

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

**Date:** April 11, 2019

**Time:** 6:30pm; 6:41pm call to order

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

**Attendees:** Frank H., Bradley G., Shawna U., Shane S.

## **Call to Order, Confirm Quorum (a majority or 3), Accept Minutes from March and February.**

Bradley G. motioned to approve Feb minutes after Frank H. attached financials, Shane S. seconds, passed unanimously.

Shawna U. motioned to approve March minutes, Shane S. seconds, passed unanimously.

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

None

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

None present; none.

## **III. Manager Report:**

### **Banking:**

Deposits (Wells Fargo) \$4496, plus \$1500 transfer from PayPal to Checking = \$5996.00

Deposits (PayPal) \$359.00. We paid \$10.71 in PayPal processing fees in March.

Account Balances of 3/31/19: Checking account \$21,600.19, Savings (Replacement Reserves) \$4,208.25, and PayPal \$590.98.

1. March Expenses (see attached expense report).
2. As of April 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 once we are done with snow removal for the season.
  - a. Dennis D. HOA dues will be due in May 15<sup>th</sup> and we will apply a credit for his snow removal services. Currently Dennis D. has \$180 credit.
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 current plan is to reactivate the irrigation system on or about May 1<sup>st</sup>. We will also need to have CSU turn the water back on in late April. Corbran's contract starts on April 1<sup>st</sup>, 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. Snow removal; Member Dennis D. is continuing to take care of snow removal and ice melt as noted on the March expense report.
6. Fence repairs and re-staining (see new business). Also, the board will need to decide on stain color.
7. 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 28<sup>th</sup>. Old website was still active on March 8. We have asked them to take down the old website on March 2 and again on March 31, 2019.
  - a. Frank H. to call them and verbally ask for the removal of the website.
8. We renewed our workman compensation insurance effective April 1, 2019 to April 1, 2020 for an estimate of \$350.00. Note; final cost is subject to the results of the yearly insurance audit.

#### IV. Webmaster Report:

- Domain Name will be: [pinonranchhoa.org](http://pinonranchhoa.org).
  - Need updated budget
  - Upload latest financial documents
  - Upload approved and pending minutes
    - Including “pending approval” so residents don’t have to wait months for info.

#### 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).

Best Way changed ownership, but Troy U. confirmed that existing bids will still be honored.

Amanda B. has not yet added the drafted paragraphs. She will complete the draft by 4/22. In the May meeting we will review and determine how to propose to the residents.

Possible June town hall meeting at country building for community input.

## **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.
  - Concern of quality.
  - Would use original Behr stain, would complete sooner.
- Steve Kerr (Alpine Painting and Decorating Inc.), quoted \$6040. Amanda will ask for copies of Insurance certificates for general liability and workman compensation. **At the last board meeting the board voted to ask Steve K. if he could quote just doing part of the fence (4/6<sup>th</sup>) this Spring and doing the other 2/6<sup>th</sup> next Fall or next year.**
  - If the ends are excluded, what would the cost be?

- Concern of timeliness of completing the job
- Quality of prep, Sherwin Williams stain, increased longevity
- 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.

Shawna U. motions to accept the bid from Back to Life for \$4000 including replacement of 10 boards, Shane S. seconds, approves unanimously.

Shane S. will communicate with Back to Life to accept bid and schedule. Possible sprinkler shutoff consideration.

2. 2019 Budgeted Transfer of \$1775 to Replacement Reserves. Per the approved 2019 Budget we are to make a transfer of \$1775 to Replacement Reserves. Since all but one member has paid their 2019 HOA dues, Management recommends that we consider transferring this amount to Replacement Reserves now. This will increase the balance in Replacement Reserves to \$5983 (\$4208 current balance + \$1775 = \$5983).
  - a. Frank H. will move these funds into the reserve fund.
3. 2018 Budget Surplus, we finished the year off with a surplus of \$3543. Management recommends that we consider transferring most of this amount to Replacement Reserves, which would give us total of \$9526 (\$4208 current balance + \$1775, 2019 budgeted transfer + \$3543, 2018 surplus = \$9526). Note: After the estimated cost of fence repairs and re-staining (\$4000 to \$6040), we would only have a balance of \$5526 to \$3486 remaining in Replacement Reserves.
  - a. Shawna U. motions to transfer \$1000 to operational reserves and \$2543 to replacement reserves, Bradley G. seconds, approved unanimously.

*Note 2; We currently have \$3000 in operational reserves with the possibility of adding HOA trash service later this year we may want to consider transferring \$1000 of the surplus to operational reserves due to the added collection risks.*

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

1. The Board voted 4-0 with one abstention via email to approve an 8' x 8' concrete pad for a new hot tub in the backyard of 5505 Flag Way.
  - a. Shawna U. to ask to have conduit painted to match house.
2. The Board voted 4-0 with one abstention via email to approve an expanded deck and stairway for the backyard of 5455 Flag Way. They Also approved the use of upgraded deck materials and black metal railing.

## **VII. Neighborhood covenant and bylaws enforcement:**

Last inspection by the board was on March 10, 2019. Follow up inspections by HOA manager on 4/10/19 (see attached report / inspection log). **Next walk-through is Saturday April 27 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.**

A question has come up if the HOA has authority on the maintenance of the residents' back yards. Per Convents Section 6.9 backyards (lawns, decks, patios, etc.) should be maintained in the same manner as the front of the property. During enforcement workarounds, notice have recently only been given for observations from the sidewalk. If HOA receives a complaint about a specific issue with a fellow residents' backyard, the HOA should work to review and resolve the issue.

**Section 6.9 Building and Grounds Conditions. Each Owner shall maintain the exterior of his or her Residence and all other Improvements in good condition and shall cause them to be repaired as the effects of damage or deterioration become apparent. If the Owner fails to properly perform such maintenance, Declarant or the Architectural Approval Authority may, after giving 30 days written notice, effect such repairs and maintenance as it deems necessary in its judgment to maintain the standards of Pinon Ranch Subdivision. Entry to effect such repairs and maintenance shall not be deemed a trespass and the Owner shall be liable for all costs incurred in connection with the repairs and maintenance.**

Next walk (April 27<sup>th</sup> at 8:30am) will conclude with elevating any open issues that have yet to be resolved prior to the walkaround.

Shawn U. suggested Amanda B. to write warning letters within one week, not possible pay Frank H. to complete the following week. Bradley G. seconded, approved unanimously.

## **VIII. Community Events**

No Cinco de Mayo party.

Summer bash proposed for some time June (15<sup>th</sup>?).

Garage sale requested. Perhaps on June 8<sup>th</sup>?

**The next HOA Board of Directors meeting will be on May 9th at 6:30 pm, at 2139 Chuckwagon Rd, Suite 210 Colorado Springs, CO 80919.**

# Agenda Attachments:

## March Expense report:

10:22 AM

### Pinon Ranch Homeowners Association

04/06/19

### Expenses by Vendor Detail

Accrual Basis

March 2019

Type	Date	Num	Memo	Account	Amount
<b>Dennis Delahoy (vendor)</b>					
Bill	03/05/2019	3/4/19	Snow removal March 3 & 4	Snow removal	80.00
Total Dennis Delahoy (vendor)					80.00
<b>Lowe's</b>					
Check	03/14/2019	debit card	ice melt	Snow removal	11.88
Total Lowe's					11.88
<b>Pinnacol Assurance</b>					
Check	03/15/2019	1185	Workman Comp insur. 4/1/19 to 4/1/20	Insurance Expense	350.00
Total Pinnacol Assurance					350.00
<b>TOTAL</b>					<b>441.88</b>

**Neighborhood covenant and bylaws enforcement log (next pages)**

**Flag Way  
Enforcement action report  
as of April 10, 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.			
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 No Progress.			cont. To monitor
Shane Smith	5465	Flag							
Alexander & Sara Chung	5470	Flag							
Mark & Jody Jensen	5475	Flag							
Greg Jones	5480	Flag							
Gabriel Gavrilva	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 4/10/19 No Progress.			
Michael Whitley	5490	Flag	3/11/19 sidewalk edging needed			4/10 No progress			
Gary & Christine Bauers	5495	Flag				Up date 3/10 new owner as of 3/1 (the former tenants) waiting on landscape plan.. 4/10 No progress.			
Carolyn Bunderick	5505	Flag	Lawn maint. (bare spots in grass) (Aug 2018)	8/27/2018	9/27/2018				
	5510	Flag							
Raymond Shea	5515	Flag	3/11/19 basketball hoop down in front yard			Ok 4/10 - close			
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 N/P			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							
Chester & Kelly Moyer	5585	Flag							
Edward & Laura Parker	5590	Flag							
John Cotterman	5595	Flag							

Sample Way  
Enforcement Action Report as of 4/10/2019

Home owner	Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
John Enright	5460	Sample				Received complaint about deck needing to be re-staining. 4/5/19			
	5465	Sample				Received complaint about deck needing to be re-staining. 4/5/19			
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.			
Hekman & Residents	5475	Sample							
Mike & Christie McKinley	5480	Sample							
Mark & Anne Gillis	5485	Sample							
James Johnson	5490	Sample							
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. 4/10 N/P			
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							
Hekman & Residents	5540	Sample							
Shafer	5545	Sample							
Sasko Zarev	5550	Sample							
Reed & Michele Wood	5555	Sample	Fence re-staining needed (email sent 11/6)	11/8/2018	3/1/2019	2/5 N/P, 3/10 N/P, suggest follow up in April. 4/10 No progress.			
Bivin	5560	Sample							
Corbett	5565	Sample							
Hibbitts	5570	Sample							
Troy Uehling	5575	Sample							
Mark Johnson	5580	Sample							