

Pinon Ranch HOA - Board Meeting Minutes

Date: April 25, 2018

Time: 7pm

Place: Shawna's Office
2139 Chuckwagon Rd, Suite 210
Colorado Springs, CO 80919

Attendees: Bradley G., Amanda B., Shawna U., Dan T., Frank H., Troy U.

Meeting was called to order at 7:04 pm with a quorum present. Steve and Shane's absences were excused. Minutes from March were approved unanimously.

I. Board Member Comments:

None.

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

None.

III. Manager Report:

March Bank Statements and reconciliation's emailed to all board members on or about March 4, 2018. March expenses are as follows:

- 6510 Property Management: Cost \$835.00, for 4 months of management services, and additional services (not included in base contract)
- Marc A. Boyce, CPA & Associates P.C. for 2017 Tax Returns, cost \$250.00
- Well Fargo Bank – service charge \$3.00, for online image of a deposit.

Total Deposits \$3720.00

Bank balances as of 3-31-18: Checking \$18,721.44, Savings (Replacement Reserves) \$2,983.19.

1. 2018 Assessment / account statements was mailed and emailed to all the members on or before January 14, 2018. **Update 4/4/18:** 2 members still have not paid. Late charges and new updated statements sent out on or about 4/4/18. **Amanda will draft a courtesy letter to include in the May statement.**
2. Social fund donations. As of 4/4/2018 the fund is up to \$439.00. **Steve will list donating members in the next update/newsletter.**

3. Landscape Maintenance. The BOD signed and approved Corbran's Proposal for April 1, 2018 to March 31, 2019. On 4/5/2018 Frank contacted CSU to turn the water back on for 4/10/2018, cost to turn it back on is \$30.00. Corbran's aerated the grass on or about 4/5/18. Corbran's turned on the irrigation system on on or around 4/16. Item for discussion: There was a lively discussion about possible changes in the HOA turf management strategy. The Board would like to save money and reduce water consumption by waiting longer to turn the water on and initially watering to a depth of 1/2" only once per week. The Board also suggests turning the water off sooner in the fall. Such changes are recommended by Colorado Springs Utilities and Colorado State University to create heartier grass with a deeper root system. The risk of such a strategy would be damage to the trees over the winter or potentially losing some grass, which we don't have a budget to replace. To limit the risk to the trees we could pay Corbran's to winter water the trees. The risk of turning the system on too early is potential freezing and cracking of valves and sprinkler heads. **The compromise for this season is to reduce the watering to once per week with 1/2" water saturation level until May 15, then increase to twice per week, then eventually three times per week depending on how quickly the weather heats up. Frank will call Corbran's to make this adjustment.**
4. Snow Removal. **Update 4/5/18:** We owe Dennis \$60 for snow removal on 2/19 and 2/20. We are looking to close out his account next week. Note, Corbran's assumed this responsibility as of April 1st.
5. 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 test email on 4/21 and 4/23 to HOA website, and it does not appear that the HOA website is forwarding requests entered on our website, so people looking to contact us cannot. We need to provide contact emails on the website. Note 2: Website still does not allow you to register, even though on the homepage it says registration is required. **Everybody should send an email to Amanda with their preferred email address for listing on the website and Amanda will compile the contacts to send to Michele for the website.**
6. PO BOX: Update 3/6/2018 both Shane and Steve are now listed as signors. The Post Office is working on getting us another set of keys and will need to change out the lock.

IV. Old Business:

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 have a sign up sheet at the Cinco de Mayo party and will also post it on Facebook. Best Way is the Board's preferred provider for the quality of their service so Dan will call Best Way to see if they can more closely match Springs Waste's price.

V. Architectural Review Committee:

1. 5470 Sample Way: The owners have submitted their preferred color swatch, which appears to be reasonable, a dark gray color with purple undertones. The sample painted

on the house appears more purple than the swatch, but it does seem to coordinate well with the brick and roof colors. **Everybody should walk by and view the color sample on the house.**

2. 5460 Flag Way: Without seeking prior approval, owners installed a new plastic shed on North side of house, which is visible from the street. **Everybody should walk by and view the shed. Amanda will draft a letter informing them this type of structure is supposed to be submitted for approval in advance. The Board will have to decide whether to approve this building retroactively.**
3. 5480 Sample Way: Without seeking prior approval, the owners recently completed a like for like patio replacement, which is not visible from the street. **Amanda will draft a letter informing them that the Board would have preferred notice of this project in advance.**

VI. New Business:

1. Annual meeting minutes. **The Board decided unanimously to post the minutes from the Annual Membership meeting in December 2017 on the website and label them as “pending approval”** since they don’t get approved until the following annual meeting? We should also add Tabs for Annual Membership meeting minutes and monthly Board of Director meeting minutes.
2. Signage on Vehicles. There was limited discussion of this topic, with most Board members preferring to have a more expansive conversation when all Board members are present. Some Board members would like to see vehicles with writing, branding, or other types of signage fully prohibited except when parked in the garage. Other Board members are not in favor of this type of limitation. One possible compromise may be to allow signage of a certain size, such as 2’ x 2’ or fully contained within a single body panel of the vehicle, and existing vehicles that don’t meet these requirements will be “grandfathered.” **Amanda will draft some possible alternatives in language to present to the Board and the membership for review.**
3. 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.**

VII. Neighborhood covenant and bylaws enforcement:

Last inspection was on March 10th, 2018.

Ongoing Bylaws and Covenant Violation Enforcement

5470 Flag Way: house painting needed due to stained stucco in many areas

- Update: Work not complete as of 8/31/2017, so a Warning letter was issued giving them until October 9, 2017 to complete the work.
- Update 10/12/17: work not complete, resident did try to power wash stains off of stucco recently, but was not successful.
- Update 1/6/2018: owner has painted the front of his house and has successfully covered the stain there. He still needs to complete the other sides of his home, he was not able to complete this the entire house due to financial concerns, he does hope to complete the rest house.
- Update 2/7/18: owner attended meeting and said work will be complete by August to repaint the entire house and is considering a darker color that will need to be approved by the board.
- **Update 4/7/18: still waiting on paint color submittals, so the BOD can review and vote on approval.**

5530 Flag Way: raised sidewalk / tripping hazard

- Update 1/6/18; owner has painted warning strip as requested. Work is satisfactory.
- **Update 4/19/18: work in progress.**

5470 Sample Way: House painting needed, BOD granted an extension until April 15, 2018

- Residents are moving forward with plans for painting and Shawna U. has been in contact with them as Architectural Review Coordinator.
- Update 3/6/2018: the Board is still waiting to review and approve any color changes.
- **Update 4/19/18: work not completed by agreed upon deadline, but owner has submitted color sample as discussed above in "Architectural Review," and has contracted with a painting company for the project.**

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.
- Update 3/6/2018: the board will need to continue to monitor, no violation witnessed since the hearing.
- **Update 4/20/18: the residents who were parking on the street overnight have moved out. Continue to monitor.**

Covenant and bylaw violations as of January 6, 2018 Neighborhood Review

(Courtesy visit and/or Courtesy letters sent out on or about 1/26/18. Note: residents given until Spring to complete the requested maintenance.)

5590 Flag: Need to reinstall metal edging. Work with resident of 5580 Flag if needed. C. Letter sent on 1/26/18. **Update 4/7/18 no progress.**

5580 Flag: Need to reinstall metal edging. Work with resident of 5590 Flag if needed. C. Letter sent on 1/26/18. **Update 4/7/18 no progress.**

5570 Flag: need to bury or cap exposed irrigation lines. C. Letter sent on 1/26/18. *Update 4/7/18 no progress.*

5550 Flag: need to reinstall / replace metal edging around trees. C. Letter sent on 1/26/18. **Update 4/7/18 no progress.**

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 4/7/18 no progress.**

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 4/7/18 no progress.**

5465 Flag: Dead bush in the North planter, need to be replaced during the spring 2018. Update 3/10 dead bush trimmed back, need to see if bush will bloom in the Spring.

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 4/9/18 no progress, no color submittal.**

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 4/9/18 no progress, no color submittal.**

5540 Sample: fading and discoloration on the South side of home; need repainting/ touching up. **Update 4/9/18 no progress.**

New Violations as of March 2018 Neighborhood Review

5440 Flag Way: vehicle parked overnight on street and excessive noise from vehicle in extreme early morning hours

- Courtesy Letter sent on 3/10/18 giving them until 3/25/18 to correct infractions.
- **Update:** no further report of excessive noise related to the vehicle. Continue to monitor.

5505 Flag Way: vehicle with signage parked in driveway overnight.

- Courtesy letter sent to property owner on 3/13/2018. Per the reply received from the owner, the bylaws do allow non-profit vehicles with signs (Paragraph H of EXHIBIT E PARKING/TOW AWAY/MAINTENANCE).
- **Steve motioned via email “Due to the current bylaw language, “For Profit,” that the Pinon Ranch HOA Board allow this Not-for-Profit (Upward Unlimited) vehicle to be parked outside on the driveway at 5505 Flag Way”. The Board voted 4-0 via email with 2 members abstaining to approve Steve motion. Issue closed as of 3/26/2018.**

5575 Flag: need to bury exposed irrigation lines. **Update 4/7/18 no progress, still need to issue letter.**

5460 Sample Way: pile of tree branches in backyard visible from sidewalk. **Update 4/7/18 no progress, still need to issue letter.**

5470 Sample Way: Fence repair and re-staining needed. **Update 4/7/18 no progress, still need to issue letter.**

5510 Sample Way: need to clean up river rock that has spilled into the street. **Update 4/7/18 no progress, still need to issue letter.**

5535 Sample Way: Grass needs edging; exposed irrigation line needs to be buried; oil stains in driveway should be clean up. **Update 4/9/18 no progress edging or irrigation line, but oil stains were partially cleaned up. Still need to issue letter.**

5555 Sample Way: Need to edge grass. **Update 4/9/18 no progress, still need to issue letter.**

5575 Sample Way: Need to clean up oil stains. **Update 4/9/18 no progress, still need to issue letter.**

5580 Sample Way: Need to edge grass. **Update 4/9 no progress, still need to issue letter.**

New Violations as of April 2018

5550 Sample Way: vehicle parked overnight on Street. Courtesy letter was sent on 4/19/2018 via US mail. **Update 4/20/18 residents have been parking in the driveway the last few nights, continue to monitor.**

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

VIII. Community Events

1. Cinco de Mayo party. May 5, 2018, 6pm, Sample Way cul de sac. Potluck style and BYOB.

1. **Bradley will make a flier to post on the mailbox units.**
2. **HOA will provide meat for tacos/burritos/nachos,etc. Steve will smoke a pork butt and Amanda will make shredded chicken.**
3. **Include sign-up sheet for email addresses and trash club.**

2. Community-wide Garage Sale. June 9, 2018, 8am.

1. **Bradley will make a flier and check with Christine to see if we have signs.**
2. **Amanda will advertise on North Springs Mamas, Mountainside Roundup, Pinon Valley Ladies, and Springs Bargains.**

3. Fall Block Party.

Reminder: Next neighborhood review is May 9th at 7pm.

The next HOA Board of Directors meeting will be 7pm on May 16, 2018.

Shawna's Office
2139 Chuckwagon Rd, Suite 210
Colorado Springs, CO 80919

Meeting adjourned at 9:49pm.