

SEPTEMBER HOA BOARD MEETING MINUTES

Time: 6:30 PM – 8:30 PM

Date: Tuesday, September 15, 2015

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members. Present were Cristi Roberts (CR), President; Kelly Baugher (KB), Secretary and Tim Dowling (TD), At Large. David Mixon (DM), Vice-President, and Donna Bjornson (DB), Treasurer were not present.
2. Welcome and introduce visitors. This meeting's attendees included Paul Czarnocki, Mark Rawlings, and Scott Christians.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). TD made motion to approve the minutes from the August meeting. KB 2nded, all were in favor.
4. Review of financial statements for the previous month(s):
Scott Christians reported. Current balance is \$226,916. We collected about \$600 in delinquent dues (from payment plans). Main expenses were title transfer fees (\$1,200), roads and gates (\$26,000), and legal fees (\$3000).

Of the 3 owners that entered into payment plans, 2 are still paying and 1 paid once, then no more (this one will be sent to legal). Two others that are delinquent will be referred to legal. One past due account has an enormous lien and TD will check to see if foreclosure is possible. 3 went into payment plans. Out of all owners, 19 are past due – a handful are interest only. CR will check with DB to see about getting monthly updates from the attorney regarding all action on delinquent accounts that we can review each month.

TD motioned to approve the financials, 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 –
In August, there was discussion about checking with the management company contracted to handle our ACC to see if they offer services to handle voting/elections. The system used this past year had too much human intervention. CR will check with DM for an update regarding using the ACC management company for voting services.
 - B. End of Year Procedures –
Monthly to-do. CR proposed adding adopting the NNO budget and printing NNO signs to the September line.

C. Speeding cars and sheriff –

There were two shifts. One was on 8/20/15 with 5 stops- 3 warnings and 5 citations. The second was on 8/22/15 with 1 citation for going 25 mph over the posted speed and 8 warnings (all 5-10 mph over posted speed). The board discussed the inconsistencies between officers regarding the speed cutoff used to determine whether to issue a citation or a warning.

D. Quarries –

CR and TD attended the August meeting with the Hays quarry. Nothing was noted for that quarry outside of the set variances. CR shared a blast video she saw and recommends everyone view it. Centex started setting out the 4 meters for readings in Ruby Ranch. CR said that both quarries are loading at night to make up for rain earlier in the season, and do not have to stop.

E. Life Safety Plan –

CR, DB, and BFD. Nothing to report. This will be addressed later this summer.

The quarterly life safety and neighborhood newsletter proposed by DB will be put on the Ruby Ranch website in early October.

F. Committee recruitment –

Nothing to report. Heavy recruiting is needed in the neighborhood to fill positions on committees and the board.

G. Bridge walkway –

No action occurred in September. MR will try and obtain more bids and send out information to the board so that a decision can be made in October.

From the August meeting - MR presented the estimate to create a pedestrian walkway across the bridge on Ruby Ranch Road. The estimate came in at approximately \$44,000 (with tax removed). There is a 3 foot difference on each side, and the road would need to be widened to match the bridge. After much discussion and preliminary voting, the Board decided to obtain modified bids, and CR wants to reach out to TxDot for additional information. This issue will be picked up again in September.

H. Quarterly Newsletter –

Covered in Item E. DB will send an update.

6. New Business

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

- a. CR – Garage Sale amendments to bylaws and covenants for BOD approval. Since only 3 board members were present, this was tabled and will be discussed at the October meeting. CR – Kali Kate is having a community-wide garage sale on 9/26/2015 and we should encourage Ruby Ranch homeowners to participate in that sale.

- b. CR – National Night Out is October 6. Lodge 6:30-8? Budget. CR will check with the Folletts to see if we can host it on their property since the Lodge is not available. We will have Miss Red's cater the main dish, and participants can bring sides/desserts. TD will try to obtain gift certificates, prizes, etc. from businesses to award in raffle drawings. We discussed a tentative budget of \$500-600 for 2015 (the budget for 2014 was \$400), but left the value open and decided to adopt the budget via email since we only had 3 board members present.
- c. CR – Stray animals. A resident reported a problem with a neighbor's stray cats coming on to their property, and causing an injury on another neighbor's property. We will post the RR policy again with reminders as to the actions/consequences that can occur (stray animals can be trapped and removed when they are not on their own property, ACC violation notices). CR will have an ACC notice sent to the owner of the stray cats referred to in the complaint.
- d. SC – website and bookkeeping contracts. He mentioned that his contracts are up for renewal in November. CR will put out RFPs for those services. This has to be discussed at the next meeting.
- e. 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 - Warranty repairs for the sealcoating that were scheduled have been completed. A cut across the road at the Clark Cove gate (occurred as a result of the gate repairs) will get fixed with the next round of repair work to begin after the budget is reviewed and approved. A sinkhole/dip in the road around Clark Cove and Humphreys also needs to be repaired and will also be considered for the upcoming repair work. The road issue on McCoy will not be addressed at this time. CR will look at DB's capital expenditure plan to see what value we have left for road repairs.

Stop Sign lines – Ramming needs a couple of weeks to clear his schedule and then he will be able to do that work.

Sign repair – nothing to report. MR will see if he can get a contractor out to handle the labor for sign repair.

Fire Hydrant markers have not been replaced yet. MR will get the markers and have them installed.

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

Paul reported that the Clark Cove gate repairs have been completed and the gates are operational.

The costs to repair the gate exceeded the previously approved estimate because all of the wiring and conduit had to be replaced and we have not received the final bill. TD motioned to extend the value to

\$4,500. KB 2nded, all in favor. Paul doesn't yet know what other irrigation repairs will be necessary, but the irrigation wiring looks ok. He called Arctic to schedule sprinkler maintenance (the cost was estimated to be \$100). He also suggested that we install topsoil and mulch at a cost of about \$90. The gate funds and the way they were set up for accounting purposes was discussed. Phases 4&5 have two gates, and Phases 7&8 have 4 gates with about double the number of lots as Phases 4&5. The gate fund for Phases 4&5 is several thousand dollars in arrears due to the recent repairs, and the fund for Phases 7&8 is currently breaking even at best. The rear neighborhood gates will likely need major work in the next year or two. The board discussed a special gate assessment to the homeowners in the affected phases of RR to bring the gate fund for that phase back to break-even. CR will ask legal if a special assessment needs approval by the homeowners or just by the Board. The Board discussed combining the gate funds for accounting purposes. CR will ask legal if our bylaws and ACC covenants allow the funds to be combined. This will be discussed at the October meeting.

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

CR – sent the Dorsetts approval for the new RR entrance sign.

CR – the approved irrigation work at the front of the neighborhood will be starting.

CR presented the arrangement that we have regarding the water source we are using to irrigate the entry landscaping. CR will further investigate options for irrigation.

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

Nothing to report.

F. Neighborhood Watch/Welcoming Committee –

TD and Lu Berlin (Miss Red's) has been going door-to-door greeting new neighbors and dropping off cookies donated by Miss Red's catering.

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

The current ACC members will do one more drive-around before the new company takes over the ACC duties. KB distributed the most recently updated version of the ACC activity spreadsheet.

8. Guest Topics

Nothing was discussed.

9. Executive Session

A. Legal. Updates and Discussion.

B. ACC Violations – Updates and Discussion.

10. Scheduling of next meeting and conclusion

A. Schedule October Board meeting – set for October 13, 2015.

B. Meeting was adjourned at 8:05 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.)
- 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.)
- 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.

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

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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

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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, 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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