

Pinon Ranch HOA - Board Meeting Minutes

Date: February 11, 2021

Time: 7:15pm – began at 7:24 when quorum reached

Place: Meeting held via internet meeting; due to covid-19 concerns.

Attendees: Mitzi, Shane, Amanda, Randi, Amy, Darryl, Frank

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

Shane motions to accept the minutes, Randi seconds, motion passed (4 yes, 0 no)

I. Board Member Comments:

None

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

No non-members present

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$16,018.00 January.

Account Balances of 1/31/2021: Checking account \$19,200.32, Savings (Replacement Reserves) \$12,778.12, and PayPal \$10.00.

1. January Expenses (see attached).
2. As 2/10/2021, 12 members still have not paid their 2021 HOA Assessment / Trash and optional recycling, that was due on or before 2/1/21. Late charges will be assessed on March 1st for any unpaid accounts at that time.

Meeting Note: Frank will send Amanda the list and she or Amy will email the 12 members to remind them.

3. Social fund balance is \$451.52.
4. Landscape Maintenance: CorBran's current contract expires on 3/31/2021. Sent request for new quote on 2/5/21.
5. Snow removal: Dennis D. is still providing this service.

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- New website updated with latest minutes and HOA trash service amendment

- Amy has been given website permissions to upload minutes
- Architectural Review Forms can now be viewed and submitted online

V. Old Business:

Possible xeriscape or landscape changes for HOA common area (East of Sample Way).

- A. 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.
- B. Management requested quote from our current landscaper CorBran's for comparison. Waiting on quote.
- C. Management also requested an updated quote from Genesis Group. Estimator is scheduled for 2/23 to come out and review site. Should have an estimate about 7 to 10 after that. Note they originally quoted a xeriscape conversion for this area in September 2015 for \$6,684.00. Which included converting the irrigation in this area to a drip system to water the 3 existing trees in this area along with adding 3 new ornamental grasses. Along with removing existing sod and adding new rock to match the existing rock in this area.
- D. Shane will inquire with contractor who recently painted his house
- E. Board discussed feasibility of the xeriscape option further, considering other future replacement reserves expenses such as fence repair and re-staining in 2023 or 2024, and sidewalk repairs. See attached "Replacement Reserve's Budget – 5-year timeline as of Jan 2021".
 - a. All present members agreed the current priority is ensuring we can eliminate trip hazards on the sidewalks before we invest in the xeriscape. Decided to obtain several quotes for sidewalk repairs. Frank can photograph and number the problem areas to ensure quotes are apples to apples. Mitzi, Amanda, Shane, and Amy offered to help. Will use tape to mark problem areas.

VI. New Business:

None

VII. Architectural Review Committee:

5475 Flag Way. Landscape change added large boulder in front lawn area. Jeff mentioned member may be xeriscaping the yard in the future. If this is the case the neighbor is likely to request approval in accordance with HOA bylaws. In this case the board would see the

landscape request at that time. The board will attempt to get more information in an effort to work with the neighbor on his/her project/intentions.

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 inspection on October 8, 2020, January 11, 2021, and February 10, 2021. See attached.

Next Neighborhood walkthrough scheduled for 2:00 on March 14th. Will plan another in May 2021.

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.

Note: 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 cracks on Navin, in Late August, but still has much to do.

VIII. Community Events.

March action item: select weekend in April or May for Spring cleanup. The HOA will provide a 30 yard roll off dumpster for members to use to get rid of non-hazardous waste. Large bulky items, etc. Should we place it on Navin Drive or a flat road?

Social report:

The next HOA Board of Directors meeting will be on Monday March 8th at 6:30pm, on WEBEX.

Agenda Attachments

January Expense Report

	Type	Date	Num	Memo	Account	Amount
Cisco Systems, Inc						
	Check	01/14/2021	auto pay	Webex monthly fee	Computer and Internet Expenses	16.18
Total Cisco Systems, Inc						16.18
City of CS Storm Water						
	Bill	01/31/2021		Jan to April 2021 storm water	Utilities	43.20
Total City of CS Storm Water						43.20
Dennis Delahoy (vendor)						
	Bill	01/10/2021	1-10-21	1-10 snow removal	Snow removal	50.00
	Bill	01/26/2021	1-26	1/26 snow removal	Snow removal	50.00
	Bill	01/27/2021	1-27	1/27 snow removal	Snow removal	50.00
Total Dennis Delahoy (vendor)						150.00
DORA_Colo. Dept of Revenue						
	Check	01/01/2021	debit card	HOA registration renewal	Business Licenses and Permits	38.00
Total DORA_Colo. Dept of Revenue						38.00
eFileMyForms.com.						
	Check	01/28/2021	debit card	1099 form filing	Professional Fees	2.99
Total eFileMyForms.com.						2.99
GFL Environmental Inc						
	Bill	01/05/2021	47650995	Jan. trash & recycling	Trash & recycling Expense	1,018.41
Total GFL Environmental Inc						1,018.41
Lowes						
	Check	01/05/2021	debit card	2 bags of ice melt	Snow removal	23.74
Total Lowes						23.74
USPS						
	Check	01/11/2021	debit card	PO Box renew - 1 year	Postage and Delivery	118.00
Total USPS						118.00
AL						1,410.52

Replacement Reserves Budget – 5-year timeline

Replacement Reserves Budget		as of January 2021	
2020			
Reserves balance as Jan 2020	\$ 4,346		
2019 Budget surplus transferred	\$ 2,724	Actual budget surplus	
2020 reserves contributions	\$ 1,775	Transfer from Operating budget.	
Interest earned	\$ 3		
Planned reserves expenditures for 2020	\$0		
Reserves balance at end of year	\$ 8,848		
2021			
Reserves balance as Jan 1, 2021	\$ 8,848		
2020 Budget surplus transferred	\$ 2,385		
2021 Budgeted reserves contributions	\$ 1,545	Transfer from Operating budget.	
subtotal	\$ 12,778		
Possible reserves expenditures for 2021	-\$6,700	TBD, Possible landscaping changes, area east of Sample (see note 4 below)	
Reserves balance at end of year	\$ 6,078		
2022			
Estimated Reserves balance as Jan 2022	\$ 6,078		
Estimated 2022 reserves contributions	\$ 2,000	Transfer from Operating budget. Budget to be determined.	
Possible reserves expenditures for 2022	-\$2,748	TBD, possible broken sidewalk replacement and grinding down tripping hazards; based quote from Groninger Concrete 9/2015	
Reserves balance at end of year	\$ 5,330		
2023			
Estimated Reserves balance as Jan 2023	\$ 5,330		
Estimated 2023 reserves contributions	\$ 2,000	Transfer from Operating budget. Budget to be determined.	
Planned reserves expenditures for 2023	-\$5,000	Fence staining and board replacement; estimated cost.	
Reserves balance at end of year	\$ 2,330		
2024			
Estimated Reserves balance as Jan 2024	\$ 2,330		
Estimated 2024 reserves contributions	\$ 2,000	Transfer from Operating budget. Budget to be determined.	
Planned reserves expenditures for 2024	\$0		
Reserves balance at end of year	\$ 4,330		
Note: we spent an \$7651 for capital repairs during 2013 to 2015 (for a average of \$2550 per year) for fence repairs, re-staining, sidewalk leveling to eliminate some of the trip hazards, and adding tree rings and mulch under the pine trees.			
Note 2: Our irrigation system and equipment is now about 21 years old, with a uncertain life span and future repair / replacement costs.			
Note 3: We need to plan on re-staining and replacing boards on our fence every 4 to 5 years. Estimated cost \$4500 to \$6000 depending on how many boards need to be replaced. We spent \$3550 on this in 2014 and \$4180 in 2019.			
Note 4: we are currently getting quotes on this. Landscape FX bid \$5558 for hardscape only (no drip irrigation for existing trees and no new xeriscape plants). Genesis LLC bid \$6684 in 2015 to xeriscape this area with drip irrigation and 6 xeriscape plants. Currently waiting on bids from our current landscape maintenance contractor who is also a landscape installer.			

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way Enforcement action report			10-Feb-21			
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 & 10/8			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	South side fence re-stained. Suggest Board look at during next inspection			
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
5490	Flag							
5495	Flag							
5505	Flag							
5510	Flag							
5515	Flag							
5520	Flag							
5525	Flag							
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.			pending until Spring 2021
5545	Flag							
5550	Flag							
5555	Flag							
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
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							
5590	Flag							
5595	Flag							

		Sample Way Enforcement Action Report		as of	10-Feb-21		
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$
5460	Sample						
5465	Sample						
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		
5475	Sample						
5480	Sample						
5485	Sample	1. Dead Aspen Tree (9/13)			No change 10/8 & 1/11. Suggest we pend until Spring 2021.		
5490	Sample						
5495	Sample						
5505	Sample						
5505	Sample						
5510	Sample						
5515	Sample						
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample						
5540	Sample						
5545	Sample						
5550	Sample						
5555	Sample						
5560	Sample						
5565	Sample						
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		
5575	Sample						
5580	Sample						