

JUNE HOA BOARD MEETING MINUTES

Time: 6:30PM – 8:30PM

Date: Tuesday, June 10, 2014

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members.
Cristi Roberts (CR), President (and acting Secretary); David Mixon (DM), Vice President; Donna Bjornson (DB), Treasurer; Andrea Siebert (AS), At Large.
2. Welcome and introduce visitors.
Visitors were Mark Rawlings, Paul Czarnocki, Steve Selger, and Tim Dowling.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
DM motioned, DB 2nded, ALL were in favor.
4. Review of financial statements for the previous month(s).
DM motioned, DB 2nded, ALL were in favor.
5. Ongoing Business

Item i. moved up on agenda. Candidates Kelly Baugher and Tim Dowling were discussed. Kelly was out of town and it was discussed that she was willing to serve if needed. Candidate Tim Dowling gave a brief interview. A public vote among board members was taken. AS made motion to appoint Tim Dowling to the open board seat, DB 2nded, ALL were in favor. Tim Dowling was offered the open Board of Directors seat for the remainder of the 2014 term. Tim then stayed for the remainder of the meeting as a board member.

- a. Continued from January. Ruby Ranch Roads. Updates and discussions. Decision on overlaying process.
Mark Rawlings gave a full recap of all road overlay types presented by the road committee. Pros and cons of each type were discussed. An informal vote was taken of each person at the meeting. DM made motion to accept Jennite Asphalt Emulsion for the road overlay projects as per the March area breakdown and as per April notes containing pricing, DB 2nded, ALL were in favor. Further motion was made by AS to approve Ramming Paving to do the work, DB 2nded and ALL were in favor.
- b. Continued from March. Electronic voting. Updates and discussions...Tabled in May until the fall.
- c. Continued from March. Front entrance landscaping FRP. Updates and discussions.
Bid was received for the May meeting by Lawnman. Additional bid was received by DNZ but was incomplete. We will continue to take bids throughout summer for potential of performing work in the fall.
- d. Continued from March. Automated HOA accounting. Updates and discussions...Tabled until the fall.
- e. Continue from April. Update of gate 4&5 repair (addition of bollard) (additional of Knox box), update on RFP.
DM discussed work performed by Estate Gate. New controller was installed. Email approval for addition of protective bollard was given prior to being installed. Email approval for addition for fire department Knox box was given prior to being installed. AS made motion to accept both items at the additional rate of \$766.56 over the originally approved \$2500, DB 2nded, ALL were in favor.

Additionally it was discussed that gates 7&8 may not have appropriate Knox boxes which are a life safety issue. AS motioned to approve Estate Gate to install Knox boxes where needed (possibly 3 areas) up to the given rate of \$626.25 each, DB 2nded, ALL were in favor.

Additionally it was discussed that the new controller and the existing controller use software that runs off an "OLD" PC which needs a modem and internet. Scott Christians purchased a modem and has internet connection to run. DB mentioned her place of business is liquidating some old equipment and that she will secure a new computer for the HOA.

Additionally it was mentioned by AS that the sprinkler at Labenski gate is shooting at the controller. DM to discuss with DNZ to fix.

RFP discussion. Proposals given by Artic, Byron, Estate Gate and two others. Estate Gate doesn't want to contract in a formal manner. DM to contact Artic Fence for them to give monthly PM pricing. If they will revise value and shorten response time from 48 hours to 24 hours we will may contract them. Will discuss at July meeting.

- f. Pushed from April. Review of bylaws and CCRs. 30 minute discussion monthly until completion (as discussed at 4/28/14 special meeting.)
It was agreed that each board member will independently read and make notes to Articles I-IV and will email notes within the next month. We can then discuss information at July meeting. We will then set the next sections for independent review at the July meeting in effort to get through the entire document.
- g. Continued from March. Attorney interviews. Updates and discussions.
DB has secured a meeting at Niemann & Niemann for Monday at noon.

- h. Continued from April. Annual Dues Notification Procedure.
CR to create letter to be approved and then mailed to members discuss the HOA and automating our procedures. Our goal is to have electronic correspondence capability with all our members and written approval to use those addresses for HOA business. We can then send invoices electronically.

Additionally it new members were discussed. CR to work on setting up a "welcome" committee through which we will distribute our HOA documents and receive email addresses and approval to use. TD mentioned that we can add a document to go with our title information by which we can get email addresses through closing documents.

- i. Continued from May...candidate interviews from website and nextdoor postings, appointment of vacated BOD seat.
Discussed as first item under ongoing business.
- j. Continued from May... Dog attack at 333 E Bartlett. Update.
Cannot receive county incident report yet as this is an active case. ACC violation letter has not yet been issued.
- k. Continued from May...park vandalism. Update.
CR has contacted the party responsible to get an update. It was discussed that the damage has not been remedied. It was discussed that the board does not wish a minor to have a record due to this. We will offer community service within our community as a possibility.

It was further discussed to install boulders along drive area of park to create an obstruction to prevent future park damage.

- l. Continued from May...speeding cars and sheriff. Update.
Two shifts were contracted after May meeting. Speeding tickets and warnings were issued. It is agreed to add two June shifts.

6. New Business

- A. Gate remotes...distributed and logged out by one person rather than by several?
It was discussed that we do not have a good handle on who of or gate committee has remotes to sell to our members and/or how many they have. We will begin our process with getting that list.
- B. Gates...process to get a code and to get a remote?
At this time, new members can contact any gate committee member and they can find that information on our website. CR to include this information in creation of "welcome" packet. Paul mentioned that he has a list of codes that he uses, but that he doesn't know who else might have such.
- C. Security cameras...at gate 4&5, 7&8, the park.
DM discussed that Estate Gate is bidding cameras. It was discussed that the expense of security cameras might not be warranted as our repairs due to vandalism and accidents isn't that great. This will be continued at July meeting.
- D. Minutes...creation, verification, posting.
Minutes were discussed and it is agreed that the current method of taking, writing, verifying accuracy and posting is adequate.
- E. Disposal of aged paper documents already on the website.
It was discussed that bills are currently kept for 3 years. Documents which are kept and posted to the secured area of our site will no longer be kept in paper form.
- F. Website updating including new look and storage capacity.
Updating and freshening our website was discussed. Scott is going to investigate some different formats. Board members will get a desired features list to Scott. We are hoping to be able to integrate electronic payment capability with our update. DB will look at computer packages again. DM will look at HOA management companies again.
- G. Board Member topics. 5 minutes each.
210 Clark Cove was discussed. The offending residents were removed and property was secured by Constables on Monday.

AS mentioned a surgeon owns the land off Magnum that was owned by Thames. We want to find document authorizing road use. We want to include as HOA member and realize the HOA fee and gate fee if possible to regulate use. TM & CR to work on getting document for this and for the Ruby original agreement which is supposedly part of the original RR deep documents.

7. Standing 2014 Committee. Updates.

- A. Executive Session prior meeting oral report – Cristi Roberts
- B. Road Committee – Mark Rawlings (David Mixon, liaison)
- C. Gate Committee Phase 4&5 and Phase 7&8 – Renee Mauzy (Andrea Siebert liaison)
- D. Landscaping Committee – Steve Selger (Donna Bjornson liaison)

- E. Wildlife Committee – Tim Dowling (Cristi Roberts liaison)
- F. Architectural Control Committee – Kevin Ritchie (David Mixon liaison)

- 8. Guest topics. Limited to 5 minutes each member.
- 9. Executive Session. Discuss legal action and/or pending ACC violations.
 - a. Violation letters.
 - b. Legal letters.

- 10. Scheduling of next meeting and conclusion.

Next meeting scheduled for July 1...the first Tuesday rather than the second Tuesday to accommodate schedules.

AS motioned to adjourn at 9:47pm, DB 2nded, ALL were in favor.

*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.