuesday, March 7, 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, and Dale Olmstead.
3. Close annual meeting
  - a. Quorum count and election results  
As posted 2/14/17. Quorum was achieved. Results were: Cristi Rawlings 105, Patrick Anderson 89, Robert Lee 54, Jack McCord 45, Wafa Rivera 4, Julie Griffin 1 Motion to close annual meeting and accept election results by DM, 2nded by PM, ALL in favor.
  - b. Elect/assign 2017 director positions of President, Vice President, Treasurer and Secretary. DM nominated CR as President, all in agreement. CR nominated DM as Vice President, all in agreement. CR nominated DF as Treasurer, all in agreement. PM volunteered as Secretary, all in favor. PA will be At-Large.
4. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
  - a. December 2016 Minutes. Motion to accept by DM, 2nded by PA, ALL were in favor.
  - b. January 2017. Motion to accept by PM, 2nded by PA, ALL were in favor.
  - c. Annual Meeting 2017 Minutes. Motion to accept by DM, 2nded by PM, ALL were in favor.

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. Review of financial statements for the previous month(s).
  - a. Review and approve financial statement...per bookkeeper's reports.
    - i. January. \$54,737.40 in total income, all except \$206.31 was from dues. Expenses totaled \$5,129.28, about \$1500 for the meetings at the lodge, otherwise all standard operating expenses. Ledger starting balance \$26,532.05. Ledger ending balance \$76,140.17. Total in checking and savings \$224,264.18.
    - ii. February. \$15,512 in total income, all from dues. Expenses totaled \$2510.84, all standard expenses. February was an exceptionally low expense month. The only invoice that was not a recurring monthly bill was the sign maintenance at \$900. Ledger starting balance \$76,547.34. Ledger ending balance \$89,548.50. Note...the ledger starting balance does not match the ledger ending balance from January financials and is off by about \$400 because we had two checks outstanding to Buda Postal. One has since been voided. Ledger will be corrected. Total in checking and savings \$237,672.51.  
Motion to accept both January and February by CR. 2nded by DM, ALL were in favor.
  - b. Collections and attorney  
Announcement from Gregory S. Cagle regarding his departure from Savrick, Schumann, Johnson, McGarr, Kaminiski & Shirley, LLP and the formation of his new law firm Cagle Carpenter Hazlewood. CR to email notice to BOD and to sign documents acknowledging this transfer of our account.

## 6. Ongoing Business

- a. Electronic voting / website / RR Electronic Accounts. No new information. We are ready for the election. Discussion was had regarding the votenow site and if more advanced programs are now available. DM to investigate for the HOA. The current program makes it difficult to acknowledge the electronic votes, BUT it works okay!
- b. FROM: Monthly TO DO list.
  - i. Acclimate all members to current contracts and policies. Done.
  - ii. Dues statements out with note that outstanding balances will be turned to collections with all fees associated at the responsibility of the lot owner. Not done...discussed under 7A.
  - iii. Change ~~registered agent~~ officers and duties with the Secretary of the State. CR to do.
  - iv. Gate code change in March. Discussion to be had in March, change to occur in May. To address again in April with note to post on website reminding members.
  - v. Discuss/consider Spring Fling. The spring Fling will be removed from all future discussion until such time as a member would like to champion this project and get the community involved.
- c. Speeding cars and sheriff. Patrols not made in December after meeting. Next two will be in January.
  - i. January, two patrols. 5 citations for speeding and 2 citations for expire registration.
  - ii. February, two patrols. 7 citations for speeding and 2 citations for disregarding stop sign.Discussion was had regarding ticketing process. Discussion was had to steer future patrols to certain days and times.
- d. Quarries.
  - i. Meeting was had by several neighbors on 2/18/17 headed by Kathryn Hirst. This is in effort to begin a "quarry committee" and more fully utilize our connections with both the Hays and Centex Quarries. Any member who would like to be involved is encouraged to contact CR for more information.
  - ii. Quarterly meeting was had at the Hay Quarry and was attended by CR, DM, Kathryn Hirst and Mark Rawlings. Two separate incidents of vandalism at the quarry which the sheriff is investigating. Cecil Ruby has moved into the adjacent Ruby property and is questioning wildlife stock and is demanding the quarry commission a wildlife study. The quarries permit is up for renew and will be posted for two weeks. The quarry water truck was down for two weeks which may have added a bit more dust in the air as their secondary truck doesn't put out the same quantity of water. Quarries in Texas ARE NOT regulated by anyone. They voluntarily comply with the US Bureau of Mines. They do independently monitor sound and vibrations regarding blasts. December 8 through February 25 saw only 6 blasts. The quarry will no longer be providing complimentary road crack sealing (as was upheld through the defunct NOPE agreement) as they no longer have road crews.
- e. Year In Review, Newsletter & Life safety plans. Nothing intended until the end of the year.
- f. Committee recruitment. No new information.
- g. Street signs, continued... DF emailed sign bid to BOD 1/16/17 as \$890 plus tax including signs and labor. All were in agreement. Work was performed. It was noted that the far south W Bartlett gate doesn't appear in google as a point of NO ENTRY. PA to contact google maps and see what can be done to redirect traffic. Members are encouraged to give directions to their guests so this gate will not continue to have dead end traffic (which continues to turn around in neighboring properties.)
- h. Landscaping. ROW and general mowing, front entrance, gate entrances. DM to set up the start- up of spring services. DM and CR to meet with contractor regarding freshening the front entrance.

- a. From January - Playscape or park at the HOA owned land at the bridge. Rebecca Guthrie to investigate costs. DF to check insurance. This topic will be tabled until such time as a member would like to champion this project and get the community involved.
7. New Business. Board Member topics. Limited to 5 minutes each. David Fletcher – collection process
  - a. DF. Collections policy. Discussed, will go to attorney for review. Should be accepted at April meeting. It was also discussed that past policies are overlapping and misleading and need to be revised. Scott to send collections letter within the next week noting that interest has started to accrue and that any fees association with collections will be the individual member's to bear.
  - b. From Annual - David Fletcher – street light at 967 & RRR response. RR owns light and is fixed.
  - c. From Annual - David Mixon – McCoy response. RR owns road.
  - d. CR - Volunteer Appreciation. To be processed in March.
  - e. From website - U.S. Fish & Wildlife Service asks EPA to consider No-Discharge for Dripping Springs
  - f. From website - February 2017 Newsletter from Hays County Precinct 2
  - g. CR – Proposed to accept the meeting minutes electronically and post earlier than the next month's meeting as it keeps members a full month behind in conversations of the community. It was agreed that they will circulate to the BOD within a week of the meeting and will be accepted electronically and then entered into the next month's meeting agenda and minutes as accepted.
8. Standing 2015 Committee. Updates.
  - a. Architectural Control Committee – Kevin Ritchie
 

Kevin detailed no drive around in February. 4 applications submitted (1 gergola, 2 fences, 1 greenhouse/shed). The ACC received 2 complaints (1 regarding a shed on Clark Cove and 1 regarding land grading on RRR.) The ACC to correspond with all parties involved. Discussion was had stemming from the Annual Meeting regarding RVs and how they are stored within RR. The ACC to have a meeting to fairly administer the CCRs and respect former ACCs determinations regarding this matter. Kevin Ritchie resigned from the ACC after four years. His leadership is appreciated.

*"The ACC to have a meeting to fairly administer the CCRs and respect former ACCs determinations regarding this matter." PA agrees with respecting past ACCs on matters referring to approvals for building and improvements, however PA does not agree regarding to enforcement.*
  - b. Gate Committee - Phase 4&5 Paul Czarnocki, Thomas Doebner AND Phase 7&8 John Kimbrough, Jim Coates
 

PC reports the John Kimbrough will be moving. Any member looking to join the Gate Committee will be appreciated. Artic performed PM on all gates in February including assessment of battery back-ups. The south W Bartlett gate back up is not functioning. Rocks were utilized at the Clark gate rather than the bollard and wire system as was discussed in January. The neighbor building the new house on Clark donated the rock, neighbor Danny Spears utilized his equipment to move the rocks, neighbor Dale Olmstead and Paul Czarnocki helped.
  - c. Neighborhood & Welcoming Committee – Christi Anderson, Lu Berlin, Karen Marshall
 

No activity. Scott to forward new residents list to CR to organize a welcome day.
  - d. Road Committee – Mark Rawlings
 

CR and DF performed reference calls pertaining to the Lone Star Paving road bid presented in January, all were favorable. Motion was made 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.

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.

9. Guest topics. Limited to 5 minutes each.

- a. Mark Rawlings questioned if we are sales tax exempt yet (there was discussion in 2016.) DF discussed the process being long and drawn out to process such and that we need to be a 501C3 first. MR noted that if we spend +/- \$100,000 each year that is \$8000 in taxes we could reclaim and that possibly whatever the set up costs are they could be mitigated by future savings. PM to check process with a family member who is an accountant.

10. Executive Session.

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

11. Scheduling of next meeting and conclusion.

- a. April meeting was scheduled for 4/11/17.
- b. Conclusion at 8:56pm.

## 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 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> day 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 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 10<sup>th</sup> day will be turned over to collections. (Motion was carried by a 5/0 vote.)
- 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 10<sup>th</sup> 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 10<sup>th</sup> 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

Kevin resigned in March 2017.

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 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

### 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
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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
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