

## **JULY HOA BOARD MEETING MINUTES**

Time: 6:30 PM – 8:30 PM

Date: Tuesday, July 14, 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, and Scott Christians.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DB made motion to approve the minutes from the June meeting. DB 2nded, all were in favor.

4. Review of financial statements for the previous month(s):

DB reported. Current balance is \$259,554. Approximate split is \$73,000 in Broadway Bank (checking), and \$185,000 (UHFCU). We collected \$1,745 in delinquent dues, and recouped some legal fees. Expenses included \$3,140 in mowing, \$971.50 in legal fees, road repairs, and other normal operating expenses. Front entrance lighting was transferred from the roads and gates category to the landscaping category.

We sent the first batch of delinquent accounts that had no response to collections and have sent the second batch of certified letters. If no response, we will forward those to the lawyer.

Broadway Bank made a \$300 cash withdrawal error in our account which they are correcting. This is in the minutes for documentation purposes.

There was discussion to create a policy to allow homeowners to have a payment plan for their dues of up to a 6 month duration in the event that they have a financial hardship. If the homeowner misses any payments, then the payment plan will be revoked and the account will be collected on by the attorney. The total amount of the payment plan would be the past dues plus any new dues that would occur during the payment plan period. Exceptions to the 6 months could be made on a case by case basis. TD motioned, DB 2nded, all were in favor.

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

5. Ongoing Business (in order as listed in the agenda)

- A. Electronic Voting –

Nothing new to report.

- B. End of Year Procedures –

Monthly to do. CR presented written list, with discussion and addition. AS added.

C. Speeding cars and sheriff –

CR will speak to the county about issuing citations for running stop signs. The officers on duty have been writing warnings, and not citations, for running stop signs which is not what the HOA expects.

D. Quarries –

There is a meeting scheduled for August with the Hays quarry. Two weeks ago, both quarries blasted and Centex's blast was strong enough to register on the Hays quarry's meters. CR emailed Centex, and that quarry will install 4 meters in Ruby Ranch by the fall.

E. Life Safety Plan –

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

F. Stop Sign Lines –

Stop sign lines should be painted, and the blue hydrant reflectors should be replaced in August. (Wide stop sign lines are \$600 + \$30 for each instance as approved in April and will be performed upon completion of crack sealing and road sealing. Weather will be a factor in scheduling work.)

G. Committee recruitment –

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

H. Association management –

DM presented the proposal from Alliance. They broke out the ACC services from their bundle, and said that they would do the ACC drive-around, issue letters, and perform collection duties for \$350/month. The board prefers a 2 year contract, if that is an option for Alliance. The board will also have to work closely with Alliance to fine tune the procedures, etc. during the transition period. TD motioned to accept Alliance's proposal for the stated work and cost, DB 2nded, all in favor.

I. Bridge walkway –

Currently on hold, waiting for bids. TD will send the board bids to consider in the August meeting. This project was originally put on hold due to the potential Lodge purchase and is now being picked up again.

J. The purchase of the RR lodge was discussed. The HOA will not pursue this effort due to the majority of opinions expressed by the RR homeowners, and the cost of the property.

6. New Business

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

- a. The NextDoor personal attacks in June were discussed, in particular where Scott Christians and his wife were concerned. It was stated that the RR HOA Board never discussed removing Scott from

his board position or asking that he refund payment for rendered bookkeeping services. The prior board had determined that the Treasurer and Bookkeeper positions were completely separate and Scott filling both positions was a non-issue. In addition, we are in the renewal period to cover the bookkeeping contract. The web site hosting contract expires at the end of November 2015.

- b. The gate programming contract was discussed and it will be cancelled due to the simplified gate code issuing procedures. Scott can take care of the programming that will be needed, and a dollar rate will be determined.
- c. Dog attack – discussion on the HOA liability in the event of a lawsuit over dog attacks (such as the one on Ware Dr.). CR proposed to send the issue to the attorney for clarification regarding the liability of the HOA, and if the HOA could impose fines if the offenses occur on HOA-owned property or the streets.
- d. Water backflow inspections – this is not the responsibility of the HOA. All questions and issues should be directed to Dale Olmstead.
- e. The official RR web site and the RR Facebook page will be the designated places for HOA communications. NextDoor will not be used by the HOA for any communications.
- f. CR – suggested creating a raffle to encourage homeowners to update their email addresses and contact information. A post card mailer will be sent out with pertinent information, and the prizes for entering/confirming information will be as follows: \$100 Trattoria Lisina, \$50 to Proof Liquor and Deli, and \$50 to Miss Red's Place.

- B. RR entrance – Sprinklers need attention to figure out the spray patterns. CR has seed that can be spread.

## 7. Standing 2015 Committee Updates

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

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

Mark presented the status of the road overlay project. A resident on West Bartlett drove on the sealcoat and damaged the road. There was discussion on whether or not to bill them for the repair. A concrete truck was scheduled on the day that Story was sealed and drove on the sealcoat. They received a traffic ticket for an unrelated offense.

Last year's repairs to McCoy didn't hold, and the road is sinking again after the heavy rains we had. After discussion, the decision was made that only minimal, necessary repairs will be made to the road and culvert. Bids will go out for repairs again.

Mark discussed the design of the 'Gate Ahead, No Entry' sign for the back West Bartlett gate. The design was approved.

Paul brought up having teenagers do the cone work for the sealcoat. It was stated that we can pay them without voting - \$50 each, up to \$200. CR will supply the contact information for some teens. This will also be incorporated into Ramblings (or future companies') scope of work for next year.

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

Paul reported that the Clark Cove gate is broken again after a bad breaker in the entrance gate had already been replaced. The exit gate has a short in the system and all of the wiring, the pad, the openers, and the main power need to be replaced. The wire casing is crumbling, and the boxes were full of water and ants. Paul will get estimates for an electrician. CR stated we can approve via email up to \$1000.00. DB motioned to approve via email for costs up to \$1000.00, TD 2nded, all were in favor.

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

Nothing to report.

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

Nothing to report.

F. Neighborhood Watch/Welcoming Committee –

Nothing to report. CR will try to get this committee up and running.

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

DM reviewed prior activity, including approvals, warnings, second warnings, and issues referred to the HOA board.

Resident on Creekside was sent a lien notice.

Resident on Ruby Ranch Road will be sent a warning for signs in the yard.

Resident on Ruby Ranch Road will have signs removed by the ACC upon phone notice.

Other residents received warnings for other violations.

8. Guest Topics

Nothing was discussed.

9. Executive Session

A. Legal. Update, and Discussion.

B. ACC Violations – Updates and Discussion.

10. Scheduling of next meeting and conclusion

A. Schedule August Board meeting – set for August 11, 2015.

B. Meeting was adjourned at 8:22 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 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 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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2004-2005

2003-2004

2002-2003

2001-2002

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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

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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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