

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:

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

Still under construction.

5505 Sample Way; 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.

5505 Flag Way 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.

5530 Flag Way; 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)

5550 Flag Way: 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

1:10 PM 07/01/19		Pinon Ranch Homeowners Association Expenses by Vendor Detail June 2019							
Accrual Basis									
Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance	
Corbani's Landscaping, LLC									
Bill	06/15/2019	15161	June Maint.	Lawn & Tree Maint...		Accounts Pay...	502.50	502.50	
Bill	06/15/2019	15161	Replace 1 rotor head	Irrigation equipment ...		Accounts Pay...	94.95	597.45	
Total Corbani's Landscaping, LLC							597.45	597.45	
Floyd "Shane" Smith									
Check	06/25/2019	bill pay	Gift card for Dennis D.	Debris removal		Wells Fargo - ...	50.00	50.00	
Total Floyd "Shane" Smith							50.00	50.00	
TOTAL							647.45	647.45	

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way							
		Enforcement action report		as of July 6, 2019					
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5440	Flag	parking on the landscape (cont. to monitor)			cont. To monitor				
5445	Flag								
5450	Flag								
5455	Flag								
5460	Flag	Stained Stucco, email sent 11/6, follow up in 60 days	11/6/2018	7/9/2019	3/10 - Board will request that owner power wash. Email sent 5/9 requesting power washing. Update 6/15 they power washed on 6/9. Board will need to take a look at their next walkthrough.			cont.To monitor	
5465	Flag								
5470	Flag	Dead spots in lawn	6/2/2019	7/2/2019	Resident reseeded the dead grass areas on 5/25, he says should take about 3 weeks for the new grass to come in. Update 6/15 area has been reseeded. Update 7/6 new dead spot on South Lawn			cont.To monitor	
5470	Flag	Tree suckers in lawn (new 7/6)							
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 respond / follow up. Update 6/1 No Progress. 6/2 Sent email that we are open to a landscape plan change, also recommended re-seeding the problem areas.. Update 6/18 email sent outlining acceptable options. Update 7/6 No Progress				
5485	Flag	weeds and lawn needs mowing.	6/2/2019	6/17/2019	7/6 No progress				
5490	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.				
5490	Flag	Weeds in lawn	5/9/2019	5/25/2019	some progress. Update 7/6 looks ok. Close issue			cont. To monitor	
5495	Flag								
5505	Flag	Lawn maint. (bare spots in grass) (Aug 2018)	8/27/2018	6/9/2019	Update 7/6; landscape plan submitted, board needs to review.				
5510	Flag								
5515	Flag								
5520	Flag								
5525	Flag								
5530	Flag								
5535	Flag								
5540	Flag								
5545	Flag								
5550	Flag	1. Dead grass 2. Tree roots and stumps	8/27/2018	6/24/2019	Update 7/6; landscape plan submitted, board needs to review.				
5555	Flag								
5560	Flag								
5565	Flag								
5570	Flag								
5575	Flag								
5580	Flag	Weeds in the rocks (weeds are back 7/6)	5/9/2019	5/25/2019	update 7/6 weeds, need to send another letter.				
5585	Flag								
5590	Flag								
5595	Flag								

		Sample Way		as of 8-Jul-19				
		Enforcement Action Report						
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
5460	Sample		5/20/2019	7/8/2019	Received complaint about deck needing to be re-stained. 4/5/19. Johnny replied will have 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			
5465	Sample				Received complaint about deck needing to be re-staining. 4/5/19. Resident plans on submitting plans for expanded deck and stairway, They plan on changing deck material and hail rail.			
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	6/20/2019	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. 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-staining	5/20/2019		6/2 Rear fence repairs 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)						
5510	Sample							
5515	Sample							
5520	Sample							
5525	Sample	Over night parking on St. (many time in the last 10 days)						
5530	Sample	1. Over night parking on St.	8/22/2018		Note: They had their trailer parked overnight for 9/15 to 9/18			cont. to 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
5540	Sample							
5545	Sample							
5550	Sample	Weeds in lawn and rocks	5/9/2019	5/25/2019	update 6/1 some progress. 7/6 still have weeds in rocks and lawn.			cont. to monitor
5550	Sample	Tree branches piled up on side of house (new June 2016).			update 7/6 no progress			
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			
5560	Sample							
5565	Sample							
5570	Sample							
5575	Sample							
5580	Sample							