

# Pinon Ranch HOA - Board Meeting Minutes

Recorded by Bradley G. in place of Amanda B.

**Date:** November 14, 2018

**Time:** 6pm

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

**Attendees:** Steve S., Frank H., Bradley G., Shawna U., Shane S., Vince M.

Call to Order: 6:05 pm

Confirm Quorum (a majority or 4); 4 present, Amanda B. absent

Accept Minutes from October; Motioned Bradley G, Seconded Steve, Passed 4-0

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

- Oktoberfest party was a success, special thanks to Amanda for hosting and all those who helped put this great event together. – Steve S.
- Emails sent to board members from the website may be going into your spam folder, please check your spam folder and add associationcomm.com as a trusted source for emails going forward. – Shane S./Frank H.

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

- None

## **III. Manager Report:**

Banking:

October Expenses:

- CSU \$562.30 water bill.
- Corbran's Landscaping \$545.00 for October maintenance and deactivation of irrigation system due to below freezing temperatures.
- City of Colorado Storm water \$43.20 for September to December storm water fees.
- Backflow Tech \$153.21 for required irrigation system backflow prevention device test and repairs.
- Transferred \$1,224.00 from Checking to Savings (Replacement reserves), as per the approved 2018 Budget.

Deposits \$0.00

Checking account balance \$8,957.70 and Savings (Replacement Reserves) \$4,207.73 [ **B.G. after \$1,224 transfer**], as of 10-31-18.

2. Balance Sheet as 9/30/18 was posted on HOA website on 10/6.

3. Statement of Revenue and Expenses Actual vs Actual as of 9/30/18; was posted on HOA website on 10/6.

4. 2018 Assessment / account statements Update 9/19/18, all members have paid their 2018 assessment. Two members still owe late charges (\$30.00 in accounts receivables). **[Board agreed to include in next assessment bill.]**
5. Social fund Donations balance is \$51.57 as of 11/7/2018. The Octoberfest party cost \$79.80, thanks to Amanda and Shawna for buying the party supplies and food.
6. Landscape Maintenance; the irrigation system was winterized and shut down in October. Water was turned off and our account was deactivated on or about 10-17-18 with CSU. Corbran's did snow removal on 11/13 as per contract, much need with over 6" of snow on the ground.
7. Current Website (pinonhoa.com): Update 11/7 upcoming HOA meeting dates and locations have been posted to the website. Notice of Annual Meeting posted to website on 10/30/18. Legal Opinion from our attorney regarding the change in Colorado Law regarding maximum on annual assessments, was posted to website under the governing documents tab on 10/17/2018.
8. Proposed 2019 Budget (see New Business). Proposed budget emailed to all HOA Board members on 10/27/18 for review and comment, also was posted on the HOA website on 11/7/18 labeled "Budget 2019\_proposed\_subject to approval".
9. Property and General Liability renewal (1/11/19 to 1/11/2020); cost for 2019 is the same as 2018, \$500.

#### **IV. Webmaster Report:**

Neither Amanda B. nor Johny E. present.

1/1/19 is go-live date for new website.

New site to use domain [www.pinonranchhoa.com](http://www.pinonranchhoa.com).

Amanda B. to work with Johny E. on website scope, features, and design.

Current website [www.pinonhoa.com](http://www.pinonhoa.com) active through **Feb 2019?**.

#### **V. 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.

**Update 11/7:** Troy provided us with a copy of the Bestway proposal dated November 2017, which would require that the HOA pay Bestway monthly.

**Update 11/14: Steve S. will put together a proposal to present to members at the annual meeting. Bradley G. to provide Steve S. the previously proposed plan from earlier this year.**

**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, a month and half after Christmas. Bradley suggests a \$5 surcharge for the cost of a second statement. The Legal opinion from Maris Davies Altitude Community Law P.C. was posted to the HOA website in October.

**Update 11/14/18 – All board member are to come up with items they would like to see incorporated into a revised covenants (i.e. table of contents, regular HOA, trash club, max 10% increase/year, etc.). We will then compile these and get a quote for how much we think it will cost us to revise. A later decision will then be made on what actions we take.**

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

5470 Sample Way: 1. Repainting of the house is complete. The Board approved the color choices and sent approval letter on 11/12.

**11/14/18 – Complete. Remove from agenda.**

5470 Sample Way: 2. Resident still needs to submit proposed fence stain color and fence plan modifications to the board for review.

**11/14/18 – Still in discussion with resident. Move to violation section going forward until a proposal is made.**

5480 Sample Way; proposal for adding:

1. Fence and gates along the South and North side of the house. *Under review.*

**11/14/18 – Approved as proposed. Remove from agenda.**

2. Shed; Note: the board is opposed to the proposed location and would suggest a location behind the proposed fence.

**11/14/18 – Shed is not between fence and street. Resident agreed to move shed to within fence. Remove from agenda.**

3. Tree House. Note: the board has asked for more information as to the proposed location and height. Note: current city ordinance may apply as far as location and setbacks. Note 2: Building permit required if over 6 feet.

**11/14/18 – Not discussed at this time. Leave on agenda for spring review.**

4. Backyard tree, the resident has proposed a cotton-less cottonwood tree. Note: Some board members have major concerns about the suitability of a cottonwood due the size, encroachment

and falling branches issues that can negatively affect their adjoining neighbor. *Board suggests considering a smaller more suitable tree.*

**11/14/18 – Not discussed at this time. Leave on agenda for spring review.**

5540 Sample Way: proposal for replacing the grey gravel areas along the south and backside of the house with colored concrete, also with adding and 24” driveway extension on the North side and 4-foot sidewalk / driveway extension on the south side. *Note: board review and approval in process.*

**11/14/18 – Approved as proposed. Remove from agenda. Discussion concluding that vehicles are allowed to park on private sidewalk/pathway/walkway/porch.**

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, resident plans on doing the work in the Spring. Board is still waiting on plans / drawing and details of proposed plants and gravel, rock etc.**

**11/14/18 – Still in discussion with resident. Move to violation section going forward until a proposal is made.**

## **VI. New Business:**

1. Proposed Budget for 2019 (see attached).  
Review and discussion. Board will need to vote on approve as is or amended.

**DECISION: Motion to approve 2019 budget at proposed (total expenses \$17,925).**

**Steve S. motioned, Shane S. seconded**

**Motion passes; 4-0**

2. Proposed contract for HOA management services from 6510 Property Management (a/k/ a Frank H who is also a member of our HOA). Two options are being proposed:
  - Continuation of the current level of services, cost \$2280 for 1 year. Optional services extra.
  - Accounting and Financial services only, cost \$960 for 1 year. Optional services extra.

**DECISION: Motion to approve use of 6510 Property Management for current level of service, with the following changes to the contract.**

1. **Add attachment A.3. “Yearend accounting “Revenues and Expenses Budget vs Actual” report to be included with yearend newsletter letter. Note: Yearend newsletter to be written by others.”**
2. **Add attachment B.2. “Attendance at all meetings including but not limited to board meetings, annual meeting, convent and bylaw violation walks, etc.”**

3. **Add attachment B.2. “Provide guidance and recommendations to the board, specifically relating to past HOA board history, federal/state/city rules and regulations, and general HOA best practices/ knowledge.”**

4. **Was there a 4<sup>th</sup> item???**

**Steve S. motioned, Shane S. seconded**

**Motion passes; 4-0**

3. Fence repairs and re-staining:

- Taylor Fence quote for replacing 17 boards and re-staining the entire HOA 700 feet of fence...cost \$9913
- Back to life deck and Fence, came out on 11/7 to get us a bid. They bid \$4000 which included replacing 10 boards.
- Board is looking at getting other quotes.
- Board is also looking at having either some or all the work to be done by member volunteers.
- Board will need decide a when this will be done and give the members who homes are next to the HOA fence at least 30 days' notice of the planned work and give them time to trim their bushes and trees away from the fence.
- **11/14/18: Vince volunteered to get 5 more quotes. After further discussion, no new quotes are needed. Steve S. to still pursue getting quote from neighbor. Steve?**
- **[11/20/18 Bradley G. – What can be done to extend the life of our current boards?**
  - **Penetrating epoxy applied to top edge of boards**
  - **Remove boards and plane 1/8” off of top edge**
  - **Flip boards upside down]**

4. 2019 HOA Board member candidates (Who is running):

- a. **Yes: Amanda B., Shawna U., Bradley G., Shane S.**
  - i. **Multiple persons stated condition of monthly board meetings not to exceed 1.5 hours.**
- b. **No: Dan T., Steve S., Vince M.**
- c. **Maybe: Molly G., Johny E.**
- d. **Others from the floor during annual meeting**

*Note: Steve S, has given notice that he is NOT planning on running for re-election. The Board and our HOA membership thanks him for time and efforts in serving our community.*

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

Last inspection by the board was on October 28, 2018. Follow up inspections by HOA manager on 11/7.

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, need to continue to monitor.

**11/14/18 – Observed parking on landscaping during monthly neighborhood walk.  
Amanda B. to send courtesy letter for parking on the landscaping.**

5460 Flag Way; Stained stucco. Email sent 11/6. Update 11/7 residents offered to try power washing the stain off again. Need to follow up in 60 days.

**11/14/18 – Bradley G. to reply to email in response to other resident concerns.**

5470 Flag Way: 1. House painting due to staining. **Update 11/7; painting is complete, close.  
11/14/18 – Remove from future agenda.**

5475 Flag Way; weeds in the lawn; **email sent 10/10. Update 10/28 work complete, close.  
11/14/18 – Remove from future agenda.**

5480 Flag - Update 9/26 grass needs edging.

Update 11/7 No progress. Letter to be sent.

**11/14/18 – Amanda B. to send courtesy letter for edging.**

**DECISION: Grass edging; A maximum of 3” of grass overhang on the concrete is defined as the allowable limit.**

**Bradley G. motioned, Shawna U. seconded**

**Motion passes; 4-0**

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. Request for plan of action letter on grass sent on 10/29, requesting response by 12/15.**

**11/14/18 – Pending spring review.**

5490 Flag Way; weeds in lawn. Letter sent 10/17/18. **Update 10/28 work complete, close.  
11/14/18 – Remove from future agenda.**

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. **Update 10/30 owners plan on getting bids and submitting their proposal before spring.**

**11/14/18 – Pending spring review.**

5535 Flag; Grass edging needed. **Letter to be sent.**

**11/14/18 – Pending spring review.**

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 and stumps in the spring.**

**11/14/18 – Stumps have been removed/ground down. Pending spring review.**

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, weeds in lawn no progress. **Update: 10/28 work complete, close.**

**11/14/18 – Remove from future agenda.**

5575 Flag Way; Parking on the landscaping. Discussion on grand fathering and Statute of limitations.

**11/14/18 - Amanda B. to send courtesy letter for parking on the landscaping.**

5580 Flag Way; 1. Yard clean up needed 2. Weeds in rocks. Update 10/6 no progress. **Update 10/28 acceptable, close.**

**11/14/18 – Remove from future agenda.**

5590 Flag Way; weeds in rocks and lawn. Update 10/6 no progress. **Update 10/28 looks acceptable, close.**

**11/14/18 – Remove from future agenda.**

5470 Sample Way 1. House painting need; 10/6 **painting more than ½ done. Update 11/7 work complete, board still need to approve colors.**

**11/14/18 – House repainting complete. Remove from future agenda.**

2. Fence repair and re-staining needed. Letter sent 6/4/18, Update 6/20/18:

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 no progress. **Update 11/6 email sent regarding repairs needed on west side fence.**

**11/14/18 – Resident in good communication with board, but still no formal proposal made. Steve S. to email resident and encourage them to submit formal proposal to the architectural review committee for approval. If not submitted by 11/28/18, Amanda B. to send warning letter.**

5495 Sample Way; need to stain new fence boards to match adjoining fence boards. Letter sent 10/17. **Update 1/7 work complete, close.**

**11/14/18 – Remove from future agenda.**

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 (11/24/18).**

**11/14/18 – Review in next meeting.**

5525 Sample Way; dead tree. **Update 11/7 work complete, close.**

**11/14/18 – Remove from future agenda.**

5530 Sample - Mulch needed, Courtesy email sent 10/10. **Update 11/7 no progress.**

**11/14/18 - Amanda B. to send warning letter for mulch near dead tree and electrical box. [11/19/18 – Mulch replaced. No need to send warning letter at this time.]**

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.

**11/14/18 – Remove from future agenda. Still continue to monitor for 12 months.**

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. Update 10/28 no progress.**  
**11/14/18 – Pending spring review.**

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 10/28 looks acceptable, close. 2. South side fence needs to be re-stained, email sent 11/6.**  
**11/14/18 – Pending spring review.**

**Next walk-through is TBD. Suggest that The Board document and to submit curb repair requests to the City during next walk through. Note: Amanda did send a general request for street, and curb /gutter repairs and inspection to the city on 11/7/18.**  
**11/14/18 – Decision to do next neighborhood walk in January with new board.**

## **VIII. Community Events**

**11/14/18 - None planned at this time.**

**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**

## **VIII. Summary of Action Items**

**Steve S. –**

- 1) Steve S. to still pursue getting quote from neighbor for fence repair.**
- 2) Steve S. to email 5470 Sample resident and encourage them to submit formal proposal to the architectural review committee for approval.**
- 3) Work with Shawna and Bradley to prepare Garbage Club formal proposal for residence to sign up for.**

**Shane S. – None**

**Shawna U. – None**

**Amanda B. –**

- 1) Amanda B. to send courtesy letter to 5440 Flag for parking on the landscaping.**
- 2) Amanda B. to send courtesy letter to 5480 Flag for edging.**
- 3) Amanda B. to send courtesy letter to 5575 Flag for parking on the landscaping.**
- 4) Amanda B. to send warning letter to 5470 Sample after 11/28/18 if no proposal submitted.**
- 5) Amanda B. to send warning letter to 5530 Sample for mulch near dead tree and electrical box.**

**[11/19/18 – Mulch replaced. No need to send warning letter at this time.]**

**Bradley G. –**



- 1) **Work with Amanda on attendance sheet, ballots, and proxy for annual meeting**
- 2) **Prepare annual meeting presentation**
  - a. **Clean up and format budget to present to residents**

**Frank G. –**

- 1) **Revise contract per suggestions.**
- 2) **Email Bradley G. full export of expenses November 20, 2017 to November 20, 2018 by category.**
- 3) **Provide Bradley G. several examples of typical expenses for each budget category.**