

MAY HOA BOARD MEETING MINUTES

Time: 6:30PM – 8:30PM

Date: Tuesday, May 12, 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.
2. Welcome and introduce visitors. Scott Christians, Paul Czarnocki and 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 April meeting. DB 2nded, ALL were in favor.
4. Review of financial statements for the previous month(s).
DB reported. Current balance \$272,856.
Largest expenses were legal fees and professional fees associated with a potential RR purchase.
DB to check into 2013 tax return as we received notice of a credit.
DB to forward 2015 CapEX plan and budget to Scott for records.
Merchant account costs us when used. DB to investigate at Broadway.
Final dues statements with assessed late fees were mailed, at the 10 ay mark all past due accounts will be referred to our legal department for collections. DB to send list to attorney.
DB researched where to transfer aged CDs and found Heritage is a better investment over Broadway or Wells Fargo.
DM made motion to transfer \$35,000 from Broadway to Heritage, DB 2nded, ALL were in favor
DM made motion to accept the financials as presented, DB2nded, ALL were in favor.

NOTE...agenda format was altered to allow guests to present their information. Minutes are presented in the order the agenda was created.

5. Ongoing Business
 - a. Electronic voting.
Item on agenda to discuss electronic procedures and online accounts monthly. Nothing new.
 - b. Front entrance. Spring landscaping project.
Work was completed and included adding a limestone border, raised beds, plantings and lighting to highlight the RR logos and lighting to enhance the trees on RRR.
 - c. End of Year Procedures...monthly to do. CR presented written list, with discussion and addition.
DB adds changing registered agent with the Secretary of State each year after the board is determined. (This has not been done in quite some time as Teri Wimmer is still listed.)

- d. Speeding cars and sheriff.
CR reported on the two shifts from prior month. 5/9/15 10am-2pm had 9 stops. 5/9/15 10pm-2am had 6 warnings.
- e. Quarries.
CR followed up with Centex and is working to set up the four meters they offered.
CR & DB attended a Hays quarry meeting 5/5/15. No major events have occur within the past quarter. All readings were within tolerances as dictated by state law.
- f. Life safety plan. Donna & Cristi and BFD. No new update...item is pushed to summer.
- g. Road double striping and intersection wide strip.
Wide stop lines are \$600 + \$30 for each instance as approved in April will be performed upon completion of complimentary crack sealing and the approved sealing project Weather will be a factor in scheduling work.
- h. Spring Fling date and location.
Event was held 4/26/15 1pm-3pm at the "park". Hotdogs, cotton candy and games. It was attended by 50-75 people. It is suggested that in 2016 we try to solicit businesses or prizes or uses funds to purchase one nice prize to raffle off.
- i. Committee recruitment
Continued discussion by all that we need to get out in the community and really recruit members for committees and for the board.
- j. Potential of major RRHOA purchase.
(From March...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.) Continued discussion and decisions, all private at this time as discussed in ES.

6. New Business

- A. Board Member topics. Limited to 5 minutes each.
 - a. Management company. DM updated information from prior inquiries. It was determined to hold on this project until summer.

7. Standing 2015 Committee. Updates.

- A. Executive Session prior meeting oral summary – Cristi Roberts
- B. Road Committee – Mark Rawlings (David Mixon, liaison)

Signs are being worked on. EB/RRR new stop sign. Story/Ware new post & break away. The all way stop at Arm-Hum/RRR. Our stop signs are not to code, when they need replacing it will be done with current regulatory sizes.

MR petitioned to purchase more breakaway connectors as they are easier to work with than replacing actual posts which he has done complimentary. There are +/- 25 signs total. DM motioned to purchase 10 parts at \$46.50 each, DB 2nded, ALL were in favor
Pavement repairs are done.

Overlay schedule is sliding due to weather.

Bridge walkway project discussion deferred until summer.

Blue reflectors are missing in several areas. We thought this had been addressed in 2014. DM made motion to purchase reflectors and necessary adhesive for Mark Rawlings to install at around \$200 expense, DB 2nded, ALL were in favor.

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

a. Phase 4&5 Paul Czarnocki, Thomas Doebner AND Phase 7&8 Renee Mauzy, John Kimbrough
PC reported the code change was successful.

The Labenski gate is opening intermittently. Artic is coming out to service

Remotes will be purchased processed by Paul from here forward to keep track accordingly.

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

Noted under agenda item 5.b.

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

Snakes are out heavily...we should post on nextdoor.

F. Neighborhood Watch – Welcoming Committee – Steve Jackson

Nothing to report. CR to work on this committee to get it up and running.

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

DM reported on activity from April. Approvals, Friendly Warnings, Second Warnings and those being referred to the BOD for legal action.

8. Guest topics. Limited to 5 minutes each.

9. Executive Session.

a. Legal. Update and discussion.

b. ACC violations. Update and discussion.

10. Scheduling of next meeting and conclusion.

a. Schedule May BOD meeting. Set for 6/9/15

b. Conclusion. At 8:15pm.

*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. 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 10th 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 10th day will be turned over to collections. (Motion was carried by a 5/0 vote.)

CONTRACTS with expiration dates

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

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.
- Changing registered agent with the Secretary of State each year after the board is determined.

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.
- 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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