

SEPTEMBER HOA BOARD MEETING MINUTES

Scheduled Time: 6:30 PM – 8:30 PM

Date: Tuesday, September 13, 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 Mark Rawlings, Jimmy and Sheri Quick.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s). DM made motion to approve the minutes from the August meeting. PM 2nded, all were in favor
4. Review of financial statements for the previous month(s):
 - A. SC was on vacation so financials were unavailable, and will be reviewed next month.
 - B. DF reported. Issues regarding the landscaping/mowing invoices were discussed (duplication of invoices that had already been paid, invoicing prior to work being completed). DM confirmed that in our agreement with them, they are to invoice after work is completed. We will see what service period is listed on the next invoice.
The final Associa invoice was paid.
 - C. Attorney and Collections – 7 active collections accounts, will leave them with Heyer (the current attorney) for now.

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 – skipped, as SC was not present
 - B. End of Year Procedures – Due to lack of interest/volunteers and lack of attendance, the National Night Out for 2016 and Spring Fling for 2017 will not occur.
 - C. Speeding cars and sheriff – 8/27 pm (7 stops, 4 warnings and 3 citations). 8/30 am (9 stops, 8 warnings and 1 citation).
 - D. Quarries –

Hays quarry meeting on 9/14 – CR and Mark Rawlings will attend. KB will try to attend. The cost of the VibraTech monitoring was discussed, and the Board feels that due to the high cost, monitoring would not be financially feasible.

- 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 – CR reminded that Karen Marshall volunteered to join the committee.
- G. Street Signs – DF contacted Evans. He reported that Destiny sent him an email from Pathmark that our new signs are ordered and will be installed by 9/22. If they don't follow through, we will look at filing suit
- H. Registered Agent - CR changed the "registered agent" information for the HOA

6. New Business

- A. Board Member topics. Limited to 5 minutes each.
 - a. DF – presented 2016 Capital Expenditure and Operating budget. DF motioned to approve, KB 2nded, all in favor
 - b. DF – vote on repealing the final amendment that was tabled in the previous monthly meeting (Document #2014-14025068 – relates to flags, solar energy devices, rain barrels and rainwater harvesting devices, religious displays, record production, record retention, payment plans, voting, transfer fees, and email addresses). DF motioned to repeal this amendment, PM seconded, KB voted aye, 2 abstentions (CR, DM). CR will set up interviews with potential new attorneys. We will continue to pay Neimann and Heyer what they invoice, and we will not make changes regarding account assignments until new counsel is retained.
 - c. West Bartlett drainage – addressed under "Guest topics"
 - d. CR – Backflow inspections. Board is ok with Davey doing our inspections.

7. Standing 2015 Committee Updates

- A. Architectural Control Committee – Kevin Ritchie – not present
Violations (improper construction, mowing) were discussed in Executive Session. The ACC needs to do drive-arounds and send violation notices in a timely manner (monthly). CR resigned from the ACC, and Andrea Siebert has volunteered to serve on the ACC. DF and PM also volunteered to assist if needed.
- B. Gate Committee – Paul Czarnocki – not present - DM reported status from PC's email.
Gates are fine for now. Bartlett gates will need repairs next year. Preventative maintenance will occur next week on all gates.
- C. Landscaping Committee – Steve Selger - not present

DM – will oversee the mowing until December. CR brought up the color (or lack of) at the front entrance. DM/CR – we need to dictate to the landscapers exactly what we would like them to use in the future.

Culvert cleaning was completed, and cacti were removed.

Flags/Flag lighting – discussions around replacing the flags, and options to fix the lighting. Proposal – 6 LED lights, 2 per flag at a cost of \$3000. This includes running conduit, burying lines, photo cells. PM motioned to accept the bid, DM 2nded, KB/CR for, DF silent (which in this case, is a 'For' vote, as silent votes are counted as running with the majority).

D. Neighborhood Watch/Welcoming Committee – (Christi Anderson and Lu Berlin) – not present - 3 homeowners were visited last go-round. CR/PM will make another set of visits to new residents soon.

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

Austin Materials came out to do crack sealing prior to seal coating, but missed the area from the 2nd culvert to 967. They also applied an improper thickness of seal coat, and recoated too soon. They will redo the area from the 2nd culvert to 967.

Warranty work – they will redo the following areas: Ruby Ranch from Labinski to West Bartlett, West Bartlett from Labinski to Story, all of Story, all of Will Banks. MR suggested we use another vendor for this work in the future, as Austin Materials has lost their entire crew and are scrambling for resources. They are subcontracting out the warranty work.

McCoy culvert issue – we will not address this until 2017.

F. Wildlife Committee –Tim Dowling – not present (CR, liaison) - skipped

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. Discussion was continued in Executive Session.

B. Martha Anderson (not present, but she emailed the Board) Her request for the Board to issue an HOA resolution opposing the Dripping Springs water issue was tabled until the October meeting. We need to look into reasons why the Ruby Ranch water company felt that they should not issue a resolution.

9. Executive Session

A. Executive Session prior meeting oral summary – Cristi Roberts
Nothing to report.

B. Legal. Updates and Discussion –

CR/DF – Selection of an attorney to utilize for HOA business/existing attorney invoices. DF reported that we have not received a new invoice from Heyer to date. CR/DF suggested names of 3 attorneys to interview, and the Board decided to go further with 2 (Gregory Cagle, David Gottfried).

C. ACC Violations – Updates and Discussion – improper construction, mowing

D. The BOD decided that we will start looking for other legal representation.

10. Scheduling of next meeting and conclusion

- A. Schedule next Board meeting – set for Tuesday, October 17, 2016 at 6:30 PM at the lodge
- B. Meeting was adjourned at 8:35 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 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 – Neimann and Heyer, on retainer.

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

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

- Actual changing of the gate codes
-
-
-

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
-
-
-