



**Minutes of the
Meeting of the Board of Directors of the Ruby Forest Homeowners' Association
March 2, 2016**

At 6:30 p.m. a P.A.C.T. meeting was held with Capt. Cass Mooney of the Suwanee Police Department. Capt. Mooney presented informational packets for active shooter situations. Several homeowners inquired about gun permits and related information. Capt. Mooney also discussed on-street parking and the role of the Suwanee Police Department if a vehicle is parked facing the wrong direction.

The meeting of the Board of Directors was called to order at 7:05 p.m. by Michelle Budd, President. Five members of the Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Chris Hartwell, Secretary; Steve McClelland, and Elizabeth Hightower. Rosa Brown and Ed McEachern were absent. Seven (7) homeowners were present.

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. Net rental income from the Clubhouse for the month of February 2016 was \$140.
2. The Ruby Forest website has been updated with a revised Clubhouse Rental Agreement.
3. A permanent sign has been made for the Annual HOA Easter event.
4. Treat bags have been assembled for the Easter event.
5. Two inquiries have been received from non-residents for the purchase of memberships for use of our amenities. The persons were advised that memberships are not sold to non-residents.
6. New water heater has been installed in the clubhouse and the storage closets have been cleaned and organized.
7. Paper towel supply for the clubhouse and bathrooms has been replenished.
8. Replacement swings have been purchased for the playground.
9. A homeowner has reported a boundary dispute with the adjoining neighbor whose fence encroaches upon their property. The homeowner has been advised that the HOA has no authority in boundary disputes.
10. A homeowner contacted the Board to inquire about keeping chickens on their property. The homeowner was advised that chickens are considered livestock and keeping chickens on a residential lot in the City requires a special use permit form the City, which may or may not be granted by the City. In any event, keeping livestock on a homeowner lot in Ruby Forest is not allowed under our current Covenants.
11. An estimate has been obtained for replacing the grout in the clubhouse floor.
12. A letter has been mailed to current non-resident property owners to obtain current contact information for landlords, tenants, and property managers.

13. A draft of the annual HOA meeting packet has been prepared for review and approval by the Board, including a notice to homeowners regarding the color scheme change and the painting of mailboxes (The packets will be mailed with membership invoices by April 1st). A separate letter is being mailed to non-member properties regarding the painting of mailboxes.
14. The 2015 tax returns for the HOA have been filed (\$209).
15. The 2016 annual corporate registration has been filed with the Georgia Secretary of State.
16. Tennis fees in the amount of \$125 have been collected and deposited.

Treasury Report was given by Michelle Budd (in the absence of Ed McEachern):

The HOA account balances as of 03/02/2016 were reported as follows:

Wells Fargo Debit	\$ 643.05
Wells Fargo Primary	\$ 7,639.12
Wells Fargo Savings	\$ 26,429.31 (Reserve Account)
Operating Account with ACS	\$ 20,433.45
Money Market Account with ACS	<u>\$ 17,398.25</u>
TOTAL ALL ACCOUNTS	\$ 72,543.18

Secretary Report was given by Chris Hartwell:

Minutes from the February 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.

Covenants Report was given by Donna Copeletti:

- Status of site inspections and violation notices were reviewed.
- Pending Exterior Improvement Applications will be reviewed during the business portion of the meeting.
- City requirements for tree removal (i.e. size restrictions, etc.) – possible need to update Exterior Improvement Application.
- Status of homeowners with outstanding covenant violations.
- Status of homeowner request for a hearing regarding a fence.

Membership Report was given by Michelle Budd:

Membership status as of 03/02/2016 was reported as follows:

Permanent Full	283
<u>Permanent Civic</u>	<u>61</u>
Total Members:	344
Total Non-Members:	99

- Delinquencies: 8 Full Members (2 members are on payment plans)
- Annual HOA meeting and election of the Board of Directors will take place on Saturday, May 7th in conjunction with the pool opening party.
- Annual meeting notice, membership invoices, and homeowner packets to be mailed by April 1st with payment due by May 1st (2016 Rates: Full Members - \$475, Civic Members - \$130).
- Training for additional Board members for maintenance of fob system.

Homeowner Discussion:

- Penny Griffin volunteered for the landscaping committee.
- A homeowner expressed concern regarding overnight parking on the street. The homeowner was advised to send complaints to covenants@rubyforest.net for prompt follow-up action. Homeowner was also advised that if vehicle is parked facing the wrong direction they should contact Suwanee police department for action.
- A homeowner reported that a tree on their property was downed during a storm and they received a notice from ACS the following day. The homeowner notified ACS via the online system when the tree was removed from the property but did not receive an acknowledgement confirming that the issue had been resolved. ACS will be contacted and requested to send acknowledgments to homeowners when covenants issue have been resolved.
- A homeowner suggested that non-members be billed for having mailboxes painted as part of the color scheme change. The letters to non-members will be revised to request payment.
- A homeowner expressed interest in a neighborhood garage sale. The date for the event will be May 21st.

BUSINESS AGENDA **March 2, 2016**

CLUBHOUSE

- FAQ and information pertaining to the clubhouse is being rewritten for the website.
- Additional quote for repair of the grout will be obtained.
- Quote to clean clubhouse carpets will be obtained.
- Quotes for a maintenance contract for HVAC systems (service/inspect 4 systems twice a year: Cool Air \$436; Holtkamp \$491). A vote was taken and the contract with Cool Air was approved.
- The following schedule was approved for transporting clubhouse garbage cans: Ed McEachern will handle March, Michelle Budd will handle April, and Elizabeth Hightower will handle May until the pool management company takes over.
- Roof leak was discovered in the clubhouse causing damage to interior ceiling. Quotes for repair will be obtained.

COMMUNICATIONS

- Updates to the Ruby Forest website are ongoing:
 - Updating pdfs (tennis team submittals etc.)
 - Update of photos (formatting to be addressed).
 - Archive of monthly minutes.

COVENANTS

- Status of site inspections and violation notices were reviewed.
- A pending Exterior Improvement Applications was presented and discussed.
- Status of homeowners with outstanding covenant violations was discussed.
- Status of homeowner request for a hearing regarding a fence.

EVENTS

- HOA Trivia Night event was discussed. The event has been scheduled for April 23rd. Michelle Budd will coordinate details.
- Annual Easter Egg Hunt will be held on Saturday, March 26th at 9:30am. Michelle Budd is coordinating the treat bags and Donna Copeletti is handling the refreshments for the event.

GROUNDS

- The Board is still trying to locate a new handy man to handle several small projects including replacement of spiral slide in playground with a climbing wall, maintenance of lights/bulb replacement in playground area, repair of fencing in kiddie pool area, repair of broken swing, leveling/stabilizing concrete tables at tennis courts. Donna Copeletti is coordinating the effort to locate a handyman for these ongoing projects.
- Transition of color scheme (from green to black) is targeted to begin in late May. The Board has approved the estimated cost of the project (\$17,585 for labor and materials) [\$60 per light pole x 71 light poles; \$90 per street sign x 25 street signs; and \$25 per mailbox x 443 mailboxes]. A letter to all HOA members will be included in the annual membership mailing in April and a separate letter will be sent to all non-members. Non-members will be asked to pay \$25 for painting of their mailbox.

LAKE

- Maintenance and inspections were discussed.

MEMBERSHIP

- Chris Hartwell volunteered to take over the programming and maintenance of the fob system following Michelle Budd's departure from the Board in May. Michelle Budd will create a user manual for the fob system.
- The annual membership mailing packet materials were presented by Michelle Budd for review by the Board. The materials were unanimously approved.

POOL

- The pool will open for the 2016 season on Saturday, May 7th. Pool furniture will be pressure washed before the pool opening.
- Repair of hole in fence in the kiddie pool area (handyman project).
- Replacement of timer for pool lights (spring project).
- Ventilation in pump room (spring project).

TENNIS

- Rosa Brown is scheduling of repair of cracks at the lower courts.
- Concrete tables at upper tennis courts will be leveled and stabilized (handyman project).
- Reattachment of electrical conduit at lower courts (handyman project).

TREASURER

- Board members discussed current account balances and continued the discussion of the HOA budget. The increase in dues for 2016 was unanimously approved by the Board in November 2015 and has been published in Minutes and on the Ruby Forest website since that time (\$475 for Full Members and \$130 for Civic Members). The increase is necessary to address the additional funds that are required for

budgeting purposes for reserves, maintenance, capital improvements to the Ruby Forest community, and increased expenses for insurance, utilities, etc.

MISCELLANEOUS

- The 2016 Annual HOA meeting and election for the Board of Directors will take place on Saturday, May 7th. The Board is elected by the HOA membership and then the Board elects its officers. The Board is required to have a minimum of 5 members and a maximum of 7 members.

Board members Michelle Budd, President and Donna Copeletti, Vice President, and Steve McClelland are not seeking re-election.

Candidates are being solicited and anyone interested in serving on the Board is encouraged to contact the Board via email to board@rubyforest.net to have their name placed on the ballot. Volunteers for committees are also being solicited (events, grounds, pool, membership, etc.).

- Names of high school graduates are being solicited for the graduation banner to be placed at the clubhouse in early May. Michelle Budd is coordinating the task. Parents should email the name(s) of their high school graduate(s) to board@rubyforest.net.

The meeting was adjourned by Michelle Budd at 9:00 p.m.

NEXT MEETING: Wednesday, April 13, 2016 at 6:30 p.m. (Moved from 1st Wednesday due to Spring Break).