

MARCH HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Tuesday, March 8, 2015

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Present were Cristi Roberts (CR), President; David Mixon (DM), Vice-President; Kelly Baugher (KB), Secretary; Phil Mueller (PM), and David Fletcher (DF)
2. Welcome and introduce visitors. This meeting's attendees included Paul Czarnocki, Scott Christians, and Donna Bjornson.
3. Close Annual Meeting with quorum count and election results. Board Positions – The board elected CR as President, DM as Vice-President, KB as Treasurer. DF volunteered to server as Treasurer, and this was approved by the Board. CR and DF will go sign the HOA's banking signature card.
4. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the January meeting. KB 2nded, all were in favor. DM made motion to approve the minutes from the February meeting. CR 2nded, all were in favor.
5. Review of financial statements for the previous month(s):
SC reported. Current balance is \$224,006 (approximately \$76,473 in checking, \$147,553 in savings). The excess in the operating fund at 12/31/15 moves to the maintenance fund. Dues Assessments – SC will send them out on 3/1/16 including interest. Nothing has been sent to the attorney in January or February. SC noted that the attorney added an amount to one homeowner's account.

KB made motion to approve the financial statement. DM 2nded. ALL were in favor.
6. Ongoing Business (presented in order as listed in the agenda, although some items were discussed out of order)
 - A. Electronic Voting/Website –
SC recommends that going forward, we should not hire vote counters, as the cost for this year's election was about \$800. SC will do the counting for next year's election. Main issue for the website is that we need the account number.
 - B. End of Year Procedures –
Monthly to-do. No updates.
 - C. Speeding cars and sheriff –
No updates.

D. Quarries –

Hays quarry – next meeting is June 7. CR gave a history of the Hays quarry and NOPE. Discussion regarding whether or not to open up the invitation to the meetings to residents. CR will contact David Loftus.

E. Life Safety Plan / Quarterly Newsletter –

PM volunteered to take on the newsletter and help with content (especially in the area of Fire Safety). CR said the target date for the next newsletter would be about 4/1/16.

F. Committee recruitment –

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

7. New Business

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

- a. CR – Presented the contracts to the new board members. Contracts discussed were for Artic (gates), Rodgers (landscaping), Legal (Connie Hyer), Bookkeeping, gate codes, web site (Scott Christians). SC mentioned that we are waiting on revised invoices from Rodgers.
- b. CR – Bylaws and CCRs. CR recommended that all the Board members review them. DF is going to try to translate them to a document from their current image form.
- 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. CR – Spring fling. After much discussion, it was decided to no longer hold this event due to lack of neighborhood interest and turnout.
- e. CR – street signs. She will call Evans about missing and/or down signs.
- f. CR – Paul mentioned he needs a resale certificate to buy new remotes.
- g. DF – he will research whether or not we should be charging and paying sales tax on the remotes.

8. Standing 2015 Committee Updates

- A. Executive Session prior meeting oral summary – Cristi Roberts
Nothing to report.

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

CR – Contract has been signed with Austin Materials at about \$30,000 for this year's seal coating. There will be extra expenses for misc. manual labor. CR will see what it takes to clean up the striping from the buildout of the bridge walkway.

C. Gate Committee – Paul Czarnocki (Phases 4&5), Thomas Doebner, John Kimbrough, Jim Coates (Phases 7&8) (David Mixon, liaison)

PC – Discussed the projection which was given at the annual meeting. Also reviewed some of the major expenses we had the past couple of years. We have enough remotes for the next couple of months. Changing the resident gate code was discussed – DM will check to see when the code was last changed. The vendor code will change every 2 years.

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

Everyone is happy with the job Rodgers is doing. It was decided that the front entrance flowers need to be changed out, and the landscaping at the RR 4 way stop, Clark Cove gate, and Labinski gate needs to be replanted. CR also mentioned that the fallen fence boards at the front entrance need to be replaced.

E. Wildlife Committee – Tim Dowling

Nothing to report.

F. Neighborhood Watch/Welcoming Committee –

CR – we need to see if we can get the committee going by 4/1.

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

DM will serve again on the ACC. DM – The largest ACC issue faced is trailers parked inappropriately. Dale Olmstead asked to be notified if pools are approved, so that the backflow preventer installations can be monitored. The ACC will turn over all of the pool approvals for the prior 2 years. CR – we need to bring all approvals to the meeting for discussion.

9. Executive Session

A. Legal. Updates and Discussion.

B. ACC Violations – Updates and Discussion.

10. Scheduling of next meeting and conclusion

A. Schedule January Board meeting – set for Monday, April 11, 2016 at 6:30 PM.

B. Meeting was adjourned at 8:41 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 10th 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 10th 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 10th 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 10th 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 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 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

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

This page left blank intentionally.

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.
-

May

-
-
-
-

June

-
-
-
-

July

-
-
-
-

August

- Verify National Night Out date and establish budget
-
-
-

September

- Adopt NNO budget, venue and details. Print signs
-
-
-
-

October

- Begin discussion of Annual meeting paperwork (agenda, quorum, candidates/vote, year in review)
-
-
-
-

November

- Begin verbiage for survey topics.
-
-
-
-

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.
-

January

-
-
-
-

February

- Signs for annual meeting
-
-
-