



**Meeting of the Board of Directors of the Ruby Forest Homeowners' Association  
March 4, 2015 Meeting Minutes**

The meeting of the Board of Directors was called to order at 6:37 p.m. by Michelle Budd, President. Five members of the HOA Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Adam Forrand, Secretary; Rosa Brown and Phil Manzi.

No homeowners attended the meeting.

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

1. The application for the 2015 pool permits has been submitted to the pool company for processing.
2. The trees at front entrance and clubhouse that were damaged in the ice storm and have been cleaned up.
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 were published and February minutes were approved/published.
5. Information has been obtained for membership fees for HOAs in the surrounding area and will be reviewed by the Board.
6. Updates to the Ruby Forest website are in progress.
7. Preparation of event signs for the communication board is in progress.
8. Non-resident tennis team fees have been collected for the winter season (\$200).
9. Annual registration for the HOA non-profit entity has been filed with the Georgia Secretary of State.
10. Repair ticket has been submitted for the fob system at the upper tennis courts.
11. Preparation of 2015 projected budget and the annual membership meeting packet is in progress. Packets will be mailed the first week of April.

The Business portion of the meeting started at 6:40 pm

**BUSINESS AGENDA FOR HOA BOARD MEETING  
March 4, 2015**

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**CLUBHOUSE**

- Rental income for the month of February was reported by Rosa Brown as \$400 total, less \$50 cleaning fees, \$350 net income.
- Damage to the interior paint of the clubhouse was reported from a recent rental and was discussed by the Board. Rosa Brown will follow-up with the responsible party and the security deposit will be forfeited.
- The current inventory of clubhouse tables and chairs was discussed [57 chairs and 11 tables (8-top)]. The equipment will be labelled for inventory control purposes. The purchase of 9 additional chairs was discussed and pricing will be obtained for further discussion.
- Donna Copeletti will handle the clubhouse garbage cans for month of March and Michelle Budd will handle the garbage cans for the month of April.

**COMMUNICATIONS**

- Updates to website
  - Photos on the Home page – Adam Forrand will provide current photographs of the clubhouse and amenities to Elizabeth Hightower for substitution on the website Home page.
  - The Exterior Improvement Application has been updated and placed on the website in the “Documents” section.
  - The link to the old membership database and PayPal portal has been removed from the website.
  - Minutes from prior Board Meetings will be archived on the website. Michelle Budd will provide pdfs of the Minutes to Elizabeth Hightower for posting.

**COVENANTS**

- Status of site inspections
- Donna Copeletti reported the status of covenant violations and fines:
  - 7 properties are currently in the fining stage for covenant violations (5 are non-members and 2 are Full Members)
  - 8 properties have fines that remain unpaid for violations that have been closed (7 are non-members, 1 is a Full Member)
  - 3 properties have communicated with ACS with plans to remedy their covenant violations and fines are temporarily suspended pending completion
- Amenity access will be suspended for any Full Member with unresolved covenant violations and/or unpaid fines. Notice letters will be sent to those members by mid- April. Michelle Budd will coordinate the task with the management company.
- Pending Exterior Improvement Applications were reviewed and voted upon.

## EVENTS

- Upcoming events:
  - Trivia Night Event– date to be determined – Michelle Budd will follow-up with a volunteer to serve as host/MC for the event.
  - Easter Egg Hunt- Saturday, April 4<sup>th</sup> at 9:30 a.m. SHARP (The Easter Egg Hunt will begin at 9:30.)
    - Easter Bunny – Ed McEachern will make arrangements for the Easter Bunny
    - Prizes – Michelle Budd will coordinate the prizes and filler for the Easter eggs
    - Donuts / Juice – Donna Copeletti will purchase the refreshments
    - Filling eggs – will take place following the 4/1/15 Board meeting
  - Pool Opening Party and Annual HOA Meeting / Board Election- Saturday, May 9- the Board discussed options for a promotional item for the party and determined that on-hand supplies from previous events will be utilized.

## GROUNDS

- Phase 2 of the landscape renovation of the front entrance was discussed at length; scope and plant materials were discussed. Phase 2 will focus on the center islands. A consultation with The Greenwood Group (landscape designer) will be scheduled by Donna Copeletti.
- Pricing will be obtained for installation of a water spigot at the front entrance. Michelle Budd will contact a plumbing company for the quote.
- Nominees for the Yard-Of-The-Month contest will be submitted for review.
- The willow tree located in the front entrance detention pond will be removed by Hills Landscaping. Phil Manzi will coordinate the task.

## LAKE – NO REPORT

## MEMBERSHIP

- Membership status as of 3/4/15 was reported as follows:

Permanent Full	277
<u>Permanent Civic</u>	<u>66</u>
<b>Total Members:</b>	<b>343</b>

Total Non-Members: 100

- Delinquencies in payment of membership dues was reported as follows: 8 Full Members (2 are multi-year delinquencies for which liens have been filed; 1 member is making periodic payments on the debt-membership privileges are suspending pending payment in full.)
- Payment of 2015 membership fees is due by May 1<sup>st</sup> (dues must be paid in full; no partial payments)
- \$11,000 has been collected to date for 2015 membership dues.
- All membership payments must be delivered to ACS; Payments will NOT be processed at the pool opening party. Reminders will be published to the community via email and Facebook as well as in the Annual Meeting packet.

- A report of annual HOA fees for surrounding communities was submitted by Tina Lyons and was discussed by the Board (a copy of the list is attached). The information will be reviewed by the Board in conjunction with establishing dues for the 2016 membership renewal period.
- Candidates are being solicited for the 2015 HOA Board of Directors. At least 2 and possibly 3 current Board members have announced plans to step down.
- A draft of the Annual HOA meeting packet was distributed and discussed. The materials will be finalized for mailing the first week of April. Michelle Budd is coordinating the task.

## POOL

- Quotes will be obtained to pressure wash the pool deck (after cover is removed) at the end of April/early May.
- Quotes will be obtained for a shade structure for kiddie pool area.
- The current lighting in the pool area was discussed at length. Quotes for additional lighting and repair of the power supply to the small gazebo will be solicited. Michelle Budd will manage the task.
- Quotes for removal of overgrown landscaping around the pool (within the pool fence) and the placement of sod will be solicited. Phil Manzi is managing the task.

## TENNIS

- The vendor will be contacted to follow-up on the repair ticket that has been submitted for the fob system at the upper courts.
- Team rosters and non-member fees for the winter season was reported as \$200.
- Quotes will be solicited for surface repair at the lower courts. The work is tentatively slated for the fall.

## TREASURER

- A draft of the projected budget for 2015 (projected income and projected expenses) was reviewed and approved by the Board.
- A list of proposed repairs and improvement projects was discussed.
- Resolution of expenses/credit for premature mailing of invoices by ACS is continuing. Ed McEachern is managing the task.
- 1099s for vendors have been mailed.

### **Account Balances as of 3/4/15 were reported as follows:**

PayPal Account	\$ -0-
Wells Fargo Debit	\$ 1,429.58
Wells Fargo Primary	\$ 10,639.12
Wells Fargo Savings	\$ 26,421.37
People's Bank	\$ 3,853.32
Operating account with ACS	<u>\$ 25,378.02</u>

**TOTAL ALL ACCOUNTS: \$ 67,721.41**

**NEXT MEETING: April 1, 2015 at 6:30 p.m.**

**The meeting was adjourned at 9:03 p.m.**

Rivermoore Park.	\$1200	@ year	
Reserve at Moore Road.	\$840	@ year	
Magnolia Walk	\$625	@ year	
Settlers Cove	\$700	@ year	
Barrington	\$750	@ year	
Wildwood at McGinnis	\$775	@ year	
Ashleigh Walk	\$800	@ year	
Settles Brook	\$450	@ year	(No Amenities)
River Laurel	\$1950	@ year	(Gated but shares amenities with Lansfaire)
Roberts Crest	\$600	@ year	
Village Grove	\$540	@ year	
McGinnis Reserve	\$1100	@ year	
Highlands at Bridge Gate	\$600	@ year	
Morningview	\$675	@ year	
Lake Forest Estates	\$1100	@ year	
Olde Suwanee Station	\$465	@ year	
Lansfaire	\$565	@ year	
Ascot	\$530	@ year	
Bayswater Commons	\$315	@ year	
Roberts Landing	\$600	@ year	
Park Pointe	\$250	@ year	(No Amenities)
Belmore Manor	\$700	@ year	
Stoneridge	\$450	@ year	
Forest Plantation	\$500	@ year	
Canterbury Place	\$500	@ year	
Buckingham Park	\$525	@ year	
Suwanee Creek Park	\$484	@ year	
Royal Oaks	\$500	@ year	
Avonlea Crossing	\$400	@ year	
Grandview	\$465	@ year	
Townsend Creek	\$550	@ year	
Deer Valley	\$460	@ year	
Meadowbrooke	\$440	@ year	
Saddletree	\$435.	@ year	