

Pinon Ranch HOA - Board Meeting Minutes

Date: February 7, 2018

Time: 6pm

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

Attendees: Steve S., Bradley G., Amanda B., Shawna U., Dan T., Frank H., Shane S., Molly G., Alex C.

Meeting was called to order at 6:05 pm with a quorum present.

Hearing: 5535 Sample Way, Overnight Parking Violations

- **Letters and visit History:** Oct 18, 2017 Bradley G. delivered a verbal Courtesy Notice to Kevin R. that residents cannot park on street overnight. Kevin said that the issue would be resolved within 10 days or Oct 29, 2017, which it was not. A Warning Letter was emailed to Kevin on 11/05/17. Notice of Hearing was both emailed and sent via Certified mail on 1/27/18.
- **Evidence of violations:** Both eye witness accounts and photos going back 10/12/2017. While the number of violation did drop after the warning letter in November, they started up again on an almost daily basis on or around 1/11 and appears to have ended on or about 1/27 which was the date of the Notice of hearing letter. Approximate number of violations since the warning letter was issued is 8 to 16. Possible fines at \$50 per night is \$400 to \$800.
- **Discussion of the Board:** The situation appears to be remedied. The bylaws provide for a \$50 fine for each day a violation continues after a warning letter has been issued. Bradley can provide time stamped photographs of each violation he noted.
- **Motion by Steve S. to accept the owner's solution and suspend the fine, provided there are no recurring violations for a period of one year. Seconded by Dan T. Motion passed unanimously.**
- **Action: Amanda B. will draft Hearing Decision Letter. Frank H. will mail it.**

Accept the Minutes from January 10, 2018:

The Board discussed the desired level of detail recorded in the minutes. State law requires only that voted-upon action items be recorded in the minutes. Items of discussion not resulting in a vote are not required to be included. Several members of the Board support providing greater detail in the minutes for the sake of transparency to our members. Subsequent minutes may include such discussion items, so long as they are clearly marked as such.

Regarding the minutes from the January Board of Directors meeting, a change will be made to clearly indicate that Michele's numbers from Pioneer Sand represented a starting point for discussion and not a serious proposal. **Pending that change, minutes are accepted.**

Board Member Comments:

None.

HOA Member Comments on Topics NOT on the Agenda:

- Shane S. reported that his current HOA charges \$300 per year per house and there are 150 houses total. This includes trash service, which is provided by Bestway for \$13.40/month, recycling is extra. He also suggested that the Board consider having a representative meet with listing realtors when homes in our neighborhood go on the market to make sure the governing documents are well understood.
- Molly G. appreciates Shawna U.'s help with selecting paint colors for her home.
- Alex C. updated the Board on his progress with repainting his house to address the staining on the stucco. He plans to have the work completed by August. Shawna U. suggested he choose a darker shade of paint so the staining isn't noticeable.

Manager Report:

January Bank Statements and reconciliation's emailed to all board members on or about February 3, 2018. January expenses are as follows:

DORA_Colo. Dept of Revenue	Annual Registration	✓	-20.00
Colo Spgs Utilities	31 days service charge	✓	-51.34
CB Insurance LLC	renewal Director & Officer and crime insurance	✓	-1,109.00
USPS	Renewed PO Box and Stamps	✓	-139.00
FedEx Office	Copies of Year end newsletter and accounting / budget information	✓	-21.12
Colo Spgs Utilities	16-day service charge	✓	-26.50
Deans & Horner (insurance)	renewal - Property Insurance	✓	-500.00
USPS	Certified letter _ Ryan	✓	-6.70
			-1,873.66

Bank balances as of 1/31/18:

Checking: \$6,115.74

Savings (Replacement Reserves): \$1,550.18.

1. Year-end accounting, 2018 budget, and Newsletter were mailed / emailed to the members on or before January 14. Update 2/3/18: emailed to Michele to post on website.
2. 2018 Assessments / account statements were mailed and emailed to all the members on or before January 14, 2018.

3. Year-end Balance Sheet as of 12-31-2017, emailed to BOD on 1/1/18. Update 2/3/18 emailed to Michele to post on website.
4. Transferred 2017 year-end surplus of \$1432.87 to the Replacement Reserves (Savings) account on 2/3/18, as was voted on in the last meeting of the BOD.
5. 2017 Tax Returns. I emailed our CPA the required information on 2/4/18. The deadline for filing state and federal returns is March 15th.
6. 2018 HOA Assessment collections going well so far. About 15 folks have paid early. The due date is 2/15 with a 15-day grace period. A second statement with late charges will be mailed / emailed out on or after March 2nd for those members who have not paid.
7. Social fund donations as of 2/4/18 are going well. The fund is up to \$154. Donors should be recognized in the next newsletter.
8. 1099 filing. I completed the required vendor 1099 filing for 6510 Property management. Cost was \$2.99 to process through efilemyforms.com.
9. Landscape Maintenance. This item has been tabled multiple times and needs to be finalized.
10. Snow Removal. Paid Dennis Delahoy, our in-house snow removal contractor, \$42.44 for 5 bags of ice melt. Dennis did lay down ice melt after our last snow. So far, no snow removal this season.
11. Website is up and running. Michele Wood is now the point of contact (Webmaster). Update 2/3/18, I emailed Michele the latest newsletters and financial statement to post on our website.
12. PO BOX: Add at least one if not two additional signors and look at getting another key. **Steve S. and Frank H. will add Steve as a signor on Sat 2/24/18 at 8:45am.**
13. Bank Account signors: Add at least one if not two additional signors. At a minimum we need to add Steve and remove Vince M., although it would be good to have a third person on the account as well. We will need to talk with the banker about security issues and protections, email notifications, etc. **Steve S. and Frank H. will do this on Sat 2/24 at approximately 9:00am. Bradley G. and Dan T. agreed to get email notifications of account activity as an oversight measure.**

Old Business:

Landscaping Contract:

- a. TLC \$4963 (revised) for 12 months of landscape maintenance. With \$50.00 per occurrence snow removal.
- b. Colorado Stonework Landscaping, \$4963 for 12 months. No snow removal bid.
- c. Corbran's our current landscaper contractor, bid \$3430 for 12 months (April 2018 to March 2019, with \$150 per occurrence snow removal. This is a \$70 increase from 2017.)
- d. HT Grounds Maintenance. \$4140 for 12 months, plus \$50 min. for snow removal trip charge, even if there is no snow.

Discussion: No need to discuss options A, B, or D since they are dramatically more expensive.

Action: Frank will ask Corbran if we can use their snow removal services on an as-needed basis. Dennis can be in charge of calling we need Corbran's snow removal.

Action: Dan will ask his contact at the MorningStar who they use for snow removal to see if we can piggy back on their vendor.

Action: This contract will be finalized by email after we hear back regarding whether we can use Corbran's snow removal service on our own terms.

Resident member survey

Michele is still interested in leading the survey. Somebody suggested using the survey to gauge interest in a community wide garage sale.

Trash Club

Shawna is finalizing her proposal. **When she is ready she will walk around the neighborhood to invite residents to participate. She will also request email addresses for those not currently on the email list.**

New Business:

Steve S. proposed that we participate in CONO's Neighbor Up! week, which is May 4 - May 13th. The city and county are waiving neighborhood park permit fees and barricade fees.

The Board decided to participate in this city-wide movement by hosting a community social on May 5, with a Cinco de Mayo theme. The event will be in the Sample Way cul-de-sac.

The Board is tentatively looking at June 9 for the community wide garage sale.

The big Community Block Party will be September 8, 2018.

Ongoing Bylaws and Covenant Violation Enforcement:

BOD did a neighborhood inspection on January 6, 2018. Inspection conducted by 6 board members. Outstanding and new issues as follows:

- 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 does still need to complete the other sides of his home.
 - Update 2/7/18: Owner plans to complete the rest of the house painting by August 2018.
- 5530 Flag Way: reported raised sidewalk / tripping hazard - Check back in September to verify the City completed the work.
- 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.

New Covenant and bylaw violations as of January 6, 2018 (Courtesy visit and/or

Courtesy letters sent out on or about 1/26/18. Note: residents given until Spring to complete the requested maintenance, will need to follow at the inspection.)

- 5590 Flag - Need to reinstall metal edging. Work with resident of 5580 Flag if needed.
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- 5570 Flag – need to bury or cap exposed irrigation lines.
- 5550 Flag - need to reinstall / replace metal edging around trees.
- 5490 Flag – repair lose fascia trim board over front patio. Noted front patio has dropped from its original elevation due to ground settlement.
- 5480 Flag – parking on the landscape causing visible rut in the lawn.
- 5465 Flag – Dead bush in the North planter, need to be replaced during the spring 2018.
- 5450 Flag – outdoor storage; ladder and other items stored on the North side of home in view from the sidewalk and street. Update 1/26: asked to complete as soon as he can. **Update 2/7/18: Steve will visit the property in person this weekend.**
- 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.
- 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.
- 5530 Sample – touch up painting needed on trim around the garage door.
- 5540 Sample – fading and discoloration on the South side of home; need repainting/touching up.

Treasurer Vacancy:

Steve S. solicited nominations for the position of Treasurer. Amanda B. suggested Shane S. since he has been regularly attending meetings. Shane accepted the nomination. **Shawna U. motioned to appoint Shane S. to the position of Treasurer. Seconded by Dan T. Motion passed unanimously.**

Reminder: Next neighborhood review is on March 10th at 9am.

The next HOA Board of Directors meeting will be on March 7, 2018.

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Meeting adjourned at 8pm.