

Pinon Ranch HOA - Board Meeting Minutes (FINAL)

Date: June 20, 2018

Time: 7pm

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

Attendees:

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

Meeting was called to order at 7pm; Quorum (a majority or 4) was confirmed; May meeting minutes were accepted unanimously.

I. Board Member Comments:

Amanda got the HOA's old real estate style signs from Christine Bauers.

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

Troy confirmed that the Board is still interested in pursuing optional, unified trash service. Frank explained the ramifications of being a limited-expense HOA, which is that dues cannot be increased over the amount specified in the covenants to provide this service, so the trash service can't be mandatory and included in dues. The only real option is to present it as an optional service that members can opt in to receive. The other option, which the Board is not interested in pursuing, would be changing from a limited expense HOA to a regular HOA, which would require the vote of 2/3 of residents.

Between Shawna's survey and the Facebook thread, 30 of the 55 homes have expressed the desire to participate in unified trash service. Troy is willing to go door to door to recruit the last people who haven't responded, likely because they don't know about it yet. He is also going to contact Best Way to update the quote and discuss moving forward with negotiations. The Board is still willing to administer the program for an extra surcharge to pay for Frank for handling the finances.

III. Manager Report:

Banking: May Bank Statements and reconciliation's emailed to all board members on or about June 1st, 2018, May expenses are as follows:

- Corbran's Landscaping: \$610.00 for monthly maintenance (\$480) and repairs (\$130).
- Colo Springs Utilities: \$626.65 (4718 C.F. water, plus connection & service fees).
- Amanda Brush: \$86.66 reimbursement for HOA party supplies expense. Note: deducted from the Social Fund donations.

- Bradley G. \$28.14 reimbursement for HOA party candy and party supplies. Note: deducted from the Social Funds.

Checking account balance \$18,039.44, Savings (replacement reserves) \$2983.34. Total deposits in May \$0.00.

1. 2018 Assessment / account statements Update 6/04/18, all members have paid.
2. Social fund. Donations of 4/4/2018 totaled \$439.00. Steve will list donating member in the next update newsletter. **Update 5/12/18:** Social fund expenses for the May party were \$114.80 and included the piñata and candy, chicken, pork, paper plates, plastic cups, plastic utensils. There are plenty of plates, cups, and utensils left for subsequent parties. Amanda is storing them. Remaining balance is \$324.20.
3. Landscape Maintenance: we sent email to landscaper on or about June 1st to switch to 3 days per week watering, as per the suggested plan from CSU, and as per the wishes of the board as outlined in the May meeting minutes. The warmer the normal temperatures were also a factor. The last water bill was higher than expected (\$501.60 for 7388 CF and 29 days service charge), upon review of the daily watering records it does NOT appear that our landscaper switched to 2 days per week watering as directed via email and phone (on May16th). **Update 6/20/18: For next year, include our preferred watering schedule in the contract so it can be implemented smoothly.**

Called Corbran's on June 11th to repair a possible faulty irrigation valve that would not turn off, after observing that the irrigation zone near the Southwest corner of Mule Deer and Sample Way was not turning off. Turns out the battery needed to be replaced, system checked and appears to be working properly. About \$290 in repairs for battery and irrigation repair.

4. Website: Update 4/23/18: HOA board meeting added along with the current board members, but still need to add board member emails. Note: Frank sent a test email on 4/21 and 4/23 to HOA website, and it does not appear that the HOA website is forwarding requests to the HOA email account, so people looking to contact us cannot. Note 2: Website still does not allow you to register, even though on the home page it says registration is required. Update 5/16/18: Michele has not communicated with Frank or responded to his emails since January. There still aren't points of contact for Board members on the website. We switched websites to improve our communication abilities and now our communication is worse. Minutes and financials haven't been posted. **Update 6/20/18: Steve talked to Michele and she is still committed to working on the website. Amanda will be in charge of sending Michele the minutes once they have been approved. Amanda will send complete contact info to Michele and Bradley.**
5. PO BOX: Update 6/20/18: Frank needs to pick up the extra set of keys._
6. Sandwich boards were ordered on June 11th to help advertise HOA community events. The Board did investigate other purchase options and sign choices, before settling our original choice, as per the motion passed during the May board meeting.

Cost for 2 Sandwich boards was \$127.98. **Update 6/20/18; signs are here, Shawna will store them.**

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. We need to further publicize this program. Amanda will post it on Facebook. Best Way is the Board's preferred provider for the quality of their service. Update 5/16/18: Dan said BestWay won't take the contract unless it's 100% of houses. Update 6/20/18: See discussion under HOA member comments on items not on the agenda.

2. Statutory amendment of the Covenants. State law will be changing to allow our type of limited expense HOA to increase the maximum annual assessment from \$300 to \$400 with yearly cost of living adjustments. We can change our covenants to House Bill HB-16149, effective July 1, 2018, is partially replicated below:

38-33.3-116. Exception for new small cooperatives and small and limited expense planned communities. (1) If a cooperative created in this state on or after July 1, 1992, but prior to July 1, 1998, contains only units restricted to nonresidential use or contains no more than ten units and is not subject to any development rights, it is subject only to sections 38-33.3-105 to 38-33.3-107, unless the declaration provides that this entire article is applicable. If a planned community created in this state on or after July 1, 1992, but prior to July 1, 1998, contains no more than ten units and is not subject to any development rights or if a planned community provides, in its declaration, that the annual average common expense liability of each unit restricted to residential purposes, exclusive of optional user fees and any insurance premiums paid by the association, may not exceed three FOUR hundred dollars, AS ADJUSTED PURSUANT TO SUBSECTION (3) OF THIS SECTION, it is subject only to sections 38-33.3-105 to 38-33.3-107, unless the declaration provides that this entire article is applicable.

(3) The DOLLAR limitation set forth in SUBSECTIONS (1) AND (2) of this section shall be increased annually on July 1, 1999, and on July 1 of each succeeding year in accordance with any increase in the United States department of labor bureau of labor statistics final consumer price index for the Denver-Boulder consolidated metropolitan statistical area for the preceding calendar year. The limitation shall not be increased if the final consumer price index for the preceding calendar year did not increase and shall not be decreased if the final consumer price index for the preceding calendar year decreased.

Frank suggests that the Board do the following regarding this change in state law:

1. Draft a resolution and have it reviewed by our attorney.
2. Give Notice of Statutory amendment of the Covenants to the membership via US mail and email (could be mailed with the Spring / Summer Newsletter). Also post Notice on our website and Facebook.
3. Record Amendment with County Clerk and Recorder.

Bradley suggested starting with a brief chat with our attorney to see what our options are regarding this change. Dan raised the question of whether we even want to be a limited expense HOA. Amanda would like to engage with the membership before incurring attorney fees. Bradley moved to call our attorney and get a brief summary of our options from most conservative to most risky. Amanda seconded. Motion passed unanimously. Frank and Amanda will visit with the attorney. Update 5/16/18: Amanda and

Steve will design a communication strategy for this to get ahead of the rumor that dues are going up \$100 this year. Steve wants to talk to members first, attorney second. Communicate via all means necessary. Facebook, email, website, fliers, mailboxes. **Update 6/20/18: Amanda read a draft letter to members. The Board discussed whether to mention in the letter that there are other inconsistencies between our covenants and state law inconsistencies that should also be cleaned up. Frank and Amanda will get in touch with the attorney to ask the attorney what the process needs to be to update the covenants. Do we need to have a vote of the whole membership? We will wait to send the letter until we have spoken with the attorney.**

V. Architectural Review Committee:

5470 Sample Way: Update 5/16/18: Color approved unanimously. Delay due to the contractor's schedule was also approved. **Update 6/18/18: Residents are considering possibility changing their proposed colors to a more neutral shade such as a mushroom brown. Board will need to review and approve any changes.**

5460 Flag Way: New plastic shed on North side of house, which is visible from the street. members did not submit the required plans and information for approval prior to installing shed. **Update 6/18/18: approval letter sent.**

5470 Flag Way: proposed house color submitted to board for review on June 12, 2018, resident would like to start on June 18th. Board voted 5-1 via email to approve his proposal. **Approval letter sent on June 18th with the caveat that the Board assumes no responsibility if the staining recurs on the trim.**

5510 Flag Way: The Board voted 6-0 to approve the paint colors submitted via email. **Approval letter sent on 6/18, work complete.**

5575 Flag: 6/20/18 Unauthorized landscaping in the backyard, adjacent to the common area fence. Frank is concerned the bushes will grow into the fence and make fence maintenance difficult. Need to verify what type of bushes they are and what their mature height will be. **Request that they submit a landscaping plan and explain what the process should have been. Amanda will write the letter.**

VI. New Business:

None.

VII. Neighborhood covenant and bylaws enforcement:

Last inspection was on May 9, 2018. Courtesy reminders and initial courtesy letters were mailed to all open cases on approximately June 6.

Amanda organized a neighborhood Spring Clean Up Event for June 16, which was not well attended. The Board will need to re-evaluate how to make this type of event more successful in the future.

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.**

5480 Flag – parking on the landscape causing visible rut in the lawn. Note: Courtesy letter needed, Steve made a courtesy visit on this issue back in December 2017. C. Letter sent on 1/26/18. **Update 5/9/18: grass is coming back and rut is less visible. Continue to monitor.**

5490 Flag – repair lose fascia trim board over front patio. Noted front patio has dropped from its original elevation due to ground settlement. C. Letter sent on 1/26/18. **Update 6/12 work complete, issue closed.**

5550 Flag - need to reinstall / replace metal edging around trees. C. Letter sent on 1/26/18. **Update 6/12/18 no progress.**

5550 Flag Way; yard sign. **Update 6/12 sign gone, issue closed.**

5570 Flag – need to bury or cap exposed irrigation lines. C. Letter sent on 1/26/18. **Update 6/12 work complete, issue closed.**

5575 Flag – need to bury exposed irrigation lines. **Update 6/12 work complete, issue closed.**

5580 Flag - Need to reinstall metal edging. Work with resident of 5590 Flag if needed. C. Letter sent on 1/26/18. **Update 6/12 no progress.**

5590 Flag - Need to reinstall metal edging. Work with resident of 5580 Flag if needed. C. Letter sent on 1/26/18. **Update 6/12 no progress.**

5460 Sample Way - pile of tree branches. **Update 6/12 no progress.**

5470 Sample Way 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.**

5510 Sample Way - Clean up river rock that has spilled into the street. Letter sent 6/4, **Update: work complete, issue closed.**

5515 Sample – fence needs to be re-stained, if residents want to change to color, then it will need to be submitted to the HOA for review and approval. **Update 6/12 no progress.**

5520 Sample Way, curb concrete failing and crumbling. Letter sent 6/4. Owner has asked the city to replace the broken curbs and gutter in front of his home. Continue to monitor.

5525 Sample - fence need to be re-stained, if residents want to change to color, then it will need to be submitted to the HOA for review and approval. **Update 6/12 no progress, but owner emailed Amanda to confirm he would take care of it.**

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. Edge grass, 2. Bury exposed irrigation line, 3. Clean up oil stains. Update 4/9 no progress on items 2 & 3, oil stains partly cleaned up. Letter issued 6/4/18. **Update 6/12: still needs to edge grass, other issues closed.**

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.

5540 Sample – fading and discoloration on the South side of home; need repainting/ touching up. **Update 6/12 no progress.**

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.

5555 Sample Way. - Edge grass. Letter sent 6/4. **Update 6/12 no progress.**

5565 Sample Way, Irrigation line exposed. Letter sent 6/4. **Update 6/12: work complete, issue closed.**

5575 Sample Way. - Clean up oil stains. Letter sent 6/4. **Update 6/20/18: work complete, issue closed.**

5580 Sample Way. - Edge grass. Letter issued 6/4. **Update 6/12/18 work complete, issue closed.**

Next walk-through is Sunday June 8, 6pm. The Board will plan to submit curb repair requests to the City during next walk through.

VIII. Community Events

1. Community-wide Garage Sale. Was held on June 9, 2018. About 4 or five members participated. The lack of interest and the very warm temperatures more than likely contributing factors to the low turn out. Thanks to Amanda for advertising the event and Christine B. for placing the HOA garage sale signs out on Centennial and Mule Deer.
2. Spring Clean Up Event for June 16. As mentioned above.
3. Fall Block Party. September 15, 2018

The next HOA Board of Directors meeting will be on July 8, following the neighborhood walk-through.