

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

**Date:** March 16, 2020

**Time:** 6:30pm start, adjourned 7:55pm

**Place:** Teleconference

**Attendees:** Frank H., Amanda B., Jeff H., Mitzi H., Shane S., Bradley G.

## **Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from February**

### **I. Board Member Comments on items NOT on the Agenda:**

Noticed some trash cans out the day before pickup. Amanda to send out covenants reminder as well as COS bear law.

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

### **III. Manager Report:**

#### Banking:

Deposits for February (Wells Fargo) \$12,141.26.

Account Balances of 2/29/2021: Checking account \$28,443.09, Savings (Replacement Reserves) \$4,348.32, and PayPal \$10.00.

1. February Expenses (see attached expense report).
2. As of 3/9/2020, 2 members still have not paid their 2020 HOA dues, trash and optional recycling. Late charges were accessed on 3/2/2020 and statement of accounts were emailed to those past due members. 4 Members so far have chosen to two payment plan that is being offered by the HOA (pay half on February 1<sup>st</sup> and the second half on July 1<sup>st</sup>).
3. The Social fund balance is \$195.62 as of 3/9/2020, with \$40.41 received so far in 2020.
4. Landscape Maintenance; Corbran's current contract expires on 3/31/2020. Need to get quote for 2020. Request for proposal sent on 2/9/20, second request sent on 3/9/20.
5. Our Workman compensation insurance has been renewed.
6. Snow removal; Dennis D. is still providing this service. However, Dennis was out of town from 1/31 to 2/14, so Frank H. will be filled in during that time.
7. Our 2019 Tax returns were filed and mailed in February.

#### **IV. Webmaster Report:**

- Domain Name is: [pinonranchhoa.org](http://pinonranchhoa.org).
- *New website needs to be updated:*
- *with latest minutes (Oct 2019 and Jan & Feb 2020).*
- *Annual Meeting Minutes (Nov 2019)*
- *Community events*
- *Next board meeting, date and location.*

Domain and hosting was renewed. Amanda to be reimbursed for charges. Transfer to HOA debit card for future charges if possible.

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

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

The membership approved amending the covenants to add HOA trash service with the needed 2/3 majority, via their signatures on the HOA trash service petition back in November. Notice was emailed to the membership on 11/24/2019 that the petition was successful.

*Board is still working on getting the amendment recorded with the County Clerk and Recorder, see attachments.*

*Also, the board still needs to update the bylaws via a Resolution to add Trash Pricing Policy that was approved at the January meeting.*

Discussion and Action items from the last meeting: How did Pinon Glen (across from post office) update their covenants?

Steve S. to present to Recorder office what we currently have and explain what we are trying to do. We will fill in the gaps (cover page?) they recommend and submit.

On 3/9 Steve S. reported back to the Board via email; that he had reached out to DORA (Department of Regulatory Agency) and was told that many HOAs if changing their covenants only file their amendment. They don't resubmit the whole document. This is very common in small HOAs such as ours.

Board agrees to follow DORA recommendation to file just amendment and perhaps cover letter. No need to file a complete copy of the revised covenants.

Still need to update Trash Pricing policy into bylaws. Bradley needs to sign document.

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

Shane motioned, Mitzi seconded to accept Corbans landscaping contract. Unanimous approval.

##### **1. Landscape Xeriscape standards (Recommend that we table this item, 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).

Start with Aurora standard and perhaps make some adjustment to that.

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

5545 Flag Way; Submitted a plan for rear deck handrail style change. Plans under review.

Amanda motions, Shane seconds to approval as submitted. 4 for, 2 abstain. Motion passes.

5525 Sample Way; possible driveway changes. *Amanda B. to clarify with Whites*. If surface, shape or color are not changing, no approval is needed.

No additional information. No official submission. No need to submit anything for maintenance.

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

Last inspection by the board was on February 22, 2020. Follow up inspections by HOA manager on March \_\_\_\_ (see attached report / inspection log). Next walk-through by the HOA Board Sun April 19<sup>th</sup> 9am. Meet at Sample Cul-de-sac. April 26<sup>th</sup> back up date.

Need to send Gabe G. (Flag) letter

Sandlin's need to paint garage door and area above

Mark Johnson to re-stain handrail.

Gernazao rear and south side fence needs repair

Amanda to write up the above 4 letters and send out.

Kevin Ryan vehicles in driveway situation. Unlicensed (new) vehicle in driveway.

Monitor for 30 days to see if there is any improvement.

Obbermeiers parking truck in front of mailbox. Amanda to send text and Mitzi to chat if they see them.

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.

Action Item: Amanda to follow-up and look for job number to reference.

WO #375235. Link to check status not working, Amanda to follow up with phone call to check status.

## **VIII. Community Events**

May 2<sup>nd</sup> Sample Way Cul-de-Sac 4pm-11pm Cinco de Mayo

Hold off on announcements for now to follow CDC guidelines.

Spring newsletter. Architectural review (exterior paint, roof color, landscaping), bear trash can ordinance, meet the new board members, meet your new neighbors, no parking in front of the mailboxes.

The next HOA Board of Directors meeting will be on Monday April 13th at 6:30pm, teleconference.

## Agenda Attachments

### February Expense Report

3:43 PM		Pinon Ranch Homeowners Association					
03/02/20		Expenses by Vendor Detail					
Annual Basis		February 2020					
Type	Date	Num	Memo	Account	Amount	Balance	
<b>8510 Property Management</b>							
Bill	02/04/2020	37	Mgt fee Dec, Jan & Feb	Administrative Genr...	500.00	500.00	
Bill	02/04/2020	37	Jan and Feb Mgt. fee	Trash & recycling E...	86.83	616.83	
Bill	02/04/2020	37	Jan. meeting min.	Administrative Genr...	25.00	700.83	
Bill	02/04/2020	37	2/4/20	Snow removal	80.00	780.83	
Total 8510 Property Management					756.83	756.83	
<b>City of CS Storm Water</b>							
Bill	02/01/2020		Jan to Dec 2020, storm water fee	Utilities	129.80	129.80	
Total City of CS Storm Water					129.80	129.80	
<b>Dennis Delatoy (vendor)</b>							
Bill	02/18/2020	215	218	Snow removal	50.00	50.00	
Total Dennis Delatoy (vendor)					50.00	50.00	
<b>GFL Environmental Inc</b>							
Bill	02/01/2020	69-2832814	Feb. trash and recycling	Trash & recycling E...	957.57	957.57	
Total GFL Environmental Inc					957.57	957.57	
<b>Lowe's</b>							
Check	02/07/2020	debit card	ice melt - 2 bags	Snow removal	23.75	23.75	
Total Lowe's					23.75	23.75	
<b>Mark A. Boyce, CPA &amp; Assoc, PC</b>							
Bill	02/07/2020	78284	2019 Tax returns	Professional Fees	270.00	270.00	
Total Mark A. Boyce, CPA & Assoc, PC					270.00	270.00	
<b>Pinnacle Assurance</b>							
Bill	02/25/2020	19522578	Workman comp. Inc. 4/1/20 to 4/1/21 + est. ...	Insurance Expense	348.00	348.00	
Total Pinnacle Assurance					348.00	348.00	
<b>Staples</b>							
Check	02/04/2020	debit card	copy paper	Office Supplies	9.73	9.73	
Total Staples					9.73	9.73	
<b>TOTAL</b>					<b>2,539.18</b>	<b>2,539.18</b>	

Proposed Resolution to Amended the covenants



RESOLUTION NO. 2019

RESOLUTION OF THE PINON RANCH HOMEOWNERS' ASSOCIATION, INC. AMENDING THE COVENANTS TO IMPLEMENT NEIGHBORHOOD TRASH SERVICE

WHEREAS, the purpose of the Pinon Ranch Homeowners' , Inc. is to protect and enhance the quality, value, desirability, and attractiveness of the Pinon Ranch Subdivision;

WHEREAS, not fewer than three different trash companies service Pinon Ranch Subdivision on different weekdays, resulting in greater likelihood of litter; increased noise, air, and surface pollution; unnecessary wear and tear on the streets; and reduced neighborhood attractiveness;

WHEREAS, a super majority of property owners favor trash service being provided by the Pinon Ranch Homeowners' Association, Inc.;

WHEREAS, the annual assessments are currently less than the statutory maximum of \$400 in 1998, and the additional increase required for trash service will not exceed the statutory limit; and

WHEREAS, a one-year waiver to the provision in the Covenants that limits annual assessments from increasing by more than 10% in a single year is needed for the year 2020 to pay for the costs of implementing neighborhood trash service.

NOW, THEREFORE, BE IT RESOLVED BY A TWO-THIRDS MAJORITY OF PROPERTY OWNERS IN THE PINON RANCH SUBDIVISION:

The members of the Pinon Ranch Homeowners' Association, Inc. amend the covenants to allow dues to be increased by greater than 10% for the year 2020 for the sole and specific purpose of implementing neighborhood trash service, which is in keeping with the purpose of the Pinon Ranch Homeowners' Association, Inc.; decrease the likelihood of litter, reduce noise, air, and surface pollution; reduce unnecessary wear and tear on the streets, and improve neighborhood attractiveness.

DATED, at Colorado Springs, Colorado this XX day of XX, 2020.

\_\_\_\_\_  
Amanda Brush, HOA President

ATTEST:

\_\_\_\_\_  
Bradley Gildin, Association Secretary

---

Neighborhood covenant and bylaws enforcement - Inspection Report and Log: