

## **Pinon Ranch HOA – All Member Meeting Minutes (Annual Meeting)**

**Date:** December 5, 2017

**Time:** 6:00 pm – 7:30 pm

**Place:** Citizens Service Center

1675 W. Garden of the Gods Rd., Ste. 1017

Colorado Springs, CO 80919

**Attendees:** Steve S., Frank H., Bradley G., Dennis D., Shawna U., Michele W., Dave C., Amanda B., Molly G., Jim J., Adrienne T., Ross W., Tammie S., Shannon S., Shanna C., Vickie H., Daniel T., Rudy G., Shane S., Alex C., Mark J., Gary B., Christine B., Camille B., Ray S., Gabe B., Kari S., Darryl Y., Stephen K., Susan K., Dimiter S., James W.

See attached sign in sheet at end of Minutes.

Signup sheet provided to give option to opt-in to use provided email address as primary communication in lieu of where the Covenant and Bylaws say to use USPS (notices, letters, update, etc.).

**DECISION:** As of 12/11/17 there are currently 27 unique households represented or 49% of members.

### **6:00 Call to Order, Confirm Quorum, Accept Minutes**

- Quorum present; **Yes, 31 members present**
- Notice of Annual Meeting mailed out to all resident members on or about November 17, 2017 via 1st class US Mail or emailed on or about November 17, 2017.
- Minutes from December 2016 Annual Meeting accepted as written motioned and seconded. **4 yes, 0 no**

### **6:10 HOA Board Member Reports and Comments**

- President Report:
  - Steve took over mid term
  - New website in the works
- Treasurer Report:
  - Budget outlook for 2017, should finish the year with a small surplus: details: (show budget slide).
  - Budget for 2018 (same budget slide).
  - Balance sheet as of 12/04/2017. (Show Balance sheet)

- Secretary Report:
  - Briefly demonstrated new website

### **6:25 2018 HOA Board Member Candidate Q&A**

- Steve Schleiker. (current President)
  - 4 years in Pinon Ranch
  - Interested in President or another role
  - Flag Way
  - School involvement
  - Assessor's office
  - From COS originally
  - Marines experience, Military veteran
  - MIS & Project Management degrees
  - Priorities
    - Improving the communication
      - Members and contractors informed
    - Volunteers
      - Get them involved
      - Bring back old community
    - Control spending
      - Conservative budgeting
    - Improving our meetings
      - Agenda, start on time, keep order
    - Server our members
      - Resource for members
    - 719-502-1534
- Bradley Gildin. (current Secretary)
  - Moved to Pinon Ranch in Oct 2016
  - Priorities:
    - Administering Covenant and Bylaws
    - Reducing operating costs
    - Bringing together community
  - Mechanical Engineer, BS & International Business, MBA
  - Professional Engineering License
  - Product Quality Improvement, Quality Manger at SRAM
- Amanda Brush.
  - 5565 Sample
  - Mom/City planner
  - Building a strong community
    - Relationships
    - Adhering to neighborhood priorities
    - More effective BOD to member communication
    - Works for members
  - Secretary or other
- Shawna Uehling.
  - 5575 Sample
  - 9 years resident in Pinon Ranch

- On the fence for several years
- Make the community a better place
- Member at large
- Michele Wood.
  - 5555 Sample Way
  - VP
  - Industrial engineer
  - Former block captain for neighborhood watch
  - Reduce cost, encourage friendliness and community
- Dan Taylor.
  - 5445 Flag – 1.5 years
  - Business consultant
  - Served on boards previously
  - Attracted to Bylaw and Covenant enforcement

#### BOD Roles

- 1) President:
- 2) Vice-President:
- 3) Treasure:
- 4) Secretary:
- 5) Member at Large:
- 6) Member at Large:
- 7) Member at Large:

#### Non-Voting Roles (Filling these roles would reduce our operating expense)

Assistant Secretary: to help with letter writing, newsletters, recording the minutes, etc.

Architectural Control Chair: would lead and coordinate the process for proposals by presenting them to the Architectural Control Committee for approval as well as inspections, letter writing, and follow ups.

Governance Coordinator: To help with covenants and bylaw enforcement (inspections, letter writing, and follow ups).

Assistant Treasurer: This role would be responsible for soliciting bids for various work to be performed as well as help out with administrate and accounting functions.

Community Chair: This role would be responsible for coordinating various social activities/events with the purpose of strengthening our community and relationships between neighbors.

### **6:45 2018 HOA Board Member Elections**

What is the process?

11/9/17 Board of Director candidate introductions

12/5/17 Members vote for Directors (Byl Sect 3.5)

12/13/17 Elected Board of Directors determine specific roles and positions (Byl Sect 6.2)

Details about voting:

- Each property gets one full vote. (Cov Sect 4.4)
- Properties can split said one vote into fractional votes for owners if applicable. (Cov Sect 4.4)
- Each Board of Director will serve a term of one year. (Byl Sect 6.2)
- Specific positions and responsibilities of each Director are determined by the Board of Directors after the election. (Byl Sect 6.2)
- You do not need to be present to vote as you can also vote by Proxy. (Byl Sect 3.11c)

**Motion to close nominations, Seconded; 4 for, 0 against**

### **7:00 Announce Results of 2018 HOA Board Member Election**

Ballots were completed and submitted. Proxies were stapled to ballots for those not presenting but wishing to allow other to vote on their behalf.

Ballot counting was oversaw by Julie A. (3<sup>rd</sup> party), Tammie S., and Jim J.

33 ballots were submitted and counted.

All nominees received a majority votes and are inducted onto the board of directors effective 1/1/18 for a one year term. All candidates received at least 80% of all votes cast.

- 1) Amanda Brush
- 2) Bradley Gildin
- 3) Steve Schleiker
- 4) Dan Taylor
- 5) Shawna Uehling
- 6) Michele Wood

Specific positions and responsibilities of each Director are determined by the Board of Directors after the election as the next board meeting as detailed at the end of the minutes.

### **7:05 Reserve Fund**

How much money do we need when? What is the reserved fund for?

Frank H. presented PPT explaining why significantly more than \$1,500/year contribution is needed. It was recommended that our reserve fund should be up to \$9,000 currently, but we only have \$1,500 saved up. It was mentioned that we don't have a solution, other than volunteer donations, should we incur a major capital expense in the near future. There was a proposal to increase dues slowly over the next several years in order to put us in a position of reserve growth. To do this we would need to change our covenants to allow for dues in excess of \$300/year.

Build a schedule model of forecasted capital expenses

- Fence repair – every 4 to 5 years; \$3,500
- Fence rebuild – every 50 years; TBD (Current estimate \$57,000)
- Tree replacement – How many trees today? – every 10 years; \$1,000
- Sprinkler system replacement / upgrades – every 20 years? TBD (6k??)
- Sidewalk repairs – every 5 years; \$2,000?
- Sidewalk replacement – every 50 to 65 years; cost TBD (80k??)

## **7:20 Other Business**

**(Was not discussed due to time. Tabled discussion to next board meeting)**

Snow removal; update. Purchased Workers comp insurance (\$372) to cover us for doing this work in house, either on a volunteer or paid basis.

Landscaping; we have received 4 bids for 2018 so far this topic has been tabled to until the January or February 2018 BOD meeting.

HOA Management Services; Revised (slimmed down) proposal for submitted to Board for review \$165/month (5% reduction from prior), 4 month min. (\$660 commitment)

**DECISION**: Motion to use 6510 Property Management

Vince motioned, Steve seconded, 3 for, 1 against, 1 abstain (Frank) (via 11/24 email)

Motion passes

Contract to be signed with 6510 Property Management

## **Website**

**DECISION**: Motion to use AssociationComm.com Gold package

Bradley G. motioned, Vince M. seconded, 3 for, 1 abstain (via 11/27 email)

Motion passes

Vince will port over the current materials from the existing website.

## **Member Survey**

Board previously approved purchase of HOA survey guidebook

Michele W. has volunteered to coordinate the survey

Survey will be drafted by 12/XX/17

Survey will be live from 1/1/18-1/15/17

## **Pinon Ranch Garbage Club – To be discussed in committee**

Sign up for the proposed plan (possible start date April 1<sup>st</sup>, 2018)

\$ Cost to be determined /month garbage (Target below market prices for trash and recycles). To be billed quarterly, paid in advance.

Check payment only to HOA (no credit cards)

Flyers to be placed on empty trash cans.

A HOA committee member will manage

HOA will pay the invoice to Springs or Best way whoever the final vendor is.

Finances managed in sub-account of the HOA

Members will contract with the HOA on a volunteer basis

Includes late fees and non-payment actions

Holiday Lights Competition

Wed Dec 20, 2017 at 6pm

Cookie reception and cider afterwards at 5575 Sample

**7:25 Set Time and Place for next HOA Board Meeting and Adjournment**

The next HOA Board Meeting will be Wednesday Dec 13 from 5:30 pm-7pm at the Rockrimmon Library.

Pikes Peak Library District - Rockrimmon Library



















832 Village Center Dr.

Colorado Springs, CO 80919

**DECISION:** Bradley motioned to adjourn meeting, Frank seconded; 2 for, 0 against

PINON RANCH HOA 2017 ANNUAL MEETING SIGN IN

SCHEDULE	OWNER 1	SIGNATURE	OWNER 2	SIGNATURE	OWNER 3	ADDRESS
1	7323202076 ENRIGHT JOHNY C & B		ENRIGHT GATE S			5460 SAMPLE WAY
2	7323202092 BRUSH EDWARD V IV		BRUSH AMANDA	<i>Edward Brush</i>		5465 SAMPLE WAY
3	7323202095 GERONAZO PETER G		GERONAZO MOLLY K	<i>Molly Geronazo</i>		5470 SAMPLE WAY
4	7323202098 HERMAN EDWARD W					5475 SAMPLE WAY
5	7323202096 KIPP STACE L		KIPP JEREMY J			5480 SAMPLE WAY
6	7323202099 GILLIS MARK A & B	<i>James Gillis</i>	GILLIS ANNE K			5485 SAMPLE WAY
7	7323202083 JOHNSON JAMES G & B		JOHNSON SUZANNE C D			5490 SAMPLE WAY
8	7323202106 HAW STUART B		HAW PATRICIA PERRIN			5495 SAMPLE WAY
9	7323202101 MCCLAIN LIVING TRUST		MCCLAIN JANE B TRUSTEE			5500 SAMPLE WAY
10	7323218007 OLSON PETER G IV		OLSON SUZETTE D			5510 SAMPLE WAY
11	7323202102 TUCKY CORY B		TUCKY ARIEYNE L	<i>Adrienne Tucky</i>		5515 SAMPLE WAY
12	7323218008 GILDEA ALLEEN P	<i>Alleen Gildea</i>	JARDIN BRADLEY W			5520 SAMPLE WAY
13	7323202103 WHITE ROSS C		WHITE MOLLY MCCORACKEN			5525 SAMPLE WAY
14	7323218009 SANCIN CRAIG M		SANCIN TAMMIE S	<i>Tammie Sancin</i>		5530 SAMPLE WAY
15	7323202105 RYAN KEVIN H					5535 SAMPLE WAY
16	7323218010 HERMAN EDWARD W		SHAFER SHANNON MARIE	<i>Shannon Shafer</i>		5540 SAMPLE WAY
17	7323202105 SIKES RICHARD EDWARD JR		ZAREVA NATASA			5545 SAMPLE WAY
18	7323218011 ZAREV SASKO		WOOD MICHELE ANH			5550 SAMPLE WAY
19	7323202106 WOOD REED GLENN JR	<i>Michele Wood</i>	GAMBER BRIVM JEANINA M			5555 SAMPLE WAY
20	7323218005 BIVIN JAMES C		CORBETT SHANINA	<i>Shanina Corbett</i>		5560 SAMPLE WAY
21	7323202107 CORBETT MARCUS					5565 SAMPLE WAY

22	214312007	FATHIOW-HIBBITTS INCID A	HIBBITTS FRANK L			5570 SAMPLE WAY
23	7314318001	LEIFLING TROY	MERUNG SHAWNA			5575 SAMPLE WAY
24	214312008	JOHNSON MARK	HANSEN WIDEL			5580 SAMPLE WAY
25	2322202007	HANSEN JEFFREY L	TAYLOR DANIEL NEIL			5440 LAG WAY
26	2322202008	TAYLOR DANIEL NEIL	GARGANIAN RODOLFO		GARGANIAN SOPHIA	5445 LAG WAY
27	2322202009	GARGANIAN ANNABELLE	MAICONE BRIGITTE B			5450 LAG WAY
28	2322202010	MAICONE VINCENT J	CURRY JAMIE LENCH			5455 LAG WAY
29	2322202011	COLLI DANIEL W				5460 LAG WAY
30	2315105001	SMITH FLOYD S				5465 LAG WAY
31	2322202004	CHUNG ALEXANDER H	CHUNG SARA B			5470 LAG WAY
32	2322202009	JENSEN MARK E	JENSEN JOE J			5475 LAG WAY
33	2322202001	JONES GREGORY M				5480 LAG WAY
34	2322202002	GAMBILA GABRIEL C				5485 LAG WAY
35	2322202003	WHITLEY MICHAEL T S	WHITLEY REINE E			5490 LAG WAY
36	2322211005	BAWERS GARY A &	BAWERS CHRISTINE			5495 LAG WAY
37	2322211005	WILLIS TIMOTHY M	WILLIS BRIGITTE C			5505 LAG WAY
38	2322202001	BEARD FAMILY REVOC LIVING TRUST				5510 LAG WAY
39	2322211005	SHRA RAYMOND J	BLACK REBECCA H			5515 LAG WAY
40	2322202000	BLACK GABRIEL B	YANKY LAUREN E			5520 LAG WAY
41	2322211003	WANCY DARRYL R H				5525 LAG WAY
42	2322202009	CROSBY DAVID B				5530 LAG WAY
43	2322211002	KARR STEPHEN W	KARR SUZAN D			5535 LAG WAY
44	2322202003	SCHLEMER STEPHEN M	SCHLEMER KENDRA E P			5540 LAG WAY



