

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

**Date:** September 17, 2019

**Time:** 7:00pm

**Place** 3.14 Sweet & Savory Pi Bar

**Attendees:** Amanda B, Shane S., Shawna U. and Frank H.

**Called to Order at 7:12pm, Confirm Quorum (a majority or 3), Motion to accept Minutes from July, motion passes (3-0).**

## **I. Board Member Comments: None**

## **II. HOA Member Comments on Topics NOT on the Agenda: None.**

## **III. Manager Report:**

### Banking:

Deposits (Wells Fargo) \$454.00 in July; \$0.00 in August

Account Balances of 7/31/19: Checking account \$15,255.72, Savings (Replacement Reserves) \$8,527.02, and PayPal \$10.00.

Account Balances of 8/31/19: Checking account \$13,109.83, Savings (Replacement Reserves) \$8,527.23, and PayPal \$10.00.

1. July and August Expenses (see attached expense reports).
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 and adjust spray heads.
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. Update 9/6; contractor is looking at start first or second week of October. Notification emails sent to members who properties adjacent sent out on 8/8/19. *Note: as of 9/7 most of those members still need to trim back their bushes and trees away from the HOA fence.*

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](http://pinonranchhoa.org).
- Website updated on 9/17 with latest approved minutes and financial statements.
- Added September 28<sup>th</sup> Block party to calendar.
- Fall Newsletter; assigned to Shane, will be sent out via email and posted to the website.

#### **V. Old Business:**

##### **1. HOA Trash service:**

We held two town hall meetings during August on the proposed HOA trash service. We started gathering member signatures to add this service. Due to concerns raised by the a few members, the board is considering adding a "Trash Pricing Policy" to the bylaws (see new business). *Action items: follow up emails to certain members who had questions, and to set up a table at the 9/28 Block to solicit more members to sign the petition. Update, so far 20 properties have signed this petition, 37 are needed to be able to amend the covenants.*

##### **2. 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 voted 3-0 to go with Sherwin Williams standard solid color stain (color "Fawn" SW 3065).
- A slight price adjustment may be in order.
- We have asked that they start on or about September 16<sup>th</sup>. *Update; looking at first week of October.*
- We asked them to provide copies on insurance certificates, received copy of General Liability, still waiting on Workman Compensation.
- Email notices to the members who homes are next to the HOA fence went out at the beginning of August and again on 9/21/19.
- *Action items: Frank will turn off irrigation system when the contractor is ready to start staining. Shane will work on choosing the 10 worst board to be replaced.*

#### **VI. New Business:**

1. Trash Pricing Policy (see attached). *Policy was discussed and along with possible changes, item tabled pending possible modifications. Will need to revisit at the next board meeting.*

2. Landscape Xeriscape standards (*Motion to table as approved 3-0, due to time constraints*).
- 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. Proposal approved and approval letter sent 9/10.

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.*

5575 Sample Way; roof color change to Heritage Thunderstorm Grey is approved and letter sent.

5580 Sample Way; Hot tub replacement with similar size, style and color, approved and letter sent.

5495 Flag Way; Change in location and size of bathroom windows. Approved and letter sent.

5505 Flag Way Revised landscape plans approved, and letter sent.

5525 Flag Way; submitted plan for roof mounted solar panels on 8/5/19. Board voted 3-0 to issue a conditional approval, that all conduits and equipment needs to be painted to match to adjoining roof or house colors and that the locations needs to be away from front of the house. ***Conditional Approval Letter to be sent.***

5530 Flag Way; 1. Roof replacement to be the same color as before. 2. Add fencing to match adjoining neighbors (style and color). Approved and letter sent.

5550 Flag Way; Landscape changes. Submittal received 6/15/19. Original proposal Not approved. Plan B proposal approved, and letter sent.

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

Last inspection by the board was on August 4, 2019. Follow up inspections by HOA manager on 9/10 (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

- Block party scheduled for Saturday September 28<sup>th</sup> in the Sample Way cul-de-sac. From 11 to 3. Invites to be sent out via HOA Facebook pages and possibility the Fall newsletter. The theme is to be Oktoberfest. Details to be proved in invites and newsletter.
- Annual Meeting of the Members tentatively scheduled for Tuesday November 19<sup>th</sup> at 6:30. Location TBD.

The next HOA Board of Directors meeting will be on Tuesday October 15 at 6:30, location to TBD.

## Agenda Attachments

### July & August Expense Reports

12:56 PM

08/03/19

Accrual Basis

#### Pinon Ranch Homeowners Association Expenses by Vendor Detail July 2019

Type	Date	Num	Memo	Account	Amount	Balance
Colo Spgs Utilities						
Bill	07/23/2019		7223 CF	Utilities	488.27	488.27
Bill	07/23/2019		connection charge 32 days	Utilities	54.32	542.59
Total Colo Spgs Utilities					542.59	542.59
Colorado Sec. of State						
Check	07/22/2019	debit card	Yearly report	Business Licenses and Pe...	10.00	10.00
Total Colorado Sec. of State					10.00	10.00
Corbran's Landscaping, LLC						
Bill	07/15/2019	16279	July maint.	Lawn & Tree Maintenance	502.50	502.50
Total Corbran's Landscaping, LLC					502.50	502.50
Staples						
Check	07/22/2019	debit card	paper	Office Supplies	15.14	15.14
Total Staples					15.14	15.14
TOTAL					1,070.23	1,070.23

8:13 PM

09/05/19

Accrual Basis

#### Pinon Ranch Homeowners Association Expenses by Vendor Detail August 2019

Type	Date	Num	Memo	Account	Amount	Balance
6510 Property Management						
Bill	08/05/2019	35	Monthly mgt fee June, July & Aug	Administrative Services	570.00	570.00
Bill	08/05/2019	35	Notice Special meeting of members- HOA trash service	Administrative Services	50.00	620.00
Bill	08/05/2019	35	6 Courtesy letters, 2 Courtesy emails	Administrative Services	100.00	720.00
Bill	08/05/2019	35	Title Co. letters and accounting on sale of 2 homes	Administrative Services	150.00	870.00
Total 6510 Property Management					870.00	870.00
Backflow Tech						
Bill	08/06/2019	114584	Backflow preventor inspection	Irrigation equipment repairs	97.80	97.80
Total Backflow Tech					97.80	97.80
Colo Spgs Utilities						
Bill	08/21/2019		11,764 CF	Utilities	795.25	795.25
Bill	08/21/2019		29 days service charge	Utilities	49.23	844.48
Total Colo Spgs Utilities					844.48	844.48
Corbran's Landscaping, LLC						
Bill	08/15/2019	16393	July Main.	Lawn & Tree Maintenance	502.50	502.50
Bill	08/15/2019	16393	Replace one head, adjusted spray heads and adjusted watering sch...	Irrigation equipment repairs	133.00	635.50
Total Corbran's Landscaping, LLC					635.50	635.50
TOTAL					2,447.78	2,447.78

Proposed Trash Pricing Policy (next page):



**Pinon Ranch Homeowner Association, Inc.**  
**EXHIBIT F**

**Trash policy**

- A. **Pricing Policy for Trash Service and optional recycling.** The Board of directors or the HOA manager will get a price quote for trash service as part of the yearly budget process, at least 45 days in advance of the Annual membership meeting. The initial pricing policy for the year 2020 and 2021 will be cost plus a 10 percent markup<sup>1</sup> with ½ the mark up going to administration (i.e. the contracted HOA manager, for the additional time and effort to administer this program) and the other ½ of the markup going to cover any collection losses, legal expenses, and increased insurance costs related to administering trash and recycling services. The board will review this policy on a yearly basis starting in 2021 for the following year and beyond and make yearly recommendations to either keep the same markup or reduce or increase the markup percentage. These recommendations shall be voted on by the members at the 2021 annual membership meeting, and yearly thereafter. *It is recommended that the annual membership meeting take place no later than the 1<sup>st</sup> Tuesday of December.*
- B. **Pricing Policy for Optional Recycling.** The pricing policy will be the same as for trash service<sup>2</sup>.
- C. **Market Rates.** The goal of HOA trash service is to provide below market rates for trash service, even after the Association has added a markup to cover administrative costs. If needed, the Association can change service providers to get a lower rate. The trash program is not intended to be a profit source for the Association. The cost to the members is intended to cover only the costs and potential losses of the program, not to pay for other fiscal obligations.
- D. **Notification required for optional recycling service.** If a member wishes to include recycling service, the member will need to notify the Board of directors or the HOA manager in writing at least 20 days prior to the start of the year that they would like to add recycling service for the entirety of the following year. No refunds will be given on recycling should the member decides to discontinue the optional recycling before the end to the year. Notice can be given via email at: [pinonranchhoa@gmail.com](mailto:pinonranchhoa@gmail.com)
- E. **Trash and Optional recycling to be considered part of the annual HOA assessment** and is to be paid yearly on February 1<sup>st</sup> and is consider late and subject to late charges on February 15<sup>th</sup>. An optional semiannual payment plan is available if the member agrees to pay an extra \$7.50 service fee (with ½ of the total HOA assessment due on or before February 1<sup>st</sup> and the second half due on or before July 1st.), late payments per this optional semiannual payment are still subject to late fee(s) per the HOA collection policy (see bylaws: EXHIBIT A ASSESSMENT COLLECTION).
- F. **Cancellation of Service and Refunds.** In the event that the trash and recycling program is not financially viable or there is some other disruption of service and the Association cancels the service after members have paid for it, refunds will be issued when possible. If the association discontinues trash and recycling service, subsequent annual assessments will be reduced by the amount required to provide and administer the program.

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<sup>1</sup> The price quote from Bestway trash service for 2020 is \$13.50 per month or \$162.00 per year per home. With the 10% markup that equals \$14.85 per month or \$178.20 per year, rounded down to \$178.00 for the year. The total markup that HOA would receive equals \$891.00 (\$162.00 x 10% = \$16.20 x 55 homes).

<sup>2</sup> The price quote from Bestway for recycling in 2020 is \$5.50 per month or \$55.00 per year per home. With the 10% markup that equals \$6.05 per month or \$72.60 per year, rounded up to \$73.00 for the year.

**Exclusive right to haul refuse.** Customer agrees not to contract with, or permit, any person or entity other than the contractor to remove, dispose, or recycle its waste, during the period this contract is in effect. Violation of this provision shall constitute breach of this agreement.

**Definition of equipment.** The word "equipment" as used in these terms and conditions shall mean all containers used for the Storage of waste materials, including dumpsters and any other on-site devices may be specified on the reverse side of this Agreement.

**Customer's duties and liability.** Customer acknowledges that it has the care, custody, and control of equipment owned by contractor and accepts responsibility for the equipment and its contents except when it is being physically handled by employees of the contractor. Therefore, customer agrees to indemnify and hold harmless contractor from and against any and all claims for loss of or damage to property or injury to or death of person or persons, resulting from or arising in any manner out of the customer's use, operation or possession of any equipment furnished under this agreement.

**Customer warrants that waste delivered to contractor hereunder will contain no hazardous or toxic waste as defined by any local, state, or federal regulation.** Further, customer agrees to reimburse and indemnify contractor for any costs, including attorney fees associated with defending any claim charge, allegation or finding that any material generated by customer and transported by contractor contains hazardous or toxic waste as defined by any local, state, or federal regulation. Customer will not overload the equipment, nor use it for incineration purposes and shall be liable to contractor for loss or damage to such equipment in excess of reasonable wear and tear.

On collection day the contractor's vehicle shall have clear access to the equipment. If the equipment is blocked to prohibit collection, customer will be notified and one additional attempt for collection shall be made on the same day by the contractor's vehicle. Any additional collection will be classified as an "extra pick up" and so charged. Claims concerning missed pickup shall be made within 24 hours.

**Driveways and parking areas.** Customer warrants that any right of way provided by the customer from customer's equipment location to the most convenient public way is sufficient to bear the weight of the contractor's equipment and vehicles reasonably required to perform the service herein contracted.

**Attorney fees.** In the event of breach of this agreement by either party, the breaching party shall pay all reasonable attorney fees, collection fees, and costs of the other party incident to any action brought to enforce this agreement.

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Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

*Note: A general note about common infractions of covenants and bylaws such as weeds, trash cans, parking, and snow shoveling to be mentioned in the Fall Newsletter.*



		Sample Way		as of 17-Sep-19					
Home owner	Address	Street	Enforcement Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
John Enright	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.			Done 8/4. Close issue
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 hail rail.			Work completed and plan approved. Close.
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	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 Update 8/4; South side fence needs repair and re-staining.	5/20/2019		6/2 Rear fence repairs completed. South side still need stain and repairs.
Peter Geronazzo	5470	Sample	Tree branches need to be trimmed up (6/1/19)			done -			Done 9/10 Close issue
Hekman & Residents	5475	Sample							
Mike & Christie McKinley	5480	Sample							
Mark & Anne Gillis	5485	Sample							
James Johnson	5490	Sample							
Stuart & Patricia Haw	5495	Sample	1. Yard needs to be re-mulched (6/1) 2. Weeds in rocks (8/4) 3. Lawn needs to be mowed (8/4)			update 9/10 weeds ok, yard still needs to be mulched			
Stuart & Patricia Haw	5495	Sample	Landscape parking (8/6)	9/17/2019	9/22/2019	Verbal warning given 8/6. Email Courtesy letter sent 9/17.			
Eric & Randi Johnson	5505	Sample							
Eric & Randi Johnson	5505	Sample	Weed in rocks (new 7/6)						ok 8/4 close issue.
Peter Olson	5510	Sample	Weeds in rocks (new 8/4)						ok 9/10 close issue.
Cory & Adrienne Tuck	5515	Sample							
Aileen & Bradley Gildea	5520	Sample							
Ross White	5525	Sample	Over night parking on St. (many time in the last 10 days)	9/2/2019	9/7/2019	Rec. reply 9/2; vehicle moved.			cont. to monitor
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	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
Kevin Ryan	5535	Sample	Landscape parking	9/5/2019	9/10/2019				
Hekman & Residents	5540	Sample							
Shafer	5545	Sample							
Natasha Zarev	5550	Sample	Weeds in lawn and rocks	5/9/2019	8/7/2019	update 6/1 some progress. 7/6 still have weeds in rocks and lawn. Update 8/4 no progress.	7/23/2019		cont. to monitor, will need to schedule fine hearing if not completed by 8/7
Natasha Zarev	5550	Sample	Tree branches piled up on side of house (new June 2016).	7/23/2019	8/7/2019				Done 8/4. Close issue.
Reed & Michele Wood	5555	Sample	Weed in rocks (new 8/4)						Ok 9/10 - close
Bivin	5560	Sample	Equip. storage on side of house in view from the street	9/2/2019	9/12/2019				Ok 9/10 - close
Corbett	5565	Sample	Weed in rocks (new 8/4)						
Hibbitts	5570	Sample							
Troy Uehling	5575	Sample							
Mark Johnson	5580	Sample							

Flag Way Enforcement action report as of September 17, 2019									
Home owner	Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
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	Weeds in rocks (new 8/4)			no progress 9/10			
	5455	Flag							
Daniel Colli & Jaime Curry	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
Shane Smith	5465	Flag							
Alexander & Sara Chung	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. Update 8/4 still needs another re-seeding, still has many bare spots. Up date 9/10 no progress			ok 8/4 - close issue
Alexander & Sara Chung	5470	Flag	Tree suckers in lawn (new 7/6)						
Mark & Jody Jensen	5475	Flag							
Greg Jones	5480	Flag							
Gabriel Gavriila	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 and 8/4 No Progress.			
Gabriel Gavriila	5485	Flag	weeds	6/2/2019	6/17/2019	7/6 No progress. Update 8/4 still was weeds			
Michael Whitley	5490	Flag							
Michael Whitley	5490	Flag							
Gary & Christine Bauers	5495	Flag							
Carolyn Bundrick	5505	Flag	Lawn maint. (bare spots in grass) (Aug 2018)	8/27/2018	6/9/2019	Landscape plan approved 7/18, work in progress			Work completed Aug. Close
	5510	Flag							
Raymond Shea	5515	Flag							
Jason & Irina Carrel	5520	Flag	Weeds and lawn maint. (Dead and dying grass)	8/4/2019	8/18/2019	email sent to property mgt CO. 8/4, and 9/9 and 9/16. Replied 9/17 work just completed.			
Jason & Irina Carrel	5520	Flag	Overnight Parking on Street. (2 or more vehicles)	9/16/2019	9/25/2019	email sent to property mgt CO. 9/16. She replied 9/17 will notify residents			
Darryl & Lauren Yancy	5525	Flag							
Timothy Veldheer & Tracey Maldonado	5530	Flag	Weeds in rocks (new 9/10)						
Stephen Karr	5535	Flag							
	5540	Flag							
Higham Family Trust	5545	Flag							
Ryan & Diana Urban	5550	Flag	1. Dead grass 2. Tree roots and stumps	8/27/2018	6/24/2019	Update 7/18 landscape plan approved by board			Grass has been re-seeded. Stumps are not visible. Close issues
Ryan & Diana Urban	5550	Flag	Weeds in rocks (new 8/4)						
Dimiter Shiklov	5555	Flag	Weeds in rocks (new 8/4)			No progress 9/10			
Steven & Nicole Oltmer	5560	Flag							
Dennis Delahoy	5565	Flag							
Anne Westbrook	5570	Flag	Weeds in rocks (new 8/4)			minor weeds 9/10			
BENJAMIN VALENTIN	5575	Flag							
James & Mary Wiencek	5580	Flag	Weeds in the rocks (weeds are back 7/6)	5/9/2019	7/26/2019	update 7/6 weeds. Warning ltr sent. Update 8/4 no progress. 9/10 - ok	7/11/2019		
Chester & Kelly Moyer	5585	Flag							
Edward & Laura Parker	5590	Flag							
John Cotterman	5595	Flag							