Pinon Ranch HOA - Board Meeting Minutes

Date: July 9, 2019 Time: 7:15pm Place: Sweet and savory Pi Attendees: Frank H., Shane S., Amanda B., Bradley G.

Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from May and June

4 votes to approve.

I. Board Member Comments:

BG - Consistency in overnight street parking and trailer parking (driveway or street)

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

None

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$0.00 in June

Deposits (PayPal) \$0.00. in June

Account Balances of 6/30/19: Checking account \$15,752.50 Savings (Replacement Reserves) \$8,526.80, and PayPal \$10.00.

- 1. June Expenses (see attached expense report).
- 2. As of May 25, 2019, all members are current.
- 3. Social fund Donations balance is \$294.19 as of 5/31/19. Donations so far for 2019 are \$263.00. We ended 2018 with a balance of \$31.19.
- 4. Landscape Maintenance; we had to replace one broken irrigation head. We are getting the grass cut weekly.
- 5. Fence repairs and re-staining (see new business). Also, the board will need to decide on stain color. The board decide to push back the start date to the middle of September, due to concerns about potential damage to the HOA grass by shutting off the irrigation system during re-staining and repair.
- 6. Current Website (pinonhoa.com): We have posted a message on the old website directing people to our new website, we have also with posted the HOA email. Amanda launched our new website Pinonranchhoa.org in February. See (See webmaster report).

IV. Webmaster Report:

 Domain Name is: pinonranchhoa.org. Amanda B. will add calendar to the website

Add board meetings (time and location) as well as town hall meetings.

V. Old Business:

1. Trash Club:

- a. Rename "HOA trash service"
- b. Add explanation of where the pricing comes from.
 - i. Cost+10%.
 - ii. Consider adding Trash pricing policy to bylaws.
- c. Create FAQ

Amanda has prepared the following draft documents to start the petition process to amend the covenants to add trash service starting in January 2020, provided the petition is successfully in gathering approval signatures from 67% of the HOA members.

- 1. Unified Trash Program Summary (see attached).
- 2. Petition to Amend the Covenants to add Unified Trash service (see attached).
- 3. RESOLUTION OF THE PINON RANCH HOMEOWNERS' ASSOCIATION AMENDING THE COVENANTS TO IMPLEMENT UNIFIED GARBAGE SERVICE (see attached)
- 4. Unified Trash Service Draft Modification to Covenants.
- 5. Notice of Special Meetings (see attached).

Board needs to review the above documents and make any needed changes. The final documents need to be available for review by the HOA membership on or before the special Meetings in August.

• Board will need to deliver "Notice of Special Meetings" to the membership as required per the Colorado Non-Profit Act (30 days), on or before July 12, 2019.

VI. New Business:

- 1. Fence repairs and re-staining:
 - The Board voted to approve the proposal from "Back to life deck and Fence" by a They bid \$4000 which included replacing 10 boards. The contract still needs to be signed.
 - The Board has asked them to provide a Sherwin Williams standard solid color stain (color to be "Flagstone" or "Fawn").
 - A slight price adjustment may be in order.
 - The Board had hoped for an early spring date but unfortunately the contractor already has other commitments. We have asked that they start on or about September 16th.
 - We asked them to provide copies on insurance certificates, received copy of General Liability, still waiting on Workman Compensation.
 - The Board will need notify to 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 (should go out no later than August 15).

- Tentative painting date is week of Sept 16th.
- 2. Landscape Xeriscape standards
 - See attached example from the city of Aurora. Proposed by Frank Hibbitts, to start discussion on possibilities such as:
 - No ZEROscape or gravel / rock only.
 - A minimum number of trees and bushes in the front yard.
 - A 25% to 50% plant coverage standard (Aurora requires 50% plant coverage, based on mature plant sizes).

VII. Architectural Review Committee:

<u>5465 Sample Way</u>; rear deck expansion, add stairs and concrete pad, change deck and handrail material.

Still under construction.

<u>5505 Sample Way</u>; Board needs vote on landscape changes (removed pine tree and replace with a bush). Management recommends approval. Board voted 4-0 to approve. Board still needs to send out approval letter.

Shawna to send out approval letter.

<u>5505 Flag Way</u> Landscape Proposal (submitted on 6/27). Management has reviewed proposal and it does not meet our architectural guidelines for screening of expended driveway and the complete lack of any plants on the North side. Request clarification on driveway width (it appears that it will be exceeded the maximum allowable 24 feet, scale shown on drawing is incorrect. Will need to provide a copy of city approval to add driveway extension in the city right of way. Management does not recommend approval as submitted.

Amanda to respond to proposal with needed changes.

<u>5530 Flag Way;</u> 1. Roof replacement to be the same color as before. 2. Would like to add a fence around the entire backyard (waiting on details like: location, set back from front of house, style, height and proposed stain color).

Still awaiting details about the fence Roof color is approved (petty close to like for like)

<u>5550 Flag Way</u>: Landscape changes. Submittal received 6/15/19. Original proposal Not approved. Plan B proposal received 6/22/19 and under review.

Approved. Shawna to send approval letter.

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on June 1, 2019. Follow up inspections by HOA manager on 7/6/19 (see attached report / inspection log). Next walk-through Aug 4th at 8 am followed by a brief board meeting.

Note: 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

Summer Bash (TBD).

Other ideas

MTB ride – Ned Brush

Ned to pick a date out in the future.

Sweet and Savory happy hour – November

Happy hour on Flag way.

Agenda Attachments

June Expense Report

10 PM 17/01/19 Accrual Eacls	Pinon Ranch Homeowners Association Expenses by Vendor Detail Jane 2019							
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Total Corolan's Landso	aping, LLC						697.46	897.46
Floyd "Shane" Smith Check	06/25/2019	b il pay	Gift card for Dennis D.	Show removal		Wells Fargo	50 00	50.00
Total Floyd "Share" Se	ith						50.00	60.00
TOTAL						-	947.45	547.45

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Address Street I 5440 Fag p 5450 Fag 1 5455 Fag 1 5456 Fag 1 5460 Fag 1 5465 Fag 1 5470 Fag 1 5470 Fag 1 5475 Fag 1 5476 Fag 1 54770 Fag 1 54757 Fag 1 54757 Fag 1 54757 Fag 1 54758 Fag 1 54759 Fag 1 54750 Fag 1 54750 Fag 1 54750 Fag 1 5485 Fag 1 5490 Fag 3 5490 Fag 1 5510 Fag 1 5510 Fag 1	Flag Way						
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5475 Fag 5480 Fag 5480 Fag 1 2 5485 Fag 5485 Fag 5485 Fag 5485 Fag 5485 Fag 5485 Fag 5486 Fag 5487 Fag 5490 Fag 5490 Fag 5490 Fag 5490 Fag 5490 Fag 5510 Fag 5520 Fag 5520 Fag 5530 Fag 5530 Fag 5543 Fag 5550 Fag	g Dead spots in lawn	6/2/2019	7/2/2019	South Lawn			monitor
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5490 Fag 5490 Fag 5495 Fag 5505 Fag 5505 Fag 5510 Fag 5515 Fag 5520 Fag 5525 Fag 5530 Fag 5535 Fag 5540 Fag 5540 Fag 5545 Fag 5550 Fag 5550 Fag 5556 Fag 5560 Fag 5570 Fag	g weeds and lawn needs mowing.	6/2/2019	6/17/2019	7/6 No progress			
5490 Flag 5495 Flag 5505 Flag 5510 Flag 5515 Flag 5520 Flag 5525 Flag 5530 Flag 5535 Flag 5536 Flag 5550 Flag 5555 Flag 5560 Flag	3/11/19 sidewalk edging needed	5/9/2019	6/2/2019	update 6/15 , work complete. Work not done in workman like manner. Board needs to take a look at this.			
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5560 Flag 5565 Flag 5570 Flag	1.Dead grass 2. Tree roots and stumps	8/27/2018	6/24/2019	Update 7/6; landscape plan submiited, board needs to review.			
5565 Flag 5570 Flag	g						
5570 Flag	g						
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5580 000 00	Meeds in the rocks (weeds are back 7/6)	5/9/2019	5/25/2019	update 7/6 weeds, need to send another letter.			
5580 Flag M 5585 Flag	-			to seria driotrier letter.			
5590 Flag	-						1
5595 Flag	5						1

Sample Way								
		Enforcement Action Report	as of	8-Jul-19				
Address	Street	Issue	Courtesy Itr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
					Received complaint about deck needing to be re-stained.			
					4/5/19. Johnny replied will have			
5460	Sample		5/20/2019	7/8/2019	it done before the end of July.			
5460	Sample	dead grass and general maint needed backyard Received complaint on 7/2			Board needs to investigate complaint Received complaint about			
					deck needing to be re-			
					staining. 4/5/19. Resident plans on submitting plans for			
					expanded deck and stairway,			
5465	Sample				They plan on changing deck material and hail rail.			
	oanpio				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			
		1.Fence repair and re-staining as of 3/10. 2. Need to			repairs need on West side			
		submit fence modification plan and stain colors			fence. Update 3/10 No Progress. Rec.complaint &			
					photos of broken fence on 4/5/19, 4/0 N/P, Board voted			
					to send warning ltr. Update			
					6/2 rear fence repairs made, just need to finish re-			6/2 Rear fence repairs
5470	Sample		6/4/2018	6/20/2019	staining	5/20/2019		completed.
5470	Sample	Tree branches need to be trimmed up (6/1/19)						
5475	Sample							
5480	Sample							
5485	Sample							
5490	Sample	Weed in Rocks	5/9/2019	5/25/2019	update 7/6 flowers not weeds. Closure issue			
5495	Sample	Yard needs to be re-mulched (6/1			update 7/6 no progress			
5495	Sample	POD in side yard (trailer and sign violation)			Out of state owner is on site now. Renters have moved out.			
5505	Sample							
5505	Sample	Weed in rocks (new 7/6)						
	Sample							
5515	Sample							
5520	Sample							
5525	Sample	Over night parking on St. (many time in the last 10 days)						
		1. Over night parking on St.			Note: They had their trailer parked overnight for 9/15 to			cont. to
	Sample		8/22/2018		9/18			monitor
5535	Sample	Need to edge grass	5/9/2019	6/9/2019	update 7/6 done. Close issue			
5535	Sample	Trash cans in front yard / street	3/6/2019	7/15/2019	1st violation on 3/6, 2nd violation 6/3.	7/9/2019		cont. to monitor
	Sample							
5545	Sample				update 6/1 some progress. 7/6			
5550	Sample	Weeds in lawn and rocks	5/9/2019	5/25/2019	still have weeks in rocks and lawn.			cont. to monitor
	Sample	Tree branches piled up on side of house (new June 2016).			update 7/6 no progress	L		
5555	Sample	Fence re-staining needed (email sent 11/6)	11/6/2018 and 6/2/2019	7/17/2019	update 7/6 work complete. Looks good. Close issue			
	Sample			1111/2019				
	Sample							
	Sample							
	Sample							
5580	Sample						<u> </u>	