

Pinon Ranch HOA - Board Meeting Minutes

Date: May 09, 2019

Time: 6:30pm (6:34pm start)

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

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

Call to Order, Confirm Quorum (a majority or 3), Accept Minutes from April.

Motion to accept prior meeting minutes: Shawna U., seconded by Amanda B.

I. Board Member Comments:

None

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

None

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$365.

Deposits (PayPal) \$20.00. We paid \$0.88 in PayPal processing fees in April.

Transfers (Wells Fargo): \$1775 to Replacement Reserves (savings) from checking, as per the 2019 Budget. Also transferred \$2543 from the 2018 budget surplus to Replacement Reserves, the remaining \$1000 from the 2018 surplus will be allotted to Operational Reserves.

Account Balances of 4/30/19: Checking account \$17,144.69 Savings (Replacement Reserves) \$8,526.37, and PayPal \$610.10.

Transfer all cash out of Paypal and into checking account

1. April Expenses (see attached expense report).
2. As of May 1, all members are current except for Dennis D., who is currently providing snow removal for the HOA at a highly discounted rate, we will settle his account on or about May 15th.
 - a. **Sent to Dennis D. on May 1st, due on May 15th.**
3. Social fund Donations balance is \$294.19 as of 3/8/19. Donations so far for 2019 are \$263.00. We ended 2018 with a balance of \$31.19.
4. Landscape Maintenance; The irrigation system was turned activated on or about May 1st. Corbran's contract started on April 1st, April and early May activities include spring cleanup, core aeration and fertilization, all rock and/or planting beds will have herbicide and pre-emergent mixtures applied.

5. Fence repairs and re-staining (see new business). Also, the board will need to decide on stain color.
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 May 5, 2019. We have asked them to take down the old website on March 2 and again on March 31, 2019. Called and left voicemails

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
 - Added financial statements and minutes
 - Add tentative statement so no need to update files
- We are still trying to get the old website provider to remove the old website, no luck so far after repeated emails and phone calls.
 - Old website is still active. Frank to attempt to login and make re-direct announcement.

V. Old Business:

1. Unified garbage service (formally 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:**

- **Change to start in 2020**
- **Added draft of change**
- **Need to have summary page of changes**
- **Implement Jan 1st.**
- **Notice by October 1st.**
- **Town hall July 9th 7pm (Tuesday) Assessors Training Room, El Paso Country Citizens service center.**
- **[tentative] Aug 21th 6pm (Wednesday) as follow up town hall**
- **Notice to members 30 days before town hall (May 30th draft released with invite to town hall)**

Section 11.3 Amendment of Declaration by Owners.

Except as otherwise provided in this Declaration, and subject to provisions elsewhere contained in this Declaration requiring the consent of Declarant or others, any provision, covenant, condition, restriction or easement contained in this Declaration may be amended or repealed at any time and from time to time by a document signed by the Owners of at least 67 percent of the total number of Lots and recorded in the real property records of El Paso County, Colorado.

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.*

Proposed language from Amanda:

(d) beginning in the year 2019, the costs of providing and administering a unified garbage removal service and to all residences in Pinon Ranch Subdivision;

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.*

Proposed language from Amanda:

(e) In the years 2019 and 2020, the limitations in section (b) above, concerning the maximum percentage of annual increase to the assessment, shall be waived for the sole and specific purpose of implementing a unified garbage removal service. The costs of providing and administering the service, which shall begin in 2019, shall be included in the annual assessments, and may be collected in one or two installments as the Board or Manager directs. In 2021, the limitations outlined in section (b) above shall be reinstated.

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.*

Proposed language from Amanda:

Section 6.27 Unified Garbage Removal Service. Beginning in the partial year 2019, The Association will provide a unified garbage removal service. Service will continue as long as the program is financially viable, meaning expenses related to the service do not exceed revenues derived from the service by more than 5%. For so long as the Association provides garbage removal service, all residents must use and pay for such service, the costs of which shall be included in the annual assessments. Property owners shall be

responsible for any damages, theft or loss of the receptacles provided by the service provider.

Owners are responsible for the costs of any optional services rendered on an individual basis at the owner's request such as recycling services or large item pick-up, as well as any fees or penalties incurred by the Association as a direct result of an individual Owner's actions.

- 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).

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 along with finalizing a work date, the Board had hoped for a early spring date but unfortunately the contractor already has other commitments. We are looking at either Summer or early Fall the preferred We asked them to provide copies on insurance certificates, received copy of General Liability, still waiting on Workman Compensation.
 - **Shane got update of mid to late July , Sept 15 ideal appointment. Shane to follow up**
 - **Shane to request Sherman Williams stain be use.**
- The Board will need to decide on stain color.
 - **Approximate Sherman Williams "Chocolate" color**
 - **Propose "Flagstone" or "Fawn" for consideration**
 - **Actual stain brand**
- The Board will need 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.

VII. Architectural Review Committee:

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

Brushes to submit formal proposal

5470 Sample Way; roof color change.

Amanda motions, Shawna U seconded

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on April 27, 2019. Follow up inspections by HOA manager on May 8th (see attached report / inspection log). **Next walk-through TBD.**

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

No Cinco de Mayo party.

Summer bash proposed for some time June (15th?).

Garage sale requested. Perhaps on June 8th?

Happy hour on Flag way.

Other ideas

MTB ride – Ned Brush June

Sweet and Savory happy hour - November

Morning hike with coffee and donuts – Bradley May 18th 8 am

The next HOA Board of Directors meeting will be on June 13th at 6:30 pm, at 2139 Chuckwagon Rd, Suite 210 Colorado Springs, CO 80919.

Inspection June 1st at 8 am.

Close at 8:42pm

Agenda Attachments

April Expense Report

7:10 PM

05/01/19

Accrual Basis

**Pinon Ranch Homeowners Association
Expenses by Vendor Detail**

April 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Corbran's Landscaping, LLC								
Bill	04/17/2019	15918	April maint. as per contract	Lawn & Tree Mainte...		Accounts Pay...	502.50	502.50
Total Corbran's Landscaping, LLC							502.50	502.50
TOTAL							<u>502.50</u>	<u>502.50</u>

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Flag Way									
Enforcement action report									
as of April 27, 2019									
Home owner	Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
Jeff & Vickie Hansen	5440	Flag	Feeding the deer	7/24/2018		cont. To monitor. Note: this is now against city ordinance.			
Jeff & Vickie Hansen	5440	Flag	parking on the landscape (cont. to monitor)			cont. To monitor			
Daniel & Jennifer Taylor	5445	Flag							
Rodolfo & Sopia Garganian	5450	Flag							
	5455	Flag							
Daniel Colli & Jaime Curry	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. Update 4/10 & 4/27 No Progress.			cont. To monitor
Shane Smith	5465	Flag							
Alexander & Sara Chung	5470	Flag							
Mark & Jody Jensen	5475	Flag							
Greg Jones	5480	Flag							
Gabriel Gavril	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 4/10 & 4/27 No Progress.			
Michael Whitley	5490	Flag	3/11/19 sidewalk edging needed			4/10 & 4/27 No progress			
Michael Whitley	5490	Flag	Weeds in lawn						
Gary & Christine Bauers	5495	Flag							
Carolyn Bundrick	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.. 4/10 & 4/27 No progress. Need to send follow up email.			
	5510	Flag							
Raymond Shea	5515	Flag							
Gabe Black	5520	Flag							
Darryl & Lauren Yancy	5525	Flag							
David Crosby	5530	Flag							
Stephen Karr	5535	Flag	Ladders stored outside, visible from St. (3/10)			Not visible 4/10			cont. To monitor
	5540	Flag							
Higham Family Trust	5545	Flag							
Ryan & Diana Urban	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, 4/10 & 4/27 N/P. Need to send follow up email about stump and tree root removal			cont. to monitor
Dimiter Shiklov	5555	Flag							
Steven & Nicole Ottmer	5560	Flag							
Dennis Delahoy	5565	Flag							
Anne Westbrook	5570	Flag							
BENJAMIN VALENTIN	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.			
BENJAMIN VALENTIN	5575	Flag	1. Landscape parking. Letter emailed 1/10/2019	2/10/2019		Decision letter sent march 2019. Car moved .Close. 4/10 ok			Car moved at end of Feb.
James & Mary Wiencek	5580	Flag	Weeds in the rocks						
Chester & Kelly Moyer	5585	Flag							
Edward & Laura Parker	5590	Flag							
John Cotterman	5595	Flag							

		Sample Way		as of 27-Apr-19					
Home owner	Address	Street	Enforcement Issue Report	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
John Enright	5460	Sample				Received complaint about deck needing to be re-stained. 4/5/19			
Ned and Amanda Brush	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 hailrail.			
Peter Geronazzo	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. Rec.complaint & photos of broken fence on 4/5/19. 4/0 N/P. Board voted to send warning ltr.			
Hekman & Residents	5475	Sample							
Mike & Christie McKinley	5480	Sample							
Mark & Anne Gillis	5485	Sample							
James Johnson	5490	Sample	Weed in Rocks						
Haw	5495	Sample							
Eric & Randi Johnson	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. 4/27 done			work completed - Close
Eric & Randi Johnson	5505	Sample	Overnight parking on St.						
Eric & Randi Johnson	5505	Sample	Needs to remove stump in front yard. 2. Need to submit land scape plan						
peter Olson	5510	Sample							
Cory and Adrienne Tuck	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, 4/10 NP			
Aileen & Bradley Gildea	5520	Sample							
Ross White	5525	Sample							
Craig and Tammie Sandin	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
Kevin Ryan	5535	Sample	Need to edge grass						
Hekman & Residents	5540	Sample							
Shafer	5545	Sample							
Sasko Zarev	5550	Sample	Weeds in lawn and rocks						
Reed & Michele Wood	5555	Sample	Fence re-staining needed (email sent 11/6)	11/6/2018	3/1/2019	2/5 N/P. 3/10 N/P, suggest follow up in April. 4/10 No progress. Need to send follow up email No progress			
Bivin	5560	Sample							
Corbett	5565	Sample							
Hibbitts	5570	Sample							
Troy Uehling	5575	Sample							
Mark Johnson	5580	Sample							