

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

**Date:** July 13, 2020

**Time:** 6:30pm

**Place:** Meeting held Webex (conference call and internet meeting); due to corona virus concerns.

**Attendees:** Amanda Brush, Shane Smith, Mitzi Higham, Shawna Uehling, Frank Hibbitts

**Meeting called to Call to Order at 6:35, Confirm Quorum (a majority or 4).**

**Board voted to approve Minutes from May and June (4-0).**

## **I. Board Member Comments on items NOT on the Agenda: none**

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

Mark & Jody Jenson brought up noise and safety concerns in a letter to the board at the intersection on of Sample and Nevin. The board had a lengthy discussion about line of sight at this intersection (i.e. the ability to see oncoming traffic and kids playing and riding their bikes in that area). This is primarily a city code enforcement issue; however, the board can ask the homeowners at this intersection to keep their bushes and plants trimmed low enough so that motorist can have a clear view in both directions.

Concerning the noise complaint, the board concluded without specific details of who, were and when there is not much the board can do other than maybe send out a email to the members asking them to please be considerate of their neighbors who might be trying sleep, or just talk to the neighbors about this issue.

## **III. Manager Report:**

### **Banking:**

Deposits for June (Wells Fargo) 1,179.75

Account Balances of 6/30/2020: Checking account \$21,834.76 Savings (Replacement Reserves) \$8,847.58, and PayPal \$10.00.

1. June Expenses (see attached expense report).
2. As of 7/7/2020, 1 member still has not paid their second installment on their 2020 HOA dues, trash, and optional recycling, which are the new owners of 5580 Flag way (the closing was May 29<sup>th</sup>).

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 watered 3 days per weeks in compliance the new city ordinance.
5. Note on voting; email votes are allowed per Colorado HOA and Non-Profit codes, however voting via text messages, or secondhand methods is not.
6. Midyear HOA financial statements completed and emailed to the board. Will need to be posted to the HOA website after review.

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

- Domain Name is: [pinonranchhoa.org](http://pinonranchhoa.org).
- New website needs to be updated:
- Post latest minutes (May & June 2020 – *if approved*).
- Annual Meeting Minutes (Nov 2019)
- 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

- 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).

### **Draft proposal on the next page:**

The board discussed a few minor wording changes to the attached proposal, such as adding a cross reference to the covenants, and that the final approval is dependent upon sticking to the original intent and spirit of the covenant's and these guidelines, which is to preserve or enhance the neighborhood image and preserve property values. Will review the revised proposal at the next meeting.



# Pinon Ranch HOA

## Xeriscaping Guidelines

The goal of these guidelines is to preserve and enhance the character of the neighborhood while allowing property owners the freedom and flexibility to install creative, beautiful xeriscape gardens that reduce water usage, tolerate drought conditions, and support pollinators and other wildlife. These guidelines were developed to allow for a range of budgets and personal tastes to achieve a xeriscape. All landscape changes must be submitted to the Board for prior approval before hiring contractors and beginning construction. The Board reserves the authority to deny applications that fail to adhere to the spirit and intent of these guidelines.

- Visual interest in the xeriscaped yard is a high priority. Some combination (not necessarily all) of the following design techniques should be utilized to create visual interest: color, texture, variety of plants and materials, elevation differentials, line movement, and statement pieces or focal points.
- 100% rockscapes and 100% mulchscapes are not permitted.
- Gravel is best used as a contrasting accent feature such as walkways, simulated river beds, and dividing lines. We suggest a maximum width of 6" for any gravel feature. When using rock in a widespread manner, consider dividing the area into sections, each with a different size/color/texture.
- Consider 1 or more boulders or larger rock accent features.
- Rock and gravel must be installed on top of a weed barrier or landscape cloth.
- We encourage the use of high-quality mulch, such as gorilla hair. Mulch should be installed properly so as to be an effective weed barrier.
- Mulch beds must contain plantings. Plantings are optional in gravel beds.
- A typical xeriscaped front yard in this neighborhood should have a minimum of 6 smaller plants AND 3 medium or larger plants. Ornamental and other small to medium size trees are strongly encouraged.

## VII. Architectural Review Committee:

### **New requests or requests waiting on more information:**

**5575 Flag Way (new);** paint color change request. Submitted on 6/30. Currently under review. Mitzi Amanda, Shane & Jeff voted to approved. On 7/11. Approval letter sent via email on 7/13.

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

2. Remove large front yard bushes and replace Russian Sage, board approved the change by a 4-0 vote. Still need to send approval 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. *Waiting on more information and color samples. Board voted 4-0 to close request pending submittal of required information.*

5510 Sample Way; *Owner resubmitted revised plan on 6/19 for a smaller shed located 5 feet from property line. Smaller option 4-0, approved. Approval letter email sent 7/13/2020 for revised shed plan.*

5545 Sample Way; 1. Color changes proposal for repainting house; Garage & trim SW 7008 (Alabaster), Door SW 6221 (Moody Blue). Board voted to approve paint colors; 4-0 (Amanda, Mitzi, Shane & Shawna).

2. Add back yard trees (more information coming). Number of trees and type to be determined. Considering  
**Autumn Blaze Maple:** Mature size is about 60 feet tall x 35-45 feet wide, so allow plenty of space for growth when you pick the planting location for your **Austree Hybrid Willow** trees reach a mature height around 30-40 feet tall x 30 feet wide

#### **Management does NOT recommend approving the Willow tree(s) due to issues of shedding limbs and early die off as per Colorado State University**

“ Willows in urban landscapes may have a longer list of faults than attributes. In addition to insect and disease problems, willows have vigorous, invasive root systems which may clog sewer lines or run under fences. Suckers volunteer off the shallow roots, creating a nuisance. In addition, fast-growing trees generally have short lives, weak wood and are susceptible to storm damage. Austrees may only live 10-20 years, and be very messy, regularly dropping leaves and twigs.

<https://planttalk.colostate.edu/topics/trees-shrubs-vines/1738-austrees/>

Due to the large size of the Maple they should only planted far enough away from the neighbor's yard as to minimize limbs etc. from falling into the neighbor's yard.

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

Last inspection by the board was on July 11, 2020. (see attached report / inspection log). **Next walk-through by the HOA Board will be in September, date and time 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 provided Shane with the for-job number and email to follow up with the City to see were we are in the schedule and what can be done. Amanda also mentioned in the last email to the members to submit their sidewalk and curb and gutter repair requests directly with the city.

## **VIII. Community Events**

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

**The next HOA Board of Directors meeting will be on August 13 at 6:30pm, at TBD**

### Agenda Attachments

June Expense Report

6:57 PM

07/04/20

Accrual Basis

**Pinon Ranch Homeowners Association**  
**Expenses by Vendor Detail**  
June 2020

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Type	Date	Memo	Account	Amount	Balance
<b>Colo Spgs Utilities</b>					
Bill	06/01/2020	3620 cf	Utilities	235.42	235.42
Bill	06/01/2020	Connection fee	Utilities	30.00	265.42
Bill	06/01/2020	23 day service fee	Utilities	40.41	305.83
Total Colo Spgs Utilities				305.83	305.83
<b>Corbran's Landscaping, LLC</b>					
Bill	06/16/2020	June maint. as per contract	Lawn & Tree Mainten...	510.00	510.00
Total Corbran's Landscaping, LLC				510.00	510.00
<b>GFL Environmental Inc</b>					
Bill	06/01/2020	June trash and recycling	Trash & recycling Ex...	956.50	956.50
Total GFL Environmental Inc				956.50	956.50
<b>TOTAL</b>				<b>1,772.33</b>	<b>1,772.33</b>

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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.

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Amanda Brush, HOA President

ATTEST:

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Bradley Gildin, Association Secretary

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Neighborhood covenant and bylaws enforcement - Inspection Report and Log:  
 Note: HOA board did a neighborhood walkthrough on July 11, 2020.

		Sample Way							
		Enforcement Action Report		as of 11-Jul-20					
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5460	Sample	Complaint of piles of tree branches 6/14			Looks ok 7/11. They hired a contractor to trim trees and branches			Close	
5465	Sample								
5470	Sample	Complaint of broken rear fence. Feb 2020.	4/12/2020	6/12/2020	No change 5/13 & 6/14. Noted progress made on 7/11. Work in progress.				
5475	Sample	weeds in rock 7/11							
5480	Sample								
5485	Sample								
5490	Sample	Safety and visibility concerns with tall bushes at corner							
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	weeds in rock 7/11							
5510	Sample	Safety and visibility concerns with tall bushes at corner							
5515	Sample	Complaint of weeds in rocks 6/14			minor weeds on 7/11				
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 & 6/14.	
5535	Sample	1. Landscape parking. 2.	9/5/2019	10/26/2019		10/19/2019		cont. to monitor, ok 5/13 & 6/14	
5535	Sample	Overnight parking on the Street (Cars and RV)	11/13/2019					cont. to monitor, ok 5/13 & 6/14	
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. Note corrected on 6/18 or so. Vehicle gone on 7/11	6/4/2020		cont. to monitor, ok 6/18 & 7/11	
5540	Sample								
5545	Sample								
5550	Sample								
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. Looks ok on 7/11			cont. to monitor	
5560	Sample								
5565	Sample								
5570	Sample								
5575	Sample	Complainant of weeds in rocks 6/14							
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, no change on 7/11				

		Flag Way							
		Enforcement action report		11-Jul-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 & 6/14 & 7/11			Close	
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. Looks ok 7/11/20			cont. To monitor	
5465	Flag								
5470	Flag								
5475	Flag								
5480	Flag	Fence repair and re-staining needed (7/11)							
5480	Flag	Grass edging needed (5/19)							
5485	Flag	Unauthorized landscape change, grass to rock	6/16/2020	8/16/2020	Letter written on 5/29 need to add plants to gravel area. No Change on 6/14 & 7/11				
5490	Flag								
5495	Flag								
5505	Flag								
5510	Flag	Complaint of weeds in rocks 6/14			no change 7/11				
5515	Flag								
5520	Flag								
5525	Flag	Dead tree in front yard south side. 6/14			no change 7/11				
5530	Flag								
5535	Flag								
5540	Flag								
5545	Flag								
5550	Flag								
5555	Flag	Weeds in rocks 6/14 Front and back yard.	6/19/2020	7/7/2020	Looks ok on 7/11				
5560	Flag								
5565	Flag								
5570	Flag	crumbley side walk 5/19			no change 7/11				
5575	Flag								
5580	Flag								
5585	Flag	weeds in grass 5/18 & weeds in rocks 6/14	5/29 email		Looks ok on 7/11				
5585	Flag	weeds in rocks 5/19 & 6/14	6/22/2020 email	7/7/2020	Looks ok on 7/11				
5590	Flag	weeds in rock 5/18 & complaint on 6/14			Looks ok on 7/11				
5595	Flag	Complaint of weeds in rocks 6/14			Looks ok on 7/11				