

Pinon Ranch HOA - Board Meeting Minutes

Date: June 16, 2020

Time: 6:36pm – 8:36pm

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

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

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

4 members present at beginning, 6 eventually arrived.

Table voting on May minutes at this time, review May 13th email attachment and vote at July board meeting.

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

II. HOA Member Comments on Topics NOT on the Agenda: None – none present

III. Manager Report:

Banking:

Deposits for May (Wells Fargo) \$91.20

Account Balances of 5/31/2020: Checking account \$22,428.34, Savings (Replacement Reserves) \$8,847.51, and PayPal \$10.00.

1. May Expenses (see attached expense report).
2. As of 5/6/2020, 1 member still has not paid their 2020 HOA dues, trash and optional recycling. Late charges were assessed on 6/4 and a statement of account was mailed 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). Statements for the second half assessment, trash and recycling were emailed out in early June. For the new owners of 5580 Flag it was mailed since we do not have their email address.
3. The Social fund balance is \$195.62 as of 5/7/2020, with \$40.41 received so far in 2020.
4. Landscape Maintenance: Grass is being water 3 days per weeks in compliance the new city ordinance.

5. *Suggestions for Architectural and landscape reviews have all requests sent the HOA email account in addition to Shawna email account. Management can process these requests as per the optional services clause of our contract if requested:*

- Landscape review with pre-screening - to include clarifying correspondence with the homeowner as needed and making a recommendation to HOA board. Includes the required approval letter and follow up inspection (compliance inspection). **\$30 to \$45 each** depending on how complex they are, and how much communication is needed with homeowner. *Note: if the work is not in compliance then a courtesy letter will be sent and billed as accordingly.*
 - House Paint / Fence staining or painting / Roof color change review with pre-screening - to includes replies to homeowner and making and recommendations to HOA board. Includes the required approval letter and follow up inspection (compliance inspection) **\$25.00 each** Note: *if the work is not in compliance then a courtesy letter will be sent and billed accordingly.*
6. Note on voting; email votes are allowed per Colorado HOA and Non-Profit codes, however voting via text messages, or secondhand methods is not.

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- New website needs to be updated:
- Post latest minutes (May 2020_pending board approval).
- Annual Meeting Minutes (Nov 2019)
- Post Spring 2020 Newsletter.
- Remove Steve S. as board member
- Next board meeting, date, and location.
- *Topic for discussion, should we add board member email addresses to the website?*

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.

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).

Possible amendment Covenants to allow backyard chickens. *(Still in the discussion stage, awaiting more information, results of neighborhood opinion poll (Statement of pro's (in favor) and con's / concerns, etc. language of proposal, chicken coop / chicken run requirements if any).*

Bradley to clean up the PPT and prepare it to be presented to others for consideration.

Closing chicken coop discussion at this time. Can reopen upon neighborhood poll results.

VII. Architectural Review Committee:

5490 Flag Way; landscaping changes: 1. Style change on steps 2. Replaced bushes 3. Stained fence to match front and garage doors; *currently under review; 3 yes so far (Shane, Mitzi and Shawna), need one more vote to pass.*

Amanda votes to approve. Approved. Amanda to send approval.

5510 Flag Way; 1. Replace driveway with wider one that will be as wide as the garage (it meets our Driveway guidelines). 2. Replace the rock stairs with concrete steps and replace the damaged sidewalk by their front door. 3. Lastly replace existing bushes with roses bushes. *Management recommends approval, votes received so far via email, Shawna and Mitzi yes,*

Amanda votes to approve. Approved. Amanda to send approval.

5515 Flag Way; 1. Back yard raised planter boxes 2. Rain barrel. Approved via email vote 4-0; *Approval letter needs to be sent.* Owners were given unofficial notification via text on 6/8.

Amanda to send approval via email and will copy Frank.

5525 Flag Way; Submitted **two plan options** 1. for shed to be located on the side of the house by the garage. Shawna has requested that they provide more information on such as size, material colors and set back from the front of the building. Some have expressed concerns that a lean-to style of shed should not be visible from the sidewalk / street and located so close to the front of the house. 2. Option two is for a Fence on the South side to act as screening for trash cans etc. *Motion passes with 5-0 vote approval letter needs to be sent.*

Amanda to follow up approval text with email.

5530 Flag Way; submitted proposal to paint their front door red, we asked for them to submit a color sample and photo of house. *Waiting on reply as of 6/14.*

5-0 votes to approve. Amanda to send out approval letter.

5545 Flag Way; add privacy bushes on Northside of backyard. Approved via email vote 4-0. *Still need official approval letter.*

Shawna to send official approval letter.

5560 Flag Way; house painting; house shed and garage door to be Sherwin Williams Keystone Grey (SW7504); trim Incredible White (SW7028), Approved via email vote, with 4 yes votes, *approval letter needs to be sent.*

Mitzi to send email approval.

5580 Flag Way; roof color change request from tan to Driftwood. Submitted on 5/8/2020. Submittal approved, *approval letter status?*

Shawna sent out approval email to real estate agent. Frank to confirm receipt.

5585 Flag Way; 1. paint door navy (Glidden Mountain Lake); motion passes 4-0, approval email sent by Amanda.

2. Remove large front yard bushes and replace with smaller flowering bushes, we have asked more information, *as of 6/14 waiting on a reply.*

Lots of options...

5595 Flag Way; replace current 8'x16' deck with 10'x20' composite deck (Trex "Tiki Torch" with "Fire pit" accents), add stairs to backyard with metal handrail (powdered bronze), expand concrete patio (combination light adobe and dark adobe) in back yard. Proposal approved 4-0. **Approval letter status?**

Informal approval provided by Shawna. Shawna to send out official approval letter.

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. *Waiting on more information and color samples.* 4. Adding privacy fence.

Awaiting architectural change form to be submitted to the board.

5490 Sample Way; front door color change to green. Proposal approved via email vote 4-0. Approval email sent by Amanda.

Amanda will forward email to Frank.

5510 Sample Way; Install 8x10 tuff shed on north side of house between home and fence, painted to match the house. Conditional approval recommended, keep shed at least 5 feet from property line. *Votes received so far 2 yes votes, still need 2 more to pass. Owner considering a smaller shed?*

Awaiting re-submittal of smaller shed. Amanda to follow up via text. Smaller option 4-0, approved. Larger option as original submitted, not approved.

5555 Sample Way; Plant one spruce and one aspen in front yard for shade. Recommend at least 15-foot set back on pine tree and ask that be trim symmetrically on all sides and provide at least 7 feet of clearance if it encroached on the sidewalk. Proposal passes via email vote 4-0. *Conditional Approval letter needs sent.*
Amanda to send official approval letter.

5580 Sample Way; 1. land scape changes 2. Two New fences stained to match existing brown house trim. Management recommends approval.
5-0 vote to approve. Approved. Frank to provide informal approval. Mitzi to send official email approval.

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on May 19, 2020. Follow up inspections by HOA manager on 6/15 __ (see attached report / inspection log). **Next walk-through by the HOA Board 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.

Action Item: Shane to follow-up and look for job number to reference.
Phone number?? Located on city website
Amanda to email out submission.

5555 Flag – Courtesy weed letter needed. Amanda to send courtesy letter for weeds.

VIII. Community Events

Cinco de Mayo; Sample Way Cul-de-Sac TBD 4pm-11pm

The next HOA Board of Directors meeting will be on Monday July 13 at 6:30pm via WebEx (\$13.50) – possible hearing. Consider outdoor meeting in person for August.

Neighborhood walk through on Sat July 11 at 8:30am. Meet at Frank's house.

Agenda Attachments

May Expense Report

11:09 AM

06/04/20

Accrual Basis

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

May 2020

Type	Date	Num	Memo	Account	Amount	Balance
6510 Property Management						
Bill	05/07/2020	38	Mar, Apr & May- Trash mgt fee	Trash & recycling ad...	143.54	143.54
Bill	05/07/2020	38	Mar, Apr & May mgt fee	Administrative Servi...	585.00	728.54
Bill	05/07/2020	38	2/7 - snow removal	Snow removal	50.00	778.54
Bill	05/07/2020	38	2/11 snow removal (broom only)	Snow removal	20.00	798.54
Bill	05/07/2020	38	HOA status ltr. on sale of Home (Olsen & Weineck)	Administrative Servi...	150.00	948.54
Bill	05/07/2020	38	Delinquent statements March (Ryan & Carrel) April (Ryan)	Administrative Servi...	30.00	978.54
Total 6510 Property Management					978.54	978.54
Amanda Brush (vendor)						
Check	05/19/2020	bill pay	Website hosting, Domain name reimbursement	Computer and Intern...	63.39	63.39
Total Amanda Brush (vendor)					63.39	63.39
Corbran's Landscaping, LLC						
Bill	05/15/2020	18514	may maint.	Lawn & Tree Mainte...	510.00	510.00
Total Corbran's Landscaping, LLC					510.00	510.00
Dennis Delahoy (vendor)						
General Journal	05/06/2020	31	Transfer credit to AR	Snow removal	481.80	481.80
General Journal	05/06/2020	32	Transfer credit to Dennis A/R account	Snow removal	-481.80	0.00
Total Dennis Delahoy (vendor)					0.00	0.00
GFL Environmental Inc						
Bill	05/01/2020	44170336	May trash and recycling	Trash & recycling Ex...	956.50	956.50
Total GFL Environmental Inc					956.50	956.50
TOTAL					2,508.43	2,508.43

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		Enforcement Action Report		as of 15-Jun-20					
Home owner	Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result		
John Enright	5460	Sample	Complaint of piles of tree branches 6/14								
John Enright	5460	Sample	Dead trees in back yard 5/19								
Ned and Amanda Brush	5465	Sample									
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 & 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. No change 5/18. South side fence removed as of 6/14	5/20/2019		Close issue for South side fence		
Peter Geronazzo	5470	Sample	Complaint of broken rear fence. Feb 2020.	4/12/2020	6/12/2020	No change 5/13 & 6/14					
Hekman & Residents	5475	Sample									
Mike & Christie McKinley	5480	Sample									
Mark & Anne Gillis	5485	Sample									
James Johnson	5490	Sample									
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. Note: New tenants moved in and issue appears to be resolved.			cont. to monitor, ok 5/13/20		
Eric & Randi Johnson	5505	Sample									
Eric & Randi Johnson	5505	Sample									
Peter Olson	5510	Sample									
Cory & Adrienne Tuck	5515	Sample	Complaint of weeds in rocks 6/14								
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, ok 5/13/20		
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, ok 5/13 & 6/14.		
Craig and Tammie Sandin	5530	Sample	Need to repaint garage door and siding above.	4/12/2020	6/12/2020	no change 5/18 & 6/15					
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, ok 5/13/& 6/14/20 CLOSE		
Kevin Ryan	5535	Sample	1. Landscape parking. 2.	9/5/2019	10/26/2019		10/19/2019		cont. to monitor, ok 5/13 & 6/14		
Kevin Ryan	5535	Sample	Overnight parking on the Street (Cars and RV)	11/13/2019					cont. to monitor, ok 5/13 & 6/14		
Kevin Ryan	5535	Sample	Inop. Vehicle, vehicle in need of repair etc.	4/12/2020	6/20/2020	Follow up email sent 5/7, no change 5/18 & 6/15. Need to schedule Fine hearing for July meeting, if not corrected by 6/20	6/4/2020				
Hekman & Residents	5540	Sample									
Shafer	5545	Sample									
Natasha Zarev	5550	Sample	Weeds in grass and rocks	5/13/2020	6/1/2020	Rock weed free 6/14. Grass looks good. Recommend CLOSE issue					
Reed & Michele Wood	5555	Sample	Weeds in grass	5/13/2020	6/1/2020	5/18 some progress made; more work needed. Looks good 6/14. Still has weeds in rocks, etc.					
Bivin	5560	Sample									
Corbett	5565	Sample									
Hibbitts	5570	Sample									
Troy Uehling	5575	Sample	Complainant of weeds in rocks 6/14								
Mark Johnson	5580	Sample	Need to repaint / re-stain handrail	4/12/2020	6/12/2020	No change 5/18, waiting on approval of landscape changes on 6/14					

Flag Way									
Enforcement action report									
as of 6/14/20									
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. Parking on landscape 1/7. Ok on 2/7 & 4/12 & 5/13 & 6/14			
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	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 (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. Some progress made as of 5/18/20. Cont. to monitor.			Looks good on 6/14/2020. Recommend Close.
Mark & Jody Jensen	5475	Flag							
Greg Jones	5480	Flag	Grass edging needed (5/19)						
Gabriel Gavriła	5485	Flag	Unauthorized landscape change, grass to rock	in process		Letter written on 5/29 need to add plants to gravel area. No Change on 6/14			
Michael Whitley	5490	Flag	Unauthorized changes 1. Fence color change 2. Step and landscape changes. (new 5/13)			bushes and steps have been removed, looks like thoses areas are being replaced with rock and 2 small bushes			Waiting on official approval of changes.
Gary & Christine Bauers	5495	Flag							
Carolyn Bundrick	5505	Flag							
	5510	Flag	Complaint of weeds in rocks 6/14						
	5515	Flag							
Jason & Irina Carrel	5520	Flag							
Darryl & Lauren Yancy	5525	Flag	Dead tree in front yard south side. 6/14						
Timothy Veldheer & Tracey Maldonado	5530	Flag							
Stephen Karr	5535	Flag							
	5540	Flag							
Higham Family Trust	5545	Flag							
Ryan & Diana Urban	5550	Flag							
Dimiter Shiklov	5555	Flag	Weeds in rocks 6/14 Front and back yard.						
Steven & Nicole Ottmer	5560	Flag							
Dennis Delahoy	5565	Flag							
Anne Westbrook	5570	Flag	crumbley side walk 5/19						
BENJAMIN VALENTIN	5575	Flag							
James & Mary Wiencek	5580	Flag							
Chester & Kelly Moyer	5585	Flag	weeds in grass 5/18 & weeds in rocks 6/14	5/29 email					
Chester & Kelly Moyer	5585	Flag	weeds in rocks 5/19 & 6/14						
Kelly Helms	5590	Flag	weeds in rock 5/18 & complaint on 6/14						
John Cotterman	5595	Flag	Complaint of weeds in rocks 6/14						

		Sample Way		as of 13-May-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. No change 5/13	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	No change 5/13/20				
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 been resolved.			cont. to monitor, ok 5/13/20	
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, ok 5/13/20	
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, ok 5/13/20	
5530	Sample	Need to repaint garage door and siding above.	4/12/2020	6/12/2020	no change 5/13				
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, ok 5/13/20	
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, ok 5/13/20	
5535	Sample	Inop. Vehicle, vehicle in need of repair etc.	4/12/2020	6/1/2020	Follow up email sent 5/7, no change 5/13				
5540	Sample								
5545	Sample								
5550	Sample	Weeds in grass and rocks	5/13/2020	6/1/2020					
5555	Sample	Weeds in grass	5/13/2020	6/1/2020					
5560	Sample								
5565	Sample								
5570	Sample								
5575	Sample								
5580	Sample	Need to repaint / re-stain handrail	4/12/2020	6/12/2020	No change 5/13				