

## OCTOBER HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Tuesday, October 13, 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. Tim Dowling (TD), At Large was not present.
2. Welcome and introduce visitors. This meeting's attendees included Paul Czarnocki, Stac Duff, Mark Rawlings, Renee Mauzy, David Duncan, and Scott Christians.
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.
4. Review of financial statements for the previous month(s):  
DB reported. Current balance is \$221,914 (approximately \$35,000 in checking, the rest in savings). We collected about \$2,387, mostly from title transfer fees. Expenses were \$7,229 (landscape irrigation repairs, mowing, legal, and roads). 13 accounts have been referred to the attorney for collections.

There was discussion regarding the need to keep hard copies of all receipts vs. uploading scanned copies to DropBox. DB requested that we keep all hard copies for 3 years.

Last month, the Board requested that DB contact the attorney regarding the procedures that are followed once a delinquent account is referred to the attorney for collections.

- A. Legal demand is sent, 35 days
- B. Notice of intent to file, 30 days
- C. Notice of intent to foreclose, 30 days
  - i. If owner answers then a hearing is scheduled
  - ii. If owner does not answer default motion is filed and signed off on at +/- 30 days.  
Foreclosure is posted 21 days prior to the 1<sup>st</sup> Tuesday of the month which is when sale is held.

DB made motion to approve the financial statement. KB 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 checked with Associa can manage the electronic voting. They use the same election software that RR currently uses. DM hasn't received a reply regarding using them to run the elections. The

Board wishes to keep using the software we currently use, and have Associa run the elections themselves.

B. End of Year Procedures –

Monthly to-do. Nothing to report.

C. Speeding cars and sheriff –

We were not able to have patrols this month. The rate has been raised \$10 to \$40/hr. After all fees, each shift costs RR \$200.

D. Quarries –

There was a blast done October 13, but no feedback yet from it. The quarries are blasting continuously because of the predicted wet fall. CR will check with Centex to see how the monitoring is going.

E. Life Safety Plan –

DB published the first newsletter. Everyone appreciated her efforts! Communications have started for an escape plan for RR with Huckaby and Mark Jones. The tentative plan is to work out an agreement with the Centex quarry so that we can go through their fence and evacuate through the Centex quarry property.

F. Committee recruitment –

Nothing to report. Heavy recruiting is needed in the neighborhood to fill positions on committees and the board. We discussed checking with Mr. Green and the Anderson's.

G. Bridge walkway –

MR obtained another bid from Ryan Ohlendorf, which contained: extra pavement to make the road 27'; traffic on one side, with curbs for a path on the other side; delineators; raised buttons. The new bid amount was \$39,063.32 (about \$4,000 cheaper). DM motioned to accept the new bid, KB 2nded. One Board member abstention, 3 Board members for, 1 Board member against. Out of the extra attendees, there were 3 for and 2 against. We asked MR about adding concrete barricades, and he will check the bridge's weight capacity and cost. The Board voted to approve the addition electronically depending on the cost. MR later reported via email that the extra weight from the barricades would be too heavy for the bridge, so the enhancement will proceed as voted on.

6. New Business

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

- a. CR – Garage Sale amendments to bylaws and covenants for BOD approval. DM motioned to accept the amendment, DB 2nded, all in favor.

- b. CR – National Night Out was October 6. Costs were about \$450. DB motioned to pay the costs, DM 2nded, all in favor. Attendance was poor. DB proposed that the Board needs to find a way to increase attendance – food trucks, bands, etc. were discussed as possibilities.
- c. Mr. Duff was given the documents and information he requested from the Board.
- d. CR – prepared the RFPs for bookkeeping, landscaping, and the web site. The Board discussed scope and wording changes. DB requested that the mail collection and bank deposits be split out separately because of conflicts of interests. DM volunteered to drive around with prospective landscape companies to show what we want included. We would like to have bids prior to November so that we can vote on the bids. Contracts would have a two year duration and would begin Jan, 2016.
- e. Annual Member Meeting paperwork - It was discussed that the gate fees need to be increased to cover the maintenance and repair costs, and the history of gate fees and increases (and lack of increases) was discussed. The basic HOA dues will remain \$325. The gate fees for sections 7&8 will increase to \$69 (currently \$60). The gate fees for sections 4&5 will increase to \$103 (currently \$90). These increases are the maximum allowed per out bylaws. The gate fee accounts are currently in deficit, and the gates for 7&8 will likely need major repairs in the near future. We also found that we cannot assess special charges for repairs, and cannot combine the two gate fee accounts. The bi-annual audit was discussed, and we will not be having one this year. The February meeting agenda will be worked on over the next two months. KB motioned to accept the new fee structure, DM 2nded, all in favor.
- f. DB – website buttons. A button will be added to the RR site to link to the RR HOA policies. Another button will be added so that an HOA member can agree to receive their invoices electronically (this will reduce mailing costs for the HOA).
- g. TD – asked about a resident joining their separate lots into one lot and how that affects HOA dues, etc. It was stated that if the county approves the merging of properties into one, that Ruby Ranch will recognize it as one lot for HOA membership and dues purposes.

## 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 - Stop Sign lines have been painted. He has the reflectors that need to be installed to mark the fire hydrants, and will get them installed this month.  
Crack sealing will begin in December.  
CR requested that we hire someone to wash the signs and do sign repair.

It was noted that we have money for the Clark Cove and Humphrey's road repair (a dip in the road), a cut in the road which resulted from the Clark Cove gate repair, and edge repairs.

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

Paul reported that the CC gate repairs are completed, but the mulch that was supposed to be applied has not been done. The concern for next year is that the gate motor controller on the north Bartlett gate will need to be replaced, but its wiring is ok. Arctic will install weatherproof boxes.

CR /DB discussed adding major gate work to the Capital Expendure Plan.

DM - the sprinklers were looked at. There was a major leak by the key box, and the electricity wasn't working. After repairs, 2 of the 3 stations are working. The water line is leaking where the digging was done, and will be fixed in the next day or so. The estimated cost is \$300-400. DM motioned to accept the repair cost, KB 2nded, all in favor.

- D. Landscaping Committee – Steve Selger (Donna Bjornson, liaison)  
Seeding will be done when weather permits.

- E. Wildlife Committee – Tim Dowling (Tim Dowling, liaison)  
Nothing to report.

- F. Neighborhood Watch/Welcoming Committee –  
Lu Berlin and Christi Anderson will join this committee, and the Board will assist them in preparing a formal packet to be distributed with any other materials/goodies.

- G. Architectural Control Committee – Kevin Ritchie (David Mixon, liaison)  
The most recent letters sent by the management company were discussed. The ACC will meet separately to review these letters in depth and make recommendations to the management company.

## 8. Guest Topics

Renee Mauzy – wants to make sure that the HOA is using funds wisely where legal work is concerned, and that the HOA will not pursue actions where it is not likely that it would win. The Board agrees with her.

## 9. Executive Session

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

## 10. Scheduling of next meeting and conclusion

- A. Schedule November Board meeting – set for November 10, 2015.
- B. Meeting was adjourned at 9:37 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 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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

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
- 
- 
-