

Pinon Ranch HOA - Board Meeting Agenda

Date: January 12, 2021

Time: 7:15pm – officially began at 7:24 P.M., adjourned at 8:43 P.M.

Place: Meeting held via Webex internet conference call due to covid-19 concerns

Attendees:

Board of directors' present: Amanda Brush, Randi Johnson, Amy Aranda, Jeff Hansen (appeared present on Webex but never heard his voice), Mitzi Higham and Darryl Yancy, and property manager Frank Hibbits

Board of Directors Absent: Shane Smith

Member(s) present: None

Call to Order, Confirm Quorum (a majority or 4): 6 present (5 effectively present), quorum met.

Accept Minutes from October: Amanda made motion to approve, Amy seconded, motion approved (5 yes, 0 no)

I. Board Member Comments:

Darryl's obtained quote for xeriscaping common area east of Sample- \$5558 quote from Landscape FX. Mulch beds, rocks, plants, all options. Two honey locusts and one pine there now. If we go full hardscaping, those trees may not survive. Several concerns voiced over losing the trees. Options exist for retaining the trees. 10-15% savings in water bill projected. Changes may need to be made to irrigation system for drip versus full water. Minimal lawn care maintenance cost saved. Estimated 10 year payoff, using rough numbers. Management will obtain quote from our current landscaper for comparison. Will evaluate feasibility of xeroscape option further.

Randi asked the last time our lawn maintenance contract was evaluated for competitor quotes. Management answered 3 years ago, when the existing company maintained their competitive price.

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

N/A

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$0.00 Oct, \$276.75 for November and \$50.00 for December

Account Balances of 10/31/2021: Checking account \$11,519.71, Savings (Replacement Reserves) \$8,847.88, and PayPal \$10.00.

Account Balances of 11/30/2020: Checking account \$9,318.61 Savings (Replacement Reserves) \$8,847.95, and PayPal \$10.00.

Account Balances of 12/31/2031: Checking account \$8,346.64; Savings (Replacement Reserves) \$8,848.02, and PayPal \$10.00.

1. October, November, and December Expenses (see attached).
2. The 2021 HOA Assessment / Trash and optional recycling billing went out via email on 1/1/2021 and is due on or before 2/1/21.
3. All members are current on their 2020 obligations.
4. Social fund Donations balance is \$91.52.
5. Landscape Maintenance: CorBran's current contract expires on 3/31/2021. Need to get quote for 2021.
6. Snow removal: Dennis D. is still providing this service.
7. 4th Quarter Balance Sheet, (see attached).
8. 2020 Statement of Revenue and Expenses, Budget vs Actual and 2021 Budget (see attached). **Good new we finished \$3,035 under budget!**
9. Completed the required HOA registration with the State of Colorado (DORA) on 1/1/2020. Cost \$38.00.
10. Renewed the HOA PO Box on 1/11/2021, cost \$118.

Meeting discussion on manager report: Question from Amanda, answered by Management: Checking account includes approx. \$5k in reserves. This helps avoid minimum balance account fees from the bank.

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- *New website needs to be updated with latest minutes and financial statements and HOA trash service amendment.*

Meeting discussion on Webmaster Report: Amanda stated she completed all above upload requirements except uploading HOA trash service amendment. Took note to accomplish this. Amy asked if it would make sense for her to have upload access, Amanda said yes and they took for an action item offline.

V. Old Business:

None

VI. New Business:

1. Officer Elections.

Amanda motioned for the following positions and all were voted in with one motion, seconded by Amy, motion passed (5 yes, 0 no)

- President Amanda Brush

- Vice President Randi Johnson
- Treasurer Shane Smith
- Secretary Amy Aranda

2. 2020 budget surplus of \$3,035. Management recommends that about \$2385 be transferred to Replacement Reserves, \$300 transferred to the Social fund and that \$350 be set aside to pay for a 30 yard roll off dumpster for a HOA Spring cleanup (date to be determined). This would be a nice opportunity for the members to get rid of those large items that will not fit on the standard trash bin. The dumpster would be provided by GFL. Mitzi asked where social fund came from. Amanda answered, it was initially purely donation collected via bucket at events. In the recent past it has not been a part of annual dues. This is the first year, after 3 or 4 years of surplus, that we propose taking some of the surplus and allocating it to a social fund. The intent is to support modest affairs such as the ice cream social, or a pot luck community event. Amanda asked for opinions on all items listed above- Daryl, Randi, and Amy all voiced support.

Amanda requested a vote regarding \$350 allocation of surplus to the spring dumpster. Darryl motioned to approve, Amanda seconded, motion approved (4 yes, 1 no).

Agreement to begin advertising now. Management will get details and send to Amy, Amy will draft something to distribute. Management will check on requirements (location, advance notice needed, what can be dumped, etc.)

Amanda requested to vote on \$300 allocation of surplus to social fund. Motion from Randi to approve, Amy seconded. Motion passed (4 yes, 1 no).

Amanda requested a vote regarding \$2385 allocation of surplus to Replacement Reserves. \$8,848 in there now. Mitzi asked what spent on fence repair a few years ago, Amanda and Frank recalled approximately \$4,400. Frank listed the following items as possible future costs, in support of his \$10k reserves suggestion: solar power irrigation panel getting older, fence costing \$4k in upkeep every 4 years or so, sidewalk repairs periodically, landscaping changes on the table to discuss. **Motion from Amanda, seconded by Amy. Motion approves (5 yes, 0 no)**

3. Architectural review committee. **Proposed by Amanda; Members will be Randi, Mitzi, Darryl, and Jeff. Motioned by Amanda, seconded by Amy. Motion approved (5 yes, 0 no).**

4. Covenants & bylaws enforcement committee; **as proposed by Amanda; Amy, Shane, Darryl, and Amanda. Motioned by Amanda, seconded by Mitzi. Motioned passed (5 yes, 0 no).**

5. Social committee. Management recommends that we form a Social committee that is comprised of HOA members who organize and hold their meetings separate from the HOA board meeting. This committee would then just provide a brief social report that can be added to the agenda and meeting minutes. This should help reduce the duration of future board meetings.

Amy motions Randi be the social committee chairperson and recruit members informally for each event. Amanda seconded. Motion passed (5 yes, 0 no).

6. Separate Social Fund Account with debit card. Management recommends that we either get a separate checking account at Wells Fargo with a debit card or use our existing PayPal and get debit card for one or more members of the social committee. Note, need to investigate costs for separate accounts.

Management believes there is a \$10/mo charge for the checking account. Randi suggested cash with paper hand-written ledger. This is simpler for handing out when multiple people are contributing to a social event. Receipts will be utilized and ledger managed by Randi.

VII. Architectural Review Committee:

5475 Flag Way; installed a large metal raised planter box in their backyard. After discussion with the residents Board gave conditional approval, if they provide some kind of visual screening such as plants or tall grasses, lattice mounted flush to the sides or an earth tone paint job. The vote was 5-0 in favor and was done via email. Approval letter sent on 11/10/2020.

Work due to be done in the spring. Item left for future follow up.

VII. Neighborhood covenant and bylaws enforcement:

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:
Note: HOA board did a neighborhood walkthrough on September 13, 2020, and management did a follow up on October 8, 2020 and again on January 11, 2021. See attached.

No new items to discuss, just monitoring open items.

Board members will plan to conduct walk through in March and again in May
Action item for next meeting: schedule March walk through

VIII. Community Events

The next HOA Board of Directors meeting will be on February 11, 2021 at 6:30 P.M., with a plan to conduct it over Webex.

Agenda Attachments

October to December Expense Report

	Type	Date	Num	Memo	Amount
6510 Property Management					
	Bill	11/10/2020	40	Monthly mgt fee (Sept-Nov)	\$585.00
	Bill	11/10/2020	40	Trash & recycling monthly mgt fee (Sept-Nov).	\$143.17
	Bill	11/10/2020	40	Meeting minutes (July, Oct & 2019 annual meeting)	\$75.00
	Bill	11/10/2020	40	Title company letter and accounting (5520 Sample)	\$75.00
Total 6510 Property Management					\$878.17
Amanda Brush (vendor)					
	Check	12/15/2020	bill pay	Reimbursement recording fees - Trash amendment	\$51.00
Total Amanda Brush (vendor)					\$51.00
CB Insurance LLC					
	Bill	10/19/2020	21565	D & O - Ins. renewal 11/1/20 to 11/1/21 -	\$941.00
	Bill	10/19/2020	21565	Property Ins. renewal 11/1/20 to 11/1/21 -	\$656.00
	Bill	10/19/2020	21565	Crime/Fidelity - Ins. renewal 11/1/20 to 11/1/21 -	\$242.00
Total CB Insurance LLC					\$1,839.00
Cisco Systems, Inc					
	Check	10/14/2020	auto pay	WebEx monthly subs. fee	\$16.18
	Check	11/16/2020	auto pmt	monthly WebEx sub.	\$16.18
	Check	12/14/2020	auto pay	monthly subscription	\$16.18
Total Cisco Systems, Inc					\$48.54
Colo Spgs Utilities					
	Bill	10/21/2020		8008 CF	\$530.13
	Bill	10/21/2020		24 days service charge	\$42.17
Total Colo Spgs Utilities					\$572.30
Corbran's Landscaping, LLC					
	Bill	10/15/2020	19032	Oct. maint.	\$510.00
Total Corbran's Landscaping, LLC					\$510.00
Dennis Delahoy (vendor)					
	Bill	10/26/2020	10/26	10/26 snow removal & ice melt	\$50.00
	Bill	12/12/2020	12/12/20	ice melt applied.	\$30.00
	Bill	12/30/2020	12/30	Ice melt appied	\$30.00
Total Dennis Delahoy (vendor)					\$110.00
GFL Environmental Inc					
	Bill	10/01/2020	1878	Oct trash & recycling	\$956.50
	Bill	11/01/2020	46743107	Nov trash & recycling	\$950.29
	Bill	12/02/2020	47218226	Dec. trash & recycling	\$951.00
Total GFL Environmental Inc					\$2,857.79
Lowes					
	Check	10/28/2020	debit card	2 - 40 lns bags ice melt	\$23.75
Total Lowes					\$23.75
Staples					
	Check	11/09/2020	debt card	copy paper, disinfection cleaner etc for annual mee	\$23.24
	Check	11/15/2020	debit card	copies for annual meeting.	\$37.67
	Check	12/17/2020	debit card	Scan trash amendment	\$3.79
Total Staples					\$64.70
TOTAL					\$6,955.25

Balance Sheet as of 12/31/2020

			Dec 31, 20
ASSETS			
Current Assets			
Checking/Savings			
	Pay Pal		10.00
	Wells Fargo-Savings (Reserves)		8,848.03
	Wells Fargo - Checking		8,346.64
	Total Checking/Savings		<u>17,204.67</u>
Accounts Receivable			
	Accounts Receivable		-12.10
	Total Accounts Receivable		<u>-12.10</u>
	Total Current Assets		<u>17,192.57</u>
TOTAL ASSETS			<u><u>17,192.57</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
	Accounts Payable		110.00
	Total Accounts Payable		<u>110.00</u>
	Total Current Liabilities		<u>110.00</u>
	Total Liabilities		110.00
Equity			
	HOA member's - Equity		3,234.99
	Operational Reserves		5,000.00
	Replacement Reserves		8,847.58
	Total Equity		<u>17,082.57</u>
TOTAL LIABILITIES & EQUITY			<u><u>17,192.57</u></u>

2020 Statement of Revenue and Expenses, Budget vs Actual and 2021 Budget

Pinon Ranch HOA - 2020 Year-end accounting & Approved 2021 Budget					
		2020 Budget	Actual 1/1/20 to 12/31/20	Approved 2021 Budget	
REVENUE					2021 Budget notes:
	HOA Assessments	\$18,095	\$18,095	\$18,095	member assessments with insurance (55 x \$329)*
	Trash & Recycling Assessment	NA	\$12,597	\$12,562	Trash \$178 per home plus est. on optional recycling (see detail below)
	Credit card/ conv. fees	\$0	\$53	\$75	on the semi-annual payment option.
	Interest	\$0	\$1	\$0	
	Late fee / PayPal fees	\$0	\$105	\$0	
	Title Co & Admin Fees	\$150	\$975	\$150	based on 1 home sale (\$150 transfer fee)
	Working Capital contributions	\$77	\$760	\$127	based on 1 home sale (goes for working capital i.e. operational reserves)
	Less: Replacement Reserves	-\$1,775	-\$1,775	-\$1,545	Transfer to Replacement Reserves account
Total Revenue		\$16,547	\$30,811	\$29,464	
EXPENSES					
	Administrative Services	\$2,300	\$3,045	\$2,410	3% increase over 2020 budget
	Bank and PayPal service charges	\$0	\$43	\$100	More folks are paying via ACH bank transfers instead of checks
	Business Permits and education	\$200	\$43	\$200	Required State reg. fees (DORA & SOS) plus optional CONO membership.
	Computer and Internet Expenses	\$132	\$160	\$300	website, plus WebEx meeting costs
	Insurance Expense	\$2,145	\$3,516	\$2,145	Note: we will prepay 10 months of 2021 ins. In 2020
	Irrigation equipment repairs	\$600	\$331	\$600	same as last year
	Lawn & Tree Maintenance	\$3,800	\$3,700	\$3,900	based on this year plus 5%
	Office Supplies	\$100	\$33	\$57	reduced
	Postage and PO Box	\$110	\$130	\$130	based on 2020 actual
	Printing and Reproduction	\$60	\$65	\$60	same as last year
	Professional Fees	\$1,500	\$478	\$1,500	same as last year
	Snow removal	\$1,500	\$478	\$1,500	estimate based on 2018 contract rate
	Social Functions	\$0	\$0	\$0	Voted to make this an optional contribution
	Trash & Recycling expenses	NA	\$12,037	\$12,562	**see detail below
	Utilities	\$4,100	\$3,717	\$4,000	reduced from 2020. Includes Strom water fee
Total Expenses		\$16,547	\$27,776	\$29,464	
EXCESS OF REVENUE OVER EXPENSES		\$0	\$3,035	\$0	
* 2021 assessment of \$507 per lot breaks downs as \$290 for base assessment plus \$39 for insurance, and \$178 Trash assessment.					
Which is the same as 2020. Whereas inflation for 2020 was about 2%.					
https://cdola.colorado.gov/inflation-denver-aurora-lakewood-consumer-price-index					
Note : Insurance assessment \$2145 / 55 homes = \$39. Note 2: The rate for Optional recycling is \$99 per year (up from \$73 in 2020).					
**HOA Trash service		2021 Trash & Recycling Budget			
REVENUE					
	HOA Trash service assessments	\$9,790	(\$178 per home x 55 homes)		
	Optional Recycling	\$2,772	(estimate 28 homes x \$99)		
Total Trash & Recycling Revenue		\$12,562			

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Sample Way		Enforcement Action Report		as of 11-Jan-21			
Home owner	Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
John Enright	5460	Sample							
Ned and Amanda Brush	5465	Sample							
Peter Geronazzo	5470	Sample	Complaint of broken rear fence. Feb 2020.	4/12/2020 and 9/11/2020	10/1/2020	Repairs made Sept. Work in progress on re-staining			continue to monitor
Hekman & Residents	5475	Sample							
Mike & Christie McKinley	5480	Sample							
Mark & Anne Gillis	5485	Sample	1. Dead Aspen Tree (9/13)			No change 10/8 & 1/11. Suggest we pend until Spring 2021.			
James Johnson	5490	Sample							
Stuart & Patricia Haw	5495	Sample							
Eric & Randi Johnson	5505	Sample							
Eric & Randi Johnson	5505	Sample							
Timothy & Jessica Hall	5510	Sample							
Laurie Loy	5515	Sample							
Aileen & Bradley Gildea	5520	Sample							
Ross White	5525	Sample							
Craig and Tammie Sandin	5530	Sample							
Kevin Ryan	5535	Sample							
Hekman & Residents	5540	Sample							
Robert & Amanda Gardner	5545	Sample							
Natasha Zarev	5550	Sample							
Reed & Michele Wood	5555	Sample							
Bivin	5560	Sample							
Corbett	5565	Sample							
Hibbitts	5570	Sample	1/2 Dead Aspen, front yard			Removed 10/6. Working on selecting a replacement (small tree or large bush to be planted Spring 2021			Dead tree removed 10/6/20
Troy Uehling	5575	Sample							
Mark Johnson	5580	Sample							

Flag Way									
Enforcement action report									
Home owner	Address	Street	Issue	Courtesy Ltr Date	11-Jan-21 Follow up date	Notes	Warning Ltr date	Fine \$	Result
Jeff & Vickie Hansen	5440	Flag							
Caleb & Jennifer Lambert	5445	Flag							
Rodolfo & Sophia Garganian	5450	Flag							
Vince & Brigette Maione	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. Looks ok 7/11/20 & 10/8			cont. To monitor
Shane Smith	5465	Flag							
Alexander & Sara Chung	5470	Flag							
Mark & Jody Jensen	5475	Flag							
Greg Jones	5480	Flag	Fence repair and re-staining needed (7/11)	8/13/2020	9/30/2020	South side fence re-stained. Suggest Board look at during next inspection			
Gabriel Gavrila	5485	Flag	Unauthorized landscape change, grass to rock	6/16/2020	8/16/2020	Update 10/8; Planted 3 Ort. Grass's and 2 Russian sage. Suggest we continue to monitor.			pending until Spring 2021
Michael Whitley	5490	Flag							
Gary & Christine Bauers	5495	Flag							
Carolyn Bundrick	5505	Flag							
Matthew Nilan & Lucille Nilan	5510	Flag							
Jevon & Rachel Gray	5515	Flag							
Jason & Irina Carrel	5520	Flag							
Darryl & Lauren Yancy	5525	Flag							
Timothy Veldheer & Tracey Maldonado	5530	Flag							
Stephen Karr	5535	Flag							
Stephen & Kendra Schleiker	5540	Flag	Complaint of partly dead street tree -			City forest dept. recommends waiting until next spring to see if comes back.			pending until Spring 2021
Higham Family Trust	5545	Flag							
Ryan & Diana Urban	5550	Flag							
Dimiter Shiklov	5555	Flag							
Steven & Nicole Ottmer	5560	Flag	Complaint of 1/2 dead street tree -			City forest dept. recommends waiting until next spring to see if comes back.			pending until Spring 2021
Dennis Delahoy	5565	Flag							
Anne Westbrook	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.			
BENJAMIN VALENTIN	5575	Flag							
Jarrod & Amy Aranda	5580	Flag							
Chester & Kelly Moyer	5585	Flag							
Kelly Helms	5590	Flag							
John Cotterman	5595	Flag							