



**Meeting of the Board of Directors of the Ruby Forest Homeowners' Association
June 3, 2015 Meeting Minutes**

The meeting of the Board of Directors was called to order at 6:39 p.m. by Michelle Budd, President. Six members of the HOA Board were present: Michelle Budd, President; Donna Copeletti, Vice President; Ed McEachern, Treasurer; Rosa Brown, Chris Hartwell, and Steve McClelland. Elizabeth Hightower was absent

Grounds Committee Chair, Kevin Maguire, was in attendance.

No 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 May meeting as follows:

1. A reminder of pool rules has been published to the neighborhood.
2. The Google Voice Mail system that forwards phone messages to the Board has been updated to include a custom greeting.
3. Three new fans have been installed in the large gazebo in the pool area. The lights are on a timer system.
4. The timer on the pool lights has been reset.
5. The handrail in the step area of the pool has been repaired.
6. The pool gate has been adjusted and repaired.
7. The pool opening party and Annual HOA Meeting was held on May 9th.
8. The following persons were elected as directors of the Ruby Forest HOA: Rosa Brown, Michelle Budd, Donna Copeletti, Chris Hartwell, Elizabeth Hightower, Steve McClelland, and Ed McEachern.
9. Contact information for the new Board members has been provided to ACS and their records have been updated.
10. A community wide garage sale was held on May 16th.
11. The "Last Day of School Ice Cream Social" was held at the pool on May 21st when school released for the summer break.
12. A paver pad and path has been installed for storage/transport of the clubhouse garbage cans.
13. Two light globes for ceiling fans in the clubhouse have been replaced.
14. The doorframe in the kitchen area of the clubhouse has been repaired.
15. The pool showerhead has been replaced.
16. A damaged lockset on the clubhouse exterior doors has been replaced.
17. The rocking chairs have been secured to the clubhouse porch.
18. A loose deck board on the clubhouse porch has been repaired.
19. The clubhouse icemaker has been repaired.

Treasury Report:

HOA Account Balances as of 6/3/15 were reported as follows:

PayPal Account	\$	-0-
Wells Fargo Debit	\$	2,027.98
Wells Fargo Primary	\$	10,639.12
Wells Fargo Savings	\$	26,423.36
Operating account with ACS	\$	<u>89,929.64</u>
TOTAL ALL ACCOUNTS:	\$	129,020.10

Secretary Report:

Minutes from the May 9th Annual HOA Meeting were distributed and approved and have been published. The minutes will be archived on the Ruby Forest website at www.rubyforest.net.

Covenants Report:

Donna Copeletti, Vice President, provided the following status report:

- 7 properties are currently being fined for ongoing violations.
- 5 Exterior Improvement Applications were submitted and reviewed in the past month (exterior paint, tree removal, and installation of a retaining wall).
- 1 Exterior Improvement Application for exterior painting was presented and approved.

Membership Report:

Membership Status as of 6/3/15 was reported as follows:

Permanent Full	277
<u>Permanent Civic</u>	<u>66</u>
Total Members:	343
Total Non-Members:	100

Delinquencies: 24 Full Members / 3 Civic Members

Following completion of the reports, the Business Agenda commenced at 7:05 p.m.

ELECTION OF OFFICERS:

Nominations were submitted and upon motion made and unanimous vote, the following officers were elected for 2015-2016:

President:	Michelle Budd
Vice President:	Donna Copeletti
Treasurer:	Ed McEachern
Secretary:	Chris Hartwell

A general orientation regarding Board procedures, responsibilities and roles was discussed at length.

(Business Agenda- Continued)

CLUBHOUSE

- A general overview of the clubhouse rental procedure was presented by Rosa Brown.
- Rosa Brown reported the net rental income for the months of April and May as \$549.
- Future projects were discussed: labelling the clubhouse chairs and tables as an inventory control measure and purchasing nine additional chairs.
- Future clubhouse improvements were discussed: including painting the kitchen cabinets and replacing the existing countertops. Bids will be solicited for consideration.

COMMUNICATIONS

- A general overview of HOA communications was discussed:
 - Social Media- updates to Facebook.
 - Process for Board communications to homeowners via Yahoo Group.
 - Moderators of Yahoo Group.
 - Designation of Board Members for committee emails (events, pool, covenants, membership, grounds).
 - Procedure for responses to contact forms via website.
 - Procedure for responses to Google Voice Mails.
 - Updates to the Ruby Forest website.
- Updates to the Ruby Forest website are underway. Ed McEachern will coordinate with Elizabeth Hightower to incorporate new photos for the Home page.
- Monthly meeting minutes are being archived on the website. Michelle Budd and Chris Hartwell will coordinate the task with Elizabeth Hightower.

COVENANTS

- Donna Copeletti presented an overview of the covenants process:
 - Role of Board / ACS.
 - Violation/inspection process.
 - Interpretation and enforcement of Covenants.
- Site inspections by ACS for covenant violations are being conducted twice a month.
- The violation notice forms currently used by ACS were discussed at length.
- Additional notice letters will be sent and liens will be placed for two member properties with fines. Donna Copeletti and Michelle Budd will coordinate the task.

EVENTS

- A Trivia Night event will be scheduled for Saturday, June 13th at 7 p.m. at the clubhouse. The Trivia Night will be hosted by a volunteer MC and it will be an “adults only” event. Prizes will be purchased and the Einstein Trophy will be awarded to the winning team. Michelle Budd will follow-up with volunteer Paul Johnson on the details. Ed McEachern will prepare an Event sign for posting in the front entrance display board and via social media.
- Arrangements for the Independence Day Celebration were discussed:
 - The event will take place on Saturday, July 4th.
 - A parade will be organized (a volunteer will be solicited for the task).
 - The parade will be followed by a flag ceremony at the clubhouse.
 - A pool party will be held from 12-5 pm (Full Members only):

- Food will be purchased by Donna Copeletti and Michelle Budd.
- Ed McEachern will arrange for servers for prep/cooking/clean-up.
- The clubhouse will be decorated for the event on the evening of July 1st.
- Prizes will be purchased for children's games and for the parade winners for "best decorated". Michelle Budd will coordinate the task.

GROUNDS

- Kevin Maguire was introduced as the Chair of the Grounds Committee.
- Grounds Committee Chair Kevin Maguire presented the following report:
 - Proposal for installation of a hydrant/faucet at the front entrance for irrigation purposes
 - Plans for seasonal plantings at the front entrance
 - Clean-up of the detention pond area at the front entrance
- The pansies have been removed from the front entrance islands and will be replaced by summer plants. A budget of \$600 was approved for the plants and the materials will be purchased this weekend for installation by Hill's Landscape next week. Grounds Committee Chair Kevin Maguire is coordinating the task.
- The easement for the proposed sidewalk connection at the lower tennis courts to George Pierce Park was presented and discussed. Additional design details will be provided by the City later in the summer. Michelle Budd is coordinating the project with the City of Suwanee.
- Repainting of front entrance sign (black background/gold lettering) has been scheduled and will be completed as weather allows.
- Sources are being researched for replacement of the slide in the playground. Rosa Brown and Grounds Committee Chair Kevin Maguire will coordinate the project.
- Grounds Committee Chair Kevin Maguire will follow-up with Hill's Landscape for clean-up of front entrance detention pond.
- Discussion was held regarding a traffic signal that has been proposed to the City of Sugar Hill / GA DOT by a neighboring community for the intersection of Buford Highway and Westbrook Road. The neighboring community has requested that Ruby Forest post a "No Through Traffic Sign" at Roberts Road and Westbrook Road. Michelle Budd will follow-up with the City of Suwanee regarding the proposal.
- Yard-Of-The-Month contest will be coordinated by Grounds Committee Chair Kevin Maguire and volunteer Dallas Gillespie.
- Future improvement project: transition process for converting community color scheme from green to black. The Board discussed a recent inquiry by a homeowner regarding the color change. The project will include painting the street signs, light poles, and mailboxes and is anticipated to begin in 2016. The work will be done in street sections so that a cohesive look is maintained during the project.

LAKE

- Maintenance and inspection procedures was discussed. Grounds Committee Chair Kevin Maguire will inspect the area and make recommendations.

MEMBERSHIP

- An overview of the membership committee was discussed:
 - Maintenance of the fob access system.
 - Collection of membership dues.
 - Initiation fees for new member properties.
- Rosa Brown will assist Michelle Budd with maintenance of the fob access system and issuance of fobs.
- Late fees are being assessed for delinquent dues. A homeowner request for a waiver of the late fee was discussed and denied.

- Future projects: the Board discussed conversion of the current fob access system to allow for programming via remote access. Options will be researched for future discussions.

POOL

- A general overview of pool related items was discussed:
 - Role of the pool management company.
 - Communications with the lifeguards and the pool management company.
 - Repairs and maintenance procedures.
 - Enforcement of pool rules.
 - Use of security cameras.
- Access information for the security cameras was provided to new Board members Chris Hartwell and Steve McClelland.
- Future projects discussed: shade structure/umbrella for kiddie pool area.

TENNIS

- Overview of the tennis court reservation process, use of ReserveMyCourt.com, issuance of reservation codes, and collection of team fees was discussed.
- Tennis team privileges for any delinquent HOA members has been suspended.
- Future projects: surface repair at lower courts (tentatively planned for Fall of 2015/Spring of 2016) and survey of fees charged by other communities for non-resident tennis team players to determine if any adjustments are needed to the fees currently charged by Ruby Forest (\$25 per season, per non-resident team member).

TREASURER

- Overview of financial reporting and current budget was presented by Ed McEachern.
- New Board members were provided with instructions for access to the ACS website for obtaining financial reports.
- Expenses and budgeting for improvement projects was discussed.

The meeting was adjourned at 9:30 p.m.

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