

## **JUNE RUBY RANCH HOA BOARD MEETING MINUTES**

Time: 6:30PM – 8:30PM

Date: Monday, June 12, 2017

Location: Ruby Ranch Lodge

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

May. \$3,393.51 in total income, \$1000 in resale certificates and the remainder in dues. Expenses totaled \$4,232.54, mowing at \$750, landscaping around \$2000, all other expenses were standard. Ledger starting balance \$95,579.34. Ledger ending balance \$94,740.21. Total savings and checking \$242,960.02 noting that the heritage statement wasn't received at the time and we still have not received the April statement either.

Motion to accept report as presented by DF, 2nded by DM, ALL were in favor.
  - b. Collections and attorney  
All past due have been forwarded to attorney for collections and 1<sup>st</sup> demands have gone out. 15 accounts with 4 being severe. CR to email attorney for follow up.
  - c. DF made motion to put \$100,000 of the funds at Heritage into CDs. \$50,000 at 3 years and \$50,000 at 5 years and leaving +/- \$50,000 available. 2nded by PA. 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. Ongoing Business
  - a. Electronic voting / website / RR Electronic Accounts.

SC to build platform will take +/- 6 months so decisions would need to be made by July. SC to get bid to HOA. Votehoanow costs \$275 yearly, personal platform will cost one time set up of \$750. Both must be monitored by a human to ensure no duplicates and latest vote is counted.

Decision pushed to July for all BOD to vote.
  - b. FROM: Monthly TO DO list. Nothing for June.
  - c. Speeding cars and sheriff.

Patrols not yet achieved.
  - d. Quarries.

CR to follow up with quarry regarding vandalism and road work.
  - 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. Entrance and Labenski area done by Rogers. Crepe replaced at Labenski.
    - II. Irrigation. Replaced controller at 4 way. Repaired clark entrance and main entrance. David AND Paul will be monitoring and will change out missing head at Clark.
  - h. Nonprofit filing. HOA to find tax attorney to help with application. CR to follow up with attorney.
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  
KH. Committee working on two drives monthly and follow up letters.  
Several properties detailed. Involving fences, drives and pools.
    - i. Matzig Cove issue discussed and with guest Tom Hintz
    - ii. RRR issue follow up. ACC to send letter issue is documented to HOA file.
    - iii. RRR berm issue discussed with ACC to send a violation letter.
    - iv. Creekside fence issue rustic look is approved pending CCR compliance.
  - b. Gate Committee - Phase 4&5 Paul Czarnocki, Thomas Doebner AND Phase 7&8 Jim Coates  
PC. All back up batteries are operational now. Labenski has intermittent problems and put in a anew controller for loop exit. Will need controller for Labenski and Clark.  
Have 4 remotes and will wait to purchase more.  
Karen Marshall had indicated willingness to join, but hasn't replied to emails.
  - c. Neighborhood & Welcoming Committee – Christi Anderson, Lu Berlin, Karen Marshall  
CR to schedule committee and achieve welcomes in July
  - d. Road Committee – Mark Rawlings
    - I. Repairs done. Crack seal June 19<sup>th</sup>. Phase 1 seal coat June 20 & June 22 and June 26 – weather contingent!
    - II. Mark to supply map to Scott to post online.
  - e. Wildlife Committee – Tim Dowling, Carri Turner, Jon Cassle, Chris Scallon, Cristi Rawlings.  
CR to follow up with TD regarding the trap availability though no current hog activity has been reported.
8. Guest topics. Limited to 5 minutes each.
- a. Tom Hintz requested an update on Matzig RV complaint and reports other trailers now apparent.  
Requests a copy of letter supplied by ACC to a neighbor. Suggested to put request in writing though it is not confirmed this request is applicable through open records.
  - b. Scott Christians discussed backflow (prior to Dale's arrival) in that the water board would like a list from the ACC of pools or irrigation installed 2016 & 2017. Kathryn to work on this and supply it.
9. Executive Session.  
Recap from June includes ACC review of Matzig violation. Meeting was achieved with homeowner. CR to pen letter to be approved by attorney and BOD for homeowner.
10. Scheduling of next meeting and conclusion.
- a. July meeting tentative set for 7/11/17 for confirmation by Phil.
  - b. Conclusion at 7:44pm.

## 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.)~~
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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 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, 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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