

# **Pinon Ranch HOA - Board Meeting Minutes**

**Date:** January 9, 2019

**Time:** 6pm

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

**Attendees:** Shane S, Amanda B, Shawna U, Frank H, Bradley G, Troy U

## **Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from November**

Meeting called to Order at 6:07, Quorum Present, Minutes accepted unanimously. Draft minutes from the annual meeting approved for posting online with a note about "conditional approval" rather than draft.

### **I. Board Member Comments:**

Shane has an updated email address for one resident.

Meetings will move to Tuesdays.

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

None.

### **III. Manager Report:**

#### Banking:

#### November Expenses:

- CSU \$457.69 water bill
- Amanda Brush 68.97, party reimbursement
- Shawna Uehling \$10.83 party reimbursement
- Altitude Community Law \$1,015.00, legal opinion on changes in Colorado law regarding max. yearly assessments.
- 6510 Property Mgt. \$330.00, Oct and Nov Mgt. services.
- Corbran's Landscaping \$85.00 and \$70.00 snow removal on 11/12 (Note 1<sup>st</sup> bill was incorrect and unbilled by \$65.00)
- Corbran's Landscaping \$70.00 billing correction on monthly maintenance.

Deposits \$0.00

Checking account balance \$6,855.21 and Savings (Replacement Reserves) \$4,207.83, as of 11-30-18.

#### December Expenses:

- Association Comm, Inc. \$30.00, domain name renewal.
- Randi Johnson 20.38, party expense reimbursement
- Corbran's Landscaping \$150.00 snow removal on 12/29.

Deposits \$0.00

Checking account balance \$6,825.21 and Savings (Replacement Reserves) \$4,207.94, as of 12-31-18.

1. Balance Sheet as 12/31/2018 was posted on HOA website on 1/7.
2. Statement of Revenue and Expenses Actual vs Actual as of 12/31/2018 and 2019 Budget; was posted on HOA website on 1/7. Along with the end year letter accounting letter.
3. 2019 Assessment / account statements emailed out on 1/5/19. Members given the option to pay via PayPal if they pay the \$10.00 PayPal transaction fee.
4. Social fund Donations balance is \$31.19 as of 12/31/2018. The December party cost \$20.38, thanks to Randi Johnson for buying the party supplies and food.
5. Landscape Maintenance: The current contract expires 3/31/2019. We have requested a renewal quote from Corbran's. Corbran's did snow removal on 12/29 as per contract.
6. Current Website (pinonhoa.com): Contract expires 2/29/2019. Amanda and Johnny will give update on new website and possible domain names (see webmaster report).
7. Insurance renewal quote and proposal received from CB Insurance on 12/18/2018 and emailed to board members for review. Our current policies expire on 1/11/2019. See New Business for renewal.

#### **IV. Webmaster Report:**

- Amanda can share the login for the new wordpress site so that multiple people have access to make updates.
- Domain Name - Frank and Amanda suggest [pinonranchhoa.org](http://pinonranchhoa.org). Board agrees. Amanda will purchase this domain name.
- Need to make sure the [pinonhoa.com](http://pinonhoa.com) site is shut down when the new site goes live to minimize confusion.
- Launch the new site by Feb. 1 with an email to residents and a post on facebook.
- Amanda paid about \$47 for hosting at [dreamhost.com](http://dreamhost.com) and will submit to Frank for reimbursement. Amanda will forward terms and conditions of web hosting to Frank and Shane.

#### **V. Officer Elections (nominations and vote).** *Note: per the Colorado non-profit code at a minimum board are required to have a President, Secretary and Treasurer.*

1. **President (nominations and vote).** Amanda B was nominated and elected.
2. **Secretary (nominations and vote).** Bradley G was nominated and elected.
3. **Treasurer (nominations and vote).** Shane S was nominated and elected.
4. **Vice President – optional position (nominations and vote).** None.
5. **Member at Large 1 (nominations and vote).** Steve S was nominated and elected.
6. **Member at Large 2 (nominations and vote).** Shawna U was nominated and elected. Shawna will continue as Architectural Approval Coordinator.
7. **Governance coordinator (nominations and vote).** None.

## VI. Old Business:

Trash Club: A vote on adding trash service was placed on the ballot at the annual meeting, and the results were the vast majority were in favor of moving forward with trying to add trash service. The next step is to look at what changes will be needed to our covenants in order to accomplish this, since we would exceed the 10% maximum yearly increase in HOA dues as stated in the covenants. Two options suggested by Frank are:

- a. Ask the membership to approve a one-time waiver of the 10% maximum increase rule. This would be added to the covenants as a 1 page addendum and 67% of households would need to vote in favor of it.
- b. Look at changing from a “**Limited Expense Planned Community**” with caps on maximum annual assessments to community that is subject to **all the provisions** of the Colorado Common Interest Ownership Act (CCIOA). This would be a good opportunity to bring all our governing documents up to the current standards required by Colorado law, while providing additional member and HOA protections, it also adds additional disclosure and policies requirements that we are not currently subject to.

The Board discussed which of the two options would likely be more popular among the members and thus more likely to pass. Option A is considered more feasible to accomplish on a shortened timeline with little outlay of cash. Option B and a comprehensive update of the covenants is a worthwhile long term objective, but will slow the implementation of a Trash program. **Action item: Frank will do further research on how to implement Option 1 as simply as possible.**

## VII. New Business:

1. Insurance Renewal Proposal for 2019 (see attached).  
Review and discussion. Board will need to vote on approve as is or amended. **Approved as is.**
2. Fence repairs and re-staining:
  - Taylor Fence quote for replacing 17 boards and re-staining the entire HOA 700 feet of fence...cost \$9913
  - Back to life deck and Fence, came out on 11/7 to get us a bid. They bid \$4000 which included replacing 10 boards.
  - Steve Kerr, **waiting on quote.**
  - Board is also looking at having either some or all the work to be done by member volunteers.
  - Board will need decide a when this will be done and give the members who homes are next to the HOA fence at least 30 days' notice of the planned work and give them time to trim their bushes and trees away from the fence.
  - Instead of continuing down the path of replacing boards every 4 years, Bradley would like to know if there are other things we can do, like flipping the boards or planing the boards or changing materials, that break that cycle.
3. Increasing Board Meeting Efficiency
  - Meetings should last 90 minutes or less.
  - Manager's report will be written, not verbal.
  - Covenants Enforcement
    - Get stickers or door hangers printed with common infractions that can be checked off and left on the door or car - **Shawna will look into a vendor they use for this type of thing**
    - **Bradley will streamline the excel enforcement log so it can be copied and pasted into the agenda and minutes**

## VII. Architectural Review Committee:

5470 Sample Way: Resident still needs to submit proposed fence stain color and fence plan modifications to the board for review. Remove from this list.

5480 Sample Way, proposal for adding:

1. Fence and gates along the South and North side of the house. Board approved, and letter sent. Fence work complete. **Remove from list.**

2. Shed: The new shed has been installed, though it is not in the suggested location. It is right next to the neighbor fence, which is not in compliance with City code. Board should review this during next neighborhood walk-through. **Remove from this list.**

3. Tree House. **Remove from this list until plan is submitted.**

4. Backyard tree: the resident has proposed a cotton-less cottonwood tree. Note: Some board members have major concerns about the suitability of a cottonwood due the size, encroachment and falling branches issues that can negatively effect their adjoining neighbor. Board suggests considering a smaller more suitable tree. **Remove from this list until plan is submitted.**

5540 Sample Way: New gray sidewalks installed after board approval, however the new sidewalks differ slightly from the approved plan. The new sidewalks do meet the HOA's driveway and sidewalk guidelines. **Approved. Remove from this list.**

5505 Flag Way: lawn maintenance and dead grass. Resident wants to remove the tree and grass in the areas between the sidewalk and tree and replace with plants/ bushes and gravel. **Remove from this list until plan is submitted.**

## VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on October 28, 2018. Follow up inspections by HOA manager on 1/19.

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. Update 7/25: The Board has asked the residents to not feed the deer. 3. Courtesy letter issued on 8/27/18 regarding vehicle maintenance. Update 9/19 we have received reports and photos of residents parking on the landscape a few times the last month, need to continue to monitor.

5460 Flag Way; Stained stucco. Email sent 11/6. Update 11/7 residents offered to try power washing the stain off again. Need to follow up in Spring.

5485 Flag Way; 1. Dead grass and bare spots 2. Grass and weeds in the rocks. Courtesy letter sent on 8/27. Update 10/6 no progress on dead grass and weeds. Request for plan of action letter on grass sent on 10/29, requesting response by 12/15. Owner replied on 12/1, board will need to follow up on plan and options.

5505 Flag Way; lawn maintenance and dead grass. Courtesy letter sent on 8/27/18. Update 10/6 Board is still waiting on plan / drawings and details of proposed plants and gravel, rock etc.

for the area between the sidewalk and street. Update 10/30 owners plan on getting bids and submitting their proposal before Spring.

5520 Flag Way; yard sign (new issue 1/9/19), letter to be sent.

5550 Flag Way; dead grass and tree issues. Courtesy letter sent on 8/27/18. Update 9/12 two of the 3 cottonwoods have been cut down. Update 9/22 still waiting on removal of tree roots and stumps. Update 9/26 Shawna reported they will do the grass and stumps in the spring. Update 1/7 stumps removed, still need to remove some of the exposed unsightly roots and replace the grass this Spring.

5575 Flag Way; Parking on the landscaping. Discussion on grand fathering and Statute of limitations. **Letter to be sent.**

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. Update 7/19 no progress, also large section of fence removed. Update 10/6 no progress. Update 11/6 email sent regarding repairs needed on west side fence.

5505 Sample Way; fence need re-staining. Color change will need to be approved. Courtesy email sent 10/10/18. Follow up in 45 days. Update 1/8 no progress, will need to wait for warmer weather to complete work.

5530 Sample: Mulch needed, Courtesy email sent 10/10. Update 1/8 work complete, Close.

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. Vehicle maintenance during the middle of the night 2. Oil stain in driveway (*new issues 1/8/2019*). **Letter to be sent.**

5555 Sample Way. – 1. South side fence needs to be re-stained, email sent 11/6. Will need to wait for warmer weather to complete work.

**Next walk-through is March 3 at 7:30am. Amanda sent a general request for street and curb /gutter repairs to the city on 11/7/18. The city has marked the streets with white paint, presumably where repairs will be made.**

## **VIII. Community Events**

TBD.

**The next HOA Board of Directors meeting will be on February 12 at 6pm, at 2139 Chuckwagon Rd, Suite 210 Colorado Springs, CO 80919**

**Meeting adjourned at 9:07pm.**