



**Minutes of the  
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association  
June 13, 2018**

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The meeting of the Board of Directors was called to order at 6:30 p.m. by Jimmy Humrich, President. Board members present were: Jimmy Humrich, President; Chris Hartwell, Vice President; Kevin Maguire, Secretary; Katherine Hanks, Treasurer; Jamey Roy, Jon Sahai (clubhouse) and Sally Watson (events). Danielle Laughlin was absent.

Homeowners present included John, Margaret, and Joshua.

Melissa Seehorn was present to discuss restarting the Welcoming Committee.

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The meeting was opened by Jimmy Humrich and attending residents were invited to ask questions and voice concerns.

- Resident requested documents regarding how to gain approval for exterior improvements. Specifically, the resident wished to add a portico on the front entry and a retaining wall in the backyard. Resident was advised of covenant policies and directed to [rubyforest.com](http://rubyforest.com) for related documentation.
- Resident inquired about Clubhouse usage requirements. Jon Sahai, clubhouse rep, presented the resident with the necessary information and documents. Resident was advised that the [rubyforest.net](http://rubyforest.net) website if they had additional question. Resident was notified that the clubhouse oven is currently out of order and a repair inspection is scheduled.
- Residents were advised on how to receive neighborhood communications via website, Facebook page, mailing-list, and Next Door.
- Open discussion ensued regarding how to locate contractors to repair landscaping and mailboxes.
- Resident inquired about ACS neighborhood inspection schedule and results. Residents were advised that inspection was performed during the first week of June. ACS was instructed to grant more leniency on lawn/yard maintenance due to high rains during the last two weeks.

**President's Report** was given by Jimmy Humrich noting the tasks completed by the Board and work-in-progress since the May meeting as follows:

1. Ice Cream Social – Thank You to Volunteers who purchased supplies and served residents at the party. Residents consumed 12-gallons of ice cream and toppings. Well-done!
2. Pool Opening Party/HOA Meeting - Discussed increasing the amount of food purchased for next year. Ideal weather led to food shortages this year.

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**BUSINESS AGENDA**  
**June 13, 2018**

**WELCOMING COMMITTEE**

- Melissa Seehorn initiated the discussion on restarting the Welcoming Committee.
- New Resident list was shared with Melissa. Resident turnover is currently about 20-25 houses a year.
- Materials to distribute were discussed – Welcome Letter, New Resident FAQ (website, key-fobs, etc.), Promo materials like kitchen magnet, and City of Suwanee materials.
- Melissa was advised to draft email to notify resident of new committee and ask for volunteers.
- Suggestion was made to add bilingual committee members.
- Katherine Hanks and Sally Watson agreed to support preparations.
- Discussed how to include Renters in the discussion. List not provided by ACS.
- Looking at how to approach non-HOA members and how to encourage residents to join if resident shows interest.

**NEW MEMBERSHIP**

- Opened floor discussion on how to encourage HOA membership for non-members. Bylaws give the HOA board discretion to initiate a new an open enrollment period that waives the HOA membership fee.
- Brainstorming session regarding how to encourage residents to join the HOA but maintain balance we current residents. Incentives range from discounted membership fee to prorated fee. Board discussed the time frame for the sign-up window. Referral Incentives were also discussed.
- Details were added regarding what happens when a non-HOA home is sold within the neighborhood. Civic membership was also discussed.
- Discussion on how to communicate open enrollment period in general.
- Vote was initiated regarding official approach and incentive package. Board approved to waive initiation fee until September 1<sup>st</sup> and add a first-year dues waiver. New member would pay FOB fee. Board agreed to fund a small mail targeting campaign for current non-HOA member residents. Next year cost will start May 2019.

**CLUBHOUSE**

- Income for clubhouse rental for May - \$320.
- Oven failed during the month of May. Renter complained about issue.
- Oven repair scheduled for June 14<sup>th</sup>. Pre-approved repair cost of under \$300.
- Trash can schedule now responsibility of the Pool Management Company.
- Open discussion about re-opening rentals to non-residents. Also discussed adjustment of deposit rate. \$250 for HOA member. \$750 for non HOA member. Documents to be updated. Additional \$500 is to cover glass-pool fee.
- Discussed pool access for renter. Decided to clarify that clubhouse rental does not include pool access.
- Discussed acquiring a Square device for accepting credit cards. Additional fee will be charged to renter.

**COMMUNICATIONS**

- Board investigating using GroupMe to coordinate Board communications.
- Discussed how to encourage more user to access the email group on Yahoo.
- Need to straighten billboard and locate key for locks.

## COVENANTS

- Status of site inspections and violation notices presented by Chris Hartwell.
- No fines were issued for landscape violations for late May and early June due to inclement weather.
- Violation enforcement/leniency discussion. Example: mismatched window screens or non-approved window coverings (reflective foil, etc). Decided to lower restriction on window screen violations to egregious presentation.
- Discussed adding verbal communications step prior to official violation notice.
- Still need to find source for mailbox numbers.

## EVENTS

- Fourth of July Party/Parade/Flag Ceremony
  - Sally Watson will develop a flyer and organize the activities for the function
  - Parade at 11. Party 11-4. Food 12-2.
  - Jamey Roy will approach Boy Scouts about Flag Ceremony
  - Discussed re-adding a parade with prize for best decorated bike/scooter/stroller. Discussed parade route starting at Treemont cul-de-sac. Adding golf cart for Parade Grand Marshall.
  - Food – Burgers, Hotdogs, Veggie Option, Juice Pop Dessert. Budget set.
  - Servers coordinated for party. Fee schedule discussed.
  - Jamey will check on Inflatable. Small fee.
- World Cup viewing party shelved for June 17 due to unavailable. Back on schedule for June 23<sup>rd</sup>. Kevin Maguire will coordinate.

## GROUNDS

- Add annual sod repair to annual budget. Proposed one-pallet per year at \$600.
- Need to coordinate trimming unsightly junipers from neighbor on Buford Highway. Will schedule for the fall 2018. No estimates yet.
- Discussed possibility of adding dog park to front entrance. Need to investigate cost and see if we can add to the budget in the future. Led to larger discussion on how to decide on best capital improvements based on resident feedback.
- Need to replace a couple of shrubs at pump house planting in the fall. Will budget.
- Playground gate still needs repair. Hinges were purchased but mismatch was discovered. Need to reorder.
- Budget for two sun shades to attract residents to new playground equipment. Probable cost approximate \$100. Could be recurring depending on wear.

## MEMBERSHIP

Membership Status as of 6/01/2018 was reported by Jimmy Humrich as follows:

- Permanent Full = 284
- Permanent Civic = 62
- Total Members = 346
- Total Non-Members = 97

**POOL**

- Mud was cleaned up under the smaller Gazebo.
- Examined the Lock/Timer for kiddie pool mushroom.
- Discussion about adding sign to gate regarding FOB access and who to contact.
- Pool was closed for just two days for a sanitary cleanup.
- Pool company recommended mandatory skimmer replacement to meet new code.

**TREASURER**

- The financial report was given by Jimmy Humrich and Katherine Hanks.
- The HOA account balances as of 6/04/2018 were reported as follows:

Wells Fargo Primary/Debit	\$	788.55
Wells Fargo Savings (Reserve)	\$	24,943.59
ACS Operating Account	\$	143,145.19
<u>Money Market Account with ACS</u>	<u>\$</u>	<u>56,028.41</u>
<b>TOTAL ALL ACCOUNTS</b>	<b>\$</b>	<b>224,905.74</b>

**SECRETARY**

- The secretary report was given by Kevin Maguire
- Minutes from the May 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).

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The meeting was adjourned by Jimmy Humrich at 9:30 p.m.

**NEXT MEETING: Board meeting: Wednesday, July 11, 2018 at 6:30pm**