

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

**Date:** February 12, 2019

**Time:** 6pm

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

**Attendees:** Frank H., Amanda B., Shawna U., Bradley G.

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

Bradley G. motioned, Shawna U. seconded, passed unanimously.

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

None

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

None

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

#### **Banking:**

Deposits (Wells Fargo) \$6,695.00

Deposits (PayPal) \$723.00

Account Balances of 1/31/2019: Checking account \$11,519.67, Savings (Replacement Reserves) \$4,208.05, and PayPal \$712.43.

1. January Expenses (see attached January expense report).
2. 2019 Assessment collections going well, due date for 2019 assessment is February 15, 2019. Members given the option to pay via PayPal if they pay the \$10.00 PayPal transaction fee.
3. Social fund Donations balance is \$215.19 as of 1/31/19. Donations so far for 2019 is \$184.00. We ended 2018 with a balance of \$31.19.
4. Landscape Maintenance; The current contract expires 3/31/2019. We have requested a renewal quote from Corbran's. Corbran's did snow removal one time in January. The board did agree to look at options for snow removal for cases when we receive less than 2" of snow. Note: the current trigger for Corbran's is 2" or more of snow before they will come out. Currently we have a few volunteers who have temporarily agreed to spread salt on the HOA sidewalks to help with the ice hazard (Thanks to Steve, Amanda, Shawna and Frank). Note 2; Dennis D. is interested in giving us a quote for snow removal and ice for cases when we have less than 2" of snow fall.
5. Current Website (pinonhoa.com): Contract expires 2/29/2019. Amanda and Johnny will give update on the new website lunch date (See webmaster report).
6. All Insurance policies were renewed and paid for in January.

7. Colorado Springs Utilities is going to require that we have our back-flow prevention device tested again by a certified tester and the results submitted no later than Oct 1, 2019, in accordance with local, State and federal regulations.

#### IV. Webmaster Report:

- Domain Name will be: [pinonranchhoa.org](http://pinonranchhoa.org). Hosting fee is \$47/year.
- Launch date will be 02/10/2019 with an email to residents and a post on Facebook.
- Need to make sure the [pinonhoa.com](http://pinonhoa.com) site is shut down when the new site goes live to minimize confusion. Old website expires on 2/28/2019.
  - Frank H. to request old provider to take down old site.

#### V. Old Business:

##### 1. 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. **Note: Board voted to further explore the option in the last meeting of amending the covenants to allow for community trash service:**

- **Add Trash Service as a common expense (to Section 1.8 - Common Expenses, by adding a new paragraph (h):** *Starting in the Year 2019 Community Trash Service will added be a common expense as allowed under section 1.8(g) and for very year thereafter for as long as trash expenses do not exceed the trash revenue by more than 10%. Community Trash service will be added to the HOA assessment.* (Note: final language and terms to be determined).
- **A waiver of the 10% maximum increase rule for 2018 and 2019 (Section 5.4 – Maximum Assessment (b)ii), by adding a new paragraph (e):** *The 10% maximum annual increase in assessments as stated in section 5.4(b)ii will be waived in the years 2019 and 2020 for the sole purpose of adding trash service as a Common Expense.* (Note: final language and terms to be determined).
- **Add a new paragraph to Section 6.14 Refuse or a whole new section 6.27 Community Trash Service.** *Owners are responsibility for any damages to trash and recycle receptacles, recycling charges, and any additional charges assessed by the HOA trash vendor.* (Note: final language and terms to be determined).
  - Decision was made to add a whole new section 6.27 instead of adding to 6.14.
- Board and / or attorney will need to **design a document to amend the covenants** that complies with the covenants Section 11.3 Amendment of Declaration by Owners. Per the Colorado Non-Profit Act (7-127-109. Action by written ballot), it does NOT appear that we can use a written ballot.

- Board will need to schedule one or two Special Meeting(s) of the membership to discuss and vote on the proposed amendments to the covenants (as per Colo. Non-Profit Act: 7-127-102. Special meetings).
  - Propose open house to answer questions and sign up.
- Board will need to deliver “Notice of Special Meeting” to the membership as required per the Colorado Non-Profit Act (30 days).

Amanda B. will (only) add these changes to the electronic version of the covenants as a draft. We will then review it in a later HOA board meeting.

## 2. 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 provided a reasonable quote from Vistaprint for the printing of a door hanger design. We then brainstormed what violations the form would include. Shawna to format and review in next board meeting.
  - Bradley will streamline the excel enforcement log so it can be copied and pasted into the agenda and minutes

## **VI. New Business:**

### 1. 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 (Alpine Painting and Decorating Inc.), quoted \$6040.00.
- 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.

### 2. Landscape Maintenance and Snow removal.

- Corbran’s waiting on quote for landscape and snow removal.
  - Received 02/12/2019. Fee only went up minimally an is below what we expected/budgeted.
- Dennis D waiting on quote from Dennis D. for snow removal in those case when we have less than 2” of snow fall.
  - Shawna U. motioned to use Dennis D. for snow removal, Bradley G. seconded, passed unanimously.

## **VII. Architectural Review Committee:**

Nothing at this time.

### **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 and 2/5 (see attached report / inspection log). **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 TBD at 6pm, at 2139 Chuckwagon Rd, Suite 210 Colorado Springs, CO 80919.**