

OCTOBER HOA BOARD MEETING MINUTES

Scheduled Time: 6:30 PM – 8:30 PM

Date: Monday, October 17, 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 Jimmy and Sheri Quick, Pat Dorsett, Kevin Ritchie, Scott Christians, Dale Olmstead, Kathryn Hirst, Mike Hobson, Madelyn and Kelli Uresti.
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. PM 2nded, all were in favor
4. Review of financial statements for the previous month(s):
 - A. August - \$1312.89 in dues deposits
Expenses totaled \$3,142.75, a majority \$1677.88 in landscaping, the remainder was all standard utility and maintenance payments.
Ledger starting balance \$62,245.94 ledger ending balance \$60,416.08
Total savings and checking - \$208,291.96

KB motioned to accept August financials, PM 2nded, all in favor.
 - B. September - \$1688.85 in dues deposits
Expenses totaled \$8,199.48, a majority \$4174 in landscaping, and an unusually high legal bill of \$1738.50 due to the lawyer's bill when we had the lawyer attend the meeting. One minor Arctic bill, and the actual final Associa invoice (we thought that July was the last, but they were slightly delayed in sending us the very last bill). One other minor bill at \$274 for the annual subscription to the online voting system.
Ledger starting balance \$60,416.08 ledger ending balance \$53905.45
Total savings and checking - \$201,829.95

KB motioned to accept September financials, PM 2nded, all in favor.
 - C. As of today, Roger's balance is zero (DF reported).
 - D. Collections and Attorney – moved to Executive Session.

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 – Scott will be the site master for the voting site. KB sent a list of utilities, etc. to Scott to post on the RR site.

B. End of Year Procedures –

i. Dues discussion – At the end of September, the Creekside gate fund was \$5300 and the phase 7&8 gate fund was \$800. Paul Czarnocki provided a 5 year budget, and will look at the gate financials and advise the board on whether or not the gate fees should be increased.

Basic HOA dues are \$325, and the dues will not be raised for 2017.

Phil will recap 2016 in a year in review document. Year-end invoices will go out in mid-December, and the year in review document will be included in that mailer. This year, CR, DM, and KB are up for election. CR will print out last year's documents for us to review at the November meeting.

C. Speeding cars and sheriff – 10/11 am (10 stops, 7 citations). 10/15 pm (7 stops, 3 citations).

D. Quarries – Hays quarry meeting on 9/14 – They reported that nearly their entire staff has turned over. 6 blasts since June, and all were within tolerances. One residence called the quarry about "black water", which after research was deemed to be just limestone runoff.

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 that Evans replaced 2 signs and dug half a hole. They are supposed to come back out, and DF will monitor their progress. Pat Dorsett and Mike Hobson know other entities that do the same type of work and will send their names to DF. CR mentioned that the sign installed for directions to the lodge was down almost immediately. DF will get a quote for all remaining signs, including the Lodge sign, curve sign on E. Bartlett, Story & Bartlett, and Will Banks & Ware. Evans is supposed to do all of sections 7 and 8. KH mentioned the mold on the Labinski gate limestone. DM will check to see if Rogers can do that work per CR's request.

H. Registered Agent - CR will send it so it can be put on DropBox.

6. New Business

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

a. W. Bartlett "easement" – discussed earlier.

b. TCEQ water issue with Dripping Springs – next meeting is in Dripping Springs on 11/10. Dale – address is on their web site. Apparently TCEQ has indicated that the permit will be approved. CR/DM met with Mark Jones, and he said he felt that there was so much political pressure that the permit wouldn't get approved, but that apparently isn't the case.

Martha Anderson's resolution – CR asked Dale why the water board didn't adopt a resolution. He said it was "cold feet", because they couldn't be assured that there would be no financial responsibility. In addition, it was partly because of the City of Austin's/SOS's status. We will not address it further, due to lack of time before the 11/10 meeting.

c. Lodge noise complaints – Madelyn Uresti addressed each complaint, and gave each person her contact information. Her responses were well received.

- d. HOA attorney – CR – several board members met with Cagle today, and feel that he would be a good fit. CR motioned to hire his firm to represent us, KB 2nded, all in favor. We need to get the status of our accounts and move them to the new attorney.
- e. ACC members – vote to approve Andrea Siebert as the newest ACC member. The committee will now consist of Kevin Ritchie, Andrea Siebert and KB. DM motioned, PM 2nded, all in favor.

7. Standing 2015 Committee Updates

A. Architectural Control Committee – Kevin Ritchie

A summary of violations and approvals was given. 3 sheds, 1 pavilion, and 1 pool/cabana were approved. Retroactive applications are needed for a shed/wellhouse and a roof replacement on Ruby Ranch Rd that were constructed without obtaining prior approvals. A request from a realtor regarding property development on a RR lot was discussed, and the request will be again declined. CR will send another letter to the realtor. A drive-around was done by KB and Andrea in October and violation letters were sent.

B. Gate Committee – Paul Czarnocki

Gates are fine for now. About a month ago, someone vandalized the gate. We were charged \$100 by the maintenance company to repair/clean up the gears as a result of the vandalism. The N. Bartlett gate has been welded and re-welded and will probably need work next year. We have enough remotes for now. The gate budget will be discussed next month.

C. Landscaping Committee – Steve Selger - not present

PC reported that shrubs at the south Bartlett gate need to be trimmed as they are rubbing against the gate. Flag lights at the front entrance are installed and working. PC brought up the possibility of installing blue lights at the front of the neighborhood to honor first responders, and CR will look into that. CR solicited bids for color and cleanup at the front entrance, and only DNZ responded with a bid of \$1,160 (\$375 – clean out and rearranging existing plants, \$350 for new color, and \$360 to weed and mulch). DF said that our contracted monthly fee should include weeding and fertilizing. CR motioned to accept bid to replace color after Rogers weeds. KB 2nded, DM for, PM and DF silent, therefore the motion passed.

CR – backflow testing – Davey will do that work for the HOA.

D. Neighborhood Watch/Welcoming Committee – (Christi Anderson and Lu Berlin) – not present – CR and Christi met with 5 residents, and gave them a welcome basket.

CR sent a card to a family in RR that suffered a loss.

E. Road Committee – Mark Rawlings (David Mixon, liaison)

CR – All outstanding/warranty work has been completed, and the invoice has been paid. Next year, we will need to shop for a new vendor, and Mark has already begun this task.

McCoy culvert will be addressed in 2017.

Pat Dorsett thinks that RR road is looking shabby between the bridge and the front entrance. It needs to be looked at before the asphalt starts breaking off. Pat will call Mark to get together and look at the

roads. CR asked Mark to update future sealcoat bids to include priming. We should get an updated budget for roads next month.

- F. Wildlife Committee –Tim Dowling – not present (CR, liaison) – there are reports of wild pigs in the neighborhood.

8. Guest Topics.

- A. Jimmy and Sheri Quick – They are concerned and request HOA assistance regarding their potential flooding issues due to the lack of an appropriate drainage ditch on their property. Questions remain as to who is actually responsible for maintaining the drainage for their property. The Board received a document from the Quicks, which prompts all further communication on the matter to go through attorneys. Discussion was continued in Executive Session.
- B. Mike Hobson – has a trailer, and got a letter from the ACC regarding improper storage. He was advised to contact the ACC when there was a need for temporary storage, and there should be no issues. He also asked about the sheriff patrols, as well as the garage sale amendment.
- C. Pat Dorsett – he will be shooting wild pigs that are on his property.
- D. Kathryn Hirst – Quarries. Her sister-in-law might purchase equipment that she will read privately to monitor quarry activity. She will go to Hays Co. to investigate. She volunteered to start a quarry committee, and proposed Renee Mauzy and Andrea Siebert serve on it with her. CR will send KH info for the next quarry meeting.
Trash companies and paint from trash trucks – CR will send a friendly letter to the trash companies reminding them to secure their loads.

9. Executive Session

- A. Executive Session prior meeting oral summary – Cristi Roberts
Nothing to report.
- B. Legal. Updates and Discussion –
CR – we are down to 10 delinquent owners. We were advised by counsel to not allow dues to accrue and we need to pursue collections asap. The d30, 30, and 90 day letters will come from the attorney. We will begin the transition of collection accounts from the old attorney to the new attorney. CR will sign the new attorney contract and send.
- C. CR/DR – pile of debris at the 4 way stop. A letter will be sent out with the next batch of violation letters.

10. Scheduling of next meeting and conclusion

- A. Schedule next Board meeting – set for Tuesday, November 15, 2016 at 6:30 PM at the lodge

B. Meeting was adjourned at 9:23 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)

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

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2003-2004

2002-2003

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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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