

**MINUTES OF THE ANNUAL MEETING
OF THE RUBY FOREST HOMEOWNERS' ASSOCIATION, INC.
HELD ON SATURDAY, MAY 9, 2015**

Absentee Ballots and proxies were collected through 5:00 p.m. on May 8, 2015. Ballots and proxy forms were distributed at the clubhouse beginning at 12:00 p.m. and continuing through 2:00 p.m. A final call for submission of ballots was made at 2:00 p.m. Remaining ballots were gathered until 2:13 p.m.

The meeting was called to order at 2:15 p.m. by Michelle Budd, President. Notice of the annual meeting and a quorum was confirmed.

President's Report was presented by Michelle Budd noting items completed by the Board since the last meeting. A summary highlighting major projects completed in 2014 and year-to-date, work currently in progress, and future plans/goals was presented (copy attached).

Treasurer's Report was given by Ed McEachern noting current financials and presenting the 2015 Projected Annual Budget (copies attached).

Secretary's Report was presented noting approval and distribution of previous meetings' minutes (copy attached).

Covenant's Report was presented by Donna Copeletti giving an overview of services provided by Atlanta Community Services and a summary of activity (copy attached).

Membership Report was presented by Michelle Budd summarizing the current status of HOA membership (copy attached).

Volunteers were publicly acknowledged and the Board expressed appreciation for their support and involvement. Volunteers were solicited for committee positions. The Board recognized retiring Board members Adam Forrand and Phil Manzi for their service to the community.

The seven candidates for the seven positions on the 2015-2016 Board of Directors were introduced (in alphabetical order): Rosa Brown, Michelle Budd, Donna Copeletti, Chris Hartwell, Elizabeth Hightower, Steve McClelland, and Ed McEachern. Kevin Maguire was announced as the Chair of the Grounds Committee.

Votes were cast to approve the proposed Budget by a show of hands and by proxy. The members of the 2015-16 Board of Directors and the Budget were confirmed by unanimous approval.

A call was made for items of old business to be presented: NONE.

A call was made for items of new business to be presented: NONE.

The floor was open to all members in attendance for discussion: the status of Covenant's violations was discussed with two homeowners.

No further business being presented, the meeting was adjourned by Michelle Budd at 2:47 p.m.

President's Report

The following tasks have been completed since the April meeting:

1. Membership invoices were mailed by ACS on January 15, 2015 to all members. Notice of the annual meeting along with copies of the 2015 projected budget, pool rules, tennis rules, and proxy form were mailed to all members on April 1, 2015.
2. Nominations were solicited for the 2015-2016 Board of Directors. The candidates are (in alphabetical order): Rosa Brown, Michelle Budd, Donna Copeletti, Chris Hartwell, Elizabeth Hightower, Steven McClelland, and Ed McEachern. Kevin Maguire will serve as Chairperson of the Grounds Committee.
3. Annual Easter Egg Hunt was held on April 4th.
4. A community garage sale has been scheduled for May 16th and ads have been placed.
5. Permits have been issued for the 2015 swim season.
6. Backflow testing of the clubhouse and pool water lines has been performed and submitted to the County.
7. The following names of high school graduates were submitted for the Ruby Forest Graduation Banner that is displayed at the Clubhouse: Scott Cross, Jeramey Hampton, Ryan Hilscher, Jennifer Karas, Hunter King, Justice Leonardo, Darby Reddaway, Sarah Silva, Stephen Wise, and Taylor Withrow.
8. Renovation of lighting in the pool area was completed by Wise Electric. New ceiling fans will be installed in the large gazebo next week.
9. All shrubbery inside the pool fence was removed and replaced with sod.
10. Phase II of the front entrance landscaping renovation was completed, including removal of the crepe myrtles and replacement with dogwoods. Sod was installed and additional daylilies and ornamental grasses were installed at the front entrance sign.
11. Pool gate has been repaired and deck drains have been cleared/cleaned.
12. Pressure washing projects have been completed: clubhouse, shed, pool deck, gazebos, pool furniture, front entrance columns and sidewalks.
13. Rocking chairs have been purchased for the clubhouse porch.

Treasurer's Report

Account balances as of May 7, 2015 were reported as follows:

Wells Fargo Debit	\$ 2,822.96
Wells Fargo Primary	\$ 10,639.12
Wells Fargo Savings	\$ 26,422.69
Operating account with ACS	<u>\$ 83,473.55</u>
TOTAL ALL ACCOUNTS:	\$123,358.32

Secretary's Report

Minutes from the 2014 Annual Meeting were approved and published. Monthly Board meeting minutes have been approved, published, and archived on the Ruby Forest website (www.rubyforest.net)

Covenants Report

Activity over the past 12 months was reported as follows:

- 13 site inspections were conducted by ACS personnel
- 509 first notice violation letters were issued
- 51 containers of mailbox paint were delivered, free of charge
- 8 homeowners are currently being assessed fines for ongoing violations

- 5 Code Enforcement issues were opened with the City of Suwanee (3 have been resolved, 2 are being addressed)
- Approximately 30 Exterior Improvement Applications have been submitted and approved
- 5 homeowners made exterior changes without submitting an application and receiving the required approval (3 of those homeowners have paid the \$50 fine and either received approval or made the appropriate changes to the project)

Membership Report

Current membership status as of May 7, 2015 was reported as follows:

Permanent Full	277
<u>Permanent Civic</u>	<u>66</u>
Total Members:	343

Total Non-Members: 100

As of May 8, 2015: \$97,685.20 had been collected for 2015 membership dues (265 members have paid: 205 Full and 60 Civic)

YOUR HOA DOLLARS AT WORK

PROJECTS COMPLETED OVER THE PAST YEAR:

- Tennis Courts:
 - warranty work on the upper tennis court surface was completed
 - ten new chairs were purchased for use at the upper tennis courts and a cable lock supplied
 - a lock was installed on the tennis shed and a lockbox provided
 - drying rollers were replaced
 - miscellaneous electrical repairs were completed at both upper and lower courts
- Pool:
 - miscellaneous maintenance and repairs to pump room equipment
 - new anchors were installed for the pool cover
 - deck drains have been cleared and cleaned
 - pool fence was repainted
 - pool gate has been repaired
 - pool deck and furniture have been pressure washed
- Events held:
 - Pool Opening Party
 - End of School Icecream Social
 - 4th of July Pool Party
 - End of Summer/Back to School Pizza Party
 - Halloween/Fall Festival and Chili Cookoff

- Christmas Party and Toys for Tots Toy Drive
 - Two Trivia Night events
 - Easter Egg Hunt
 - Yard of the Month Contest
- Over 150 toys were collected for the “Toys For Tots” program
 - A concrete ramp was installed at the clubhouse entrance
 - The playground was re-mulched, equipment pressure washed, and swings replaced
 - Atlanta Community Services is managing covenant inspections, payables/receivables, financial reporting, and membership under the oversight and guidance of the Board
 - Front entrance lighting was completely renovated and replaced
 - Phase II of the front entrance landscaping has been completed: crepe myrtles were removed from the center islands, dogwoods, sod, daylilies, and ornamental grasses were installed- Tree gators have been installed for supplemental watering
 - The overgrown shrubbery from inside the pool fence were removed and all areas were sodded
 - Electrical renovation work inside the pool fence area was completed, including new flood lights, ceiling fans, and outlets
 - The clubhouse, porch, sidewalks, pool deck, pool furniture, shed, and front entrance columns have been pressure washed
 - New railings were installed on the clubhouse porch, the old center stair railing was removed and new hand railings were installed, and lattice skirting was installed under the porch deck
 - Rocking chairs have been purchased for the clubhouse porch deck

PROJECTS IN THE PLANNING/DISCUSSION STAGES FOR 2015:

- Replacement of the playground slide
- Repair of trim molding, door locks, and ceiling fans in clubhouse
- Phase III of landscaping at front entrance- side areas along entrance/exit lanes and gazebo area
- Repair of cracks in lower tennis courts and removal of sweet gum tree
- Electrical outlet for tennis gazebo
- Conversion from green to black for front entrance sign, light posts, mailboxes, and street signs
- Shade structure for kiddie pool
- Bike rack for parking lot
- Repair of brick trim at pool pump room
- Water heater repair/replacement for clubhouse kitchen
- Repaint kitchen cabinets in clubhouse
- Replace countertops in clubhouse
- Install doggie station with cleanup bags at playground/vacant lot area

**Ruby Forest Homeowners' Association, Inc.
Projected Annual Budget for 2015**

Expense Description	Detail	Summary	Income Description	Detail	Summary
Insurance		\$6,000			
Property Tax		\$1,000			
Utilities		\$13,800			
Water/Sewer	\$3,100		Tennis team fees (non-residents)		\$600
Electric	\$8,000		Membership Dues (projection based on membership #s as of 4/1)		\$129,800
Gas	\$1,300		HOA Civic Memberships (66x\$120)	\$7,920	
Phone/wifi	\$1,400		HOA Full Memberships (277x\$440)	\$121,880	
Landscaping / Grounds		\$23,000			
Front Entrance Landscaping Project (Phase 2- center islands)	\$5,000		Rental Income - Clubhouse	\$1,500	\$1,500
Landscape Maintenance Contract	\$11,000				
Electrical & Landscape Renovation in Pool Area	\$6,000				
Seasonal Plantings	\$1,000				
Clubhouse		\$6,700			
Cleaning and Maintenance	\$1,000				
Supplies	\$1,000				
Terminex	\$700				
Misc. Repairs	\$4,000				
Communications		\$2,100			
Website	\$600				
Postage, Flyers, and Signs	\$1,500				
Events		\$6,350			
Trivia Night (2 events)	\$500				
Easter	\$300				
Pool Opening	\$2,500				
End of School	\$250				
4th of July	\$1,200				
Back to School	\$300				
Halloween	\$600				
Christmas	\$700				
Pool		\$34,000			
Lifeguard Service	\$24,000				
Supplies	\$2,000				
Misc. Repairs	\$8,000				
Tennis		\$7,000			
Supplies	\$2,000				
Surface repairs- lower courts	\$5,000				
Legal		\$2,500			
Professional Management for Covenants and Financial		\$24,000			
Tax Prep		\$700			
Deposit to Reserve Fund		\$25,000			
TOTAL EXPENSE		\$152,150	TOTAL PROJECTED INCOME		\$131,900
			ACCOUNT BALANCES:		
			Bank Balances as of March 4, 2015		
			Wells Fargo Savings (Reserve Fund)		\$ 26,421.37
			Wells Fargo Debit Card		\$1,429.58
			Wells Fargo Checking (Primary)		\$10,639.12
			Peoples Bank Account (Utilities)		\$3,853.32
			Operating Account (ACS)		\$ 25,378.02
			TOTAL CASH ON HAND		\$ 67,721.41
			Comments:		
			Additional projects have been proposed and are still in the discussion/bidding stages, including the following: repair of slide structure in playground area; repaint front entrance sign; pavers or gravel for clubhouse garbage can storage area; pressure washing front entrance, pool deck, and structures; shade structure in kiddie pool area; removal of sweet gum tree at lower tennis courts; replacement of chairs at upper tennis courts; resealing and striping the clubhouse parking lot		