

## **AUGUST HOA BOARD MEETING MINUTES**

Time: 6:30 PM – 8:30 PM

Date: Tuesday, August 11, 2015

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Present were Cristi Roberts (CR), President; David Mixon (DM), Vice-President; Donna Bjornson (DB), Treasurer; Kelly Baugher (KB), Secretary and Tim Dowling (TD), At Large.
2. Welcome and introduce visitors. This meeting's attendees included Paul Czarnocki, Mark Rawlings, Scott Christians, and Ken and Marsha Lowe.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the July meeting. DM 2nded, all were in favor.
4. Review of financial statements for the previous month(s):  
DB reported. Current balance is \$257,814. Approximate split is \$71,672 in Broadway Bank (checking), and \$186,412 (UHFCU). We collected \$2,732 in delinquent dues. Income was \$3,717. Expenses were \$5,457. One past due account was sent to collections. 3 went into payment plans. Out of about 292 owners, 19 are past due. Legal fees and paving were a big chunk out of the expenses. DB recommends leaving the money in the checking account.

One past due lot owner is overseas, and never received the statements. We didn't have a good mailing address. He has paid the dues and interest, but wants the legal fees waived. The Board decided to absorb the legal fees.

The Board also decided to absorb some of the legal fees incurred for drafting correspondence, CC review, and review of language posted online regarding loose animals and dog attacks. Owners will be invoiced for legal fees specific to those owners.

Updating liens vs. creating new liens for existing properties that had liens was discussed. DB will forward an answer from the attorney as to the proper way to handle the liens.

Our corporation status is up to date.

DM motioned to approve the financials, TD 2nded, all were in favor.

5. Ongoing Business (in order as listed in the agenda)
  - A. Electronic Voting –  
There was discussion about checking with the management company contracted to handle our ACC to see if they offer services to handle voting/elections. The system used this past year had too much human intervention.
  - B. End of Year Procedures –  
Monthly to-do. CR presented written list, with discussion and additions.

C. Speeding cars and sheriff –

There was one shift on 8/11/15 with 8 stops, and 5 citations.

D. Quarries –

There is a meeting scheduled for August 18<sup>th</sup> with the Hays quarry at the Hampton Inn in Buda. CR received notices about the Centex quarry running at night. She alerted them and they said they will stop. CR got the addresses for the meters, and Centex will get them installed.

E. Life Safety Plan –

CR, DB, and BFD. Nothing to report. This will be addressed later this summer.

DB proposed creating a quarterly life safety and neighborhood newsletter. She will spearhead the first one and try to get it out by October 1. It will be put on the website.

F. Committee recruitment –

Nothing to report. Heavy recruiting is needed in the neighborhood to fill positions on committees and the board.

G. Bridge walkway –

MR presented the estimate to create a pedestrian walkway across the bridge on Ruby Ranch Road. The estimate came in at approximately \$44,000 (with tax removed). There is a 3 foot difference on each side, and the road would need to be widened to match the bridge. After much discussion and preliminary voting, the Board decided to obtain modified bids, and CR wants to reach out to TxDot for additional information. This issue will be picked up again in September.

6. New Business

A. Board Member topics. Limited to 5 minutes each.

- a. CR – Dog policy from legal was discussed and has been adopted and posted on the website. We are asking the entire neighborhood to be vigilant.
- b. DM - A “Policy” button will be added to the website that will link to all of the adopted Ruby Ranch policies.
- c. CR – Postcard mailout and drawing. SC said that we had about 85 responses to the postcard. The winners are Steve Selger - \$100 to Trattoria Lisina, Donny Boker - \$50 to Proof Liquor and Deli, and Kimberly Salinas - \$50 to Miss Red’s.
- d. KB – Garage Sales. The Board discussed information received from the attorney. CR will draft a garage sale policy that will be discussed at the September meeting. DM suggested we look at the Association Management Company’s site to get ideas for fines.

## 7. Standing 2015 Committee Updates

### A. Executive Session prior meeting oral summary – Cristi Roberts

### B. Road Committee – Mark Rawlings (David Mixon, liaison)

Mark said that the sealcoating of the roads is finished, with the exception of warranty work to be performed on Ruby Ranch Rd. on 8/31 and 9/2 (weather depending).

TD – asked about a low spot on Creekside similar to the one on McCoy. MR will investigate, and any necessary repairs will be done next year.

MR will schedule the painting of the Stop Sign lines.

Leaning Stop Sign – MR will arrange for the repair. DM suggested that the repairman drive the neighborhood and see what all needs to be addressed, at a cost of approximately \$50/hour (which the Board approved).

### C. Gate Committee – Paul Czarnocki (David Mixon, liaison)

Paul presented the Gate Committee update. Clark Cove gates – PC said that we received a quote of \$1600 for the pulling and running of 115V electrical lines. An amount of \$1000 was approved by the Board in July, and the Board increased the approved value to match the \$1600 quote. Another quote will be coming for additional upgraded work (probably about \$2000). Paul wants Artic to evaluate the Labinski gates too. TD asked about a warranty. Paul said that there is no warranty, and it is very hard to find an electrician due to so much construction.

DM motioned to raise the limit to \$2000, DB 2nded, all were in favor.

### D. Landscaping Committee – Steve Selger (Donna Bjornson, liaison)

DB – asked if the sprinklers were working. Thomas Doebner reported that he had turned on the sprinklers because they were set off. DM said that we were charged \$65 to fix them, and he will check with DNZ to see if there is an issue. SC reported that he had noticed that there was 0 water usage, so the sprinklers must have been turned off.

### E. Wildlife Committee – Tim Dowling (Tim Dowling, liaison)

Nothing to report.

### F. Neighborhood Watch/Welcoming Committee –

TD said that he will head up the welcoming committee.

### G. Architectural Control Committee – Kevin Ritchie (David Mixon, liaison)

The current ACC members will do one more drive-around during the transitional period before the new company takes over the ACC duties. The ACC will keep 4 committee members. DM – reported that the contract with the management company was signed. Several letters were sent to owners in August for ACC violations.

8. Guest Topics

Nothing was discussed.

9. Executive Session

A. Legal. Updates and Discussion.

B. ACC Violations – Updates and Discussion.

10. Scheduling of next meeting and conclusion

A. Schedule September Board meeting – set for September 15, 2015.

B. Meeting was adjourned at 9:00 PM.

\*The Ruby Ranch Home Owners Association's Board of Directors reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any matters of the Association.

**POLICIES** (In alphabetical order by topic)

- 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.)
- 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 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.)
- Gate code changes. Policy was set 6/9/15 to establish a yearly changing of gate codes. This is to occur in March following the February annual meeting. All were in favor.
- 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.

**CONTRACTS** with expiration dates

- Bookkeeping 2/1/15. Option for monthly for 12 months.
- Gates and website. Gates cancelled 7/1/15. Website expires 11/30/15.
- Landscape maintenance. Open.
- Gate maintenance. Open.
- Legal counsel. Open.

## BOARD HISTORY

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

2004-2005

2003-2004

2002-2003

2001-2002

2000-2001

1999-2000

1998-1999

1997-1998

1996-1997

1995-1996

## **ACC HISTORY**

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

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2003-2004

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## 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

### April

- Spring Fling – and print signs
- Spring road work – print signs
- Discuss bylaws and CCRs to ensure all BOD are in understanding.
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### May

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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

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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.
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## December

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

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## February

- Signs for annual meeting
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