

Pinon Ranch HOA - Board Meeting Minutes

Date: April 13, 2020

Time: 6:30pm – 8:21pm

Place: Meeting held via Webex conference call or internet meeting; due to corona virus concerns.

Attendees: Frank H., Bradley G., Steve Ottmer, Steve S., Amanda B., Shawna U., Mitzi H., Shane S.

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

Bradley to email out 4/14/20, table minutes for an email vote to approve said minutes.

I. Board Member Comments on items NOT on the Agenda: None

II. HOA Member Comments on Topics NOT on the Agenda: None, Steve O. just listening in.

III. Manager Report:

Banking:

Deposits for March (Wells Fargo) \$3,690.08.

Account Balances of 3/31/2020: Checking account \$30,811.07, Savings (Replacement Reserves) \$4,348.41, and PayPal \$10.00.

1. March Expenses (see attached expense report).
2. As of 4/9/2020, 1 member still has not paid their 2020 HOA dues, trash and optional recycling. Late charges were assessed on 4/2/2020 and a statement of account was emailed to that past due member. 4 Members so far have chosen to two payment plan that is being offered by the HOA (pay half on February 1st and the second half on July 1st).
3. The Social fund balance is \$195.62 as of 4/9/2020, with \$40.41 received so far in 2020.
4. Landscape Maintenance: Corbran's contract for 4/1/20 to 3/31/21 was approved at the last board meeting. The irrigation system is still deactivated, looking to have the water turned on late April or May 1st.
5. Snow removal: Dennis D. is still providing this service.
 - a. May have more due for snow removal than his annual dues.

IV. Webmaster Report:

- Domain Name is: 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.*

There have been some changes in CO HOA laws and now our insurance company and title companies are requesting more information than before. We need to keep our website up to date as well as include our insurance certificate to our documents to our website. Amanda is a few months behind on updates, but she is working to get up to date. Consider posting Agenda in advance to the HOA board meeting so residents are aware of what is going to be discussed. Discussed this optional effort and Amanda agreed to give it try and see how much of a hassle it is.

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.

Amanda drafted a resolution that Bradley needs to print, sign, and scan to be submitted to the Clerk and Recorder. Amanda to convert to document to PDF to enable Bradley to open. Have to drop documents into voter drop boxes to process it during COVID19.

- 1) Petition
- 2) Resolution
- 3) Cover page ("this is the amendment")

All of these documents would be attachments to the Covents.

VI. New Business:

- 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).

Concerns about trimming tree heights (13' too high).

Most board members like the Aurora standard as written. Still need to decide if we want to call out any exceptions to said standard. Mitzi to have another month to review Aurora standard. Assume the Aurora standard as the baseline and come to next months meeting with any exceptions that you would like to propose.

VII. Architectural Review Committee:

5545 Flag Way; Submitted a plan for rear deck handrail style change. Plans approved with 4 yes votes and Bradley and Mitzi absenting. *Letter sent 4/12.*

5540 FLAG WAY; submitted a plan for a backyard shed to be placed near the back fence. Plans currently under review. 8'x14' Tuff Shed placed in rock area, 4' from rear fence line, matching house paint and shingles, with windows and flower boxes. 5 yes votes, passed. Shawna to send formal approval 4/14/20.

5475 Sample Way has started the submittal process for 1. Color change on front door, trim and garage door to white 2. Remove dead tree in front yard 3. Re-stain front deck dark brown. Shawna to contact them to ask for more details.

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on February 22, 2020. Amanda sent out letters 4/13/20. Follow up inspections by HOA manager on April 12 (see attached report / inspection log). Next walk-through by the HOA Board to end of May.

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.

VIII. Community Events

Cinco de Mayo; Sample Way Cul-de-Sac TBD (not May) 4pm-11pm

The next HOA Board of Directors meeting will be on Wed May 13th at 6:30pm, at Webex

Agenda Attachments

March Expense Report

Pinon Ranch Homeowners Association
Expenses by Vendor Detail
March 2020

Type	Date	Num	Memo	Account	Amount
Dennis Delahoy (vendor)					
Bill	03/02/2020	3/2/2020	3/2/2020 snow removal	Snow removal	50.00
Bill	03/14/2020	3/14	3/14 snow removal	Snow removal	50.00
Total Dennis Delahoy (vendor)					100.00
GFL Environmental Inc					
Bill	03/01/2020	43295177	march	Trash & recycling Ex...	960.10
Total GFL Environmental Inc					960.10
USPS					
Check	03/19/2020	debit card	100 box key	Postage and Delivery	12.00
Total USPS					12.00
TOTAL					1,072.10

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:

		Sample Way		as of 15-Mar-20					
		Enforcement Action Report							
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5460	Sample								
5465	Sample								
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 & 4/12/20	6/20/2019 & 6/12/20	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.	
5470	Sample	Complaint of broken rear fence. Feb 2020.	4/12/2020	6/12/2020					
5475	Sample								
5480	Sample								
5485	Sample								
5490	Sample								
5495	Sample	Landscape parking (8/6)	9/17/2019	9/22/2019	Verbal warning given 8/6. Email Courtesy letter sent 9/17. Note: New tenants moved in and issue appears to be resolved.			cont. to monitor	
5505	Sample								
5505	Sample								
5510	Sample								
5515	Sample								
5520	Sample								
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	
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	
5530	Sample	Need to repaint garage door and siding above.	4/12/2020	6/12/2020					
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	
5535	Sample	1. Landscape parking. 2.	9/5/2019	10/26/2019		10/19/2019		cont. to monitor	
5535	Sample	Overnight parking on the Street (Cars and RV)	11/13/2019					cont. to monitor	
5535	Sample	Inop. Vehicle, vehicle in need of repair etc.	4/12/2020	6/1/2020					
5540	Sample								
5545	Sample								
5550	Sample								
5555	Sample								
5560	Sample								
5565	Sample								
5570	Sample								
5575	Sample								
5580	Sample	Need to repaint / re-stain handrail	4/12/2020	6/12/2020					

		Flag Way							
		Enforcement action report		as of 4/12/20					
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5440	Flag	parking on the landscape (cont. to monitor)			cont. To monitor. Parking on landscape 1/7. Ok on 2/7 & 4/12				
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. Update 6/15 they power washed on 6/9. Board will need to take a look at their next walkthrough.			cont. To monitor	
5465	Flag								
5470	Flag	Dead spots in lawn (pending until Spring 2020)	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. Pending until Spring 2020				
5475	Flag								
5480	Flag								
5485	Flag	1.. Bare spots in lawn. 2. Grass in rocks. ... All aug 2018 & Sept) - Pending until Spring 2020.	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.				
5485	Flag	Unauthorized landscape change, grass to rock			Board needs to write letter. No Chage 4/12				
5490	Flag								
5495	Flag								
5505	Flag								
5510	Flag								
5515	Flag								
5520	Flag								
5520	Flag								
5525	Flag								
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