

## **JANUARY RUBY RANCH HOA BOARD MEETING MINUTES**

Time: 6:30PM – 8:30PM

Date: Monday, January 9, 2017

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Cristi Roberts (CR), President; David Mixon (DM), Vice President; David Fletcher (DF), Treasurer AND Phil Mueller (PM), At Large. Kelly Baugher (KB), Secretary ABSENT.
2. Welcome and introduce all. Guests were Scott Christians, Paul Czarnocki, Mark Rawlings, Dale Olmstead and Rebecca Guthrie.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). December meeting minutes were not approved as the board needed more time to review them. Push to March meeting as February meeting is Annual Meeting.
4. Review of financial statements for the previous month(s).
  - a. Review and approve financial statement...per bookkeeper's reports.  
\$27572.11 in total income, all except \$250 was from dues. Expenses totalled \$2,443.75, there were no unusual expenses and no mowing expenses, so substantially less than prior months. About \$1000 in legal, and normal utility expenses. Ledger starting balance \$1,403.69 ledger ending balance \$26,532.05. Total savings and checking - approximately \$174,555.46 (Heritage statement not yet received) PM motioned to accept the financial statement as presented , DM 2nded, ALL were in favor.
  - b. Collections and attorney. Attorney is working on collections, leins and foreclosures. Seven total accounts total outstanding, five of which are serious.
5. Ongoing Business
  - a. Electronic voting / website / RR Electronic Accounts. No new information. We are ready for the election.
  - b. End of Year Procedures...monthly to do.
    - I. Finalize discussion of Annual meeting paperwork (agenda, quorum, candidates/vote, year in review) Approved all paperwork and items for annual meeting. Dale Olmstead presented names given to him as the nominating committee. He also discussed the "requirements" to run for election. Board members do not have to be residents. Six total candidates: Cristi Rawlings, Julie Griffin, Danny Spears, Robert Lee, Wafa Rivera and Jack McCord. Wildlife committee does not have open seats this election. They are 3 year terms. CR will revise all documents to prepare for posting. CR to have meeting signs made.

- c. Speeding cars and sheriff. Patrols not made in December after meeting. Next two will be in January.
  - d. Quarries. Next meeting is in February.
  - e. Year In Review, Newsletter & Life safety plans. Phil to present at the Annual Meeting.
  - f. Committee recruitment. No new information other than board candidates.
  - g. Street signs, continued... DF quoting to finish the neighborhood needs. Floyd George has requested twice for signage go up to indicate the far W Bartlett gate is not an entrance. It was decided signs will go up similar to Richards / W Bartlett.
  - h. Landscaping. ROW and general mowing, front entrance, gate entrances. No new information.
  - i. CR noted recissions are filed and on dropbox.
  - j. CR mentioned THREE homes reported on Crime Watch in December which is really high. XXX Walter for drugs. XXX Creekside for burglary. XXX W Bartlett for Criminal Mischeif.
  - k. CR presented flags are due to be replaced as they are worn and tattered. General cost is \$250 including installation and proper removal. All agreed.
6. New Business. Board Member topics. Limited to 5 minutes each.
- a. DF presented 2017 budget. After revisions it was accepted. \$111,350. 2<sup>nd</sup> by PM, ALL in favor.
7. Standing 2015 Committee. Updates.
- a. Architectural Control Committee – Kevin Ritchie
    - I. NO update given. CR to ask ACC for written update prior to monthly meetings so we are all part of the process.
  - b. Gate Committee - Phase 4&5 Paul Czarnocki, Thomas Doebner AND Phase 7&8 John Kimbrough, Jim Coates
 

PC reported no maintenance work or repairs needed. Budget was presented for 2017 needs. Bids taken for the Clark gate where shrubs were cut back to allow the backflow prevention testing. Metal project \$4800. Rocks at +/- \$2000 or Bollards and Cable \$760. Motion to accept bollards by PM, CR 2<sup>nd</sup>ed, PM in favor, DF against. It was agreed CR would reach out to adjoining neighbor to inform them of the HOA plans.

c. Neighborhood & Welcoming Committee – Christi Anderson, Lu Berlin, Karen Marshall  
No activity.

d. Road Committee – Mark Rawlings  
MR presented 2017 budget and needs for roads. All board to perform calls and do homework to vote in March on work to be done.

e. Wildlife Committee – Tim Dowling, Carri Turner, Jon Cassle, Chris Scallon, Cristi Rawlings.  
No update given.

8. Guest topics. Limited to 5 minutes each.

a. Rebecca Guthrie and David Fletch would like to see a playscape or park at the HOA owned land at the bridge. Rebecca to investigate costs. David to check insurance.

9. Executive Session.

No recap from December as there was no need for ES.

No formal ES for January meeting.

10. Scheduling of next meeting and conclusion.

a. February meeting will be the Annual Meeting on 2/13/17.

b. Conclusion at 8:20pm.

## **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)

2016-2017

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

## 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.
- 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
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