



April 2014 RRHOA BOARD MEETING MINUTES

Time: 6:30 pm – 9:00 pm
Date: Tuesday, April 8, 2014

1. Quorum (3) Board Members

Board President Cristi Roberts called the meeting to order at 6:30 PM. Members present were, Cristi Roberts (CR), Andrea Siebert (AS), David Mixon (DM), Donna Bjornson (DB) and Sonny Hollub Jr (SH).

2. Welcome and Introduce Visitors

CR recognized and thanked those HOA member/residents in attendance for coming to the meeting. They were: *Paul Czarnocki, Steve Selger, Scott Christians, Renee Mauzy and Mark Rawlings.*

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

The previous 2 meeting minutes were discussed. DM made a motion to accept them as written, with a second from DB. All those present voted in favor of said motion.

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

The financial statement for March and April were discussed. Motions were made to accept March and April's financial statements (SH for March, seconded by DM – DM for April, seconded by SH) as provided by our bookkeeper Scott Christians a week in advance as decided in March's meeting.

5. Ongoing Business

A. Update on the current status of our bank account regarding compliance with the HOA Bylaws, requirement for a second account.

Per a review of the bylaws, DB suggested that our operating account should contain only the amount that we have budgeted for the current year plus a 10% contingency allowance. This amount was determined to be approximately \$50,000 as of April 8. A second account should be created for the remaining cash and is considered a reserve for repairs and maintenance. Broadway Bank is ideal for the operating account because of its location and for ease of making daily deposits. The remaining cash, however, would be best invested in a Heritage Credit Union Money Market account, which would offer a higher rate of return than other options, including CD's, and would not restrict our ability to withdraw cash for any period of time as a CD would. As deposits are added to the operating account, a transfer of "excess" cash over the current year's budgeted expenses should be transferred at the end of each month to the repairs and maintenance account so that the operating account contains only the cash needed for the remaining expenses for the year.

We currently have 4 CD's, 2 of which are due to expire in July 2014 and 2 in January 2015. These CD's are currently set up to automatically renew. DB recommended that we instruct Broadway to remove the automatic renewal and that we allow the CD's to expire because they are not earning as much as we could earn elsewhere. When these CD's expire, it is recommended that this money is transferred to the Heritage Credit Union Money Market account.

A motion was made by DM to notify Broadway to let the CD's expire. A second was made by AS. All board members voted in favor of said motion.

A motion was made by AS that Treasurer DB, to transfer the CD's upon expiration, to United Heritage. DM seconded that motion and all board members voted in favor of said motion.

A motion was made by AS to have Treasurer DB, open a new bank account at United Heritage and move funds in excess of \$50,000 to that new account. DM seconded that motion and all board members voted in favor of said motion.

The authorized representatives on our CD's was discussed. The CD's have previous board member check signers shown. We need to update our CD's to remove past names and add CR and DB as authorized representatives on these CD's.

A motion was made by SH to update the names on the CD's to the current check signers. DM seconded this motion and all members voted in favor of the motion.

Action Item – Our Treasurer Donna Bjornson, will take action per the above motions.

B. Tickler system to remind us of upcoming events and or requirements of the Association. SH reported he would use an electronic site for a tickler system, he had used in other boards he has served on. He indicated we would need to come up with a list of "actions by the board" to include in that system. He indicated he would solicit such a request by email to the other board members.

Action Item – Sonny will send request to other board members to add to the tickler system.

C. Annual Audit required by the HOA Bylaws.

The previous annual audit for 2013 completed by an accountant, not affiliated with the HOA Board, or any other positions in Ruby Ranch was discussed. The review was determined as acceptable for 2013. DB has reported it would be best to hire a CPA firm, registered with the Texas State Board of Public Accountancy to perform a full audit in the future. DB had communicated with various CPA firms and considering the cost of an audit, which ranges from \$5,000-10,000, an alternative option would be to hire an auditor to perform "agreed upon procedures" which would entail some testing and analytics and would cost \$2,500.

D. Road Committee updates and discussion.

More information was provided by Mark Rawlings, the Road Committee Chairman, relating to the various methods of future road repair for Ruby Ranch was discussed. Seal coating seems to be an acceptable method at less costs than the past method of 1.5 inches overlay. After discussing a few of these types of sealcoat methods, the one that seemed most attractive was Jennite AE. It was agreed that this matter could be posted to the community for input prior to making final decision.

Action Item – Cristi Roberts will post a request for input from Ruby Ranch lot owners/residents.

E. Insurance claim for gate damage status. How the funds will be distributed.

The status of the gate groups, 4 & 5 and 7 & 8 was discussed. Some concern was expressed by SH and DB, regarding the fact group 4 & 5 reflected a deficit of \$4000+ while group 7 & 8 had a surplus of \$6400+. The two gate committee members, Paul Czarnocki and Renee Mauzy, seemed to indicate the difference is that one group has more gates than the other, but it also has more homes behind it. Scott Christians indicated that the fee paid for "behind the gate members" had increased annually to by the maximum allowed by our rules. It was agreed that funds will be distributed to the gate group who had the damage. No decision was made regarding distribution of the funds, though Scott Christians was to apply appropriately. Gate committee members are challenged to make recommendations to the board as to how to correct deficits in the future. The committee is to contact the current maintenance provider and create a RFP and send that RFP out to secure bids for future maintenance and repairs. A motion was made by CR, seconded by AS, with all board members voting to allow the gate committee to spend up to \$1000 to take care of any current problems until a contract has been made.

Action Item – Both Gate Committees should take actions above and present recommendations to the board.

F. Electronic Voting research and status.

DM presented research he had completed regarding companies that offered electronic voting systems. It was decided to push this item to the next meeting. Members are to review and discuss in May.

Action Item – All board members should review the materials submitted by David, as well as the service as described at www.votehoa.com.

G. Review of financial accounts.

This was completed in the discussion above 4. and 5 A.

H. Landscaping proposals.

Five contracts from 5 bidders, for our mowing/landscaping service was discussed. A motion was made by AS, seconded by DM, with all members voting to approve, to tentatively select DNZ for the work, however a ride with the contractor along with one or more board members should be made to insure DMZ understands all that the neighborhood requires.

Action Item – David will set an appointment to achieve the review of Ruby Ranch per the above.

I. New meeting place for board meetings report.

The new meeting place for this and future board meetings was selected as the Ruby Ranch Lodge. The cost is \$50 per meeting.

J. Committee Liaisons update for the Gate and Road Committees.

A discussion was had regarding the need to reassign committee liaisons. The following were the results:

Architectural Control Committee: David Mixon.

Road Committee: Sonny Hollub. (and changed to David Mixon upon Sonny Hollub's resignation)

Gate Committee Phase 4 & 5: Andrea Siebert.

Gate Committee Phase 7 & 8: Andrea Siebert.

Landscaping Committee: Donna Bjornson.

Wildlife Committee: Cristi Roberts.

K. Bring new Board members up to date on decisions and contracts that are in place for 2014 and 2015.

This was discussed and achieved in March as the only signed 2013 contract was for accounting.

L. Update new BOD Members on ACC procedures.

This was discussed and achieved in March through executive session discussion of existing member situations.

M. Discuss improving appearance of our front entry.

The Landscape Committee Chair, Steve Selger presented a plan to improve the front entry of Ruby Ranch Subdivision. It was concluded that Steve Selger would create copies and deliver them to CR. CR will use the plans presented to create a RFP to solicit bids for the project.

Action Item – Steve Selger, Landscaping Committee Chairman will drop off copies of all drawings to Cristi so that bids could be obtained when we are ready to begin.

N. Unattended Dogs.

This was discussed and achieved in March.

6. New Business

A. Automated billing software system whereby all checks initiated by online banking for payment of HOA dues can be deposited directly into our Broadway account.

Check free contract. DB met with Broadway Bank to inquire about automating the checks that are initiated by homeowners through their online banking. When homeowners initiate these payments, a physical check is generated by their bank and mailed to our PO Box. About 20% of the checks we receive are generated by these transactions. Broadway Bank partners with Fiserv to offer an automated solution for these payments. If we register (sign a contract) with Fiserv, these payments will be automatically deposited to our checking account. We (Scott Christians) would then be notified via e-mail each day that we have a deposit, with a detail list of each payment. This will save us time and the service is free for us.

CR made a motion to sign the contract to implement this process. SH seconded, with all members in favor.

B. Discuss automated billing software, electronic collection or payment options and perhaps better accounting software. DB presented information gathered for the board's consideration. Automation and modernization of our systems, reduce bookkeeping time and offer the option for members to pay by credit cards or electronic drafts is available at a cost of \$450 per month. This item was pushed out for further review.

C. Spring Fling budget and review. The expenses for the spring fling were just under \$400. A motion was made by David, seconded by Andrea, with all members voting in agreement

D. Speed control measures.

E. Monthly purchase allowance. DB to create a document to be signed by all BOD members allowing automated payment of regular services. Pushed to May.

F. Dues notifications procedures.

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

1. Oral Update Exec Meeting: Cristi Roberts.
2. Architectural Control Committee: David Nixon.
3. Road Committee: Mark Rawlings.
4. Gate Committee Phase 4 & 5: Andrea Siebert.
5. Gate Committee Phase 7 & 8: Andrea Siebert.
6. Landscaping Committee: Donna Bjornson.
7. Wildlife Committee: Sonny Hollub Jr.

7. Guests: Open Topics: Limited to 5 minutes each member.

No guests made comments other than those requested and made previously. See above.

8. Executive Session – Discuss legal action or pending Architectural Control violations.

Three separate open issues were discussed, with a report of ongoing communications by David regarding the ACC attempts to resolve.

9. Scheduling of next meeting and Conclusion.

The next RR HOA Board meeting was scheduled for Tuesday May 13, 2014, 6:30 PM at the Ruby Ranch Lodge.

*Minutes prepared by Board Member and Secretary Sonny Hollub Jr. AND AMENDED BY CRISTI ROBERTS
UPON RESIGNATION OF SONNY HOLLUB.*

*** 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 of the matters listed above.**