



Meeting of the Board of Directors of the Ruby Forest Homeowners' Association February 11, 2015 Meeting Minutes

The meeting of the Board of Directors was called to order by Michelle Budd, President, at 6:35 p.m. 5 members of the HOA Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Ed McEachern, Treasurer; Phil Manzi, and Elizabeth Hightower.

Two homeowners attended the meeting and discussed the following matters with the Board:

- Parking of multiple boats/trailers on one lot;
- Enforcement of covenants and site inspections by management company;
- Status of fines for violations and liens.

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

1. HOA Christmas event and Toys for Tots toy drive was held on December 6, 2014.
2. Additional pine straw has been installed at the front entrance.
3. Fines are being assessed by ACS for covenant violations that are either unresolved or adequate remedial plans have not been communicated.
4. December meeting minutes have been approved and are to be published. (No meeting was held in January)
5. Repair to lower bulkhead assembly in pool pump room was completed in January.
6. The water level for the pool was lowered due to excessive rain.
7. The anchors and grommets for the pool cover were repaired in January.
8. Routine HVAC inspection/maintenance was completed at the clubhouse in January.
9. Invoices for 2015 membership dues were mailed to all members by Atlanta Community Services ("ACS") in January. The invoices contained an incorrect due date. ACS has mailed a correction letter to all members.
10. P.A.C.T. Meeting was held with Capt. Cass Mooney from the Suwanee Police Department on February 3, 2015, with a good turnout of homeowners.
11. Six exterior improvement applications have been submitted and approved by the Board.

The Business Agenda commenced at 6:55 pm:

**BUSINESS AGENDA FOR HOA BOARD MEETING
February 11, 2015**

CLUBHOUSE

- Rental income for the clubhouse for the month of December and January was reported as \$875 total, less \$300 cleaning fees, for a net income of \$575.
- A volunteer is needed to assist Board Member Rosa Brown with scheduling/coordination of clubhouse rentals. Board Member Elizabeth Hightower volunteered to help with the task and will follow-up with Rosa Brown.
- The status/condition of the motor capacitors for the HVAC system was discussed. During the annual inspection the technician provided a proposal for replacement of 4 capacitors at a cost of \$650. The proposal was discussed and no action will be taken until necessary.
- An inventory of tables and chairs will be conducted to maintain an accurate count of on-hand items in order to monitor any variance following clubhouse rentals. Tables and chairs will be labelled as RFHOA property.
- The clubhouse icemaker is not working. A technician has been contacted to inspect and repair the equipment. It may be necessary to identify an alternate repair technician. Donna Copeletti is managing the task.
- Phil Manzi is handling the transport of clubhouse garbage cans for the month of February. Donna Copeletti will cover the month of March and Michelle Budd will cover the month of April.

COMMUNICATIONS

- Updates to the website were discussed:
 - Photos on the Home page will be replaced/updated;
 - Additional language will be added to the payment menu to direct members to the ACS website for payment; and
 - The Exterior Improvement Application will be replaced with the current version.

Board Member Elizabeth Hightower will manage the task with input of content from the Board.

COVENANTS

- Storage of multiple boats/trailers on a single lot was discussed at length. The Board reviewed the covenant provisions applicable to the storage of boats. The permitted storage of boats upon a single lot will be limited to one vessel that is properly placed and screened in accordance with the guidelines established by the Board. Storage of multiple boats on a single lot and housing a boat on a driveway for more than a three day (weekend/holiday) period will not be permitted. Donna Copeletti will communicate the guidelines to ACS for follow-up and enforcement.

- The Board reviewed a report of a homeowner painting their home without the required submission of an exterior improvement application. A notice letter has been sent to the homeowner noting the necessity of an exterior improvement application and a \$50 fine has been assessed for failure to obtain pre-approval.
- Status of notice letters for covenant violations and institution of fines was reported as follows:
 - 3 Full Members are currently being fined for violations (2 of which are also delinquent in membership dues for which amenity access is suspended);
 - 1 Civic Member is currently being fined for violations; and
 - 10 Non-Members are currently being fined for violations.
- Membership privileges/amenity access of any Full Member with covenant violations/unpaid fines will be suspended.
- The total amount of fines currently assessed for covenant violations for 2014-2015 is \$54,200.
- An exterior improvement application submitted by a homeowner for the removal of 2 Bradford Pear trees in the front yard and 1 Oak tree (diseased) in the backyard was discussed at length. If the removal of the designated trees is permissible by the City, the Board voted to grant approval of the application.

EVENTS

- The 2015 Event Calendar was discussed and the following schedule was proposed:
 - Trivia Night Event (March) - TBD
 - Easter Egg Hunt- Saturday, April 4th at 9:30 a.m.
 - Pool Opening Party and Annual HOA Meeting / Board Election- Saturday, May 9th
 - Last Day of School Icecream Social- Wednesday, May 20th
 - 4th of July Cookout and Parade- Saturday, July 4th
 - Back to School Pizza Party- Saturday, August 15th
 - Trivia Night (October) - TBD
 - Fall Festival / Halloween Event and Chili Cook-off- Sunday, October 25th
 - Christmas Event- Saturday, December 5th
- Permanent/reusable signs for the communication board will be prepared for the recurring events. Ed McEachern and Michelle Budd will coordinate the task.

GROUNDS

- Phase 2 of landscape renovation for front entrance (and/or irrigation) and other proposed common area projects will be discussed and prioritized after the 2015 budget has been finalized. A list of proposed projects being considered by the Board is attached to these minutes.
- One landscape floodlight in the clubhouse lawn needs a replacement bulb. Phil Manzi will manage the task.
- Yard-Of-The-Month selection is being coordinated by volunteer Dallas Gillespie.

LAKE

- Maintenance/clean-up of brush/growth on the dam will be addressed. Hill's Landscape is performing routine landscape maintenance on a periodic basis. Phil Manzi will follow-up with Hill's Landscape for further details regarding the scope of work.

MEMBERSHIP

- Membership as of 2/11/15 was reported as:

Permanent Full	273
<u>Permanent Civic</u>	<u>70</u>
Total Members:	343

Total Non-Members: 100

- The HOA currently has 7 homeowner accounts that remain delinquent in payment of the 2014 dues. All of the delinquent accounts are Full Members, two of which are multi-year delinquencies for which liens have been filed.
- Invoices for 2015 membership dues have been mailed to all members. The dues for 2015 will remain the same as 2014 (Full Members: \$440 and Civic Members: \$120). Payment in full is due by May 1st to avoid late fees and suspension of membership privileges. Access to the pool and tennis facilities will be suspended for Full Members if payment is not received by May 9th.
- All membership payments must be delivered to ACS. Payment may be made by mail or online at the ACS website. Payments will NOT be accepted or processed at the pool opening party on May 9th. A reminder notice with payment instructions will be included in the packet that will be mailed to all members in preparation for the Annual HOA Meeting on May 9th.
- A survey of annual HOA membership fees for surrounding communities will be conducted and reviewed by the Board.
- Candidates will be solicited for the 2015 HOA Board of Directors. One Board member has announced that he will not seek re-election for 2015-2016 and two additional Board members may be stepping down as well.

POOL

- The pool deck will be pressure washed after the cover is removed for the summer season. Estimates will be obtained in conjunction with additional pressure washing projects.
- The Board determined that it will not be necessary to purchase any additional pool furniture or umbrellas for 2015.
- Estimates/options for a shade structure for the kiddie pool area will be obtained for review and discussion.
- The lighting in the small gazebo will be repaired in the spring.

TENNIS

- The fob system at the upper courts has been vandalized and is not functioning properly. Michelle Budd is coordinating the repair.

- Collection of team rosters and non-member fees is being managed by volunteer Sharon Ray.
- Estimates will be obtained for repair of cracks in the lower courts.

TREASURER

- An initial draft of a projected budget for 2015 has been prepared for review/input by the Board. The budget will be finalized for mailing with the packets for the annual HOA Meeting to be held on May 9th.
- Proposed capital improvement projects for 2015 will be reviewed after the budget is finalized.
- Options for a \$700 credit by ACS will be addressed by Ed McEachern. ACS will be offered the option of providing an ACS representative to attend three HOA Board Meetings at no charge.
- The general ledger detail of HOA accounts maintained by ACS was reviewed and discussed. Ed McEachern will follow-up with ACS for additional information.
- The status of mailing of 1099s for vendors will be confirmed by Ed McEachern.
- 13 Members have already paid 2015 dues in response to the invoice mailing (\$4,295 collected to date).
- HOA account balances as of 2/11/15 were reported as follows:

PayPal Account	\$ -0-
Wells Fargo Debit	\$ 1,444.58
Wells Fargo Primary	\$ 10,639.12
Wells Fargo Savings	\$ 26,420.76
People's Bank	\$ 3,853.32
Operating account with ACS	<u>\$ 20,311.56</u>
 TOTAL ALL ACCOUNTS:	 \$ 62,669.34

NEXT MEETING will be held on March 4, 2015.

The meeting was adjourned at 9:10 p.m. by Michelle Budd.

Projects under consideration:

- Handyman projects:
 - Repair trim molding at kitchen closet in clubhouse
 - Repair/replace door knob on main entrance to clubhouse
 - Repair magnetic exit mechanism on clubhouse door
 - Permanently seal back gate at upper tennis courts

- Landscaping projects:
 - Irrigation at the front entrance
 - Plantings at the front entrance
 - Plantings at the clubhouse perimeter
 - Plantings at the gazebo area (front entrance)
 - Plantings in the pool area

- Pressure washing projects:
 - Pool deck
 - Clubhouse exterior
 - Front entrance columns
 - Pool pump house

- Tennis related projects:
 - Repair of cracks in lower tennis courts
 - Removal of sweet gum tree at lower tennis courts
 - Electrical outlets for clubhouse gazebo
 - Chairs for upper courts

- Painting projects (for conversion from green to black):
 - Front entrance sign
 - Light posts
 - Mailboxes
 - Street signs / stop signs

- Pool related projects:
 - Shade structure for kiddie pool area
 - Bike rack
 - Repair brick trim at pool pump room
 - Address drainage issues

- Clubhouse:
 - Rocking chairs for front porch
 - Water heater repair/replacement options (kitchen)
 - Repaint kitchen cabinets
 - Replace countertops

- Playground / vacant lot area:
 - Install doggie station with cleanup bags