

Pinon Ranch HOA - Board Meeting Minutes

Date: March 8, 2021

Time: Began at 6:30pm. Adjourned at 7:51 P.M.

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

Attendees:

Board of directors' present: Amanda Brush, Amy Aranda, Mitzi Higham, Jeff Hansen, Shane Smith, Darryl Yancy and property manager Frank Hibbits

Board of Directors Absent: Randi Johnson

Member(s) present: None

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

At this time Darryl hasn't joined just yet but we have 5 board members, sufficient for quorum.

Amanda makes motion to approve minutes, Amy seconds, - motion approved (5 yes, 0 no)

I. Board Member Comments:

Concern for Kevin Ryan discussed. Approximately one week ago neighbors noticed a significant amount water emerging from the home. Utility company has shut off the water but was unsuccessful in reaching the homeowner. Amanda's attempt at email contact was unsuccessful. Shane's attempted phone communication was unsuccessful. Concerned about him and the condition of his house. UPDATE: Shane was able to reach Kevin by phone on March 9th, he has been made aware of the situation and will be returning home to address it.

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

N/A

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$10,970.00 February.

Account Balances of 2/28/2021: Checking account \$ 28,214.15, Savings (Replacement Reserves) \$12,778.21, and PayPal \$10.00.

1. February Expenses (see attached).

2. As 3/4/2021, 5 members still have not paid their 2021 HOA Assessment / Trash and optional recycling, that was due on or before 2/1/21. Amy emailed payment reminders to all past due members on February 24th. Due to Covid-19 concerns board will need to decide if we want to waive late fees for March and possibility April (see new business). Total past due is \$3016.90.
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 and again around March 1.
5. Snow removal: Dennis D. is still providing this service.
6. Required 2020 Federal and State Tax returns completed and mailed.
7. Received Workman Compensation renewal invoice from Pinnacol Insurance for \$592.00. Note: renewal of this insurance was approved as part of the 2021 budget by the board in October, however this is a noticeable increase over what was expected, which was estimated at that time to be around \$375 for the year. I did contract our agent to see if we could get another quote, which we did for about \$352, HOWEVER That company did not offer the more broad-based coverage that we needed (i.e., it will not cover a member to be paid to remove snow, or a contractor like Back to Life who did not have workman compensation. It would also require that we get proof of liability and workman's compensation from all our vendors). Dennis has already saved us about \$900 over what it would cost to have a contractor remove the snow, so far this season. Management recommends that we go ahead the renew with Pinnacol for the upcoming policy year which starts April 1st, 2021.

BOARD DISCUSSION: Decided to renew with Pinnacol as previously agreed upon, for reasons stated above.

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- Website updated with HOA trash service amendment.

V. Old Business:

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

BACKGROUND:

- 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. Received updated quote from Genesis Group for a xeriscape conversion for this area in for \$7370. Which included converting the irrigation in this area to a drip system to water the 3 existing trees in this area along with adding 5 new ornamental grasses and / or xeriscape type of plants and bushes. Along with removing existing sod and adding new rock to match the existing rock in this area.

Discussion from February meeting: 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.

MARCH UPDATE:

Suggest we Table this item until which time we have completed the sidewalk repairs – likely a project for next year. Amanda motions to address safety issues such as the sidewalks first. Shane seconds. Motion carries unanimously (6 yes, 0 no)

Suggested HOA common area sidewalk repairs

On March 6, 2021 Amanda and Frank did an inspection of existing tripping hazard and damages. They photographed and documented 11 problem areas. The possible solutions are concrete grinding, mud jacking, replacement/ rerouting or a combination of these.

Goal to complete work in spring or summer of this year, 2021. Looking for 3 quotes minimum. Frank will contact Groninger and has already submitted a request for quote from Penhall for concrete grinding. Shane will find a few more companies and request quotes.

Note: We received a bid for \$2748 in 2015 from Groninger Concrete to grind down 12 tripping hazards and replacing 6 section of broken concrete. Note 2: A-1 Concrete Leveling did mud jacking for us back in 2015 and in which they raised 14 concrete slabs that were tripping hazards for a cost of \$1134.00.

Discussed the longer-term solution of re-routing a few sidewalk areas 18" or so, to wind around the trees which can decrease future sidewalk damage. Discussed removing the trees as this would be one step toward xeriscaping and saving water as well. Counter argument in support of keeping the trees for aesthetics and property value. Will request quotes with suggested options from the professionals for cost comparison.

VI. New Business:

Possible late fee wavier for March and April due to covid-19 concerns.

Management recommends we waive late fees for March and possibly for April, after that unpaid members should make a good faith effort to at least pay the half year dues or ask for a payment plan as per "EXHIBIT A ASSESSMENT COLLECTION" of the bylaws no later than April 15.

BOARD DECISION: Concur with waiving March's late fees. Frank will send out new statements this week.

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.

5525 Sample Way; landscape changes to remove some of the front yard grass and few bushes and add a new brick paver patio area. Amanda, Randi, Darryl, Shane voted yes via email. Approval letter sent via email.

5580 Sample Way; Replacement Windows - Board voted via email to approve this request. Approval letter sent via email.

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 10/8/20, 1/11/21, 2/10/21 and 3/7/21. See attached.

Next Neighborhood walkthrough re-scheduled for April 3rd at 8:30 A.M.. Will plan another walkthrough for May.

NOTES CARRIED FORWARD:

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.

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.

Spring Cleanup (May, exact date TBD):

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. Will determine date/location during April HOA meeting (Navin Drive vs. flat surface).

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way							
		Enforcement action report		7-Mar-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 & 3/7/21			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. N/C south side gate 3/7				
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 7-Mar-21					
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	Repairs made Sept. Work in progress on re-staining			continue to monitor	
5475	Sample								
5480	Sample								
5485	Sample	1. Dead Aspen Tree (9/13)			No change 10/8 & 1/11. Suggest we pend until Spring 2021.			pending until spring	
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			Dead tree removed 10/6/20	
5575	Sample								
5580	Sample								