

OCTOBER RUBY RANCH HOA BOARD MEETING MINUTES

Time: 6:30PM

Date: Tuesday, October 17, 2017

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Cristi Rawlings (CR), David Mixon (DM), David Fletcher (DF), Patrick Anderson (PA), and Phil Mueller (PM).
2. Welcome and introduce all. Guests were Scott Christians, Paul Czarnocki, Mark Rawlings, Vice at 110 Walter and John and Faye at 209 Matzig.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
 - a. September 2017 Minutes. Minutes were NOT approved electronically after the meeting. Motion to accept by PA, 2nded by PM, ALL were in favor.
4. Review of financial statements for the previous month(s).
 - a. Review and approve financial statement...per bookkeeper's reports.

September:
\$250.00 in total income, from a resale certificates. Expenses totaled \$3468.15, all were regular monthly expenses with a couple of large legal invoices totaling \$3236.99. Ledger starting balance \$24,576.29 ledger ending balance \$18,358.14. Total savings and checking \$166,775.07.
Motion to accept report as presented by DM, 2nded by PA, ALL were in favor.
 - b. Collections and attorney
All past due have been forwarded to attorney for collections, liens and foreclosures. No changes occurred during October. CR to continue actions with attorney for follow up.

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.

Began basic discussion of voting, see below.
 - b. FROM: Monthly TO DO list.
 - I. Discuss and establish dues for 2017 HOA and Gates. Discussion was had regarding the health of the HOA accounts and the needs of the community. Only potential major expense could be a complete front entrance overhaul to be discussed at the annual meeting and of which would require a general assessment to all if project is desired. General dues and gates 4 & 5 are good for this year. Gates 7&8 are lacking. Will raise 7&8 to \$90 for 2018 and raise again in 2018 to \$104. It is then expected to lower gates 4&5 in 2019 to \$104 and join the gates to ONE account both at \$104.
Motion made to keep HOA dues at \$325, to keep Gates 4&5 dues at \$118 and to raise Gates 7&8 dues from \$79 to \$90 by PM, DM 2nded, all were in favor.
- TYPO ON AGENDA. Should say 2018 HOA and Gate dues. This issue will be posted again on the November Agenda.**
- II. Discussion of Annual meeting paperwork (agenda, quorum, candidates/vote, year in review.) It was discussed that the paperwork from prior year will stand for current year with name and date changes. DM, PM and DF are all up for re-election. DM will not be running for another term. SC to post online to begin getting neighbors to enquire about running.

- c. Speeding cars and sheriff.
 - Request some future shifts to extend further down RRR and at later hours.
 - 9/22/17 8 stops with 2 citations for speeding and 1 for expired reg
 - 9/28/17 14 stops with 6 citations for speeding and 2 for expired reg
- d. Quarries.
 - Hays Quarry meeting this week, CR & MR were in attendance.
 - Try to establish yearly meeting with Centex.
- e. Year In Review, Newsletter & Life safety plans...PM to begin drafting, progress discussed.
- f. Committee recruitment.
- g. Landscaping. ROW and general mowing, front entrance, gate entrances. DM
 - I. ROW agreed to another mow at \$3000, set to be mowed.
 - II. Begin getting landscape architect bids for front entrance expansion. PA to engage BIL who is a landscape designer.
 - III. Begin getting bids for entrance and gated areas fall freshening – project being held.
 - IV. Contract is up for rebid. DM would like to pass to PM. Send RFP to Rogers, Diamond and others.
- 6. New Business. Board Member topics. Limited to 5 minutes each.
 - a. DF discussed collections and our payment plan process. It was agreed that the HOA has no onus to send reminder notices to delinquent payment plan offenders and they those will automatically revert to legal.
 - b. SC discussed our insurance is up for renewal. It was agreed that our current provider will continue to be used without rebidding at this time.
 - c. CR discussed the possibility of accepting CCs as payment for dues, which we had tried previously but at expense to the HOA. DF to investigate.
- 7. Standing 2015 Committee. Updates.
 - a. Architectural Control Committee – Kathryn Hirst, Kelly Baugher and Andrea Siebert
 - Committee was not present and is to email board a progress report.
 - The board had discussion regarding strictly adhering to CCRs regardless of circumstances. Notices will be sent to all members with trailer issues. Discussion was also had regarding decoration in HOA ROW.
 - b. Gate Committee - Phase 4&5 AND 7&8 Paul Czarnocki, Thomas Doebner, Jim Coates, Kevin Boissonneault
 - PC reported all gates are good! Paul, Kevin and the Morgans painted the gates. North Bartlett will have a large expense impending. Board will email approval if and when.
 - c. Neighborhood & Welcoming Committee – Christi Anderson, Lu Berlin, Karen Marshall
 - Nothing to report.
 - d. Road Committee – Mark Rawlings
 - Delineator (white sticks at bridge) to be replaced.
 - MR discussed the bridge report as referenced by PC at the last meeting. Several items are slight and will be bid to remedy ASAP. Bridge spalling, crack infilling, etc. Note needs to be made to put full evaluation/inspection on agenda 10 years from last report or 2024.
 - e. Wildlife Committee – Tim Dowling, Carri Turner, Jon Cassle, Chris Scallon, Cristi Rawlings.
 - Nothing to report.
- 8. Guest topics. Limited to 5 minutes each.
 - a. SC discussed bookkeeping and web services contracts are up for renewal. SC to provide bid.
- 9. Executive Session.
 - Septembers session detailed ACC violations and accounts.
- 10. Scheduling of next meeting and conclusion.
 - a. October meeting set for 11/14/17 at 6:30pm.
 - b. Conclusion at 8:30pm.

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 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 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

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- 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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