

Pinon Ranch HOA - Board Meeting Minutes

Date: March 7, 2018

Time: 6pm

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

Attendees: Steve S., Amanda B., Shawna U., Dan T., Frank H., Shane S.,

Meeting was called to order at 6:11pm with a quorum present. Bradley G.'s absence was excused. Revised minutes from January and minutes from February were approved unanimously.

Board Member Comments:

Dan would like to discuss the general policy toward habitual violators of the covenants and bylaws, whether they keep getting courtesy notices every few months or should we at some point progress to warning letters.

HOA Member Comments on Topics NOT on the Agenda:

None

Manager Report:

February Bank Statements and reconciliations emailed to all board members on or about February 2, 2018. February expenses are as follows:

eFileMyForms.com.	1099 filing expense for 6510 Prop. Mgt.	✓	-2.99
	Transfer to Replacement reserves	✓	-1,432.87
Dennis Delahoy (vendor)	Ice melt	✓	-42.44
Crosby	Bounced Check# 2241	✓	-350.00
Crosby	Bank service charges for bounced check# 2241	✓	-12.00
USPS	Extra PO Box key	✓	-9.00
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		Total expenses and transfers	\$1,849.30
Total Deposits	\$11,823.00		

Bank balances as of 2-28-18: Checking: \$16,089.44; Savings (Replacement Reserves): \$2,983.12.

Note: Dennis is receiving his snow removal payments by credit toward his annual dues.

1. Yearend accounting, 2018 budget, and Newsletter was mailed / emailed the members on or before January 14. Update 3/3/18: Michele posted on website in February.
2. 2018 Assessment / account statements were mailed and emailed to all the members on or before January 14, 2018. Update 3/6/18: 10 members still have not paid. Late charges and new updated statements sent out on or about 3/4/18.
3. Yearend Balance Sheet. Emailed to BOD on 1/1/18. Update 3/3/18: Michele posted on website in February.
4. 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. Update 3/6/18: Received both tax returns, signed, dated and mailed. Cost \$250.00 from our CPA. Payment is going forward.
5. Social fund donations. As of 3/6/2018 are going well and is up to \$439.00. **Donating members will be listed in the next quarterly update on the website.**
6. Landscape Maintenance. Corbran's contract expired back in October. *See Old Business for the various proposals for 2018.*
7. Snow Removal. Update 3/6/18: we will be deducting \$60 from Dennis 2018 HOA dues for snow removal on 2/19 and 2/20. I did ask if he would be interested in continuing this service beyond March 2018, so far, no response back. Dan consulted Morningstar about their snow removal vendor but it was a dead end. Maybe for next season we could put out an RFP within the neighborhood and see if anybody within our community wants to do snow removal.
8. Website. Michele Wood provided the following update via email:

I uploaded the handful of files that Frank has sent me. This includes minutes from Feb 7th meeting. The event calendar is updated. Jeff from Association.com has not answered any of my questions. I just realized I do have his phone number so I will call instead of emailing tomorrow. Right now the website says it's not secure. You can still access it by clicking "advanced".

Questions:

I made some assumptions on the event times. Garage sale (8-2pm???) . And cinco de mayo (6-8pm???) . Do you want those changed? Do people need to bring anything to May 5th party?

When/where is next meeting and walkthrough?

Do we have the minutes to upload for last few months? We need Aug through Jan. I have Feb.

From Bradley:

As of 3/6/18 I got the message that our website is NOT secure. By ignoring the message, I was able to get on to our site. I was able to also open and view all the posted documents. This issue will need to be investigated further. Under the contact tab the old Board of Directors is still listed.

Action: Amanda and Bradley to send minutes dating back to August to Michele.

9. **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.
10. **Bank Account signors:** Update 3/6/2018: Both Shane and Steve are now listed as signors and Vince was removed.
11. **6510 Property Management:** Received invoice for 4 months of management services, and additional services (not included in base contract) for \$835.00. Copies emailed to board members on 3/4/18. Payment going forward.

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.) Update 2/7/18: BOD wanted to see if Corbran's would be willing to modify or change or drop the snow removal part of the proposal. Update 2/14/18: Called him and we talked about alternatives such as adding only when requested (i.e. on call) vs automatic and some other possible lower cost alternatives. Followed up with email on 2/28 and another phone call on 3/6, still no reply. As I mentioned to Steve in email, Corbran's traditionally has waited until the last minute to provide us with a proposal, sometimes just weeks before the start of contract period (April 15th). **Dan moves to accept contract as written, Amanda seconds, passes unanimously. Steve and Frank will finalize it.** We may put together an RFP for next year's snow removal services.
- d. HT Grounds Maintenance. \$4140 for 12 months, plus \$50 min. for snow removal trip charge, even if there is no snow.

Resident member survey

There was some discussion as to whether a survey is still needed. Amanda suggested some sort of survey or open forum to gauge residents' agreement with the bylaws and covenant enforcement. Some residents seem to favor less enforcement, while others would like to see tighter enforcement. This idea was discussed at some length and it was agreed that for the time being, a specific town hall style event is not needed as the Board members are generally approachable, and most of us will be present at the upcoming community events if residents want to discuss any HOA issues.

Trash Club

Shawna put together an informational flyer and hand delivered it. The flyer contained a few basic questions to start gauging interest. She has already received 10 positive responses in less than 24 hours.

New Business: None

Ongoing Bylaws and Covenant Infraction Enforcement: Tabled until March 10 , 2018 **Neighborhood Review**

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 - This work appears to be in the initial phase of 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 and reports they have narrowed their paint choices down to 2 very nice selections. The owner is receiving bids for the work.

Covenant and Bylaw Infractions observed during 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; will need to follow during subsequent neighborhood reviews.)

- 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 1/26/18: asked to complete as soon as he can. Update 2/8/18: Ladder removed, issue resolved.
- 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.

New Violations as of March 6, 2018

- 5505 Flag Way - Billboard truck parked in driveway overnight. Amanda provided the Board with a draft Courtesy letter on 3/5/18.
 - o Extensive discussion regarding various interpretations of the term “commercial vehicle” in the bylaws and whether a personal vehicle with a business logo falls under this category.
 - o **Consensus is Amanda will revise the draft letter saying prior Boards interpreted this type of vehicle as a commercial vehicle, but the current Board is reviewing this provision. If possible, it should be parked in the garage overnight.**
 - o Frank emphasized the importance of being clear and deliberate when shifting enforcement policies and priorities. He suggested presenting the issue to the residents in a public forum before making a final decision so we can clearly defend our position against a legal challenge that we are acting arbitrarily or inconsistently.
- 5xxx Flag Way - overnight parking on the street two nights in a row, despite having been given notice of the bylaws in the fall. In addition the car's exhaust system is excessively loud, and they intentionally feed wild animals. **Amanda will draft a curtesy letter for nuisance and overnight parking.**

1. **Item for Discussion:** Maybe we could offer a financial incentive for people who don't receive any notices - a discount on their dues.

2. **Item for Discussion:** Maybe we should have an informal meeting for repeat offenders between the curtesy letter and warning letter to understand why violations continue to occur.

Reminder: Next neighborhood review is on March 10th at 8am.

The next HOA Board of Directors meeting will be on April 11, 2018.

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Meeting adjourned at 8pm.