



March 2014 RRHOA BOARD MEETING MINUTES

Time: 7:00 pm – 9:00 pm
Date: Tuesday, March 11, 2014

1. Quorum (3) Board Members

Board President called the meeting to order at 7:03PM. Members present were, Cristi Roberts, Jack McCord, David Mixon, Donna Bjornson and Sonny Hollub Jr.

Cristi Roberts recognized and thanked those HOA member/residents in attendance for coming to the meeting. They were: *Robert Lee, Derek Marshall, Mark Rawlings and Kevin Richie.*

2. Elect Board Officer Positions

Nominations for the officer positions were made and voted on. Cristi Roberts was reelected as Board President, David Mixon was elected as Board Vice President, Donna Bjornson was elected as Treasurer and Sonny Hollub Jr. was elected as Secretary, while Jack McCord will be Director at large.

3. Review and approve Meeting Minutes for previous month(s) and Special Meeting(s)

The previous meeting minutes were discussed. David made a motion to accept them as written, with a second from Jack McCord. All those present voted in favor of said motion.

4. Review of financial statements for the previous month(s)

- A. The financial statement was discussed. Sonny asked for a day to review before he could approve. It was concluded to push this item out until the next board meeting.
- B. The need for having the financial statement at least one week prior to the monthly board meeting was discussed. A motion was made by Sonny Hollub Jr. to have the bookkeeper, Scott Christians to provide the financial statement one week in advance of the monthly board meetings.

Action Item – Our Bookkeeper Scott Christians, will send the password and link to the secure area.

- C. The Dues notification process was discussed. *See BYLAWS OF RUBY RANCH HOMEOWNER'S ASSOCIATION RR (hereinafter referred to as "RR HOA Bylaws"), ARTICLE V BOARD OF DIRECTORS, "As more fully provided in the Declaration, to: Fix the amounts of the annual assessment against each lot at least thirty (30) days in advance of each annual assessment period; Send written notice of each assessment to every owner subjected to the assessment at least thirty (30) days in advance of each annual assessment period; ..."*

- 1. The Member dues process was discussed and concluded that the process in place should remain the same at this time. A motion to that affect was made by Sonny Hollub Jr., a second was made by David Mixon. All attending board members voted in favor of the motion.
- 2. The current method to send legal notification and or to place a lien on a lot owners property regarding past due dues/fines is \$1000.00 in arrears. A motion to that affect was made by Sonny Hollub Jr., a second was made by David Mixon. All attending board members voted in favor of the motion.

3. The current schedule for sending past due notices is on April 1. A motion to that affect was made by Sonny Hollub Jr., a second was made by David Mixon. All attending board members voted in favor of the motion.

Action Item – Sonny Hollub Jr. will develop a written procedure for the HOA Dues notification process.

4. The current status of our bank account(s) was discussed. We currently only have one bank account. To comply with the HOA Bylaws, we need to open a second bank account.

Action Item – Donna Bjornson will check with Broadway Bank to insure the signature card on file is up to date. She will also investigate and recommend a second bank for the HOA's use.

5. The need for a “tickler system” to remind the board regarding what actions need to be taken throughout the year was discussed.

Action Item – Sonny Hollub Jr. will develop a “tickler” system for the board's review.

6. The requirement for an annual audit was discussed. While this “required audit” has never been completed, the bylaws require one to be made annually. A motion was made by Sonny Hollub Jr. and seconded by David Mixon to cause the required audit to occur. All board members present were in favor of this motion.

Action Item – Donna Bjornson will find someone to perform this required annual audit for 2013.

7. Flood reimbursement was discussed.

5. Ongoing Business.

A. Road Committee.

Mark Rawlings of the HOA Road Committee made a detailed presentation regarding the results of that committee's research into what has been done in the past regarding maintenance of our roads/streets in Ruby Ranch. He commented that the 967 Rock Crusher continues to perform crack sealing on our streets/roads per a non-binding verbal agreement from the crusher's previous owner. Crack sealing is done when the weather is warm and reasonably dry.

The committee recommends in the future rather than do a 1 ½” overlay (perhaps an overkill in the past) of the planned road maintenance, that a process called “sealcoat”. Examples of how and where this product is used, along with various contractor opinions on the matter was discussed.

Sonny Hollub Jr., asked if Mark if his committee or any of the contractors they discussed this process with knew of any safety concerns (i.e. how the sealcoat interacts with vehicle tires) or any other safety concerns. Mark advised the road committee's opinion was, that none existed to its knowledge.

Mark Rawlings indicated they would get at least 2 more contractor opinions regarding this process, especially as it relates to performance, as compared to the last method of paving used, as well as any potential safety/health hazards. Mark Rawlings was congratulated on the work completed by the Road Committee on this matter and Mark's complete and concise presentation to the HOA board as well.

Action Item – Mark Rawlings will contact and secure opinions of two additional contractors regarding the use of “sealcoat”, for out RR roads/streets.

B. Discuss potential of filing an insurance claim for the electrical storm damage to the gate Equipment at Clark Cove Entrance – Delegated to Jack via email and meeting, update.

Jack McCord provided information relevant to the potential of filing a claim. Some discussion was had regarding the potential impact on our future rates with Allstate, by filing this claim for \$1000.00.

Sonny Hollub Jr. made a motion to file the claim. David Mixon seconded the motion. All board members present voted in favor of filing the claim.

C. Annual Meeting Post Con...discuss including vote counter payout and meeting space rental.

The counters hired for counting the votes at the HOA Annual meeting, was discussed. It was concluded that we pay the two \$100.00 each for this approximate 4 hour endeavor. A motion was made by Cristi Roberts, seconded by Sonny Hollub Jr. All board members voted in favor of this motion.

D. The method of voting electronically to reduce funds spent on paper as well as postage was discussed. It was concluded that David Mixon would research the feasibility of electronic voting for our HOA.

Action Item – David Mixon will research electronic voting for our future HOA elections.

E. At the conclusion of discussion related to ongoing business and prior to discussing new business, Board Member Jack McCord advised that he had just recently accepted a consulting position which will require some travel. Jack felt a need to resign from his position as HOA Board member and stated he resigned effective immediately to attend a video conference related to his consulting position, scheduled for 9 PM. Jack dismissed himself and left the meeting.

In view of the fact, we just had a Board election, it was discussed that we could go to the next person winning a significant number of 77 votes in that recent election, as 4th place, Andrea Seibert.

6. New Business/Discussion Items.

A. Review of emails sent. When a board member sends out an email, a suggestion was made by Sonny Hollub Jr., at the lead in of such an email, the board member should identify in what capacity that particular email was being sent. All members present agreed to this suggestion.

B. Review of financial accounts. It was concluded discussion on the same subject above was sufficient until action items related to that, are completed. Discuss in the next board meeting.

C. Review of landscaping proposals (bring all submitted.) David Mixon provided copies of bids for landscaping services. Donna Bjornson asked if any references were provided by those bidding on this service. David Mixon will send two other bids to include with the 3 presented at the meeting. He will also get references.

Action Item – David Mixon will send 2 more bids and get references for all bids for this service.

D. Discussion of entrance electric/light work necessary. Cristi Roberts advised she had noticed that at times all the lighting at the entrance, were not on.

E. Scheduling of clean-up day. The need to clean up new graffiti and clean out brush/trees left from the past flood on the HOA property (park, etc.) was discussed. This was tabled until the next board meeting.

F. Scheduling of spring fling. This was discussed and proposed to be similar to last year's Spring Fling, and to be held on April 6, 2014.

G. Review of the HOA Bylaws. Push this item out to the next HOA Board meeting.

H. Scheduling of potential attorney interview. This was discussed. Sonny Hollub asked for any notes on any attorney's reviewed to date. In addition, Sonny had 2 prospective attorneys for consideration.

Action Item – Cristi Roberts will provide notes regarding interviews for the HOA Attorney position previously completed

Action Item – Sonny Hollub Jr., will make contact with the two prospective attorneys and send any interested to the HOA Board for its review.

I. Meeting space rental and refreshments. Having had the last HOA Annual meeting at the Ruby Ranch Lodge, as opposed to the Hays Hills Baptist Church was discussed. Since the use of the lodge was provided for free this time, a substantial amount of money was saved. It was determined that we would investigate the feasibility of using the Ruby Ranch Lodge for future meetings. Cristi Roberts will contact the owner for costs, etc.

Action Item – Cristi Roberts will contact the owner of the Ruby Ranch Lodge for availability for future meetings of the HOA, i.e., Annual meeting, Board meetings, etc.

J. Assigning committee liaisons. The following Board members volunteered to act as a liaison with various committees in Ruby Ranch:

Sonny Hollub Jr. - Wildlife Committee
Donna Bjornson - Landscape Committee
Andrea Siebert - Gate Committee
Cristi Roberts - Road Committee

K. Bring new Board members up to date on decisions and contracts that are in place for 2014 and 2015. This was tabled until the next HOA Board meeting.

L. Update new BOD Members on ACC procedures. This was tabled until the next HOA Board meeting.

M. Discuss improving appearance of our front entry. This was discussed and Sonny Hollub Jr., will contact the lot owner who suggested this for more details. To be presented at the next HOA Board meeting.

N. Unattended Dogs. This was discussed and Sonny Hollub Jr., will contact the lot owner who suggested this for more details. To be presented at the next HOA Board meeting.

O. Discuss posting each board members vote on decisions made by the Board. This was discussed as it relates to other boards. Sonny Hollub Jr. made a motion to list votes by member when a split vote occurs. A second was made by Donna Bjornson. All board members present agreed to this motion.

7. Standing Committees for 2014 Updates (if any):

A. Oral Update Exec Meeting: Cristi Roberts
B. Architectural Control Committee: David Mixon
C. Road Committee: Mark Rawlings
D. Gate Committee Phase 4 & 5:
E. Gate Committee Phase 7 & 8:
F. Landscaping Committee: Donna Bjornson
G. Wildlife Committee: Sonny Hollub Jr.

8. Guests: Open Topics: Limited to 5 minutes each member. While useful input was allowed at various points during the course of the meeting by our guest members in attendance, each visiting member was allowed to make comments prior to going into executive session. Robert Lee, suggested that rather than go to the recent

election count to select the board member to replace Jack McCord, that we solicit the community for 3 interested HOA members.

9. Executive Session:

A. Discussion regarding choosing a replacement for Jack McCord, according to the HOA Bylaws, ref., Bylaws RRHOA Article V Section 1, and Section 9 as follows:

Section 1. "The affairs of the Association will be managed by a board of five (5) directors..." and

Section 9. "... in the event of death, resignation, or removal of a director, his or her successor will be selected by the remaining members of the board and will serve for the unexpired term of his or her predecessor." It was concluded to offer the board seat to Andrea Siebert who garnered a significant number of votes (77) in the recent HOA Board election.

Action Item – Cristi Roberts will make contact with Andrea Siebert to determine her desire to fill the opening and report back to the HOA Board.

B. Two Architectural Control matters were discussed.

10. Scheduling of next meeting and Conclusion.

A. The next HOA Board Meeting was scheduled for April 8, 2014.

B. President Cristi Roberts adjourned the HOA board meeting for Tuesday, March 11, 2014 at approximately 11:22 PM.

Minutes prepared by Board Member and Secretary Sonny Hollub Jr.