

## JUNE HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Wednesday, June 15, 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 Paul Czarnocki, Scott Christians, Mark Rawlings.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the May meeting. PM 2nded, all were in favor.
4. Review of financial statements for the previous month(s):  
DF reported. Current balance is \$219,038.06 as of 5/31/16. 2016 to date financials were discussed. Income was ~\$3,600.00. Expenses were ~\$7,200. CR will forward us the cape budget for approval next meeting. DF – reported the comptroller is backed up approving tax exemptions. PEC will offer a small discount on our electric bill (~\$108 a year) if we pay by direct draft – DF will follow up with the bank regarding implications.  
  
Collections and Liens were discussed. \$17,036.53 is outstanding in past dues still owed.  
  
SC will work with DM to get together ACC violations needed for resale certificates.  
  
KB motioned to accept the financials, DM 2nded, all in favor.
5. Ongoing Business (presented in order as listed in the agenda, although some items were discussed out of order)
  - A. Electronic Voting/Website –  
We need to get a Policy button on the site and gather all policies into one place. SC will make them available and we will divvy them up and go through them. Vendor directory – we don't need this, as NextDoor serves that purpose. KB to finish up a utilities summary for the site and send to SC. SC can write the code needed for the annual meeting voting system. DF will look at other software, too. Welcome packet will not be needed – owners can use the website.
  - B. End of Year Procedures –  
Nothing to report.
  - C. Speeding cars and sheriff –  
2 shifts on 6/5 and 6/9, with a total of 16 stops (9 warnings, 7 citations).

D. Quarries –

CR and KB attended the 6/7 Hays quarry meeting. CR – VibraTech will give us a monitoring quote.

E. Life Safety Plan / Quarterly Newsletter –

It was discussed that the level of effort required to produce a quarterly newsletter is too great compared to the amount of traffic that it gets. The newsletter will be produced annually as the 'Year in Review'.

F. Committee recruitment –

Heavy recruiting is needed in the neighborhood to fill positions on committees and the board.

6. New Business

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

- a. CR – street signs. We will give Evans 2 weeks to make good on their work, and then turn it over to the attorney for review and recoup money paid to them for work they didn't deliver. CR will provide a letter to DF that will be sent via certified mail to Evans. CR got a bid of \$3,620 to finish the work that Evans didn't complete.
- b. CR/DF – CR can't find the place to allow the HOA change of Registered Agent and will follow up.
- c. CR – SC mentioned that the franchise tax forms are due. DF will take care of them. The Sec'y of State form listing Board Members also needs to be filed. The income tax form (1120H) needs to be filed by the end of March. SC will fill it out and DF will sign it. Should not be any registered agent changes this year.
- d. PEC ballot – CR went to the site and submitted the PEC ballot.
- e. Hays dog park will open by the YMCA.
- f. Creating a policy regarding golf carts on the streets was discussed. It was decided that a policy will not be created for this issue.
- g. Golf tournament – CR got ACC approval to post a neighborhood sign for the RR tournament.
- h. Email from a homeowner regarding the bridge walkway was discussed.
- i. DM - contacted Mark Jones about the SH45 construction. Mr. Jones is working through the lawsuits and construction issues. Should start in the fall.

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 – warranty issues with the sealcoating on Ruby Ranch road and other spots. Crack sealing wasn't done, and cones were moved too soon. The company in charge of the seal coating lost all of their employees and are trying to hire new ones before the warranty work can be done. We paid half the cost of the sealcoating, and are withholding the other half until the warranty work is done. MR has gotten a bid from another company to do that type of work at the same price in the event that we are no longer able to use the original company.  
McCoy culvert – the engineer is fine with encasing the pipes. Encapsulating one end was discussed at a cost of \$18,400. Costs could run up to 31-32K to fix both ends of the culvert. Lots of discussions – and the two options are basically to fix the road, or eliminate the road. No Through Traffic signs were discussed, and this was voted down. MR will provide new bid numbers at the next meeting.
- C. Gate Committee – Paul Czarnocki (Phases 4&5), Thomas Doebner, John Kimbrough, Jim Coates (Phases 7&8) (David Mixon, liaison)  
PC – no issues. Jim Coates got PC's keys so that he could look at the directory lights on Labinski. Lots of discussion about the old XP computer that runs the gate software for the Labinski gates. DM said that the company will assist us with any part that goes bad that they sold us. Decision – wait until the computer finally goes out before addressing upgrading because of the costs.
- D. Landscaping Committee – Steve Selger  
DM – reported that the water bill problem appears to be resolved.  
Some sprinkler heads need to be fixed at the gate entrances.  
Color at the front entrance – we aren't happy with what was installed, but will wait a few months before changing out plants because of the summer heat.  
Cactus/Tree removal at the bridge – DM will get estimates.  
ROW mowing – next week, and Rogers will start picking up trash as they mow.  
CR – we are going to need to take out old century plants at the bridge, and will contact the Folletts since they installed them.
- E. Wildlife Committee – Tim Dowling (CR, liaison)  
Nothing to report.
- F. Neighborhood Watch/Welcoming Committee –  
CR/PM visited with 6 new neighbors, and provided flyers and cookies from Miss Red's.
- G. Architectural Control Committee – Kevin Ritchie (David Mixon, liaison)  
ACC committee met last night. The decision was made to move forward with a letter from the attorney regarding a structure that was built that doesn't appear to comply with the CC&Rs or the approval letter (vote was 3 for, 2 against).  
DM – we have notified Associa that we will no longer be using their services for ACC drive-arounds and violation letters, and will pay the remaining couple of months on their contract. The ACC will go back to performing those duties.

SmartViolations software was discussed, at a cost of \$150 to set up and a \$50 monthly usage fee. We decided not to pursue using this software.

SC will send dropbox links and credentials to the board members.

8. Guest Topics. Limited to 5 minutes each.

No guests were present, other than MR, SC, and PC.

9. Executive Session

A. Legal. Updates and Discussion – nothing discussed in Executive session

B. ACC Violations – Updates and Discussion – nothing discussed in Executive session

10. Scheduling of next meeting and conclusion

A. Schedule next Board meeting – set for Tuesday, August 2, 2016 at 6:30 PM. Skipping July due to conflicts with summer schedules.

B. Meeting was adjourned at 8:57 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.  
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## **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  
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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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