

Pinon Ranch HOA - Board Meeting Agenda

Date: June 18, 2019

Time: 6:30pm (6:43 call to order)

Place: Starbucks (Garden of the Gods & Centennial)

Attendees: Shane S., Steve S., Amanda B., Bradley G., Frank H.

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

Quorum present

Table voting on May minutes; vote to approve via email

Approved via email June 22, 2019.

I. Board Member Comments:

None

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

None

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$165.

Deposits (PayPal) \$0.00.

Transfers (Wells Fargo): \$610.10 from PayPal to checking.

Account Balances of 4/30/19: Checking account \$16,656.29 Savings (Replacement Reserves) \$8,526.59, and PayPal \$10.00.

Consider ACH transfers in addition to PayPal for next year. Possible only \$1 fee.

1. May Expenses (see attached expense report).
Shane S. to get \$50 gift card from meat market for Dennis D.
Amanda B. to get thank you card for Dennis D.
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 are getting the grass cut weekly. Core aeration and fertilization completed.
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 will be: pinonranchhoa.org.
Nothing additional

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 2020 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: Proposed language from Amanda:*

(d) beginning in the year 2020, 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 2020 (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 for the year 2020 for the sole purpose of adding trash service as a Common Expense. (Note: Proposed language from Amanda:*

(e) In the year 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 2020, 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. (Note: Proposed language from Amanda:*

Section 6.27 Unified Garbage Removal Service. Beginning in the year 2020, 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).
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- 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 Aug 13th 7pm (Tuesday) Assessors Training Room, El Paso Country Citizens service center. Steve S. to reserve room.
 - [tentative] Aug 21th 6pm (Wednesday) as follow up town hall
 - Notice to members 30 days before town hall Assessors Training Room, El Paso Country Citizens service center. Steve S. to reserve room.
 - July 9th draft released with invite to town hall
 - June 30th Amanda B. to present draft to board

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 determined by the board). A slight price adjustment may be in order.
 - 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 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).

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 waiting on submittal.

Submitted to Shawna, Amanda to re-submit.

5470 Sample Way; roof color change. Board voted 3-0 at the last meeting to approve. Board still need to send out approval letter.

5505 Sample Way; Board needs vote on landscape changes (removed pine tree and replace with a bush). Management recommends approval.

Shane motion to accept, Steve seconds

Motion approved.

5550 Flag Way: Landscape changes. Submittal received 6/15/19.

Reject as submitted.

Provide guidance for re-submit:

- Stone should be a contrasting accent
 - Such as a walkway, strip, path.
 - Should not be the dominate yard coverage
- Must be plants in mulch areas
 - Such as several (>3) small to moderate bushes or shrubs
 - Such as numerous (>6) small plants/grasses
- Consider larger rock (boulder) rock accents
- Mulch must be installed to a minimum of 3" depth (to be an effective weed barrier)
 - Recommend gorilla hair mulch

- Rock must be laid upon a weed barrier/landscape cloth

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on June 1, 2019. Follow up inspections by HOA manager on June 15, 2019 (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

The HOA morning hike and coffee was on May 18th.

9 people attended

The HOA garage sale was on June 8th.

About 3 household participated.

Summer Bash (TBD).

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 July 9th at 7pm, at 2139 Chuckwagon Rd, Suite 210 Colorado Springs, CO 80919.

Main purpose is to review the petition for trash service.

Agenda Attachments

May Expense Report

9:04 PM

06/09/19

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

Accrual Basis

May 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
6510 Property Management								
Bill	05/08/2019	34	Monthly Mgt fee - March, April & May	Administrative Services		Accounts Pay...	570.00	570.00
Bill	05/08/2019	34	Title Company letter, status and accounting.	Administrative Services		Accounts Pay...	75.00	645.00
Bill	05/08/2019	34	March Minutes	Administrative Services		Accounts Pay...	25.00	670.00
Bill	05/08/2019	34	Delinquent Statements to past due member...	Administrative Services		Accounts Pay...	80.00	750.00
Total 6510 Property Management							750.00	750.00
Colo Spgs Utilities								
Bill	05/22/2019		2837 CF;	Utilities		Accounts Pay...	226.34	226.34
Bill	05/22/2019		Connection fee	Utilities		Accounts Pay...	30.00	256.34
Total Colo Spgs Utilities							256.34	256.34
Corbran's Landscaping, LLC								
Bill	05/15/2019	15989	MAY, maint. as per contract	Lawn & Tree Maintenance		Accounts Pay...	502.50	502.50
Total Corbran's Landscaping, LLC							502.50	502.50
Dennis Delahoy (vendor)								
General Journal	05/08/2019	23	credit for snow removal Feb and March 2019	Snow removal		Accounts Rec...	180.00	180.00
General Journal	05/08/2019	24	Transfer credit to Dennis A/R account	Snow removal		Accounts Pay...	-180.00	0.00
Total Dennis Delahoy (vendor)							0.00	0.00
TOTAL							1,508.84	1,508.84

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Flag Way Enforcement action report as of June 15, 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)						
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. Danial replied will power wash within 60 days. Update 6/15 they power washed on 6/9. Board will need to take a look at their next walktrough.			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.			
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.			
5485	Flag	weeds and lawn needs mowing.	6/2/2019	6/17/2019				
5490	Flag	3/11/19 sidewalk edging needed	5/9/2019	6/2/2019	4/10 & 4/27 , 6/1 No progress			
5490	Flag	Weeds in lawn	5/9/2019	5/25/2019	some progress.			cont. To monitor
5495	Flag							
5505	Flag	Lawn maint. (bare spots in grass) (Aug 2018)	8/27/2018	6/9/2019	Up date 3/10 new owner as of 3/1 (the former tenants) waiting on landscape plan.. 4/10 & 4/27 No progress. Follow up email sent 5/9, they replied working on getting landscape quotes soon. 6/1 no progress			
5505	Flag	Need to paint electrical conduits & boxes (April 2019)	5/9/2019	6/2/2019	sent email 5/9			
5510	Flag							
5515	Flag							
5520	Flag							
5525	Flag							
5530	Flag							
5535	Flag	Ladders stored outside, visible from St. (3/10)			Not visible 4/10 or 6/1. Recommend that we close this issue.			cont. To monitor
5540	Flag							
5545	Flag							
5550	Flag	1. Dead grass 2. Tree roots and stumps	8/27/2018	6/24/2019	Update 9/25, 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. Sent follow up email 5/9. Asked that work be completed in 45 days. They replied getting quotes soon. Update 6/1 no progress. Update 6/15 they have recieved some quote, board need to review proposal.			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.			
5580	Flag	Weeds in the rocks	5/9/2019	5/25/2019	Ok on 6/1 - close			
5585	Flag	Weeds in the rocks	6/2/2019	6/22/2019				
5590	Flag							
5595	Flag							

