

## AUGUST HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Tuesday, August 2, 2016

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Present were Cristi Roberts Rawlings (CR), President; David Mixon (DM), Vice-President; Kelly Baugher (KB), Secretary; David Fletcher (DF), Treasurer; and Phil Mueller (PM), At-Large.
  2. Welcome and introduce visitors. This meeting's attendees included Scott Christians, Robert Lee, Karen Marshall, Andrea Siebert, Pat Dorsett, Dale Olmstead, Charles/Martha Anderson, Paul/Sandy Morgan, Troy Bolen (HOA attorney representative). 8 non-board-member lots were represented at the meeting (324 total lots in Ruby Ranch).
  3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the June meeting. KB 2nded, all were in favor. No meeting was held in July.
  4. Review of financial statements for the previous month(s):
    - A. DF reported.  
June  
=====
- \$1944.60 in dues deposits (One large overdue account was paid - around \$800 due to a home sale)  
Expenses totaled \$6682.95, a majority \$3800.50 in landscaping, \$1087 for legal and typical utility payments  
Ledger starting balance \$71,309.19 ledger ending balance \$66,522.27  
Total savings and checking ending balance - \$214,297.71  
KB motioned to accept the June financials, PM 2nded, all in favor.
- July  
=====
- \$1050.88 in dues deposits (One large overdue account was paid - around \$700 due to a home sale)  
Expenses totaled \$5327.21, a majority \$3800 in landscaping, the remainder was all standard utility and maintenance payments.  
Ledger starting balance \$66,522.27 ledger ending balance \$62,245.94  
Total savings and checking ending balance - \$210,021.38 excluding July's interest in Heritage (statement not yet received)
- DM motioned to accept the financials, PM 2nded, all in favor.
- B. Attorney and Collections – moved to Executive Session

Guests present were allowed to be heard at this point in the agenda. Though heard out of posted agenda order, they are documented in the proper areas below.

5. Ongoing Business (mostly skipped due to guest topics)
  - A. Electronic Voting/Website – skipped
  - B. End of Year Procedures – skipped
  - C. Speeding cars and sheriff – skipped
  - D. Quarries –  
VibraTech gave us a monitoring quote of \$650 per monitor per month.
  - E. Life Safety Plan / Quarterly Newsletter – skipped
  - F. Committee recruitment – skipped
6. New Business
  - A. Board Member topics. Limited to 5 minutes each.
    - a. DF – made a motion that nothing would go to the attorney without a board vote – no seconds.
    - b. DF – based on our current attorney’s performance, would like to replace our attorney. This discussion was tabled until executive session.
7. Standing 2015 Committee Updates
  - A. Executive Session prior meeting oral summary – Cristi Roberts  
Nothing to report.
  - B. Road Committee – Mark Rawlings - not present (David Mixon, liaison)  
Seal Coat on Ruby Ranch Road will be redone. CR drove RR with Ramming to take a look at the seal coat in the rest of the neighborhood.  
DF - \$1575 + tax bid to clear the culverts and clean them up. The Board is fine with that bid. Motion to accept the bid was made by DM, PM 2nded, CR&KB for, DF against.
  - C. Gate Committee – Paul Czarnocki – not present - skipped.
  - D. Landscaping Committee – Steve Selger - not present - skipped.
  - E. Wildlife Committee –Tim Dowling – not present (CR, liaison) - skipped
  - F. Neighborhood Watch/Welcoming Committee – skipped
  - G. Architectural Control Committee – Kevin Ritchie – not present - skipped
8. Guest Topics.

- A. Martha Anderson – thanked David Mixon and Dale Olmstead for attending meetings regarding the Dripping Springs situation. Barton Springs, Trinity, Buda, and Edwards Aquifer entities are all against the pending Dripping Springs proposal. Commissioner’s Court voted 4-1 to give \$100,000 to drill a well for better monitoring and testing to evaluate the situation. The TCEQ website is [protectourwaternow.org](http://protectourwaternow.org).
  - B. The bulk of the meeting was spent discussing the CC&R/bylaw amendments that were passed over the last several years. Several homeowners at the meeting and two board members (DF and KB) feel that the amendments should not have been enacted and filed without the advance notice to and percentage vote by the homeowners, as required in the RR documents and state law.
    - DF made 3 motions to revoke and/or void in the legally proper manner the following invalid documents filed with Hays County, and to remove them from our website and policies:
      - 1- Document #2015-15035480 – extends the Bylaws to adopt rules related to the Property. DF motioned, KB 2nded, PM voted to repeal the document. CR and DM abstained.
      - 2- Document #2015-15035481 – relates to deed restriction enforcement (i.e. fining), garage/estate/yard sales, and gate codes. DF motioned, KB seconded, PM voted to repeal the document. CR and DM abstained.
      - 3- Document #2014-14025068 – relates to flags, solar energy devices, rain barrels and rainwater harvesting devices, religious displays, record production, record retention, payment plans, voting, transfer fees, and email addresses. DF motioned, KB seconded, 3 abstentions (PM, CR, DM). PM would like more information regarding this document, and it will be addressed again at the September meeting.
- As a result, 2 filings will be repealed, and the third will be addressed in September at the next BOD meeting.

## 9. Executive Session

- A. Legal. Updates and Discussion –
  - Liens – 4 were filed last month due to long term (multi-year) non-payment of dues, etc.
  - PM – motioned to have a 2 year non-payment period before liens will be filed. DM seconded, KB and CR in favor, DF against.
- B. ACC Violations – Updates and Discussion – nothing discussed in Executive session
- C. The BOD decided that we will start looking for other legal representation.

## 10. Scheduling of next meeting and conclusion

- A. Schedule next Board meeting – set for Tuesday, September 13, 2016 at 6:30 PM
- B. Meeting was adjourned at 9:33 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.)
- 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.)
- 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.)
- 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.
- Stray/Roaming animals. Policy was adopted 8/6/2015 prohibiting stray/roaming animals and making it a finable offense.
- Invoicing. Policy was determined to invoice for open account balances monthly.
- 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 – Neimann and Heyer, on retainer.

## **BOARD HISTORY**

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

2015-2016 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**

2016-2017 Kevin Ritchie, David Mixon, Cristi Roberts, Kelly Baugher

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

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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

- 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.
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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.
- 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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