

NOVEMBER HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Tuesday, November 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; Kelly Baugher (KB), Secretary, and Tim Dowling (TD), At Large.
2. Welcome and introduce visitors. This meeting's attendees included Paul Czarnocki, Scott Christians, Mark Rawlings, Ray Jones, Powell Pendergraft, and Jim Ruby.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the September meeting. DB 2nded, all were in favor. SC has posted them to the website.
4. Review of financial statements for the previous month(s):
DB reported. Current balance is \$210,307 (approximately \$23,883 in checking, the rest in savings). We collected about \$5,486 (\$2,832 from dues, \$500 from title transfer fees, and \$1,179 from legal). Expenses were \$11,606 (mainly landscape irrigation repairs, gates, voting system, backflow testing, National Night Out, and insurance). All past due accounts have been referred to the attorney for collections except for the ones with extremely small balances.

DB made motion to approve the financial statement. DM 2nded. ALL were in favor.
5. Ongoing Business (presented in order as listed in the agenda, although some items were discussed out of order)
 - A. Electronic Voting –
DM said that he has not received a response yet from Associa regarding the voting or accounting RFP or the web site RFP. SC thinks that the existing voting website should be self-sufficient for the voting this next year.
 - B. End of Year Procedures –
Monthly to-do. Nothing to report.
 - C. Speeding cars and sheriff –
We had one shift on 10/14. 6 stops for running the stop sign and 2 for speeding. 5 violations were written.

D. Quarries –

Centex sent their metering report, and all blasting appears to be within tolerances. CR suggested residents should sign up on their site to get email notices for the blasts. CR and KB will attend the next Hays quarry meeting on Dec. 1st.

E. Life Safety Plan / Quarterly Newsletter –

The January issue's content will be worked on in December.

F. Committee recruitment –

Nothing to report. Heavy recruiting is needed in the neighborhood to fill positions on committees and the board. We asked the visitors at the meeting to consider filling board and committee positions.

G. Bridge walkway –

The work that was approved for \$39,063.32 was signed and will begin on November 17th, weather permitting. The contractor wants a 50% deposit and needs to invoice for the work.

6. New Business

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

- a. CR – Presented the RFPs and responses to the landscaping RFP. We only received one response for the Bookkeeping and Website RFPs from Blue Coyote.

Bookkeeping – the bid was approved for a base \$250 monthly, with a \$150 service option for a total of \$400/month. DM motioned to accept the website bid. DB 2nded. All in favor.

Website – the bid was approved for \$50/month plus licensing at \$50/month for a total of \$100/month. TD motioned to accept the website bid. DM 2nded. All in favor.

Landscaping – Bids were received from DNZ, Braun, Rogers, and TNT. After much discussion as to the bid contents and cost differences, CR and DM agreed to drive the neighborhood with 3 of the companies to get clarification on the scope of work and the costs. We expect to get revised bids, and will discuss these at the December meeting.

- b. CR – Annual Meeting packet. DM forwarded the packet to everyone and it will continue to be discussed in December. CR wants to consolidate and streamline the packet. SC will put a nomination request form on the RR website. The annual meeting is tentatively set for 2/22/2016 at 6:30pm at the lodge (pending availability). 3 board positions will be voted on, and 2 of those current board members do not wish to run again.
- c. Ruby family gate access request. CR will get with legal counsel to determine if we legally have to provide any access other than through Ruby Ranch road.
- d. We discussed the latest 'HERE ARE THE FACTS' response to some postings on NextDoor. CR's proposed response was approved by the board and she will post it.

- e. MR – Storm repairs. CR reported that the prior work done after the last flooding held. We did get some new damage, though, on some embankment. If we just repair the embankment, it will be lost in another flood, and will cost about \$4,300. The estimate to prepare for future flooding and fix it correctly is \$10,387.50. CR said that we can use the remainder of the capital expenditure budget plus a little more to pay for the better fix. The board agreed that we should not just patch, but do the complete fix. KB motioned to accept the larger proposal. TD 2nded. All in favor. The work will start in about 3 weeks.
- f. Sign Repairs – We got a bid from Evans to repair/replace all signage in RR at a cost of \$5,115. DM motioned to accept the bid, DB 2nded. All in favor.
- g. Associa says they never received a check from us, but SC reported that they have never invoiced us. They will be contacted regarding invoicing.

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 - Crack sealing will begin in December.

Repairs to Clark Cove that were a result of the gate repairs, as well as edge repairs and a dip in the road at Clark and Humphreys was approved at a cost of \$10,188.56 since we have about \$16,500 still available from the existing road project. CR will sign and return the contract. 1 month out for the start date. DB motioned to accept repair cost and proceed. KB 2nded. All in favor.

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

There was a problem with the Labinski gate but has been fixed. A light is also out and still needs to be fixed. The entry gate for Labinski would not close because water had gotten to the backup battery and needed to be cleared out. Arctic has been contacted to do preventative maintenance on all the gates. Paul wants to establish next year's gate budget.

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

Seeding will be done when weather permits. Common areas need to be maintenance done in the spring, and this will be bid out later.

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

Nothing to report.

F. Neighborhood Watch/Welcoming Committee –

Lu Berlin will head the committee with Christi Anderson, Cristi Roberts, and Kelly Baugher. A meeting will be set up to get the committee going.

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

The most recent letters sent by the management company were discussed. The ACC met separately to review these letters in depth and made recommendations to the management company.

8. Guest Topics

- A. Ray Jones – Inquired about next year's dues, and the information was provided.
- B. Jim Ruby has a drainage issue that he feels was created by the Thames company (the original RR developer) in section 6. He wants help from the HOA to get it taken care of. The Board decided that someone (DM) would accompany Mr. Ruby to the site in question to evaluate, and then would contact legal to find out what our obligations are.
- C. Madeline Uresti (RR lodge) reported that people were driving golf carts and ATVs on lodge property to get over to the HOA common area by the bridge. She requested that the Board modify the guards that were put up so that people can pass through the guards. The Board feels that the reason the guards were installed was to keep people from driving onto the common area, so there is nothing to be done by the HOA.

9. Executive Session

- A. Legal. Updates and Discussion.
- B. ACC Violations – Updates and Discussion.

10. Scheduling of next meeting and conclusion

- A. Schedule December Board meeting – set for December 1, 2015, but due to a conflict with the date for the Hays quarry meeting, the date for the next Board meeting will be December 2, 2015.
- B. Meeting was adjourned at 9:22 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

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1997-1998

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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

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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

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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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