



**Minutes of the  
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association  
February 3, 2016**

The meeting of the Board of Directors was called to order at 6:32 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, Rosa Brown, and Elizabeth Hightower. Steve McClelland was absent. Two 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 December meeting as follows:

1. Net rental income from the Clubhouse for the month of December 2015 was \$625 and January 2016 was \$660.
2. The HOA Christmas event and the U.S. Marine Corps. Toys for Tots Toy Drive was held on Saturday, December 5<sup>th</sup>. Over 150 toys were collected.
3. Three trees have been removed from the lower tennis court area at a cost of \$850.
4. December Yard of the Month was 4140 Ruby Forest Boulevard, Dean and Crystal McDermond – Congratulations!
5. Roberts Road and Ruby Forest Boulevard have been resurfaced by the City of Suwanee.
6. The swimming pool has been drained on two separate occasions to lower the water level due to excessive rainfall.
7. A report was received regarding low water pressure in the clubhouse but the line has been tested and it appears fine.
8. A new vacuum cleaner has been purchased for the Clubhouse.

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

The HOA account balances as of 02/03/2016 were reported as follows:

Wells Fargo Debit	\$ 927.07
Wells Fargo Primary	\$ 7,639.12
Wells Fargo Savings	\$ 26,428.69 (Reserve Account)
Operating Account with ACS	\$ 25,852.74
Money Market Account with ACS	<u>\$ 15,270.71</u>
TOTAL ALL ACCOUNTS	\$ 76,118.33

**Secretary Report** was given by Chris Hartwell:

Minutes from the December 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 Exterior Improvement Application is pending for review and discussion.

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

Membership status as of 02/03/2016 was reported as follows:

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

- Delinquencies: 8 Full Members (2 members are on payment plans)
- Memberships invoices for 2016 will be mailed by April 1<sup>st</sup> with payment due by May 1<sup>st</sup> –
- 2016 Membership Rates: Full Members - \$475, Civic Members - \$130 – dues information has been published in previous Minutes and posted to the Ruby Forest website.

**Homeowner Discussion:**

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

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**BUSINESS AGENDA**  
**February 3, 2016**

**CLUBHOUSE**

- FAQ and information pertaining to the clubhouse is being rewritten for the website. The footer on the clubhouse rental contract will be revised to note an effective date of 1/1/16.
- Quote for replacement of hot water heater in clubhouse was presented by Rosa Brown and discussed by the Board. Replacement of the non-working water heater with a new commercial grade 50 gallon water heater at a cost of \$1,200 was unanimously approved. Rosa Brown will coordinate installation by the contractor.
- Quotes have been obtained for maintenance/service contracts for the clubhouse heating and cooling system. Furnace filters will be changed. Rosa Brown is coordinating the task.
- The Board discussed homeowners' requests to rent/borrow clubhouse chairs/tables. The Board unanimously voted to continue the policy that chairs/tables are not to be removed from the clubhouse for homeowner use due to difficulty monitoring such a program.
- The following schedule was approved for transporting clubhouse garbage cans: Donna Copeletti will handle the month of February, Ed McEachern will handle March, and Michelle Budd will handle April.

**COMMUNICATIONS**

- Reusable banners are being created for the communication board for recurring HOA events.
- Updates to the Ruby Forest website are ongoing:
  - Updating pdfs (tennis team submittals, clubhouse rules and info, etc).
  - Update of photos (formatting to be addressed).
  - Archive of monthly minutes.

## COVENANTS

- Status of site inspections and violation notices was discussed.
- One Exterior Improvement Application was presented by Donna Copeletti and was approved by the Board.
- Ed McEachern volunteered to make personal visits to homeowners with ongoing covenant violations.
- City requirements pertaining to tree removal will be reviewed (i.e. size restrictions, etc.).
- One homeowner has requested a meeting with the Board regarding covenant violations pertaining to a fence. Donna Copeletti will follow-up with the homeowner and will schedule a meeting as needed.

## EVENTS

- Scheduling of a Trivia Night event was discussed. Michelle Budd will follow-up with homeowner Paul Johnson regarding availability and interest to serve as host for the event.
- Annual Easter Egg Hunt will be held on Saturday, March 26<sup>th</sup> at 9:30am. Michelle Budd suggested providing a goody bag to each child when the found Easter Eggs are turned-in after the Easter Egg Hunt, rather than filling each egg. Michelle Budd will coordinate the project and order the supplies.
- Discussion was held regarding efforts to solicit more homeowner/volunteer participation in HOA events, projects, and community leadership. Ed McEachern suggested maximizing use of the Ruby Forest Facebook page (i.e. So and So earned their Eagle Scout; this tennis team beat that tennis team, congratulations to HOA volunteer of the month, etc.).

## 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, repair of broken swing, leveling/stabilizing concrete tables at tennis courts. Donna Copelleti is coordinating the effort to locate a handyman for these ongoing projects.
- Kevin Maguire is obtaining bids for lawn service for the clubhouse area (fertilizer, weed control, sod repair, and tree pruning).
- Transition of color scheme (from green to black) was discussed and is targeted to begin in late May. The Board has approved the estimated cost of the project (\$17,585 for labor and materials) [\$60 per light pole x 71 light poles; \$90 per street sign x 25 street signs; and \$25 per mailbox x 443 mailboxes]. Timing/phasing of project was discussed. A letter to all HOA members will be included in the annual Membership mailing in April and a separate letter will be sent to all non-members.

## LAKE

- No issues were presented.

## MEMBERSHIP

- The current pool/tennis fob system was discussed. Additional Board members will be trained for programming and maintenance of the system. Michelle Budd will create a user manual for the fob system.
- Board members continued the discussion of the current membership dues structure and the HOA budget. The increase in dues for 2016 was unanimously approved by the Board in November 2015 and has been published in Minutes and on the Ruby Forest website (\$475 for Full Members and \$130 for Civic Members). The increase is necessary to address the additional funds that are required for budgeting purposes for reserves, maintenance, capital improvements to the Ruby Forest community, and increased expenses for insurance, utilities, etc.

**POOL**

- Replacement of the timer for the pool lights will be addressed in the spring.
- Ventilation in pump room will be coordinated by Ed McEachern in the spring.
- The pool will open for the 2016 season on Saturday, May 7<sup>th</sup>.

**TENNIS**

- Scheduling of repair of cracks at the lower courts was discussed. Rosa Brown will follow-up with the contractor to discuss timing for optimum results.
- Concrete tables at upper tennis courts will be leveled and stabilized. Ed McEachern is coordinating the task.

**TREASURER**

- Current account balances and the 2016 budget were addressed. Ed McEachern discussed projected income and expenses for upcoming projects.

**MISCELLANEOUS**

- The 2016 Annual HOA meeting and election for the Board will take place on Saturday, May 7<sup>th</sup>. The Board is elected by the HOA membership and then the Board elects its officers. The Board is required to have a minimum of 5 members and a maximum of 7 members.

Board members Michelle Budd, President and Donna Copeletti, Vice President are not seeking re-election.

Roles of Board members and attendance at meetings/HOA functions was discussed at length.

**Candidates are being solicited and anyone interested in serving on the Board is encouraged to contact the Board via email to [board@rubyforest.net](mailto:board@rubyforest.net) to have their name placed on the ballot. Volunteers for committees are also being solicited (events, grounds, pool, membership, etc.).**

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The meeting was adjourned by Michelle Budd at 9:02 p.m.

**NEXT MEETING: Wednesday, March 2, 2016 at 6:30 p.m.**