



**Minutes of the
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association
November 4, 2015**

The meeting of the Board of Directors was called to order at 6:30 p.m. by Michelle Budd, President. Five members of the Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Ed McEachern, Treasurer, Chris Hartwell, Secretary, and Rosa Brown. Elizabeth Hightower and Steve McClelland were absent. One homeowner was present. Darren Thurmond, President of Atlanta Community Services was present.

The **President's Report** was given by Michelle Budd noting the tasks completed by the Board and work-in-progress since the October meeting as follows:

1. Net rental income from the Clubhouse for the month of October was \$1,109.50 (including one deposit that was forfeited to cover additional rental time).
2. The blood drive that was scheduled for Saturday, October 24th was cancelled by the Red Cross (the assigned charge nurse called in sick and a replacement could not be located by the Red Cross).
3. The Fall Festival was held on October 25th. The chili cook-off was cancelled as we only had one confirmed contestant.
4. A light at the upper tennis courts was repaired by Southeastern Tennis Courts (\$200).
5. The Clubhouse kitchen remodel has been completed: prime & paint cabinets and change hinges (\$1,500); granite countertops with 4" backsplash and new sink (\$1,494); new fridge (\$688); new faucet (\$165); new cabinet hardware (\$99.18).
6. Gift cards have been purchased for the October, November, and December Yard of the Month winners.
7. The dead arborvitae at the front of the Clubhouse has been replaced at a cost of \$150.
8. Seasonal plants have been purchased and installed at the front entrance at a cost of \$301.75.
9. One of the electrical outlets in the front entrance islands has been damaged.
10. An initial draft of the 2016 budget has been prepared by ACS for discussion purposes.

Treasury Report was given by Ed McEachern:

The HOA account balances as of 11/4/2015 were reported as follows:

| | |
|----------------------------|--------------------------------|
| Wells Fargo Debit | \$ 1,125.48 |
| Wells Fargo Primary | \$ 7,639.12 |
| Wells Fargo Savings | \$ 26,426.69 (Reserve Account) |
| Operating Account with ACS | <u>\$ 52,447.24</u> |
| TOTAL ALL ACCOUNTS | \$ 87,638.53 |

Secretary Report was given by Chris Hartwell:

Minutes from the October Board Meeting were distributed and approved by the Board. The Minutes have been published and will be archived on the Ruby Forest website at www.rubyforest.net.

Covenants Report was given by Donna Copeletti:

There were no new improvement applications to be considered and approved.

Membership Report was given by Michelle Budd:

Membership status as of 11/4/15 was reported as follows:

| | |
|------------------------|-----------|
| Permanent Full | 283 |
| <u>Permanent Civic</u> | <u>61</u> |
| Total Members: | 344 |
| Total Non-Members: | 99 |

- Delinquencies: 10 Full Members (2 members are on payment plans) / 1 Civic Member.

Homeowner Discussion:

- The homeowner present did not have any questions or concerns.

BUSINESS AGENDA 11/4/15

CLUBHOUSE

- New clubhouse rental rates for 2016 will be:
Monday thru Thursday (non-holidays): \$15 per hour for members / \$45 per hour for non-members
Friday thru Sunday (and holidays): \$35 per hour for members / \$95 per hour for non-members
Michelle Budd will update the rental contract.
- Holiday decorations for the clubhouse and front entrance will be installed on 11/22/2015.
- An inventory of clubhouse supplies was taken by Rosa Brown, Clubhouse Coordinator.
- Tables and chairs have been labelled and an inventory control sheet will be maintained.

COMMUNICATIONS

- Reusable banners will be created for the communication board for recurring HOA events. Michelle Budd will coordinate the task with Ed McEachern.
- Updates to the Ruby Forest website:
 - Ed McEachern and Elizabeth Hightower will coordinate updating the website photos.
 - Monthly minutes will be archived by Elizabeth Hightower.
 - Rosa Brown and Elizabeth Hightower will create a new "frequently asked questions" section for clubhouse rental information for the website.

COVENANTS

- Options to address recurring violations were discussed with Darren Thurmond of ACS.
- The Board discussed the status of foreclosures and properties currently occupied as rentals.
- The status and frequency of site inspections and the timing of mailing violation notices was discussed with Darren Thurmond.
- Eleven properties are currently being fined for recurring, covenant violations; only one of those is an HOA member.
- A letter will be drafted to owners of properties with long term covenant violations offering a waiver of accrued fines provided that the necessary repairs and corrections are made within a set time period.

EVENTS

- Christmas Event: Saturday, December 5th (9:15am – 11am)
 - Toys for Tots Toy Drive (Michelle Budd)
 - Sign for communication board (Ed McEachern)
 - Coffee/Juice/Donuts (Donna Copeletti)
 - Craft supplies and candy canes (Michelle Budd)
 - Confirm with Police/Fire Department to arrive at 9 a.m. (Ed McEachern)

GROUNDS

- Sources for a new handy man are still being researched to handle several small projects including replacement of spiral slide in playground with straight slide, maintenance of lights/bulb replacement in playground area, repair of fencing in kiddie pool area, leveling/stabilizing concrete tables at tennis courts.
- Kevin Maguire is obtaining bids for lawn service for the clubhouse area (fertilizer, weed control, sod repair, and tree pruning).

- Phase 3 of landscape renovation (side areas or gazebo area at front entrance) – will be tabled until next year for budgeting purposes.
- Color change project (from green to black) was discussed for budgeting purposes. Initial price quote: \$60 per light pole; \$90 per street sign; and \$25 per mailbox- includes labor and materials. Ed McEachern will conduct a count so specific numbers can be determined for soliciting additional bids.
- A broken swing was reported at the playground. A replacement will be purchased.

LAKE

- No issues were presented.

MEMBERSHIP

- Board members discussed current annual dues. A Board vote approved increasing annual membership dues for 2016 as follows: \$475 for Full Members; and \$130 for Civic Members. The additional funds are required for budgeting purposes to address reserves, maintenance, capital improvements, and increases in expenses (insurance, utilities, etc.).

POOL

- Replacement of timer for pool lights – project will be bid in the spring.
- Ventilation in pump room – Ed McEachern will coordinate the task.

TENNIS

- Lights were reported as out at the lower tennis courts. Michelle Budd will research and coordinate any necessary repair.
- Repair of cracks at lower courts (\$5,180 bid has been approved). The work will be scheduled in the spring. Three trees at the lower courts will be removed prior to the repairs. Additional bids are being obtained for the tree removal.
- Concrete tables at upper tennis courts will be leveled and stabilized. Ed McEachern is coordinating the task.
- The sagging electrical conduit at the lower tennis courts will be repaired by Ed McEachern.

TREASURER

- Budget for 2016 was discussed in detail and approved.

The meeting was adjourned at 8:33 p.m. by Michelle Budd.

NEXT MEETING: December 2, 2015 at 6:30 p.m.