



**Minutes of the
Annual Meeting of the Board of Directors of the Ruby Forest Homeowners' Association
May 7, 2016**

Ballots and proxy forms were collected beginning at 12:00 p.m. and continued through 2:00 p.m. A final call for submission of ballots was made at 2:00 p.m. Remaining ballots were gathered until 2:10 p.m.

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

President's Report was presented by Michelle Budd noting items completed by the Board since the last meeting. A summary highlighting major projects completed in 2015 and year-to-date, work currently in progress, and future plans/goals was presented.

Treasurer's Report was given by Ed McEachern noting current financials and presenting the 2016 Projected Annual Budget (copy attached).

Secretary's Report was given by Chris Hartwell noting approval and distribution of previous meetings' minutes.

Covenant's Report was presented by Donna Copeletti giving an overview of services provided by Atlanta Community Services and a summary of activity.

Membership Report was presented by Michelle Budd summarizing the current status of HOA membership.

Volunteers were publicly acknowledged and the Board expressed appreciation for their support and involvement. Volunteers were solicited for committee positions. The Board recognized retiring Board members Michelle Budd, Donna Copeletti, and Steve McClelland for their service to the community.

The eight candidates for the seven positions on the 2016-2017 Board of Directors were introduced (in alphabetical order): Rosa Brown, Chris Hartwell, Elizabeth Hightower, Kevin Maguire, Ed McEachern, Evan Rogers, Jamey Roy, and Eric Wolman. Kevin Maguire will continue as the Chair of the Grounds Committee.

Votes and proxies were counted and the 2016-2017 Board of Directors were introduced as (in alphabetical order): Rosa Brown, Chris Hartwell, Elizabeth Hightower, Kevin Maguire, Ed McEachern, Evan Rogers, and Eric Wolman.

Votes were cast to approve the proposed Budget by a show of hands and by proxy. The members of the 2016-2017 Board of Directors and the Budget were confirmed by unanimous approval.

A call was made for items of old business to be presented: None.

A call was made for items of new business to be presented: None.

No further business was presented; the meeting was adjourned by Ed McEachern at 2:27 p.m.

President's Report

1. Membership packets were mailed by ACS on April 1, 2016 to all HOA members. The packets contained an invoice for annual membership dues, notice of the annual meeting, along with copies of the 2016 projected budget, pool rules, tennis rules, and proxy form.
2. Current Board Members Steve McClelland, Donna Copeletti, and Michelle Budd are not seeking re-election for the 2016-2017 term. Nominations were solicited for the 2016-2017 Board of Directors. The candidates are (in alphabetical order): Rosa Brown, Chris Hartwell, Elizabeth Hightower, Kevin Maguire, Ed McEachern, Evan Rogers, Jamey Roy, and Eric Wolman.
3. Ruby Forest Trivia Night was held on Saturday, April 23rd. Paul Johnson served as the Trivia Host for the event.
4. A community garage sale has been scheduled for May 21st. Ads will be placed.
5. Permits have been issued for the 2016 swim season.
6. Annual backflow testing of the clubhouse and pool water lines has been scheduled as required by the county.
7. The following names of high school graduates were submitted for the Ruby Forest Graduation Banner that is displayed at the Clubhouse: Justin Braverman, Nicholas Copeletti, Angelica Coutinho, Elizabeth DeWitt, Evie DeWitt, Matthew Hauser, Carter Lawrence, Cody Martin, Connor McClelland, Lauren McClelland, Madison Miller, Riley Neely, Hanna Sexton, Emily Tuck, and Abby Woolard. Congratulations to all of our Ruby Forest graduates!
8. Contract approved for repair/replacement of Clubhouse roof (\$12,500) to address several active leaks that are causing ceiling damage.
9. The color scheme for Ruby Forest is being transitioned from green to black. This will entail painting of all street signs, light poles, and mailboxes. The project is being funded by HOA dues and non-members have been asked to pay \$25 for the painting of their mailbox. Any homeowner who wishes to paint their own mailbox must notify the HOA in writing by May 10, 2016 and the must paint their mailbox by May 15, 2016 or the mailbox will be painted by the HOA. Work will begin the third week of May (weather permitting) and will be done by street sections. The HOA will no longer furnish mailbox paint and homeowners may purchase gloss black paint at any home improvement store. The numbers will remain gold.
10. Two metal picnic tables were purchased for the upper tennis courts. The concrete tables have been removed.
11. Pine straw has been ordered for mulching the common areas.
12. Seasonal flowers have been planted at the front entrance.
13. Repairs have been made to the playground equipment.

Treasurer's Report

The HOA account balances as of 05/04/2016 were reported as follows:

Wells Fargo Debit	\$ 1,062.07
Wells Fargo Primary	\$ 4,639.12
Wells Fargo Savings	\$ 26,430.64
Operating Account with ACS	<u>\$ 100,889.81</u>
TOTAL ALL ACCOUNTS	\$ 133,021.64

Secretary's Report

Minutes from the 2015 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.

Covenants Report

We have just started our third 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

Membership Report

Membership status as of 05/07/2016 was reported as follows:

Permanent Full	279
<u>Permanent Civic</u>	<u>65</u>
Total Members:	344
Total Non-Members:	99

- Eight full members are delinquent from 2015 (fobs are deactivated; 2 are on payment plans).
- 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).
- Memberships dues collected to date for 2016: \$75,965

YOUR HOA DOLLARS AT WORK

PROJECTS COMPLETED OVER THE PAST YEAR:

- **CLUBHOUSE**
 - 41 rentals over the past 12 months for a total net income of \$5,975
 - Kitchen cabinets were repainted and new hardware installed
 - Granite countertops were installed with a new sink and faucet
 - Water heater and refrigerator were replaced
 - Additional chairs and tables were purchased

- **TENNIS COURTS**
 - Three trees were removed at the lower tennis courts
 - Miscellaneous electrical repairs were completed at both upper and lower courts
 - Two metal picnic tables have been purchased for the upper courts

- **POOL**
 - Miscellaneous maintenance and repairs to pump room equipment
 - Pool gate and fob system were repaired
 - Deck and furniture has been pressured washed

- **EVENTS HELD**
 - Pool Opening Party
 - End of School Ice Cream Social
 - 4th of July Pool Party
 - End of Summer/Back to School Pizza Party
 - Halloween/Fall Festival and Hay Ride
 - Christmas Party and Toys for Tots Toy Drive (over 170 toys were collected)
 - Two Trivia Night events
 - Easter Egg Hunt
 - Yard of the Month Contest

- **GROUNDS**
 - The playground was re-mulched and swings replaced as needed
 - The common areas were mulched with pine straw and seasonal plants were planted in the spring and fall
 - Front entrance sign was repainted with the new black and gold color scheme
 - A water hydrant was installed at the front entrance for irrigation purposes
 - A paver area was installed next to the shed for storage of the garbage cans
 - Miscellaneous electrical repairs at the front entrance

PROJECTS IN THE PLANNING/DISCUSSION STAGES FOR 2016:

- Replacement of the playground slide
- Repair of cracks in lower tennis courts (contract is approved and pending scheduling)
- Electrical outlet for tennis gazebo
- Bike rack for parking lot

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

- Dallas Gillespie for taking the lead on the Yard of the Month contest and assisting us with photos for the Ruby Forest website.
- Paul Johnson for acting as host for our Trivia Night Events and handling the distribution/delivery of mailbox paint.
- Kevin Maguire for chairing the Grounds Committee and Penny Griffin, a new volunteer on the Grounds Committee.
- Curtis Roberts and Jerri Oram for overseeing the tennis related tasks.
- Margaret and George Masak, Patti Johnson, and Mike Paniccia for volunteering with setup and cleanup at numerous HOA events and for their frequent attendance at Board meetings.
- 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.

MISCELLANEOUS

- Selection of officers was completed Wednesday, May 11th, 2016. Officers for the 2016-2017 season are:
 - President – Rosa Brown
 - Vice President – Chris Hartwell
 - Treasurer – Evan Rogers
 - Secretary – Ed McEachern

NEXT MEETING: Wednesday, June 8, 2016 at 6:30 p.m. (moved from 1st Wednesday due to Memorial Day holiday)