

Pinon Ranch HOA - Board Meeting Minutes

Date: March 12, 2019

Time: 6pm

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

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

Absent: Bradly G.

Called to Order at 6:08, Quorum present (a majority or 4).

Moved to table vote on Minutes from February.

I. Board Member Comments: None

II. HOA Member Comments on Topics NOT on the Agenda: None

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$5,556.00

Deposits (PayPal) \$1062.28. We paid \$32.02 in PayPal processing fees in February.

Account Balances of 2/28/2019: Checking account \$15,966.07, Savings (Replacement Reserves) \$4,208.14, and PayPal \$1742.69.

1. February Expenses (see attached expense report).
2. As of March 12, 2019, 6 members have not paid their 2019 HOA assessment that was due on February 15, 2019. Past due statements with late charges were emailed and sent out via US mail on March 5. Members given the option to pay via PayPal if they pay PayPal transaction fee.
3. Social fund Donations balance is \$267.19 as of 3/8/19. Donations so far for 2019 are \$236.00. We ended 2018 with a balance of \$31.19.
4. Landscape Maintenance; The Board approved contract for April 1, 2019 to March 31, 2020 at the last board meeting.
5. Snow removal; Member Dennis D. has been taking care of snow removal and ice melt starting in February as noted on the February expense report.

6. Current Website (pinonhoa.com): Contract expired 2/29/2019. Amanda launched our new website Pinonranchhoa.org in February. See (See webmaster report). We asked old provider to shut down our old website as of February 28th. Old website was still active on March 8.
7. We received two quotes for workman compensation insurance for March 2019 to March 2020. The Lowest quote is for \$350.00 (to be discussed in new business).

IV. Webmaster Report:

- Domain Name will be: pinonranchhoa.org.
- Discussion topics: look at adding a Community board (advertisements for member businesses, kids looking for summer or odd jobs, etc.), add a gallery of photos, add a copy to “me button” on the contact page.

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 5%. 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).*
- 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).
- Board will need to deliver “Notice of Special Meeting” to the membership as required per the Colorado Non-Profit Act (30 days).
- *New Discussion: Bestway may have been sold, will need to re-verify 2019 trash quote.*

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. We asked them to provide copies on insurance certificates, received copy of General Liability, still waiting on Workman Compensation.
- Steve Kerr (Alpine Painting and Decorating Inc.), quoted \$6040.00. Amanda will ask for copies of Insurance certificates for general liability and workman compensation.
- 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.

Discussion: Board will ask Steve (Alpine Painting and Decorating Inc.), if he would provide a revised quote for doing 4/6 of the fence (just the fence between Sample and Flag) and look at delaying the Western and Eastern sections of fence until later this year or possibility even next year. Amanda will also ask Steve for copies of his general liability and Workman Compensation Insurance certificates. The preferred time line would be prior to May 1st or before we reactive the irrigation system. The board will also need to send notification letters to the 6 members who property abuts the HOA fence.

VII. Architectural Review Committee:

No new submittals to review.

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on March 10, 2018. (see attached report / inspection log).

Next walk-through is Saturday April 27th at 8:30. 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.

Attachments to Minutes (see following pages):

10:08 AM
03/02/19
Accrual Basis

Pinon Ranch Homeowners Association
Expenses by Vendor Detail
February 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
6510 Property Management								
Bill	02/15/2019	33	Monthly Mgt fee - Dec, Jan & Feb, ...	Administrati...		Accounts Pay...	570.00	570.00
Total 6510 Property Management							570.00	570.00
City of CS Storm Water								
Check	02/11/2019	Bill pay	Jan to Dec 2019 Storm water fee	Utilities		Wells Fargo - ...	129.60	129.60
Total City of CS Storm Water							129.60	129.60
Corbran's Landscaping, LLC								
Bill	02/02/2019	15208	1/23 snow removal	Snow remo...		Accounts Pay...	150.00	150.00
Total Corbran's Landscaping, LLC							150.00	150.00
Dennis Delahoy (vendor)								
Bill	02/18/2019	2-18	Snow blower 2/18	Snow remo...		Accounts Pay...	40.00	40.00
Bill	02/20/2019	2/20	Ice melt 2/19 & 2/20	Snow remo...		Accounts Pay...	20.00	60.00
Bill	02/23/2019	23Feb	23 Feb snow removal	Snow remo...		Accounts Pay...	40.00	100.00
Total Dennis Delahoy (vendor)							100.00	100.00
Marc A. Boyce, CPA & Assoc, PC								
Bill	02/14/2019	72984	2018 Fed & State tax returns	Professiona...		Accounts Pay...	260.00	260.00
Total Marc A. Boyce, CPA & Assoc, PC							260.00	260.00
TOTAL							1,208.80	1,208.80

Flag Way								
Enforcement action report								
as of March 12, 2019								
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
5440	Flag	Feeding the deer	7/24/2018		cont. To monitor. Note: this is now against city ordinance.			
5445	Flag							
5450	Flag							
5455	Flag							
5460	Flag	Stained Stucco, email sent 11/6, follow up in 60 days	11/6/2018	1/6/2018	3/10 - Board will request that owner power wash			cont. To monitor
5465	Flag							
5470	Flag							
5475	Flag							
5480	Flag							
5485	Flag	1.. Bare spots in lawn. 2. Grass in rocks. .. All aug 2018 & Sept)	8/27/2018	8/27/2018	Request for plan of action sent on 11/29. Gabe replied back on 12/1 with questions about xeriscape, artificial grass. Also says having financial hardship.. Board needs to repond / follow up			
5490	Flag	3/11/19 sidewalk edging needed						
5495	Flag							
5505	Flag	Lawn maint. (bare spots in grass) (Aug 2018)	8/27/2018	9/27/2018	Up date 3/10 new owner as of 3/1 (the former tenants) waiting on landscape plan.			
5510	Flag							
5515	Flag	3/11/19 basketball hoop down in front yard						
5520	Flag							
5525	Flag							
5530	Flag							
5535	Flag	Ladders stored outside, visable from st. (3/10)						
5540	Flag							
5545	Flag							
5550	Flag	1. Dead grass 2. Tree roots and stumps	8/27/2018	3/1/2019	Update 9/26, they plan on replacing grass and finishing the stump removal in the Spring. Update 1/9/19; stumps removed, still need to remove a few unsightly roots and replace the grass. Update 3/10 N/P			cont. to monitor
5555	Flag							
5560	Flag							
5565	Flag							
5570	Flag							
5575	Flag	Need landscape plan, need to be approved by the board.	7/2/2018	8/2/2018	landscape approval issued 8/22. Still waiting on submittal of plan for new planter.			
5575	Flag	1. Landscape parking. Letter emailed 1/10/2019	2/10/2019		Decision letter sent march 2019			Car moved at end of Feb.
5580	Flag							
5585	Flag							
5590	Flag							
5595	Flag							

		Sample Way							
		Enforcement Action Report		as of March 12, 2019					
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5460	Sample								
5465	Sample								
5470	Sample	1.Fence repair and re-staining as of 3/10. 2. Need to submit fence modification plan and stain colors	6/4/2018	8/13/2018	NP 4/9; Aug part of fence was removed. They plan on repairing and reinstalling. Still need to submit stain color. Update 9/30 no progress. Email sent on 11/6 regarding repairs need on West side fence. Update 3/10 No Progress				
5475	Sample								
5480	Sample								
5485	Sample								
5490	Sample								
5495	Sample								
5505	Sample	Fence need to be re-stained. Color change will need to be approved by HOA, if they want to change colors. New 9/30	10/10/2018	11/30/2018	Update 2/5/19 No progress, suggest follow up in March				
5510	Sample								
5515	Sample	Fence need to be re-stained. Color change will need to be approved by HOA, if they want to change colors.	1/26/2018 & 6/4	7/19/2018	email. No progress of 3/10. NP 4/9; N/P July. 9/12 N/P				
5520	Sample								
5525	Sample								
5530	Sample	1. Over night parking on St.	8/22/2018		parked overnight for 9/15 to			monitor	
5535	Sample								
5540	Sample								
5545	Sample								
5550	Sample								
5555	Sample	Fence re-staining needed (email sent 11/6)	11/6/2018	3/1/2019	follow up in April				
5560	Sample								
5565	Sample								
5570	Sample								
5575	Sample								
5580	Sample								