

DECEMBER HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Wednesday, December 2, 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, Scott Christians, Mark Rawlings, Powell Pendergraft, and Rebecca Blackmore.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the September meeting. TD 2nded, all were in favor.
4. Review of financial statements for the previous month(s):
DB reported. Current balance is \$168,312 (approximately \$21,000 in checking, \$147,360 in savings). We had the normal monthly expenditures, but also had the expenditure of the bridge walkway at \$39,063.32. All past due accounts have been referred to the attorney for collections except for the ones with extremely small balances, and those with the small balances will have those balances included with the 2016 dues invoices.

TD made motion to approve the financial statement. DM 2nded. ALL were in favor.
5. Ongoing Business (presented in order as listed in the agenda, although some items were discussed out of order)
 - A. Electronic Voting –
DM recommended that we do not use Associa to count votes. We will have an outside agency tally the votes, and Scott Christians manage the voting up to the evening of the election. We also discussed various methods of encouraging homeowners to vote.
The RR website was also discussed. Scott will add a 'Policies' button to the site, and will consolidate all policies at that location. The addition of a member directory on the site was discussed and the BOD decided against adding it.
The 'Welcoming Committee' section - The addition of a vendor directory (comprised of RR homeowners) was discussed, and the BOD agreed that it would be added, with the stipulation that RRHOA doesn't endorse any of the goods or services listed in that directory. Scott will include something in the annual mailer in order to let folks know that they can list their businesses on the RR site.
 - B. End of Year Procedures –
Monthly to-do. On task with the procedures. Donna will prepare the 'year in review'. Discussion included adding vandalism costs as well as ACC violation summaries.

C. Speeding cars and sheriff –

We had two shifts (11/18 and 11/20). 15 stops. 13 violations were written, and 6 warnings were given.

D. Quarries –

CR/KB attended the Hays quarry meeting on 12/1. They reported a quiet month, and all blasts were within tolerances. Even though they have had many organizational and business changes, they remain committed to working with Ruby Ranch. They reminded CR/KB that Ruby Ranch residents may drop off their Christmas trees (not artificial trees) at the quarry entrance for disposal (they put them in their ponds to provide habitat for the fish).

Centex sent their metering report, and all blasting appears to be within tolerances.

E. Life Safety Plan / Quarterly Newsletter –

Planning the January issue's content will begin in December. The Board discussed the impact on property values that the negative posting on NextDoor can cause, and that will be referenced in the newsletter.

F. Committee recruitment –

Heavy recruiting is needed in the neighborhood to fill positions on committees and the board. We asked the visitors at the meeting to consider filling board and committee positions. For potentially 2 open board positions, only 1 possible candidate has been nominated.

6. New Business

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

- a. CR – The mowing and landscaping RFPs were discussed. CR and DM did a second drive-around with the top 3 companies chosen in the November meeting. DM recommends Rogers, based on reviews, and will contact them to see if they will lower their mowing price. KB motioned to accept, DB 2nded to accept the contract as-is with hopes that they will lower their price. CR proposed that pansies be installed at the front entrance at a cost of approximately \$500. The Board was in agreement.
- b. DM – Annual Meeting packet. The packet will be approved at the December meeting. CR wants the packet trimmed down as much as possible. We will send the packet to Buda Postal to print, stuff, and mail. The annual meeting is set for 2/22/2016 at 6:30pm at the lodge. The deadline for online voting will be on 2/22/2016 at noon.
- c. Road markings – A revised bid was received from Evans for \$7,965.00. We did receive a bid from another company for about \$13,485. The Board decided to go with Evans. CR drove the neighborhood, and there are about 130 signs that need to be addressed in some fashion (clean/repair/replace). TD motioned to accept the bid, KB 2nded, all in favor. CR will post her list containing all the signs.

- d. RRR culvert area north of stop sign, embankment flood repairs – Repairs have not begun due to weather.
- e. Ruby gate access – the response was sent. Upon our attorney's recommendation, they do not need or receive access to the gated parts of the community.
- f. Ruby easement question – Upon our attorney's advice, it is not the RRHOA's responsibility to be involved in the Ruby's easement issues with the developer of Ruby Ranch.
- g. CR – mentioned the information that was received regarding the Onion Creek Coalition.
- h. ETJ changes – Buda wants to expand, which could affect Ruby Ranch in the future (even though we are in the Dripping Springs ETJ currently).
- i. A private water well in the neighborhood tested positive for E. coli and chloroform. This is common with private wells, and easily treated.
- j. CR – purchasing 4 new deer for the front entrance Christmas decorations at a cost of about \$300. This was approved by the Board.
- k. CR – need to replace the flags at the entrance at a cost of about \$126 (approved). She also mentioned the lights have been adjusted to properly illuminate the flags at night.
- l. CR – dog complaint on Clark Cove. DM will prepare a letter to send to the homeowner.
- m. CR – a mailbox was destroyed on Clark Cove.
- n. TD – another mountain lion was spotted in RR.
- o. CR – a post on NextDoor about a homeowner being incredibly rude to an elderly man asking for directions was discussed.

7. Standing 2015 Committee Updates

- A. Executive Session prior meeting oral summary – Cristi Roberts
Nothing to report.

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

MR – Bridge repairs from flooding will commence, weather permitting. Ramming will be out in December to start patching and fix other areas. Crack sealing will also be done in December. A low-voltage driver was brought in to fix the front gate light.

TD – asked about the situation with the front well used for irrigation. MR adjusted the watering time to be in the middle of the night, and that has seemed to help with water usage.

- C. Gate Committee – Paul Czarnocki (Phases 4&5), Thomas Doebner, John Kimbrough, Jim Coates (Phases 7&8) (David Mixon, liaison)

PC – gates are in good shape for now. Maintenance has taken place. The north Bartlett gate has been ‘rigged’ (gears welded to the shaft) and hopefully those repairs will last through the spring. Arctic has done a good job. The estimated \$3,500 repair cost for the north Bartlett gate needs to be added to the cap-ex budget. We should soon receive the invoice for the monthly gate maintenance and the Bartlett gate repairs. DM commented that the gate committee is running very smoothly.

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

Pansies for the front entrance were discussed, and noted earlier in the minutes.

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

Nothing to report.

- F. Neighborhood Watch/Welcoming Committee –

Discussed earlier.

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

KB will bring a list of the ACC violations to the monthly Board meetings.

The most recent letters sent by the management company were discussed. The ACC met separately to review these letters in depth and made recommendations to the management company.

Our spreadsheet in DropBox will be updated with Associa’s violation information for ease of access.

8. Guest Topics

- A. Rebecca Blackmore – questioned how Board decisions are made, especially in reference to the bridge walkway. The history of that decision, as well as cost information, 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 January Board meeting – set for January 12, 2016 at 6:30 PM.
B. Meeting was adjourned at 8:33 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 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 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.)
- 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 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 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 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

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

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2003-2004

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1997-1998

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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

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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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