

OCTOBER HOA BOARD MEETING MINUTES

Time: 6:30PM – 8:30PM

Date: Tuesday, October 10, 2014

Location: Ruby Ranch Lodge

1. Quorum (3) Board Members.
Present: Cristi Roberts (CR), President; David Mixon (DM), Vice President; Donna Bjornson (DB), Treasurer; and Tim Dowling (TD), At Large.
Absent: Andrea Siebert, Secretary.
2. Welcome and introduce visitors.
Scott Christians and Paul Czarnocki.
3. Review and approved Meeting Minutes for previous month(s) and/or Special Meeting(s).
DM motioned to accept as presented, DB 2nded, All were in favor.
4. Review of financial statements for the previous month(s).
Non-standard expenses for the month were Ramming and signage/mailling to post information about roads, Votenow.com and traffic enforcement.
All accounts are healthy, we will have +/- \$40,000 in checking after road work payment.
Discussed resale certificate and transfer fees of which we collect.
DB will work with the attorney to begin funneling collection efforts through them.
TD to get address of new owner of Thames land to the southwest for billing of HOA fees for road use as per title/deed papwork.
TD motioned to accept as presented, DM 2nded, All were in favor.
5. Ongoing Business
 - a. Ruby Ranch Roads. Updates and discussions. Introduce and adopt the inclusion of the bridge and additional road repairs for \$6200.

Discussed success of sealing project to date. Grass/weeds growing into the sides of our roads are an issue. Small repairs are still to be performed. Seal coat will have two more phases. Each phase should last +/- 8 years depending on wear and tear. Inspections will be performed within a few years and projection of future needs will be confirmed with the outcome being the need to either re-sealcoat or re-pave.

Quarterly weed killing efforts will be discussed with our current maintenance provider. That current value is \$2500.

Motion was not made for the bridge and additional road repairs. This item will be pushed to November for legitimizing. This item included 17 Tons of asphalt which was to be delivered in two batches. The first batch was 7 tons the second batch was to be 10 tons. The plant made an error and shipped 7 tons not 10 on the second batch. This resulted in a deficit of 3 tons for road edge repairs. 3 tons is a small volume (approximately 2 sq. yards) which will still require a full crew and equipment to utilize. Based on this major under use of crew and equipment Ramming agreed to furnish us 10 tons (instead of 3 tons) of material when we start our next round of road repairs.

CR to find bridge engineer (ask Ramming for reference) and get inspection fees. Fees will be reported at November meeting.
(DB assumed this task from CR. Findings to be discussed at November meeting.)
 - b. Electronic voting. Updates and discussions.
Votenow is set up and testing will occur over the next month. We will then be able to send out a community wide survey prior to our February vote.
 - c. Front entrance. Updates and discussions.
A lot of discussion was had over budgeting our future needs and/or using funds for projects now. The outcome was that we need to update and maintain our community as we are charged to do, AND to use our funds responsibly. It was agreed that DB will project future cash on hand needs and create a capital expenditure plan.
 - a. Curbs
Essentially we are looking to pour a 9" curb on each side of RRR at our entrance from our ROW at the stop sign south +/- 135 LF each to help curtail driving into our "landscaped" area.
Four bids were taken ...\$6,950, \$11,250, \$12,321 and \$21,500.
It was agreed that DM will email the county and get clarification about extending the curb from our RRR ROW, around and along 967.
This information will be emailed and vote will be taken electronically and then put on agenda for November to legitimize the outcome.
It is expected to accept the \$12,321 bid from KC (who poured our embankments after the flood) and to accept the value for the extension.
 - b. Landscaping
It was agreed that the landscaping bid information will be discussed at the November meeting and will essentially be considered "phase" two of our front entrance beautification project. Work will be performed in stages and will contain earthwork, lighting and irrigation and planting.
The planting portion will not be installed until the spring.

- d. Legal. Update and discussions.
Collections will be sent to legal for them to begin handling.
An ACC issue where a homeowner is not in compliance with their approved request and it's re-issuance will be sent to legal after many negotiation efforts.
DM asked for BOD to make a clarification of mowing standards for the ACC. It is determined that community members with improved properties shall keep their property "in a like manner to immediate and adjacent neighbors."
 - e. End of Year Procedures.
Audit procedures was discussed. Bylaws stipulate for calling an audit as necessary. Full CPA audit versus an "agreed upon procedure" versus a financial review was discussed. It is agreed that the BOD will commission an "agreed upon procedure" where a simple audit is performed by a CPA. It is believed that this should occur on a bi-yearly basis.

It is to be put on November agenda to discuss 2015 dues as invoices need to be generated by mid-December.
 - f. Park vandalism. Update and discussion. Bollards and cables.
This item was discussed during the road work update but is being published in the order of our agenda.
Three bids were taken for bollards and cables to secure our park area from future vandalism...\$3845, 4835, and \$5145.
TD motioned to accept the DNZ bid to perform work for \$3845, DM 2nded, CR was in favor, DB abstained.
 - g. Speeding cars and sheriff. Update.
Two patrol dates were used between September and October meetings.
It is agreed these patrols are deterring speeding and stop sign running.
DM motioned to hire two dates for October-November, TD 2nded, All were in favor.
 - h. Website updating including new look and storage capacity.
Scott has worked up our website updating. He has given the BOD photographic needs. TD to reach out to neighbor to fill these needs. If not, CR or DB (both whom have a name) will find photographer from outside the community. It is expected this may cost \$500-\$600. This value will be email voted on and validated at November meeting.
 - i. From September. Neighborhood Watch and National Neighborhood Night Out October 7.
NNO was a successful event. Well attended. Thanks go out to Sarah and Bob for organizing.
 - j. From September. Welcoming "committee".
Nothing to report from October. Discussion occurred regarding this and is discussed below in neighborhood watch.
6. New Business
- A. Neighborhood Watch.
This item was discussed with the NNO event from above but will be written as was presented on agenda. Sarah is looking to pass the NW to someone else. With the advent of social media and sites such as nextdoor, the board believes this group should be taken over by the association and will become a committee of the association. We will create a "job description" of this new committee. We will solicit existing "captains" to keep the neighborly aspect of the original intention of a NW. We will post this on our site to solicit members and on nextdoor to be certain all areas of the community are covered. We will join the newly created "welcome committee" with this newly acquired "neighborhood watch committee" and will create an appropriate committee name.
 - B. Insurance for 2015 and claim for gate damage.
Claim was filed and refund was received \$1640.31.
New policy needs to be review and signed prior to October 21. DB will review and revise if necessary.
 - C. Story Lane property and HOA dues.
This was discussed as part of the financial statement review.
 - D. Quarries.
Two board members and one community member will meet with KGBTX as well as with Centex within the next month. These meetings are meant to open the lines of communication and to express some of our community wide concerns.
 - E. Board Member topics. 5 minutes each.
No new topics.
7. Standing 2014 Committee. Updates.
- A. Executive Session prior meeting oral summary – Cristi Roberts
 - B. Road Committee – Mark Rawlings (David Mixon, liaison)
 - C. Gate Committee - Paul Czarnocki (David Mixon, liaison)
 - a. Phase 4&5 Paul Czarnocki, Thomas Doebner
 - b. Phase 7&8 Renee Mauzy, Tim Trocha, John Kimbrough, Keith McComb, Kevin Rodriguez

It was agreed that the existing committee(s) have too many people and this complicates the process. Paul Czarnocki is named as the committee chair. Paul and Thomas will continue as 4&5, John and Renee will continue as 7&8. CR to email all and thank for service. The website will then be updated. Training on minor gate repair and maintenance needs to occur for each gate lead. Arctic signs were taken off the gates. Paul will be the only contact between RR and the gate company. Friday is our October maintenance date. The breaker on gate 5 was tripping. It has been isolated. Paul and Mark determined the breaker was bad and replaced it. Discussion was had to replace the old liftmaster operator at a cost of \$3270. A gamble is to replace the card at \$480 plus labor. This item was approved electronically...DM motioned to purchase and install new liftmaster, TD 2nded, All were in favor.

- D. Landscaping Committee – Steve Selger (Donna Bjornson, liaison)
Nothing to report.
- E. Wildlife Committee – Tim Dowling (Cristi Roberts, liaison)
Nothing to report.
- F. Architectural Control Committee – Kevin Ritchie (David Mixon, liaison)
Discussed new applications from October.

- 8. Guest topics. Limited to 5 minutes each member.
Scott. Do we have an escape plan in case of fire or emergency?
The answer is no, but we need to. The BOD will engage the FD to create an emergency action plan.
- 9. Executive Session. Discuss legal action and/or pending ACC violations.
 - a. Violation letters.
 - b. Legal letters.
- 10. Scheduling of next meeting and conclusion.
The next meeting will occur 11/11/14. Meeting was adjourned at 9:15PM.

*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.

End of Year Procedures:

Project future cash on hand needs

Seal coat will have two more phases.

Each phase should last +/- 8 years depending on wear and tear.

After the end of the sealcoat, inspection will be performed and the outcome will either be re-sealcoat or re-pave

Create capital expenditure plan

Votenow questions:

1. Do we want a gate at the front of our community? We still have the Lodge and Follett facilities which will have codes.
2. Are we satisfied with the recent road work?
3. Are we satisfied with the current mowing/maintenance?
4. Do we appreciate having traffic security?
5. Do we want to consider an outside management company to run the HOA and ACC?
6. Do we want to consider consolidating our trash service?