

Pinon Ranch HOA - Board Meeting Minutes

Date: May 13, 2020

Time: 6:30pm (6:34-9:46pm)

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

Attendees: Amanda, Shane, Frank, Bradley, Shawna, Molly White, Shannon S., Dennis D., Mitzi M.

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

On March minutes, remove names and change to addresses from enforcement log.

Double check titles.

Frank to make mods and resend out.

Motioned and seconded. Passes unanimously.

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

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

The Whites and Johnsons are interested possibility amending the covenants to allow chickens (Discussion item).

- Quantity limited (4-6)
- No roosters
- Would require change in covenant
 - Would need to be drafted, discussed, 2/3 signatures
- City says up to 6 hens allowed (no permit required)
- Proposal needs to be drafted, survey to gauge interest

III. Manager Report:

Banking:

Deposits for April (Wells Fargo) \$0.00

Account Balances of 4/30/2020: Checking account \$29,854.57, Savings (Replacement Reserves) \$4,348.44, and PayPal \$10.00.

1. April 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 accessed on 5/2/2020 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).
3. The Social fund balance is \$195.62 as of 5/7/2020, with \$40.41 received so far in 2020.
4. Landscape Maintenance: CSU was late in turning the water back on, and as of 5/7/20 Corbran's is slightly behind in getting the system up and running. *Update 5/13 irrigation system back on, grass has also been aerated.*
5. Snow removal: We owe Dennis D. \$481.80 for snow removal and ice melt, for services provided between Oct 2019 and April 2020, this amount will be deducted from his HOA dues and trash service. Dennis provided snow removal 9 times during this period.

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- *New website needs to be updated:*
- *with latest minutes (Oct 2019 and January, February, March & April 2020).*
- *Annual Meeting Minutes (Nov 2019)*
- *Community events*
- *Next board meeting, date, and location.*

5/12 – Amanda added Jan, Feb, March, April. Still need to upload October. Frank still needs to draft Annual Meeting Minutes. Annual Meeting slideshow posted to website. Added insurance certificate. Note about upcoming community events. Posted info about this meeting and agenda. Will post upcoming agenda only for next meeting and then will replace with minutes when available. Frank to send Amanda insurance agent contact info and she will post it. Amanda to show Mitzi how to post on 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.

Shane to discuss with Steve and keep this progressing. Bradley needs to sign hard copies and scan and give to Shane/Steve.

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).

Amanda to work on handout. Bradley to mark up PPT for red/green pic. File to be posted on website for members to comment.

VII. Architectural Review Committee:

5525 Flag Way; Submitted a plan 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.

Hold off for an official vote until all have seen the proposal pics. Shawna to resend email with attachments. Vote via email.

5540 FLAG WAY; submitted a plan for a backyard shed to be placed near the back fence. Plans were approved 6-0 with Jeff H. being absent. Letter sent 4/17.

5580 Flag Way; roof color change request from tan to Driftwood. Submitted on 5/8/2020. Currently under review.

Approval sent out 5/13. Voted via email.

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.

Awaiting color samples.

5570 Sample Way; submitted a request to change out the first-floor bathroom window, to a smaller glass block window with a white vinyl frame, due to installing a large walk-in in shower. *Amanda, Steve, Shawna, Shane, Mitzi and Bradley all voted to approve via email. No response from Jeff.*

Shawna to send approval letter.

5555 Sample Way – Wants to plant 3-5 evergreen trees. Need more details. Specifically, proper setback (neighbors, sidewalk). Need aerial plan. Concern over mature size.

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on February 22, 2020. Follow up inspections by HOA manager on 5/13 (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: Amanda to follow-up and look for job number to reference.

Frank to update Excel violation log.

VIII. Community Events

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

Perform individual walk through by 5/17 and submit findings to Frank.

The next HOA Board of Directors meeting will be on June 16 at 6:30pm, via WebEx.

Agenda Attachments

April Expense Report

9:41 AM

05/06/20

Accrual Basis

Pinon Ranch Homeowners Association
Expenses by Vendor Detail
April 2020

Type	Date	Num	Memo	Amount
Corbran's Landscaping, LLC				
Bill	04/17/2020	18453	April maint. as per contract	510.00
Total Corbran's Landscaping, LLC				510.00
Dennis Delahoy (vendor)				
Bill	04/03/2020	4/3	4/3 snow removal	50.00
Total Dennis Delahoy (vendor)				50.00
GFL Environmental Inc				
Bill	04/01/2020	00438...	April trash & recycling	956.50
Total GFL Environmental Inc				956.50
TOTAL				1,516.50

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:

Flag Way								
Enforcement action report			as of 5/13/20					
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 & 5/13			
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. No change on 5/13/20			
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	in process		Board needs to write letter. No Change 4/12& 5/13			
5490	Flag	Unauthorized changes 1. Fence color change 2. Step and landscape changes. (new 5/13)						
5495	Flag							
5505	Flag							
5510	Flag							
5515	Flag							
5520	Flag							
5520	Flag							
5525	Flag							
5530	Flag							
5535	Flag							
5540	Flag							
5545	Flag							
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5560	Flag							
5565	Flag							
5570	Flag							
5575	Flag							
5580	Flag							
5585	Flag							
5590	Flag							
5595	Flag							

		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				