



**Minutes of the
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association
April 13, 2016**

The meeting of the Board of Directors was called to order at 6:32 p.m. by Michelle Budd, President. All Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Chris Hartwell, Secretary; Rosa Brown, Ed McEachern, Treasurer; Steve McClelland, and Elizabeth Hightower. Two (2) homeowners were present for the meeting.

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

1. Net rental income from the Clubhouse for the month of March 2016 was \$805.
2. Annual Easter Egg Hunt was held on Saturday, March 26th.
3. A broken swing has been replaced at the playground.
4. Estimates are being obtained for repair/replacement of the Clubhouse roof due to the occurrence of multiple recurring leaks as well as new leaks.
5. The annual HOA meeting packet was mailed on April 1st, including a notice to member homeowners regarding the painting of mailboxes and the color scheme update. A separate letter was sent to non-member properties requesting payment of \$25 for the HOA to paint their mailbox as part of the color scheme update.
6. May 1st is the due date for the payment of membership dues.
7. The winner of the Yard of the Month for March was the Caceras family at 330 Ruby Forest Parkway. A \$25 gift card was presented to the Caceras family.
8. A homeowner has requested a meeting with the Board to discuss issues related to their privacy fence.
9. Names are being solicited for the Graduate Banner and the deadline for submission of additional names is Monday, April 25th.
10. Names are being solicited for candidates for the HOA Board election. The deadline to submit candidates for the printed ballot is Friday, April 22nd.
11. HVAC maintenance contract has been signed with CoolAir for the four clubhouse units (\$436).
12. A deposit has been forfeited by a non-member who rented the clubhouse. The deposit was forfeited due to the condition of the clubhouse following the rental (excessively dirty, damage to drywall, etc.).

Treasury Report was given by Ed McEachern:

The HOA account balances as of 04/13/2016 were reported as follows:

Wells Fargo Debit	\$ 1,499.12
Wells Fargo Primary	\$ 6,639.12
Wells Fargo Savings	\$ 26,429.31 (Reserve Account)
Operating Account with ACS	\$ 14,973.57
Money Market Account with ACS	<u>\$ 19,526.02</u>
TOTAL ALL ACCOUNTS	\$ 72,079.70

Secretary Report was given by Chris Hartwell:

Minutes from the February 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:

- Status of site inspections and violation notices were reviewed.
- Pending Exterior Improvement Applications were reviewed.
- A hearing was held with a homeowner regarding a fence. Remedial action will be completed by the homeowner within 90 days to correct the problem.

Membership Report was given by Michelle Budd:

Membership status as of 04/13/2016 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)
- Annual HOA meeting and election of the Board of Directors will take place on Saturday, May 7th in conjunction with the pool opening party. Voting will take place between 12 – 2 pm at the Clubhouse; Annual HOA meeting will take place at 2 pm.
- Annual meeting notice, membership invoices, and homeowner packets were mailed on April 1st with payment due by May 1st (2016 Rates: Full Members - \$475, Civic Members - \$130).

BUSINESS AGENDA
April 13, 2016

CLUBHOUSE

- FAQ and information pertaining to the clubhouse is being rewritten for the website.
- Additional quotes will be obtained to repair/replace the grout. Rosa Brown is coordinating the task and Ed McEachern will provide contact information for a possible vendor.
- Quotes will be obtained to clean clubhouse carpets. Rosa Brown is coordinating the project.
- The following schedule was approved for transporting clubhouse garbage cans: Michelle Budd will handle April, and Elizabeth Hightower will handle May until the pool management company takes over.
- The Board will solicit volunteers to assist Rosa Brown with clubhouse rentals.

COMMUNICATIONS

- Updates to the Ruby Forest website are ongoing:
 - Updating pdfs (tennis team submittals etc.)
 - Update of photos (Dallas Gillespie will be asked to take professional photos of clubhouse)
 - Archive of monthly minutes. Elizabeth Hightower is responsible for the task.
- A banner for Ruby Forest Graduates will be ordered. Michelle Budd is coordinating the task.

COVENANTS

- Status of site inspections and violation notices was presented by Donna Copeletti.
- A pending Exterior Improvement Application was discussed by the Board and approved.
- A follow-up letter will be sent to a homeowner regarding the Board's approval of a 90 day remediation period for their fence. Michelle Budd will send the homeowner letter and Donna Copeletti will notify the management company of the status.
- Donna Copeletti, Vice President and Covenants Chair, is not seeking re-election to the Board and will assemble Covenants related documents for turnover to the Board.

EVENTS

- HOA Trivia Night is scheduled for April 23rd. Michelle Budd is coordinating details and Paul Johnson will serve as the Trivia Host.
- Pool Opening Party is Saturday, May 7th from 12 pm – 4 pm. Food will be served from 12-2 pm.
- Community garage sale to be held on May 21st. Ed McEachern will handle signage and placing the advertisements.

GROUNDS

- Seasonal flowers will be planted at front of entrance. Grounds chair Kevin Maguire is leading the project with volunteer Penny Griffith.
- Handyman will be scheduled for miscellaneous repairs (light at playground, removal of slide, etc.). Elizabeth Hightower will obtain the quotes for Board approval.
- Scheduling of work for conversion of color scheme from green to black (Project cost is estimated \$17,585: \$60 per light pole (x 71 light poles); \$90 per street sign (x 25 street signs); and \$25 per mailbox (x 443 mailboxes) – includes labor and materials. Work will begin after May 15th. Ed McEachern will confirm timing with the contractor.

LAKE

- No action needed.

MEMBERSHIP

- Michelle Budd, President, is not seeking re-election to the Board and will assemble records for turnover to the Board and will assist the future Board with membership items on an as-needed basis (obtaining/confirming ownership information for member sign up etc.)

POOL

- The pool will open for the 2016 season on Saturday, May 7th at 12 p.m.
- Repair of hole in fence in the kiddie pool area (spring project).

- Replacement of timer for pool lights (spring project) – Michelle Budd will coordinate the repair with the pool management company.
- Ventilation in pump room (spring project). Ed McEachern will address this item.
- The current pool contract will be reviewed in late July.

TENNIS

- Rosa Brown is scheduling work to repair surface cracks at the lower courts.
- Concrete tables at upper tennis courts will be replaced with steel picnic tables (concrete tables to be given away). Ed McEachern is coordinating the project.

TREASURER

- Financial reports were reviewed.

MISCELLANEOUS

- Solicitation of candidates for 2016 Board of Directors continues (confirmed candidates to date: Rosa Brown, Chris Hartwell, Elizabeth Hightower, Ed McEachern, Kevin Maguire, Evan Rogers, Jamey Roy, and Eric Wolman). Deadline for submission of names for the printed ballot is Friday, April 22nd at 5:00pm. Candidates have been requested to submit bios to introduce themselves to the neighborhood.

 The meeting was adjourned by Michelle Budd at 9:00 p.m.

NEXT MEETING: Workshop for Board Members Only – May 4th, 2016 at 6:30p.m. [No meeting will be held; workshop will address transition process for new Board.]

Annual HOA Meeting – Saturday, May 7, 2016 at 2:00 p.m. [Votes may be cast for election of the Board between 12 – 2 pm]