

## DECEMBER HOA BOARD MEETING MINUTES

Scheduled Time: 6:30 PM – 8:30 PM

Date: Tuesday, December 13, 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 Mark Rawlings, Paul Czarnocki and Scott Christians.
  3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the October meeting. PM 2nded, all were in favor. DM made motion to approve the minutes from the November meeting. PM 2nded, all were in favor
  4. Review of financial statements for the previous month(s):
    - A. Income - \$1846.85, \$978.89 in dues deposits  
Expenses totaled \$9,466.64. \$2300 for the road base on Ruby Ranch Rd, the usual mowing and landscaping expenses adding up to around \$6000. About \$1000 in legal, and normal utility and traffic expenses.  
Ledger starting balance \$10,918.98 ledger ending balance \$1,403.69. The starting balance is off by two cents from last month's ending balance - a transaction from October was off by 2 cents in the ledger, and was corrected. The check paid out was the correct amount.  
Our checking balance is low, but dues will start coming in shortly. Total savings and checking - \$149,427.10. PM motioned to accept November financials, DM 2nded, all in favor.  
  
CR discussed collections. Scott Christians worked with the attorney to get the verbiage right. He said that some homeowners do not pick up their certified mail. The attorney advised that we can send an email in addition to the certified letter.
- 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
    - A. Electronic Voting/Website/RR electronic accounts – SC hasn't gotten the voting software working yet. Date for annual meeting is Monday, February 13 at 6:30pm. Notice will be put out.
    - B. End of Year Procedures – December is all done. Payment terms will go out on the next statements. DF has 1 (possibly 2) neighbors interested in running for the board.
    - C. Speeding cars and sheriff – 11/17 am (9 stops, 3 citations – speeding and expired registration). 11/18 pm (8 stops, 3 citations – all speeding).

- D. Quarries – Hays quarry meeting was cancelled. It is rescheduled for 6:00 tomorrow. CR will attend, and possibly Kathryn Hirst.
- E. Life Safety Plan / Quarterly Newsletter – SC made color copies for it, and will send us the bill.
- F. Committee recruitment – We need help from other residents to staff committees.
- G. Street Signs – The sign (poaching) at the front of the neighborhood is down. DF will work on getting the signs in the neighborhood repaired or replaced.
- H. Landscaping, Mowing – no mowing has been necessary because of winter. No mowing will be done until further notice. Bows will be replaced on the Christmas décor at the front of RR after Christmas.
- I. Attorney – nothing to report. CR will ask if the CCR retractions have been filed with the county. They may need to be notarized and signed.

#### 6. New Business

- A. Board Member topics. Limited to 5 minutes each. - none

#### 7. Standing 2015 Committee Updates

##### A. Architectural Control Committee – Kevin Ritchie

Discussion regarding a neighbor whose contractor is tracking mud, dirt, and debris down the road in the Creekside area. ACC drive-around needs to be scheduled.

##### B. Gate Committee – Paul Czarnocki

PC – gates are fine for now. Arctic is doing a good job. Complaints were discussed regarding someone driving around the gate at Creekside. We will look at installing fencing or boulders at that location. PC will obtain estimates from Arctic for different options. Preventive maintenance will occur in January. PC says the budget should include redoing the gate mechanisms that are deteriorating in Q1. North Bartlett gate has the oldest operator, but we can let it go until it stops working.

##### C. Landscaping Committee – Steve Selger - not present

Nothing to report.

##### D. Neighborhood Watch/Welcoming Committee – (Christi Anderson and Lu Berlin) – not present – CR and

Nothing to report.

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

MR – Discussed a 10 year plan budgeted vs. actuals. He found a new company to handle the crack sealing. This included spot priming. New numbers are very close to what was budgeted. MR will get a quote for full priming instead of spot priming. CR and DF want references for this company, and want

to review all bids that were received (MR said the other bids were higher). DF will check references if necessary.

CR proposed getting on a regular schedule for the reapplication of road base.

MR got estimates for ribbon curbing – all agreed that the estimate is too high to pursue.

- F. Wildlife Committee –Tim Dowling – not present (CR, liaison) – Tim will get election information to Cristi. Pigs on NextDoor were discussed.

8. Guest Topics - none

9. Executive Session

- A. Executive Session prior meeting oral summary – Cristi Roberts  
Nothing to report.
- B. Legal. Updates and Discussion –  
Nothing to report

10. Scheduling of next meeting and conclusion

- A. Schedule next Board meeting – set for Monday, January 9, 2017 at 6:30 PM at the lodge
- B. Meeting was adjourned at 7:18 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.
- 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.
- 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 – 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)

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, Kelly Baugher, Andrea Siebert (David Mixon and Cristi Rawlings resigned in September 2016, Andrea joined the ACC in October 2016)

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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