



**Agenda for the  
Annual Meeting of the Board of Directors of the Ruby Forest Homeowners' Association  
May 13, 2017**

Ballots and proxy forms to be collected beginning at 12:00 p.m. and continuing through 2:00 p.m. A final call for submission of ballots will be made at 2:00 p.m. Remaining ballots to be gathered until 2:10 p.m.

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

President's Report will be presented by Rosa Brown noting items completed by the Board since the last meeting. A summary highlighting major projects completed in 2016 and year-to-date, work currently in progress, and future plans/goals will be presented.

Treasurer's Report will be given by Rosa Brown noting current financials and presenting the 2017 Projected Annual Budget (copy attached).

Secretary's Report will be given by Denise Walker noting approval and distribution of previous meetings' minutes.

Covenant's Report will be presented by Eric Wolman giving an overview of services provided by Atlanta Community Services and a summary of activity.

Membership Report will be presented by Rosa Brown summarizing the current status of HOA membership.

Volunteers will be acknowledged and the Board expresses appreciation for their support and involvement. Volunteers to be solicited for committee positions. The Board recognizes retiring Board member Evan Rogers for his service to the community.

The eight candidates for the seven positions on the 2017-2018 Board of Directors were introduced (in alphabetical order): Rosa Brown, Katherine Hanks, Chris Hartwell, Elizabeth Hightower, Kevin Maguire, Jamey Roy, and Eric Wolman. Kevin Maguire will continue as the Chair of the Grounds Committee. Sally Watson is volunteering to be the Chair of the Events Committee. Denise Walker has volunteered to be the board's Secretary.

Votes to be cast to approve the proposed Budget by a show of hands and by proxy. The members of the 2017-2018 Board of Directors and the Budget were confirmed by unanimous approval.

A call for items of old business to be presented.

A call for items of new business to be presented.

## **President's Report**

1. Membership packets were mailed by ACS on April 1, 2017 to all HOA members. The packets contained an invoice for annual membership dues, notice of the annual meeting, along with copies of the 2017 projected budget, pool rules, tennis rules, and proxy form.
2. Current Board Member Evan Rogers is not seeking re-election for the 2017-2018 term. Nominations were solicited for the 2017-2018 Board of Directors. The candidates are (in alphabetical order): Rosa Brown, Katherine Hanks, Chris Hartwell, Elizabeth Hightower, Kevin Maguire, Jamey Roy, Denise Walker, and Eric Wolman.
3. Permits have been issued for the 2017 swim season.
4. Annual backflow testing of the clubhouse and pool water lines has been scheduled as required by the county.
5. The following names of high school graduates were submitted for the Ruby Forest Graduation Banner that is displayed at the Clubhouse: Talia Anderson, Carter Baumgart, Lawson Baweja, Anna Cross, Cameron Hampton, Aidan T. Hartwell, Paige Short, Ryan Slusher, Corey Ulp, and Mark Vandyke. Congratulations to all of our Ruby Forest graduates!
6. Clubhouse roof (flat section) has been repaired, once inspected by city, damage caused by water leakage will be repaired.
7. Held community meeting with Cass Mooney, Linnea Miller and Beth Hilsher to discuss future Suwanee planning.
8. New Pool Management company has been hired, Atlanta Swim, at substantial savings over current company.
9. Pine straw has been ordered for mulching the common areas.
10. Seasonal flowers have been planted at the front entrance.
11. Rotting perimeter wall at Playground has been removed and replaced, new mulch has been spread at the Playground. Playground lights were repaired.
12. Nationwide Insurance policy has been replaced with a Columbia Insurance policy, approximately \$3000 savings, with better coverage.
13. Trees on the dam have been cut down and the dam was cleaned up.
14. Upper tennis courts have been scheduled to be resurfaced.
15. Walls around Pool Pumphouse have been scheduled to be repaired. Quotes are being solicited to put safety rails around the higher areas of the pumphouse and walkway.
16. Currently working with A/C vendor on repair/replacement of 20 yr. old units that are not working.
17. Several Fob Readers and light switches have been replaced or repaired.
18. Multiple maintenance issues addressed at the Pool and the Kiddie Pool.
19. New Clubhouse Rental Deposits (refundable): Members - \$250; Non-members - \$1000; Non-resident – No Rental.

## **Treasurer's Report**

The HOA account balances as of 05/??/2017 were reported as follows:

Wells Fargo Debit	\$	???
Wells Fargo Primary	\$	???
Wells Fargo Savings	\$	???
Operating Account with ACS	\$	???
TOTAL ALL ACCOUNTS	\$	???

## Secretary's Report

Minutes from the 2016 Annual Meeting were approved and published. Monthly Board meeting minutes have been approved and published and archived on the Ruby Forest website at [www.rubyforest.net](http://www.rubyforest.net).

## Covenants Report

We have just started our fourth year with Atlanta Community Services (ACS) managing covenants. They perform site inspections twice a month April through November and once a month the rest of the year. If you receive a violation letter from ACS and you feel it is in error, PLEASE do not sit and stew over it. Promptly contact ACS to discuss it. Sometimes a mistake is made and communication is crucial to making the entire process work.

### What do I need approval to do?

- Remove trees – YES
- Prune trees – NO
- Paint house or trim or shutters or front door – YES
- Paint house the same color – YES
- Replace the roof – YES
- Replace windows – NO (unless you change color, size, or location of the windows)
- Replace deck – YES
- Extend driveway – YES
- Install fence – YES
- Replace fence – YES
- Replace a garage door – YES

Remember, overnight parking in the street is not permitted per our covenants and bylaws. This is a safety issue and causes accidents! If you park in the street overnight, don't be surprised if you get a violation notice!

## Membership Report

Membership status as of 05/??/2017 was reported as follows:

Permanent Full	???
<u>Permanent Civic</u>	<u>??</u>
Total Members:	???
Total Non-Members:	??

- Annual meeting notice, membership invoices, and homeowner packets were mailed on April 1<sup>st</sup> with payment due by May 1<sup>st</sup> (2017 Rates: Full Members - \$500, Civic Members - \$140).
- Memberships dues collected to date for 2017: \$???,???

## YOUR HOA DOLLARS AT WORK

### PROJECTS COMPLETED OVER THE PAST YEAR:

- **CLUBHOUSE**
  - ??? rentals over the past 12 months for a total net income of \$?,???
  - Flat section of roof has been replaced
  - Ceiling and attic to be cleaned and re-painted once roof has been inspected
  
- **TENNIS COURTS**
  - Upper Tennis Courts Fob readers have been replaced/repared
  - Miscellaneous electrical repairs were completed at both upper and lower courts
  - Upper courts have been scheduled to be resurfaced
  
- **POOL**
  - Miscellaneous maintenance and repairs to Pool and Kiddie Pool
  - Pool gate and fob system were repaired
  - Deck and furniture has been pressured washed
  - New Pool Management Company, Swim Atlanta!
  - Pool Pumphouse repairs have been scheduled
  
- **EVENTS HELD**
  - Pool Opening Party
  - End of School Ice Cream Social
  - 4<sup>th</sup> of July Pool Party
  - End of Summer/Back to School Pizza Party
  - Halloween/Fall Festival and Chili Cook-Off
  - Christmas Party and Toys for Tots Toy Drive
  - Easter Egg Hunt
  
- **GROUNDS**
  - The playground was re-mulched and perimeter wall was rebuilt
  - The common areas were mulched with pine straw and seasonal plants were planted in the spring and fall

### PROJECTS IN THE PLANNING/DISCUSSION STAGES FOR 2016:

- Repair of the Pool Pump house walkway walls and safety rails
- Resurfacing of Upper Tennis Courts
- Playground Equipment Update
- Replacement of Pool Furniture

**THANK YOU to the volunteers that have put in many hours supporting the HOA this past year:**

- Kevin Maguire for chairing the Grounds Committee.
- Curtis Roberts and Jerri Oram for overseeing the tennis related tasks.
- Mike and Gina Ringham for taking care of the Coke machine at the pool and keeping it stocked for us.
- Spouses and families of all the Board members for all the work they have done to support the Board.