

Pinon Ranch HOA - Board Meeting Minutes

Date: September 15, 2020

Time 7:15 pm – 8:47 pm

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

Attendee/s: Amanda B., Frank H., Bradley G., Darryl Y., Shane S., Jeff H.

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

Add 2nd (Amanda) of Darryl to the board.

Amanda B. motions to approve Aug minutes with amendment, Shane S. seconded

4 for: 0 against; Aug minutes are approved.

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

Clarification: Darryl Y. has been voted onto the board in August.

Consideration of other property owners' line of site views as well as all architectural reviews are to be considered on a case by case basis.

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

III. Manager Report:

Banking:

Deposits for August (Wells Fargo) \$276.75

Account Balances of 8/31/2020: Checking account \$17,716.12 Savings (Replacement Reserves) \$8,847.73, and PayPal \$10.00.

1. August Expenses (see attached expense report).
2. As of 9/8 /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 29th). I did reach out to the title company and realtor to get their contact information since it appears that they have not moved in yet, no reply as of 9/9/20.
3. The Social fund balance is \$91.52 as of 9/14/2020. Cash a small cash balance that Shane has. Shane has \$25 in cash donations.
4. Landscape Maintenance: Grass is being watered 3 days per weeks in compliance the new city ordinance. The irrigation system was scheduled for temporary freeze protection measures on 9/7.

5. Backflow preventor device – required testing completed on 8/11/20. Results submitted to CSU.
6. Management is concerned that the amended covenants that added HOA trash service still have not been recorded, the petition to amend the covenants passed with the required 2/3 majority in November 2019. And the Trashing Pricing policy – Exhibit F that was passed by the HOA board in January has still not been signed and posted to the HOA website.

IV. Webmaster Report:

- Post latest minutes
- Annual Meeting Minutes (Nov 2019)
- Next board meeting, date, and location.
- Need to add Daryl as new board member. Etc.
- Test and validate the contact form is working on website, update contact board member contact form is working. *Still questions on the general contact form, may not be working.*

Frank tested the email link and the results are not clear. Amanda and Frank are going to retest and validate via phone 8pm 9/16.

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: Amanda presented a resolution and a title page that needs to be signed and recorder with the county clerk office (amendment to covenants). She also presented a resolution to add the Trash Pricing Policy – Exhibit F to the HOA bylaws. This needs to be signed and posted to HOA website.

Bradley has signed the docs and provide to Amanda for signature and scan. To be delivered to Steve S. May have to modify formatting and resign with 1.5” top margin for county stamp.

VI. New Business:

Election of new HOA Secretary.

Bradley Gildin is stepping down as board secretary effective 10/1/2020, due to their planned move. Thank you! Bradley for service to HOA over the last few years, we miss you!

Bradley motion Shane S. to become secretary. Amanda seconded. Shane S. accepted. Vote 5 for: 0 against. Motion passes, Shane S. to become secretary 10/1/2020.

Landscape Xeriscape standards

Draft (Revised) proposal on the next page:



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.

Jeff motions to approve the guidelines with the last sentence in first paragraph amended. Shane seconded. 5 for: 0 against; motion passes.

Amanda will remove the “for public comment” designation on the website. No need to file them anywhere else or take additional actions.

VII. Architectural Review Committee:

5525 Flag Way; back yard landscape, fence, deck and shed proposal. Board voted via email 4 yes with 2 abstaining. *Management recommends making this a conditional approval, based on input from the owner, fence to be no more than 6 feet tall, retaining wall to be more than 6 feet tall and 2-foot setback for the shed from the property line.*

The Board has voted to approve your proposal for a retaining wall, fence, deck expansion, and shed as submitted with the following conditions:

- 1) The retaining wall shall not exceed 7' in height.
- 2) The shed shall be painted to match the house, and the shed roof shall match the house roof as closely as possible.
- 3) The HOA does not assume any responsibility for any lot to lot stormwater run-off or drainage issues that may occur in the future. The HOA suggests that you continue to coordinate with your neighbors throughout the construction process to ensure the drainage works cohesively to everyone's benefit. We also suggest that you get some sort of guarantee or assurance from your contractor that if there are run-off issues, they will make it right.

5565 Flag Way; Complete deck replacement & upgrade. What was originally planned as just a partial replacement (deck boards and handrail) ended as complete replacement due to dry rotting structural elements. The new deck has the same footprint as before, however the decking was upgrade to Terex and the wooden handrail replaced with metal. The colors also changed from reddish to tan. *The new deck looks good with the existing house colors, management recommends approval.*

Amanda motions to approve the deck as constructed, Shane seconded. 5 for; 0 against. Motion passes. Amanda to send out approval letter.

5480 Sample way plan to paint their house in the spring of 2021 they are proposing: House color (Online paint color SW 7072 by Sherwin-Williams), Trim (Extra White paint color SW 7006 by Sherwin-Williams), Front door (Loyal Blue paint color SW 6510 by Sherwin-Williams.). Approved 4-0. *Amanda to send approval letter.*

5515 Sample Way; Landscape changes, the new owners removed the planter in the front lawn and replaced with grass, to a match the adjoining lawn. They also removed a few on the planters in the right of way and replace with river rock. *Note: this address recently had to have much of the yard dug up due to underground plumbing issues. The appearance is constant with what we already have in the neighborhood therefore management recommends approval.*

Jeff motions to approve as complete. Shane seconded. 5 for; 0 against. Motion passes. Amanda to send approval email. Bradley showed her where the form is for possibly moving a few trees in the future.

5520 Sample Way; Roof changes, Changing color from gray to tan (GAF Shakewood). Amanda motions to approve as proposed. Jeff seconded. 4 for; 0 against; 1 abstain. Motion passes. Amanda to send out approval email.

Consider improving the architectural form.

- Editable word document
- Can add attachments (photos, diagrams)

VII. Neighborhood covenant and bylaws enforcement:

Last inspection by the board was on September 13, 2020. (see attached report / inspection log). **Next walk-through by the HOA Board will be in September 13 at 9:00am (meet at 5570 Sample Way).**

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 where 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. *Update; The city did partially fill one of the crack on Navin, in Late August, but still has much to do.*

VIII. Community Events

Ice cream social was a success on Flag. Approximately 80 neighbors participated.

Some issues with recycling being missed. Request more information when we a complaint to better document so we can constructively make a complaint.

The next HOA Board of Directors meeting will be on Monday October 12 at 7 pm, via WebEx.

Annual meeting for Tuesday November 10 or 17th at 6 pm (Election day is Nov 3rd) at the El Paso Citizens Center. Frank with discuss with Steve S. for facility availability. Consider using social fund for snacks/cookies.

Agenda Attachments

August Expense Report

	Type	Date	Num	Memo	Account	Amount	Balance
6510 Property Management							
	Bill	08/02/2020	39	June to Aug Monthly mgt. fee	Administrative Services	585.00	585.00
	Bill	08/02/2020	39	June to Aug Trash & rec. monthly mgt. fee	Trash & recycling admin.	143.49	728.49
	Bill	08/02/2020	39	4 title company - HOA status ltrs. and accounting	Administrative Services	300.00	1,028.49
	Bill	08/02/2020	39	3 Delinq. HOA statements (Ryan May & June) & A	Administrative Services	30.00	1,058.49
	Bill	08/02/2020	39	Conveinance fees for 2nd billing- Trash service	Trash & recycling admin.	37.50	1,095.99
	Bill	08/02/2020	39	July minutes	Administrative Services	25.00	1,120.99
Total 6510 Property Management						1,120.99	1,120.99
Backflow Tech							
	Bill	08/11/2020	123853	Yearly test & certification	Irrigation equipment repairs	94.00	94.00
Total Backflow Tech						94.00	94.00
Cisco Systems, Inc							
	Check	08/14/2020	debit card	monthly Webex fee	Computer and Internet Expenses	16.18	16.18
Total Cisco Systems, Inc						16.18	16.18
Colo Spgs Utilities							
	Bill	08/01/2020		7210 CF	Utilities	477.30	477.30
	Bill	08/01/2020		30 day service charge	Utilities	52.71	530.01
	Bill	08/21/2020		8115 CF	Utilities	537.21	1,067.22
	Bill	08/21/2020		29 day conection charge	Utilities	50.95	1,118.17
Total Colo Spgs Utilities						1,118.17	1,118.17
Corbran's Landscaping, LLC							
	Bill	08/15/2020	18819	August	Lawn & Tree Maintenance	510.00	510.00
	Bill	08/15/2020	18819	replace 2 nozzles	Irrigation equipment repairs	71.00	581.00
Total Corbran's Landscaping, LLC						581.00	581.00
GFL Environmental Inc							
	Bill	08/01/2020	6956	Aug Trash & Recycling.	Trash & recycling Expense	956.50	956.50
Total GFL Environmental Inc						956.50	956.50
TOTAL						3,886.84	3,886.84

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:
Note: HOA board did a neighborhood walkthrough on September 13, 2020.

		Sample Way							
		Enforcement Action Report		as of 13-Sep-20					
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5460	Sample								
5465	Sample								
5470	Sample	Complaint of broken rear fence. Feb 2020.	4/12/2020 and 9/11/2020	10/1/2020	No change 5/13 & 6/14. Noted progress made on 7/11. Work in progress. Fence broken again Sept 2020.				
5475	Sample	weeds in rock 7/11			mostly gone on 8/11, ok 9/13			continue to monitor	
5480	Sample								
5485	Sample	1. Dead Aspen Tree (9/13)							
5490	Sample								
5495	Sample								
5505	Sample								
5505	Sample	weeds in rock 7/11			ok 9/13			continue to monitor	
5510	Sample	Safety and visibility concerns with tall bushes at corner	9/2		Tree and bushes trimmed. visibility much better on 9/13			Suggest we close issue	
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 & 6/14	
5530	Sample	1. Over night parking on St.	8/22/2018		Note: They had their trailer parked overnight for 9/15 to 9/18			Suggest we close issue	
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								
5540	Sample								
5545	Sample								
5550	Sample	Weeds in grass						cont. to monitor	
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 & 8/11			cont. to monitor	
5560	Sample								
5565	Sample								
5570	Sample	1/2 Dead Aspen, front yard (8/10)			working on getting bids for removal and stump grinding. Back yard dead Aspen tree removed 9/10				
5575	Sample								
5580	Sample								

		Flag Way							
		Enforcement action report		13-Aug-20					
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result	
5440	Flag								
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)	8/13/2020	9/30/2020					
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. Update: 8/10 submitted plan for approval. Plan approved				
5490	Flag								
5495	Flag								
5505	Flag								
5510	Flag	Complaint of weeds in rocks 6/14			no change 7/11, ok on 9/13				
5515	Flag								
5520	Flag								
5525	Flag	Dead tree in front yard south side. 6/14	13-Aug	9/13/2020	update: owner said he would remove dead tree within a few weeks.				
5530	Flag								
5535	Flag								
5540	Flag	Complaint of partly dead street tree -			City forest dept. recommends waiting until next spring to see if comes back.				
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. Needs help on 8/11, ok on 9/13			cont. To monitor	
5560	Flag	Complaint of 1/2 dead street tree -			City forest dept. recommends waiting until next spring to see if comes back.				
5565	Flag								
5570	Flag	crumbly side walk 5/19			no change 7/11 & 8/10 Submitted request to city to replace this sidewalk on 8/10. They will send out a inspector to assess how bad it is.				
5575	Flag								
5580	Flag								
5585	Flag	weeds in grass 5/18 & weeds in rocks 6/14	5/29 email		Looks ok on 7/11 & 8/11			monitor	
5585	Flag	weeds in rocks 5/19 & 6/14	6/22/2020 email	7/7/2020	Looks ok on 7/11			cont. To monitor	
5590	Flag	weeds in rock 5/18 & complaint on 6/14			Looks ok on 7/11			cont. To monitor	
5595	Flag	Complaint of weeds in rocks 6/14			Looks ok on 7/11			cont. To monitor	