

NOVEMBER HOA BOARD MEETING MINUTES

Scheduled Time: 6:30 PM – 8:30 PM

Date: Monday, November 15, 2016

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Present were Cristi Roberts Rawlings (CR), President; David Mixon (DM), Vice-President; David Fletcher (DF), Treasurer; and Phil Mueller (PM), At-Large. Absent was Kelly Baugher (KB), Secretary.
2. Welcome and introduce visitors. This meeting's attendees included Dale Olmstead, Pat Dorsett, Paul Czarnocki, Scott Christians and Mark Rawlings.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
Minutes were not approved. They will be presented in December.
4. Review of financial statements for the previous month(s):
 - A. October - \$45061.45 in expenses. Non-typical expenses were road work, insurance and pole lights. \$2075 in income. Total ending balances \$158,893.76. CR motioned to accept October financials, PM 2nded, all were in favor.
 - B. Collections and Attorney. Collections are down to 8 accounts totaling \$12,755.56. All accounts will be turned over for liens and foreclosures. New attorney has advised we need to send a certified letter with certain verbiage first, which is being done.

Guests present were allowed to be heard at this point in the agenda. Though heard out of posted agenda order, they are documented in the proper areas below.

5. Ongoing Business
 - A. Electronic Voting/Website/RR electronic accounts. Nothing new to report.
 - B. End of Year Procedures –
 - i. Dues discussion – It was determined that 2017 HOA dues will remain at \$325. Gates 4&5 dues will increase from 103 to \$118. Gates 7&8 will increase from \$69 to \$79. DM motioned to accept 2017 dues amounts, PM 2nded, All were in favor.
 - ii. Continue discussion of annual meeting paperwork CR emailed all documents to review. Documents are determined okay with the exception of date change and ballot name changes. These will be set at the December meeting. 2017 invoices will go in mail the first week of December and will include a year in review written by PM.
 - C. Speeding cars and sheriff – sheriff patrols will be happening this week due to scheduling conflicts the past month.
 - D. Quarries – Hays quarry meeting set for December. CR to contact Centex to confirm safe passage. CR discussed Holder and the TCEQ finding.

- E. Life Safety Plan / Quarterly Newsletter – PM will do the annual Year in Review, and it will go out with the 2017 dues invoices.
- F. Committee recruitment – We need help from other residents to staff committees.
- G. Street Signs – DF reported the last three signs are completed. Will wait for others until there are several to do.
- H. Attorney and issues. The reason for this item is considered closed.

6. New Business

- A. Board Member topics. Limited to 5 minutes each.
 - a. W. Bartlett “easement” – this issue is considered closed.
 - b. TCEQ meeting 11/10/16. Item was discussed by Dale Olmstead. Permanent permit cannot be granted until all issues submitted at the meeting are addressed in writing which should take a few months.
 - c. CR/DR – pile of debris at the 4 way stop. A letter will be sent out with the next batch of violation letters.

7. Standing 2015 Committee Updates

- A. Architectural Control Committee – Kevin Ritchie
No members present, no update emailed or provided. The board will seek monthly updates of applications, violations and issues.
- B. Gate Committee – Paul Czarnocki
Maintenance work and repairs, there were no problems just preventative maintenance. PC to get a quote to paint the gates. PC to provide anticipated capex budget and provided input on necessary dues increases to bring gate accounts closer to in balance.
- C. Landscaping Committee –the board is doing away with this item as a “formal committee”.
CR – backflow testing – Davey has performed 2 of 3 and will finish once Rogers cuts back growth at Clark.
DM – transformers at entrance need replacing
- D. Neighborhood Watch/Welcoming Committee –No activity in October.
- E. Road Committee – Mark Rawlings
Flag lights are complete. Need to work the stone fills at RRR per last months discussion. Motion to approve 2 days at \$1000/day for the work on the side of the roads, filling in road base. Unanimous.
- F. Wildlife Committee –Tim Dowling – No activity in October.

8. Guest Topics.

- A. Floyd at the end of RRR phoned to discuss truck access and turning around at the far south W Bartlett gate. He suggests signage at the Labenski gate. Board ruled this could be done, like is at the corner of Richards/W Bartlett, in the future if/when other sign work is being done.
- B. Brown poted/emailed about a deer with moss in its antlers. Board decided this is natural and nothing that we can do other than what that homeowner said they did by calling TPWL.

9. Executive Session

- A. Executive Session prior meeting oral summary – Cristi Roberts
Nothing to report.
- B. Legal. Updates and Discussion –
Nothing other than discussed as 4B.

10. Scheduling of next meeting and conclusion

- A. Schedule next Board meeting – set for Tuesday, December 13, 2016 at 6:30 PM at the lodge
- B. Meeting was adjourned at 8:00 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.
- 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.
- 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 – New contract is being signed with Cagle, and contract with Neimann and Heyer, on retainer, will end.

BOARD HISTORY

President (P), Vice President (VP), Treasurer (T), Secretary (S), At Large (AL)

2016-2017

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, Kelly Baugher, Andrea Siebert (David Mixon and Cristi Rawlings resigned in September 2016, Andrea joined the ACC in October 2016)

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

2006-2007

2005-2006

2004-2005

2003-2004

2002-2003

2001-2002

2000-2001

1999-2000

1998-1999

1997-1998

1996-1997

1995-1996

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.
- Set HOA dues at meeting
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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.
- Dues invoices out by EOM including terms clearly stated.

January

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February

- Signs for annual meeting
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