

## AUGUST RUBY RANCH HOA BOARD MEETING MINUTES

Time: 6:30PM

Date: Monday, August 7, 2017

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Cristi Rawlings (CR), David Mixon (DM), Patrick Anderson (PA), and Phil Mueller (PM). Absent was David Fletcher (DF).
2. Welcome and introduce all. Guests were Scott Christians, Paul Czarnocki, Mark Rawlings, Barbara Ohlmstead, Paul and Sandi Morgan, and Calvin Gee.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
  - a. July 2017 Minutes. Minutes were NOT approved electronically after the July meeting. Motion to accept 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.  
Review read by Scott Christians, HOA bookkeeper of record, in Treasurer David Fletchers absence.  
\$96,757.63 YTD income, \$98,261.92 YTD expenses. Total in checking and savings \$173,101.46.  
Motion to accept report as presented by PA, 2nded by PM, ALL were in favor.
  - b. Collections and attorney  
All past due have been forwarded to attorney for collections, liens and foreclosures. CR to continue actions with attorney for follow up.
  - c. Transfer of money to CDs occurred.

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.  
Contractor bid to build platform was withdrawn, leaving the motion to accept such null and void. HOA will continue with votehoa as has in past several years including the hiring of an outside party to certify results the night of the election.  
Motion to accept presented by PM, 2nded by PA, ALL were in favor.
  - b. FROM: Monthly TO DO list. Verify National Night out and set budget. – see guest topics...
  - c. Speeding cars and sheriff.  
7/19/17 9 stops with 3 citations for speeding, 1 registration, 1 no insurance, 1 stop sign, 6 warnings  
7/122/17 6 stops, 6 warnings
  - d. Quarries. No activity.
  - e. Year In Review, Newsletter & Life safety plans...Nothing intended until the end of the year.
  - f. Committee recruitment.  
CR will reach out to Karen Marshall again regarding gate committee

- g. Landscaping. ROW and general mowing, front entrance, gate entrances. DM
    - I. Agaves are removed.
    - II. Have been moving entrances and cutting back growth. Paul helped reset labenski sprinklers.
  - h. Nonprofit filing.
    - I. CR is working with tax attorney from our retained firm. CR to set up conference call for discussion.
6. New Business. Board Member topics. Limited to 5 minutes each.
7. Standing 2015 Committee. Updates.
- a. Architectural Control Committee – Kathryn Hirst, Kelly Baugher and Andrea Siebert
    - Committee emailed drive around 7/7/17
    - 7 reminders, 1 box truck, 2 boats, 3 trailers and trash piles.
    - 1 application for deck replacement.
    - Group discussion had regarding RRR fence.
  - b. Gate Committee - Phase 4&5 Paul Czarnocki, Thomas Doeblner AND Phase 7&8 Jim Coates
    - PC reported all gates are good!
  - c. Neighborhood & Welcoming Committee – Christi Anderson, Lu Berlin, Karen Marshall
    - Nothing to report.
  - d. Road Committee – Mark Rawlings
    - Reflectors replaced. Working on 2018 work.
  - e. Wildlife Committee – Tim Dowling, Carri Turner, Jon Cassle, Chris Scallon, Cristi Rawlings.
8. Guest topics. Limited to 5 minutes each.
- a. Scott Christians discussed resale certificates and transfer fees. HOA will begin to forward certificates AFTER funds have been received in full. Clarified \$250 certificate fee and \$250 transfer fee, both fees to be paid prior to providing certificate.
  - b. Barbara Ohlmstedt emailed regarding NNO and would like to head committee for this year. The board voted to host the event 10/3/17 as have in the past years with funds for entrée, games and prizes. Guests Paul and Sandi Morgan volunteered to help with this event. CR to schedule with sheriff, EMS and fire.
    - CR made motion to fund \$500 for event, DM 2nded, ALL were in favor.
  - c. Calvin Gee discussed the HOA enhancing our front entrance in light of properties clearing the 967 fence lines and other communities with more landscaped and attractive entrances. Proposed the HOA request permission from two adjoining homeowners for permission to create stately fencing and more grand entrance. Calvin wants our values to maintain in light of new schools and road traffic.
  - d. Paul and Sandi Morgan ask for the Labenski gate to be painted. HOA to provide materials, Paul and Sandi, Paul C and Mark and Cristi to help with labor. PC to get new reflectors as well.
9. Executive Session.
- All discussions were had regarding ongoing ACC issue on Matzig Cove, RRR and RRR trailers.
10. Scheduling of next meeting and conclusion.
- a. August meeting set for 9/12/17 at 6:30pm.
  - b. Conclusion at 8:00pm.

## POLICIES – incomplete 3/2017

- 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.
- ANIMALS Stray/Roamings. Policy was adopted 8/6/2015 prohibiting stray/roaming animals.
- COLLECTIONS. Policy was adopted 5/2017 by all as written by DF.
- ~~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 contract is current and expires 12/31/17.
- Website Blue Coyote contract is current and expires 12/31/17.
- Landscape maintenance Rogers contract is open and current.
- Gate maintenance. Arctic contract is open and current.
- Legal counsel. Cagle Carpenter Hazlewood contract is open and current.

## 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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