



**Minutes of the  
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association  
December 2, 2015**

The meeting of the Board of Directors was called to order at 6:36 p.m. by Michelle Budd, President. Five members of the Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Ed McEachern, Treasurer, Rosa Brown, and Steve McClelland. Elizabeth Hightower was absent. No homeowners were present.

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

1. Net rental income from the Clubhouse for the month of November was \$625.
2. Additional wreaths, bows, and lights have been purchased to replace holiday decorations that were weathered and/or damaged from exposure.
3. The clubhouse and front entrance have been decorated for the holiday season.
4. The clubhouse rental contract has been revised to reflect new rental rates for 2016 and to update the cancellation policy and other details.
5. Supplies have been purchased for the craft project and for Santa letters for the HOA party on December 5<sup>th</sup>.
6. Two estimates have been obtained for removal of 3 trees at the lower tennis courts (\$1,200) and an additional quote is expected by the end of the week.
7. A damaged electrical outlet at the front entrance has been repaired (\$166).

**Treasury Report** was given by Ed McEachern:

The HOA account balances as of 12/2/2015 were reported as follows:

Wells Fargo Debit	\$ 1,118.64
Wells Fargo Primary	\$ 7,639.12
Wells Fargo Savings	\$ 26,427.34 (Reserve Account)
Operating Account with ACS	<u>\$ 36,390.54</u>
TOTAL ALL ACCOUNTS	\$ 83,622.84

**Secretary Report** was given by Michelle Budd (on behalf of Chris Hartwell):

Minutes from the November 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](http://www.rubyforest.net).

**Covenants Report** was given by Donna Copeletti:

One fence project to be discussed.

**Membership Report** was given by Michelle Budd:

Membership status as of 12/2/15 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:**

- No homeowners were present for the meeting.

## **BUSINESS AGENDA 12/2/15**

### **CLUBHOUSE**

- Updated clubhouse rental contract for 2016 reflects new rates as follows:  
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
- A bid will be obtained for repair of the hot water heater.
- A bid will be obtained for a service contract for the HVAC system.

### **COMMUNICATIONS**

- A reusable banner has been created for the communication board for the HOA Christmas event. Additional signs will be made for other recurring HOA events. Michelle Budd will coordinate the task with Ed McEachern.
- Updates to the Ruby Forest website are ongoing:
  - Ed McEachern and Elizabeth Hightower are coordinate updates of the website photos.
  - Monthly minutes will be archived by Elizabeth Hightower.
  - Rosa Brown and Elizabeth Hightower are creating a new “frequently asked questions” section for clubhouse rental information for the website.

### **COVENANTS**

- City requirements for tree removal were discussed. The Board will consider adding a notation to the exterior improvement application regarding City approval for tree removal where applicable.
- A fence project that was constructed without Board approval was discussed. The homeowner will be notified that corrective action is required.
- 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 5<sup>th</sup> (9:15am – 11am)
  - Toys for Tots Toy Drive is being coordinated by Michelle Budd
  - Coffee/Juice/Donuts is being coordinated by Donna Copeletti
  - Craft supplies and candy canes have been purchased by Michelle Budd
  - Ed McEachern has confirmed attendance for the event with Police/Fire Department

### **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).
- Discussion continued regarding the color change project (from green to black). Initial price quote: \$60 per light pole (x 71 poles); \$90 per street sign (x 25 street signs); and \$25 per mailbox (x 443 mailboxes)- pricing includes labor and materials. Ed McEachern will conduct a count of stop signs so the number can be added to the project for soliciting additional quotes. A discussion was held

regarding phasing of the project and advance written notification to homeowners before work commences.

- A source will be located for replacement of the broken swing at the playground.
- The Board approved replacement of the broken slide with a climbing wall. A source will be located for the new equipment.

## **LAKE**

- No issues were presented.

## **MEMBERSHIP**

- ACS will be notified that the 2016 membership dues will be increased 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**

- No new business.
- The replacement of the light timer will be replaced in the spring.
- A new ventilation system will be installed in the pump room – Ed McEachern will coordinate the task.

## **TENNIS**

- After the trees have been removed at the lower tennis courts, repair of the cracks in the court will be scheduled (\$5,180 bid has been approved).
- 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**

- No new business.

## **MISCELLANEOUS**

- 2016 HOA elections were discussed. Two current Board Members have announced that they will not be seeking re-election: Michelle Budd and Donna Copeletti. Board Members were encouraged to begin soliciting candidates.
- Attendance policies for Board Members was discussed to address excessive absences.

The meeting was adjourned at 7:53 p.m. by Michelle Budd.

**NEXT MEETING: February 3, 2016 at 6:30 p.m. (A MEETING WILL NOT BE HELD IN JANUARY)**