

MAY HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Tuesday, May 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, Karen Marshall, John Ellen, wife, and daughter-in-law.
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. PM 2nded, all were in favor.
4. Review of financial statements for the previous month(s):
SC reported. Current balance is \$222,532.61. 2016 to date financials were discussed. Income was \$10,144.00. Expenses were \$2296.29. One check wasn't cashed, the other CR will contact the lodge. MR has one check that needs to be voided. DF – questioned Rogers invoices – they future date their invoices. DM said that we will not pay Rogers until work is complete.

Collections: \$8,000 in past dues has been collected. One member paid, but didn't know about the interest. We won't file liens until CR sends emails to try to collect first. 3 owners – no attempt to rectify and liens will be filed.

PM 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 –
No updates.
 - B. End of Year Procedures –
Add the gate code change to the May todo list.
 - C. Speeding cars and sheriff –
2 shifts on 5/6 and 4/27, with a total of 18 stops (12 citations).
 - D. Quarries –
Hays quarry – next meeting is June 7. CR and KB to attend.

E. Life Safety Plan / Quarterly Newsletter –

SC will check on the google analytics for the newsletter.

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. Some signs were either missed or need attention. Evans gave her the cold shoulder. CR contacted the man who actually did the installation, and he alone will do the new work. CR will review the 1st bid and see if we can go after Evans for remedy.
- b. CR/DF – DF filed the tax information and will follow up. DF will follow up with the state and find out the status of our exemption. CR will file the report of HOA officers (SOS form). DF/CR made the ‘registered agent’ changes at our financial institutions. CR will change the officers and directors with the SOS.
- 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.

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)

Sealcoating has been completed. Crack sealing has been completed, but we may need more. Striping will be completed as weather allows.

McCoy culvert issue – MR met with Mark Ramseur regarding estimates for repairs. 50’ concrete pipes will cost \$18,750. Concrete end-to-end will cost \$42,000. MR will continue to investigate options.

MR will get bids for edge repair work and adding road base to the edges. It was suggested to perform the Clark and Creekside work at the same time.

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

PC – There was a problem with the South Bartlett gate (motherboard). It is covered under warranty, so no charge. No maintenance last month – next maintenance will be in June. We are down to 4 remotes – schools get them for free. Free remotes will come out of each section’s gate fees. SC – we should replace the XP computer for the gates. DM will call the man that installed the CC controller and see what software/OS options are available.

D. Landscaping Committee – Steve Selger

DM – getting the plumbing looked at this week, as the water bill has been high.

CR – response to a homeowner who contacted us about a tree/cactus on the bridge – DM will get a bid for removal.

DM – will see about modifying the landscaping, because what was done didn't have much positive impact.

ROW mowing has improved.

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

Nothing to report.

F. Neighborhood Watch/Welcoming Committee –

CR/PM will start going door-to-door and meeting new neighbors.

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

There was a lot of discussion regarding recent neighborhood issues (non-compliant outbuildings, trailers, RVs, unapproved modifications, etc.). We will be adding a disclaimer to the ACC approval letters stating that RR bylaws and CCRs supercede all ACC approvals unless a specific variance is written into the approval.

The Associa letters have incorrectly contained references to fines, and those will be removed. SB1168 needs to be reviewed to make sure we stay in compliance with state law. The board voted to discontinue the use of Associa when our contract is up in a few months.

8. Guest Topics. Limited to 5 minutes each.

John Ellen – running for Constable. Reviewed his history and platform. He would like to encourage voting in the runoff election (3 way tie for Constable).

Karen Marshall – asked about getting speed limit signs similar to the ones in Shady Hollow. The Board has previously discussed those, and they are cost-prohibitive.

9. Executive Session

A. Legal. Updates and Discussion.

B. ACC Violations – Updates and Discussion.

10. Scheduling of next meeting and conclusion

A. Schedule May Board meeting – set for Wednesday, June 15, 2016 at 6:30 PM.

B. Meeting was adjourned at 8:56 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 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.

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

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

2007-2008

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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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