

# **Pinon Ranch HOA - Board Meeting Minutes (FINAL)**

**Date:** October 17, 2018

**Time:** 6pm

**Place:** 2139 Chuck wagon, Suite 216, CS CO 80919.

**Attendees:** Steve S., Bradley G., Amanda B., Shawna U., Shane S., Frank H., Troy U.

## **Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from September**

Called to order at 6:06pm. Motion to approve minutes passed unanimously.

### **I. Board Member Comments:**

- Steve noted for the record that Dan resigned from the Board for personal reasons. The Board members appreciate his service.
- The Board discussed that we all have the option to recuse ourselves from votes and decisions that affect our close friends or neighbors.

### **II. HOA Member Comments on Topics NOT on the Agenda:**

None.

### **III. Manager Report:**

1. Banking:

#### September Expenses:

- CSU \$673.60 water bill.
- Corbran's Landscaping \$574.95 for August maintenance and irrigation line and head repair.
- City of Colorado Storm water \$23.60 for July and August storm water fees.
- 6510 Property Management \$570.00 for July to Sept management fee (\$495) and title company letters, accounting on sale of home (\$75).
- Shawna Uehling \$155.82 reimbursement for block party expenses.
- Floyd "Shane" Smith \$30.97 reimbursement for block party expenses.
- Bradly Gilden \$6.24 reimbursement for block party expenses.
- Corbran's Landscaping \$622.15 for September maintenance, and repair of 4 irrigation heads.

Deposits \$225.00; on sale of home at 5510 Flag Way (payment of transfer fee and working capital).

Checking account balance \$11,485.41 and Savings (Replacement Reserves) \$2,983.64, as of 9-30-18.

2. Balance Sheet as 9/30/18; emailed to board member for review on 10/2/18 for review. To be posted on HOA website.
3. Statement of Revenue and Expenses vs Actual; emailed to board members for review on 10/2/18. To be posted on HOA website. Our revenues are about 1% higher than expected while expenses are about 21% lower than expected. Please keep in mind that we still have another 3 months of expenses going forward and no more expected revenues. Overall, we are doing good.

4. 2018 Assessment / account statements: Update 9/19/18, all members have paid their 2018 assessment.
5. Social fund Donations balance is \$137.61 as of 10/6/2018.
6. Landscape Maintenance:
  - Irrigation system winterization and shut down schedule for some time sometime between Oct 10<sup>th</sup> and 15<sup>th</sup>. Sprinkler has been drained but not blown out.
  - On Oct 1<sup>st</sup> we received a letter from Colorado Springs Utilities that we need to have our backflow prevention device tested by a certified tester and the results submitted to them no later Oct 15<sup>th</sup>, as required by city ordinance. We then scheduled the testing to be done on Oct 4<sup>th</sup>, we failed the first test, but passed the second test once repairs and certain parts were replaced. Cost of repairs and testing \$153.21.
  - Called CSU to turn off the water and deactivate account on 10-17-18.
7. Website: upcoming HOA meeting dates and location and Oktoberfest have been posted to the website. Waiting on revised August minutes to post to website. In September, the Board agreed to review the pros, cons, and costs of both association.com and wordpress so as to make an informed decision about which web product to pursue. See New Business for more information.

#### **IV. Old Business:**

##### 1. Trash Club:

Shawna received 23 responses to her trash survey, 100% of whom were in favor of unified trash service, many of them quite enthusiastic about it. Best Way is the Board's preferred provider for the quality of their service. **Update 10/17/18: Troy said BestWay won't take fewer than 100% of houses. He thinks it may be necessary to require unified trash service in the covenants, and it is overwhelmingly supported by the neighborhood so it should be easy to get the required 2/3 vote to change the covenants. Frank's concern is that we may need to become a regular HOA, not a limited expense HOA, to require participation in trash service. The other HOAs near us that provide trash service are regular HOAs. Action items: Troy will find out details on what the payment options are for paying BestWay. Amanda and Steve will look at example language from other HOAs and draft something to show the neighbors for voting on to include in our covenants.**

**2. Statutory amendment of the Covenants.** On July 1, 2018 State law was changed regarding limited expense HOA to increasing the maximum annual assessment from \$300 to \$400 with yearly cost of living adjustments. **Update 10/17/18 - Essentially the attorney's opinion is that dues can be increased without changing the covenants. We also don't need to change the covenants regarding signage or other issues. We can simply ignore those sections of the covenants that disagree with the state law. Action items: Include notice of this information with the winter newsletter - we want to communicate what we know, be as transparent as possible, not spring any surprises on people, and let them know it is absolutely our intent to keep dues low. Troy made a worthy suggestion that with dues going over \$300, we should offer owners the option to split the payment in half, as \$300 is a big ticket item to pay at once the month after Christmas. Bradley suggests a \$5 surcharge for the cost of a second statement.**

***See attached legal opinion from Maris Davies Altitude Community Law P.C.***

## **V. Architectural Review Committee:**

5470 Sample Way: **Update 10/17: House is 80% finished. Door hasn't been painted and a color hasn't been submitted. They are keeping the fence on the north side, but considering removing the fence on the south side.**

5535 Flag Way: Roof & House colors. Roof color "natural wood" by Legacy & Legacy is approved. Also, they will be repainting their house the same colors next spring which is approved. Letter sent on 10/17/18.

5440 Flag - Partial paint job. Primed part of their house several weeks ago. Shawna will touch base with the owners to see if they have a timeline for finishing the job. **Update 10/6 some progress are parts of the house. Family emergency may delay the rest of the project.**

5505 Flag Way: lawn maintenance and dead grass. Resident wants to remove the tree and grass in the areas between the sidewalk and tree and replace with plants/ bushes and gravel. The board has requested a plan and list of proposed plants. Note: the board and management have concerns about his original request to plants Blue or Golden Spirea due to large size of the bushes when full grown and possible visible and safety concerns. **Update 10/6 Board is still waiting on plans / drawing and details of proposed plants and gravel, rock etc. Action item: Steve will reach out to the owner for an update and cc Shawna.**

**Amanda will put together a simple form that people can fill out to submit when making a request to the Architectural Review Committee. Include paint swatches, plant names, option for sketches, etc. Also show an example completed submission. Approval letter will include photo samples that can be used to verify that the work was completed according to plans.**

## **VI. New Business:**

1. Website vendors and software for 2019. See attached "HOA Website Decision Matrix" for discussion pro's and con's of the different website solutions. Bradley and Amanda reviewed their research. [wordpress.org](http://wordpress.org) can match all the usability features, including taking payments via paypal, that [associationcomm.com](http://associationcomm.com) provides, as a fraction of the price. Amanda suggested that we always maintain a backup web administrator in addition to the primary web admin, as well as having identified at least web development company that we can lean on for stopgap services in the unlikely event that the web admin and backup are suddenly unavailable. **Motion to move forward with a [wordpress.org](http://wordpress.org) site starting in January 2019 passed unanimously.**

2. The Board discussed the need for fence repairs and staining this spring. We will get some quotes for the work and organize a neighborhood volunteer work day.

## **VII. Neighborhood covenant and bylaws enforcement:**

Last inspection by the board was on September 30, 2018. Follow up inspections by HOA manager on 10/6.

5440 Flag Way 1. vehicle parked overnight on St. 2. Excessive Noise; Courtesy Letter sent on 3/10 giving them until 3/25 to correct infractions. Update 4/25/18: Parking situation has improved, and no further report of excessive noise related to the vehicle. Continue to monitor. Update 6/20/18 - parking on the landscaping. Update 7/25: The Board has asked the

residents to not feed the deer. 3. Courtesy letter issued on 8/27/18 regarding vehicle maintenance. Update 9/19 we have received reports and photos of residents parking on the landscape a few times the last month. **Continue to monitor.**

5470 Flag Way: **Update 10/6: painting has started. Shawna will inquire as to the timeline for completion.**

5475 Flag Way: weeds in the lawn; **email sent 10/10. Owner responded that he would take care of it.**

5480 Flag - Update 9/26 grass needs edging. **Letter to be sent. Amanda will send an email.**

5485 Flag Way; 1. Dead grass and bare spots 2. Grass and weeds in the rocks. Courtesy letter sent on 8/27. **Update 10/6 no progress on dead grass and weeds. Amanda will write a follow-up letter inquiring as to landscape plan for 2019.**

5490 Flag Way; weeds in lawn. **Letter sent 10/17/18.**

5505 Flag Way; lawn maintenance and dead grass. Courtesy letter sent on 8/27/18. **Update 10/6 Board is still waiting on plan / drawings and details of proposed plants and gravel, rock etc. for the area between the sidewalk and street. It appears that residents are not taking care of the main lawn either (lack of watering and / or sprinkler issues). Shawna will follow up with owners about the need to submit a plan and need to water the grass.**

5550 Flag Way; dead grass and tree issues. Courtesy letter sent on 8/27/18. Update 9/12 two of the 3 cottonwoods have been cut down. **Update 9/22 still waiting on removal of tree roots and stumps. Update 9/26 Shawna reported they will do the grass in the spring. No update on roots and stumps.**

5570 Flag Way; weeds in lawn and rocks. Courtesy letter sent on 8/27/18. **Update 9/12 weeds in rock / gravel areas have been sprayed with weed killer, continue to monitor. Little progress.**

5580 Flag Way; 1. Yard clean up needed 2. Weeds in rocks. Update 10/6 no progress. **Letter to be sent.**

5585 Flag - Update 8/4: failure to maintain landscaping, flower and perennial bed. Courtesy letter sent on 8/27/18. Either replant the area or request a landscaping change to make it all grass. Update 9/26 the old planter area has been replaced by new sod. Board voted to approve this change. Shawna emailed approval letter. **Closed.**

5590 Flag Way: weeds in rocks and lawn. Update 10/6 no progress, **letter to be sent.**

5595 Flag - **roofing sign, ask about the sign, ask if they're getting a new roof**

5470 Sample Way 1. House painting need; 10/17 **painting 3/4 done.** 2. Fence repair and re-staining needed. Owner has been scraping the paint off the fence, won't chose a color until she has decided on a color for the house. Update 7/19 no progress, also large section of fence removed. **Update 10/6 waiting on plan.**

5495 Sample Way; need to stain new fence boards to match adjoining fence boards. **Letter sent 10/17, also emailed to letter and photos to property mgr. who replied backed that they are researching this issue and will get back to us.**

5505 Sample Way; fence need re-staining. Color change will need to be approved. **Courtesy email sent 10/10/18. Follow up in 45 days.**

5515 Sample – fence may need to be re-stained in 2019, Owners took steps to improve the appearance. **Continue to monitor in the Spring.**

5525 Sample Way; dead tree. Residents have said that they are looking at either replacing the tree or removing it and making landscape changes, based on conversation during HOA walkthrough on 8/13. Email sent on 9/13 outlining the procedure to get a permit to replace a city street tree and requesting a landscape plan, also a list of approved street trees was sent. Update 9/26 board pre-approved a 3<sup>rd</sup> option of just removing the dead tree and leaving the lawn as is. **Follow up email was sent on Oct 3<sup>rd</sup> explaining this option and asking that they remove the dead tree within 30 days.**

5530 Sample - Update 8/6 via email: 1. Overnight on-street parking and 2. dead tree in the buffer between the street. Option of replacing the tree according to City standards or removing the tree. Courtesy letter sent 8/22. Update 9/12 dead part of tree removed, lower part still living, recommend we close the tree issue. Noted; trailer parking outside overnight 9/15 to 9/18, continue to monitor. **3. Mulch needed, Courtesy email sent 10/10.**

5535 Sample Way: Overnight resident street parking. Board held a hearing on 2/7/18 and issued a decision letter to the owner on 2/9/2018 agreeing to suspend the fine of \$450 provided that no violations occur in the next 12 months. Continue to monitor.

5535 Sample Way 1. Grass edging needed. Letter issued 6/4/18. Update 6/12: No progress. Update 7/19 no progress. Update 9/30 no progress. **Update 10/10 follow up email sent.**

5540 Sample Way, vehicle parked overnight on Street. Courtesy email / text message was sent on 4/19/2018. Update 4/20/18 resident have been parking in the driveway the last few nights, continue to monitor. Closed.

5550 Sample Way, vehicle parked overnight on Street. Courtesy letter was sent on 4/19/2018 via US mail. Update 4/23/18 resident has parked on the Street on 4/22 and 4/23/18, continue to monitor. Closed.

5555 Sample Way. – Weeds in planter and lawn. Letter sent 8/27. Update 9/12 it appears that most of the weeds have been sprayed, continue to monitor. **Update 9/30 Board noted that they still have numerous weeds in their planter and thistles in the parking easement between the street and sidewalk.**

**Next walk-through is October 28 at 8am. Suggest that the Board document and submit curb repair requests to the City during next walk through.**

## **VIII. Community Events**

Oktoberfest party on October 20<sup>th</sup>. Posted on HOA website on 10/6, also posted to our Facebook page and emailed to 48 of 55 properties.

**Amanda and Shane will work on Winter newsletter. Bradley will do a meet your neighbor spotlight. The newsletter and notice of the annual meeting need to go out before November 1st.**

**The next HOA Board of Directors meeting will be on November 14<sup>th</sup> at 6pm, at 2139 Chuckwagon Rd, Suite 210 Colorado Springs, CO 80919**

**The Annual meeting of members and board member elections will be on December 6, 2018 at 6pm, at 1675 W. Garden of the Gods. Citizen Service Center, Room 1017 Colorado Springs, CO 80919**

**Meeting adjourned at 9:09pm.**