

MARCH HOA BOARD MEETING MINUTES

Time: 6:30PM – 8:30PM

Date: Tuesday, March 10, 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; and Tim Dowling (TD), At Large. Absent was Andrea Siebert, Secretary due to a death in her family. CR will take minutes in Andrea's absence.
2. Welcome and introduce visitors. Paul Czarnocki, Mark Rawlings, and Scott Christians.
3. Close Annual Meeting with quorum count and election results (discussion is 5H.)
DB made motion to close meeting as of Thursday 3/5/15 when quorum of 50%+1 was achieved per bylaws, DM 2nded, ALL were in favor.

Elect/assign 2015 Board of Directors positions...President, Vice President, Treasurer, Secretary, At Large. DB motioned to keep each director in their current positions, TD 2nded, ALL were in favor.

Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).

DM made motion to approve the minutes from the February monthly meeting and from the February 23rd Annual meeting, DB 2nded, ALL were in favor.

4. Review of financial statements for the previous month(s).
Collected \$98,000 in dues.
Review of CPA findings. Findings are being revised and DB will create narrative with HOA responses to any findings for posting with the minutes.
Dues statements to go out 3/31/15 including assessed interest...need to discuss collection at April meeting.
DB discussed an analysis of 2014 budget to actual and 2015 budget.
DB to research where to invest money at Broadway which reached maturity in CDs.

NOTE...agenda format was altered to allow guests to present their information. Minute notes are shown in the format as created.

5. Ongoing Business
 - a. Electronic voting.
SC reported 85-90 members used the system which is considered a success for its first year in use.

- b. Front entrance. Spring landscaping project.
CR presented bids from DNZ, ECOSystems, Lawnman and Texas Outdoors. CR to obtain line item values and drawing from Lawnman and Texas Outdoors to move forward.
DB made motion to accept landscaping project up to \$14,000 upon email agreement by BOD on work to be performed and by which vendor, upon receiving requested information from Lawnman and Texas Outdoors. TD 2nded, ALL were in favor.
- c. End of Year Procedures...monthly to do. CR presented written list, with discussion and addition.
- d. Speeding cars and sheriff.
CR updated on the two shifts from prior month. Friday 3/6 PM and Saturday 3/7 AM. Citations were given.
- e. Website. CR & TD to pursuit photographers to be ready when landscaping project is complete and spring is in bloom!
- f. Quarries. CR, no new update.
- g. Life safety plan. Donna & Cristi and BFD. No new update.
- h. Annual Meeting scheduled for February 23, 2015 at 6:30 review and recap.
Discussion by all on meeting. Happy with the attendance, though low. Goal is to get out in our neighborhood to get those connected who are currently not. It shouldn't be as hard as it is to get folks to respond to a quorum call or to vote.

6. New Business

- A. 2015 survey. Finalize topics and submit query to members by EOM.
 - a. Entrance gate – BOD has decided to take this off the survey due to the fact that TXDOT has advised we do not have enough area to install such.
 - b. Cameras – BOD has decided to take this off the survey due to the fact that we know we cannot afford the type of service necessary to catch any vandals or criminals.
 - c. Trash service – community wide consolidation
 - d. Garage sale – one annual community wide event
 - e. Sidewalks and or bridge walkway – getting values to include with survey.
- B. Road double striping and intersection wide strip.
Basic bid for double striping for RRR in its length is \$6800. Conversation at the Annual Meeting did have merit for NOT striping the road due to the fact that once striped, it is illegal to swerve into the opposite lane...even to avoid bikers, joggers, animals, etc.
Wide stop lines are \$600 + \$30 for each instance. Will hold on this for this month.

C. Spring Fling date and location. Date set for 4/26/15 1pm-3pm at the “park” land at the bridge.
Motion made by TD to approve up to \$500 for event. DM 2nded. ALL were in favor.

D. Acclimate any new members (or discuss) any open contracts.
Not necessary as all members were part of last year’s board.

E. Committee recruitment
Discussion by all that we need to get out in the community and really recruit members for committees and for the board. We should be more connected than what we are.

F. Potential of major RRHOA purchase.
Discussion was had about the potential of a major RRHOA purchase. Duties were assigned to each BOD member to gather necessary information so we can present this to the community and take a vote for action that will require the majority of our members.

G. Board Member topics. Limited to 5 minutes each.
a. Xxx – no new topics!

7. Standing 2015 Committee. Updates.

A. Executive Session prior meeting oral summary – Cristi Roberts

B. Road Committee – Mark Rawlings (David Mixon, liaison)
Current projects are crack sealing, which work was done last Saturday and potentially next Saturday.
Patch work 3/23 and 3/30, Seal coat 5/4.
Working on sign repairs.
Working on potential bridge/path project bidding.
Discussed private nextdoor note to Mark from a resident who claimed to be sent a note from another resident. It was discussed a BOD member would respond as per chain of command set forth.
Posts at entry “fencing”...some need replacing. Scott Follet has volunteered his crew to do the work. We will supply materials. +/- \$1300 plus taxes. DB made motion to accept purchase of necessary materials up to \$1400, DM 2nded, ALL were in favor.

C. Gate Committee - Paul Czarnocki (David Mixon, liaison)
a. Phase 4&5 Paul Czarnocki, Thomas Doebner
b. Phase 7&8 Renee Mauzy, John Kimbrough

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

CR reported on entry project.

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

Nothing to report.

F. Neighborhood Watch – Welcoming Committee – Steve Jackson

Nothing reported.

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

DM reported on progress from February as discussed in 11B i & ii.

8. Guest topics. Limited to 5 minutes each.

- a. Mark questioned if the HOA is set up as tax exempt due to filing status. SC is uncertain. CR to fill out necessary paperwork (DB assumed this task.)

9. Executive Session.

- a. Legal. Update and discussion.
 - i. Vandalism – we’ve gone a month...!
 - ii. Homeowner Montgomery
- b. ACC violations. Update and discussion.
 - i. Violation letters.
 - ii. Legal letters.

10. Scheduling of next meeting and conclusion.

- a. Schedule April BOD meeting. Set for 4/13/15...changed to a Monday rather than the second Tuesday to accommodate schedules.
- b. Conclusion. At 9:45pm.

*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)

- 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 4/4 vote.)

CONTRACTS with expiration dates

- Bookkeeping 2/1/15. Option for monthly for 12 months.
- Gates and website
- Landscape maintenance
- Gate maintenance
- Legal counsel

NEXT YEARS SURVEY TOPICS

- 1.
- 2.
- 3.

YEARLY PROCEEDURES

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.
- Finalize community survey topics and poll the community by EOM.

April

- Spring Fling
- 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.
- 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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