



**Minutes of the
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association
October 7, 2015**

The meeting of the Board of Directors was called to order at 6:30 p.m. by Michelle Budd, President. Seven members of the Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Ed McEachern, Treasurer, Chris Hartwell, Secretary, Rosa Brown, Elizabeth Hightower, and Steve McClelland. Grounds Chair Kevin Maguire was present. One homeowner was present.

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

1. Minutes are continuing to be archived on the Ruby Forest website.
2. A member's pool fob was reactivated on September 6th following the expiration of the 30 day suspension from violation of the "No Glass" rule.
3. Net rental income from the Clubhouse for the month of September was \$300.
4. Fraudulent activity was detected on the HOA debit card account (\$248.78 at Target in Woodland, TX). The incident was reported to Wells Fargo, the card was cancelled and the charge has been reversed.
5. Pool furniture has been pressure washed in preparation for winter storage.
6. Supplies have been purchased and the treat bags have been assembled for the Fall Festival on October 25th.
7. A community blood drive is being organized for October 24th. Our goal is 32 donors.
8. Santa has been confirmed for our HOA Christmas event on December 5th and a Marine has been confirmed for the Toys For Tots Toy Drive.
9. 2015 property tax bills for five (5) HOA owned parcels have been received and processed for payment (City: \$15.76 and County: \$107.25).

- 10. Proposals were obtained for repair of the cracks at the lower tennis courts. Creative Courts submitted a bid of \$5,180 and it has been approved by the Board. Scheduling of the work is being discussed in conjunction with removal of trees at the lower court.
- 11. A light at the upper tennis courts is not working and it has been reported to Southeastern Tennis Courts for repair. The work has been delayed by the weather.
- 12. A “stop service” order has been placed for the pool phone for the winter season.
- 13. Additional chairs and tables were purchased for the clubhouse and HOA use (\$301.78).
- 14. Quotes have been obtained for the clubhouse kitchen remodel: prime & paint cabinets and change hinges (\$1,500); granite countertops with 4” backsplash and new sink (\$1,494).
- 15. An initial quote has been obtained for discussion purposes for the color transition from green to black (light poles: \$60 each; street signs: \$90 each; and mailboxes: \$25 each). Counts are being obtained for budgeting purposes and additional quotes will be solicited.

Treasury Report was given by Ed McEachern:

The HOA account balances as of 10/7/2015 were reported as follows:

Wells Fargo Debit	\$ 986.75
Wells Fargo Primary	\$ 8,639.12
Wells Fargo Savings	\$ 26,426.01 (Reserve Account)
Operating Account with ACS	<u>\$ 61,217.12</u>
TOTAL ALL ACCOUNTS	\$ 97,269.00

Secretary Report was given by Chris Hartwell:

Minutes from the September 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:

One new improvement application was considered and approved.

Membership Report was given by Michelle Budd:

Membership status as of 10/7/15 was reported as follows:

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

- Delinquencies: 11 Full Members (2 members are on payment plans) / 1 Civic Member.

Homeowner Discussion:

- Homeowner in attendance asked about ‘abandoned’ homes in the neighborhood and status of HOA liens. Foreclosure action was discussed.

BUSINESS AGENDA 10/7/15

CLUBHOUSE

- Old (non-working) HOA grill and current clubhouse refrigerator will be sold.
- Bids for the replacement of the countertops (\$1497), refrigerator (\$600), and painting of the existing cabinets (\$1500) were reviewed and discussed. Additional vendor (LAS Granite) was discussed in detail.
- Volunteer schedule for the transportation of clubhouse garbage cans was set as follows: Elizabeth Hightower – October; Ed McEachern– November; Chris Hartwell– December.
- Inventory of Clubhouse supplies was taken.
- Future project: tables and chairs to be labelled and inventory control sheet to be maintained.

COMMUNICATIONS

- Status of Updates to Ruby Forest website:
 - Archive of monthly minutes.
 - Rosa Brown and Elizabeth Hightower will update Clubhouse rental information on the website.
 - Ed McEachern will supply new photos for the website.

COVENANTS

- Donna Copeletti reported that 12 homes are currently accruing fines due to covenant violations.
- The number of rentals homes in the neighborhood was discussed. There are currently 28 rentals.
- The Board discussed and approved an Exterior Improvement Application.
- ACS will be invited to the November HOA Board meeting to discuss violation notices and inspections. Michelle Budd will follow-up with ACS for scheduling.

EVENTS

- Community Blood Drive will be held Saturday, October 24th at the Clubhouse (12pm – 5pm). The goal is 32 donors. To achieve the goal, a target of 45 appointments is recommended by the American Red Cross in order to accommodate “no-shows” and deferrals.
- Fall Festival and Chili Cookoff will be held Sunday, October 25th (1pm – 5pm) at the playground area.
 - Chili Cookoff will be coordinated by Donna Copeletti.
 - Michelle Budd will purchase supplies for the event and prepare the ballot forms for the Chili Contest and the Carved Pumpkin Contest.
 - Inflatable has been ordered.
 - Treat bags have been assembled by Michelle Budd.
 - Hayride will be coordinated by Ed McEachern.

GROUNDS

- A new handy man will be located 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).
- Pricing will be obtained for replacement of the dead arborvitae shrub at the front of the clubhouse. Kevin Maguire will handle the task.
- Phase 3 of landscape renovation (side areas or gazebo area at front entrance) – will be tabled until next year for budgeting purposes.

- Nominees for Yard-Of-The-Month contest – Michelle Budd will follow-up with volunteer Dallas Gillespie regarding nominees.
- Future project: Transition process for converting color scheme from green to black (Initial price quote: \$60 per light pole; \$90 per street sign; and \$25 per mailbox- includes labor and materials- need counts and additional price quote for discussion purposes.)
- Seasonal plantings at the front entrance will be changed out for the fall. Spring bulbs will be planted in conjunction with the project. Grounds Chair Kevin Maguire is coordinating the work.
- New sidewalk from lower tennis courts to George Pierce Park is still in the bid phase with the City of Suwanee. The project will be 'bundled' with a larger project as a cost saving measure.

LAKE

- No issues were presented.

MEMBERSHIP

- No issues were presented.

POOL

- Replacement of timer for pool lights – project will be bid in the spring.
- Pool shower will be winterized for the season.
- Ventilation in pump room – Ed McEachern will coordinate the task.
- Pool furniture will be stored and the pool covered for the season within the next week.

TENNIS

- Light repair at upper tennis courts will be completed by Southeastern Tennis Courts. The work was delayed by the weather and a backlog of other projects in their pipeline.
- Repair of cracks at lower courts (\$5,180 bid has been approved). Timing of the work will be addressed.
- Board is seeking additional quotes for tree removal at lower tennis courts.
- Ed McEachern will fix the sagging electrical conduit at the lower tennis courts.

TREASURER

- Budgeting for the balance of 2015 and first quarter of 2016 was discussed.

The meeting was adjourned at 7:54 p.m. by Michelle Budd.

NEXT MEETING: November 4, 2015 at 6:30 p.m.