

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

**Date:** April 13, 2021

**Time:** 6:30pm

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

## **Attendees:**

**Board of directors' present:** Amanda Brush, Randi Johnson, Mitzi Higham, Jeff Hansen, Shane Smith, Amy Aranda\*, Darryl Yancy\*, property manager Frank Hibbits (\*Indicates late arrival)

**Board of Directors Absent:** None

**Member(s) present:** None

## **Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from March**

Amanda motions to approve March minutes as written, Mitzi seconds, motion passes unanimously (5-0, remaining members joined late)

## **I. Board Member Comments:**

Jeff has a contact who conducts tree cutting at reasonable prices. That contact has a recommendation for concrete work as well. He will provide name and phone numbers in coming weeks.

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

None

## **III. Manager Report:**

**Banking:**

Deposits (Wells Fargo) \$2,400.75 April.

Account Balances of 3/31/2021: Checking account \$ 28,991.16, Savings (Replacement Reserves) \$12,778.32, and PayPal \$10.00.

1. March Expenses (see attached).
2. As 4/6/2021, 1 member still has not paid their 2021 HOA dues, that was due on or before 2/1/21. Total past due is \$507.00.
3. Social fund balance is \$451.52.
4. Landscape Maintenance: CorBran's submitted new landscape maintenance contract, board needs to review and vote on approval (see new business) current contract expired on 3/31/2021.
5. Snow removal: Dennis D. is still providing this service.

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

- Domain Name is: [pinonranchhoa.org](http://pinonranchhoa.org).

#### **V. Old Business:**

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

*Board voted in March 2021 to table this item until which time the sidewalk repair issues have been addressed, more than likely until next year.*

##### **HOA common area sidewalk repairs.**

**Background:** 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.

On April 3 the HOA board inspected these areas and discussed the possibility of tree removal & replacement in two areas where the tree roots are lifting up the sidewalk.

*We received a bid for \$3,990 from Groninger Concrete to replace 7 sections of sidewalk and grind down 5 tripping hazards. They also gave us an option to replace 3 section of broken HOA sidewalk for \$805 near 5580 sample way, that is deemed NOT to be a tripping hazard.*

*We also received a bid of \$1140 from Tall Timbers Tree Service for possibility removing 2 spruce trees that were planted too close to the HOA sidewalk and who's roots are lifting up the sidewalk and causing tripping hazards at those locations.*

**Decision:** Shane is contacting one additional contractor. If anyone else gets another bid, please email it out. We will discuss between meetings so we're ready to make a decision at May meeting.

##### **CorBran's Landscape maintenance contract for April 1, 2021 to March 31, 2022.**

Corban's proposes \$3,675. This is an increase of less than 3% from last year price of \$3570.

*Note the board solicited bids for this work in 2017 for the 2018 season from a handful of contractors and none of them were competitive with the price we received from Corbans, their prices ranged from a low of \$4180 to high of \$4963. Management recommends approval of Corban's proposal.*

**Decision:** This company has always been more reasonable than competitors. Price increase appears modest. Mitzi sets motion to approve, second from Jeff. Motion carries unanimously (7-0)

## VI. New Business:

*None*

## VII. Architectural Review Committee:

5475 Flag Way. Landscape change added large boulder in front lawn area. Recommendation to approve the boulder as-is, inform via letter with reminder to submit any future plans such as xeriscaping to the board. Amy will send letter.

5570 Sample Way; Replacement tree for front yard. They are proposing either a Tartarian Maple or Chokecherry to replace the dead Aspen that was removed last fall.

**Decision:** Amanda made a motion to approve either the Tartarian or Chokecherry. Jeff seconded. Motion carries unanimously.

5525 Flag Way: Darryl discussed a play-area installation, approximately 8 feet tall. He will send email to the board with details.

## VII. Neighborhood covenant and bylaws enforcement:

HOA conducted neighborhood walkthrough on April 3, 2021 (See attached for log)

Next Neighborhood walkthrough planned for **Tuesday June 1<sup>st</sup>, 7 P.M.**

5540 Sample Way – paint on south side of home discolored. Randi will talk to Andrew about having at least that side of the home painted during this paint season (spring to fall).

**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: **May 13, 14, 15**. Location option 1: in front of Lori's house where the dumpster has been located the past few months. Option 2: on Flag, far enough in so it's not easily visible from Mule Deer, in an effort to keep access available only to HOA members. Will ask permission before committing.

**Possible Yard sale (date TBD):** Green Valley will be holding a yard sale in August. We will have ours the same day. Exact date TBD.

***Social report:***

**Block party:** One at the beginning of summer, one at the end of summer, will discuss off-line.

**NEXT HOA BOARD OF DIRECTORS MEETING: MAY 11<sup>TH</sup> / 6:30PM / INTERNET MEETING**

Meeting Attachments

March Expense Report

	Type	Date	Num	Memo	Account	Amount
<b>6510 Property Management</b>						
	Bill	02/12/2021	41	Mgt Services Dec, Jan & Feb	Administrative Services	585.00
	Bill	02/12/2021	41	Mgt fee - Dec, Jan & Feb.	Trash & recycling admin.	149.21
	Bill	02/12/2021	41	Snow removal 12/29 - Dennis was not avail.	Snow removal	50.00
Total 6510 Property Management						784.21
<b>Amanda Brush (vendor)</b>						
	Check	02/16/2021	bill pay	Website hosting - Dream Host	Computer and Internet Expenses	48.00
	Check	02/16/2021	bill pay	Domain name - Dream Host	Computer and Internet Expenses	15.99
Total Amanda Brush (vendor)						63.99
<b>Cisco Systems, Inc</b>						
	Check	02/16/2021	debit card	Webex monthly fee	Computer and Internet Expenses	16.17
Total Cisco Systems, Inc						16.17
<b>Dennis Delahoy (vendor)</b>						
	Bill	02/12/2021	2-12-2021	Ice melt applied	Snow removal	30.00
	Bill	02/14/2021	2-14-21	2/14 Snow removal & spot ice melt	Snow removal	50.00
	Bill	02/17/2021	2-17-21	snow removal 2/17	Snow removal	50.00
	Bill	02/25/2021	2-25-21	Snow removal	Snow removal	50.00
Total Dennis Delahoy (vendor)						180.00
<b>GFL Environmental Inc</b>						
	Bill	02/01/2021	48118845	Feb. trash & recycling	Trash & recycling Expense	1,014.86
Total GFL Environmental Inc						1,014.86
<b>Lowe's</b>						
	Check	02/15/2021	debit card	ice melt - 2 bags	Snow removal	23.74
Total Lowe's						23.74
<b>TOTAL</b>						<b>2,082.97</b>

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way Enforcement action report			3-Apr-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 & 4/3/21			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. Board feel repair of gate is ok. Close issue			
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 & 4/3. 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 & 4/2 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	House painting, south side discolored and uneven.							
5545	Sample								
5550	Sample								
5555	Sample								
5560	Sample								
5565	Sample								
5570	Sample	1/2 Dead Aspen, front yard			Removed 10/6. Proposal for replacment tree submitted to HOA on 4/9. Waiting on approval.			Dead tree removed 10/6/20	
5575	Sample								
5580	Sample								