



Meeting of the Board of Directors of the Ruby Forest Homeowners' Association April 1, 2015 Meeting Minutes

The meeting of the Board of Directors was called to order at 6:30 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, Elizabeth Hightower, and Phil Manzi.

One homeowner attended the meeting. Darren Thurmond of Atlanta Community Services was also present for 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 annual projected budget (income and expenses) for 2015 has been finalized and approved.
2. The notice of the annual HOA meeting, proxy form, and related materials have been finalized and provided to ACS for mailing April 1st. The packet includes instructions for payments to be made directly to ACS.
3. Candidates are being solicited for the HOA Board of Directors. One nomination has been confirmed as of 4-1-15 (Kevin Maguire).
4. The fob access system for the main gate at the upper tennis courts has been repaired.
5. Additional updates to the Ruby Forest website are in progress (monthly minutes to be archived).
6. Preparation of reusable event signs for the communication board is in progress (Easter Egg Hunt sign has been made).
7. A bid was obtained from Hill's Landscaping for removal of the bushes inside the pool area and sodding all areas (\$3,250; the price includes removal of a large tree from the front entrance detention pond). The tear-out of the bushes inside the pool fence has been completed and the sod will be installed after electrical repairs are completed.
8. A bid was obtained from Pat Murphy Electric for rewiring and installing new accent lights and electrical service to the small gazebo inside the pool area in order to bring the work up to code and operational (\$16,800). Additional quotes are being obtained.
9. The sand in both filters for the main pool has been replaced (\$1,500). The old sand was used to fill a hole near the upper tennis courts.
10. Prizes and supplies have been purchased for the Easter Egg Hunt on Saturday, April 4th.

11. Landscape designer has submitted pricing for the proposed work and plant materials for Phase 2 (center islands), of the front entrance landscape renovation (\$7,794). The proposal will be reviewed and discussed by the Board.
12. Scuff marks have been removed from the clubhouse walls and trim following a rental. The deposit was forfeited and the paint will be touched-up as needed.
13. A bid was submitted by AMI for pressure washing the pool deck area (\$1,650). Additional quotes are being obtained.
14. Fines are being assessed by ACS for covenant violations that are either unresolved or adequate remedial plans have not been communicated.

The Business portion of the meeting started at 6:45 p.m.

CLUBHOUSE

- Rosa Brown reported the rental income for the month of March as \$550 total (including a forfeited deposit), less \$100 cleaning fees, \$450 net income.
- Miscellaneous handyman projects for clubhouse repairs were identified (repair of door closing mechanism, trim work in kitchen closet, repair/replace ceiling fan/light kit). Rosa Brown will solicit a bid for the work.
- Additional clubhouse supplies are needed including hand soap, trash bags, paper towels and cleaning solutions. Rosa Brown will coordinate the purchase and restocking of the cleaning supplies. Michelle Budd will order a new supply of paper towels.
- The icemaker is in need of repair prior to the start of the pool season. Recommendations for a repair service will be solicited.
- Donna Copeletti will handle the transport of the garbage cans for the month of April. Ed McEachern will handle the garbage cans for the month of May until the lifeguard starts full time on May 22nd.

COMMUNICATIONS

- Updates to website
 - Ed McEachern will provide updated clubhouse and amenity photos to Elizabeth Hightower (webmaster) for use on the Home page.
 - Michelle Budd has provided monthly minutes to Elizabeth Hightower for archiving on the website.

COVENANTS

- Site inspections by ACS for covenant violations will increase to twice a month beginning in April and continuing through September. During the fall/winter months inspections are done once a month.

- Donna Copeletti reported that sixty-four (64) new level one violation notices have been issued; eight (8) properties are actively in the fining stage; four properties have outstanding fines for violations that have been cured.
- Fines assessed for covenant violations were reported by ACS as follows:
 - 2014: \$32,825
 - 2015: \$33,750
- Fines assessed for unauthorized exterior improvements were reported by ACS as follows:
 - 2015: \$100 (one fine has been paid)
- Amenity access will be suspended for Full Members with covenant violations/unpaid fines.
- Donna Copeletti reported the approval of four (4) Exterior Improvement Applications in the previous thirty (30) days.
- An unapproved exterior shed/addition was discussed. The City will be contacted for possible intervention and to determine if the project was permitted and within acceptable setbacks, etc.
- Implementation of fines, violation notices, and the process for approval of Exterior Improvement Applications was discussed at length with Darren Thurmond of Atlanta Community Services.

EVENTS

- Details for the Easter Egg Hunt on Saturday, April 4th were finalized:
 - Ed McEachern is arranging for the Easter Bunny;
 - Michelle Budd is handling the prizes and supplies;
 - Donna Copeletti is handling the donuts / juice; and
 - The Board will fill the Easter eggs following the meeting.
- Names of graduating high school seniors will be solicited for the Graduation Banner. The deadline for submission of names will be April 15th. Michelle Budd will manage the task.
- A date for the Trivia Night event will be determined, depending on the availability of a volunteer to MC the event.
- The Pool Opening Party and Annual HOA Meeting / Board Election will be held Saturday, May 9th (12 - 5 p.m.). Additional details for food, servers, decorations, prizes and music will be finalized.

GROUNDS

- Donna Copeletti presented the revised proposal from the Greenwood Group for pricing/materials for Phase 2 of the landscape renovation for front entrance (center islands). The crepe myrtles will be removed and replaced with dogwoods, the pine straw beds will be sodded with zoysia, ornamental grasses and daylilies will be planted at the front entrance sign. The seasonal beds will remain at the end of each island. The cost of the work is \$7,294.45. The proposal was approved by unanimous vote. Donna Copeletti will coordinate the project with the landscape designer.
- One bid in the amount of \$325 has been submitted for repainting the front entrance sign (black background/gold lettering). An additional bid is being solicited. Rosa Brown is coordinating the task.

- Several pressure washing projects were discussed: clubhouse, front entrance columns, shed, pool deck, gazebos, and sidewalks around the clubhouse). A bid of \$1,650 was previously submitted by AMI for the pool deck only. An additional bid was submitted by WaterWorks in the amount of \$1,300 for all of the projects. The WaterWorks bid was approved by unanimous vote. Donna Copeletti will coordinate the work with the contractor.
- Miscellaneous handyman projects related to upkeep of the grounds were discussed: repair of slide in playground and installation of paver/pad for garbage can storage at shed. Rosa Brown will obtain a bid for the work.
- The outlet in the front entrance detention pond is in need of repair. The City will be contacted to discuss the repairs and the responsibilities of the parties.
- Yard-Of-The-Month nominees will be coordinated with a community volunteer.

LAKE

- No new business was presented.

MEMBERSHIP

- Membership status as of 4/1/15 was reported as follows:

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

Total Non-Members: 100

- There are currently eight (8) properties delinquent in prior years' dues. The delinquent properties are Full Members and two (2) of those are multi-year delinquencies for which liens have been filed. One (1) homeowner is making payments on their balance. The total delinquent balance is \$7,750.
- Michelle Budd reported that \$21,264.80 has been collected to date for 2015 membership dues (58 members have paid: 41 Full and 17 Civic). Payment of 2015 membership fees is due by May 1. Fobs will be disabled for Full Members for dues that are not paid in full by May 9th. All membership payments must be delivered to ACS; payments will not be processed at the pool opening party.
- Solicitation of candidates will continue for the 2015-2016 HOA Board of Directors. One nomination has been confirmed to date: Kevin Maguire. The deadline for nominations is Friday, April 24th.

POOL

- The pool will open for the 2015 swim season on Saturday, May 9th.
- A proposal by Pat Murphy Electric for renovation of the lighting in the pool area was discussed at length. The quote is time/materials not to exceed \$16,885.66 for 434 ft. of trenching/running new conduit and wiring for six (6) LED flood lights, two (2) GFI outlets, and one (1) switch. An additional quote has been solicited from Wise Electric and will be discussed when received. Michelle Budd is coordinating the task of obtaining bids for the electrical work. Phil Manzi is coordinating the landscape work and installation of sod.

- The phone service for the pool will be reactivated by May 1st. Michelle Budd will coordinate the task with ACS.
- A vendor is being sourced to obtain a bid/proposal for a shade structure for the kiddie pool area.

TENNIS

- A budget of \$200 was approved for the purchase of chairs and a cable lock for the upper tennis courts.
- ACS reported that \$200 was collected for non-resident tennis player fees for the Spring season.
- A survey of fees charged by other communities for non-resident tennis team players will be conducted to determine if any adjustments are needed to the fees currently charged by Ruby Forest (\$25 per season, per non-resident team member).
- Surface repair at lower courts will be discussed in the Fall (estimates to be obtained).

TREASURER

- Ed McEachern and Darren Thurmond of ACS discussed a resolution of expenses/credit for the premature mailing of membership invoices by ACS. A total of \$700 will be paid/credited to the HOA by ACS.
- Ed McEachern reported the HOA account balances as of 4/1/15 as follows:

Wells Fargo Debit	\$ 1,098.74
Wells Fargo Primary	\$ 10,639.12
Wells Fargo Savings	\$ 26,421.37
People's Bank	\$ 3,853.32
Operating account with ACS	<u>\$ 32,937.07</u>
 TOTAL ALL ACCOUNTS:	 \$ 74,949.57

- Darren Thurmond of ACS reported that the 2014 taxes for the HOA have been filed.
- The People's Bank account will be closed and the funds moved to Wells Fargo. The Wells Fargo primary account will be closed and the funds moved to the ACS operating account. The savings/reserve account and the debit card account will remain at Wells Fargo.
- Expenses and budgeting for improvement projects was discussed.

The meeting was adjourned at 8:10 p.m.

Following the meeting the Board members in attendance filled the Easter eggs for the Easter Egg hunt to be held on Saturday April 4th.

NEXT MEETING: May 6, 2015 at 6:30 p.m.