

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

**Date:** September 21, 2021

**Time:** 6:30pm

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

**Attendees:** Amanda Brush, Randi Johnson, Mitzi Higham, Jeff Hansen, Amy Aranda, Darryl Yancy, property manager Frank Hibbits

**Board Members not present:** Shane Smith

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

Darryl motions to approve August minutes as written, Mitzi seconds, motion passes unanimously (6-0, remaining members joined late)

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

- Halloween trick or treating – will discuss later in the meeting
- New tree is installed – needs watering daily for one week, Frank has been doing it, Amy will take it over

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

N/A

## **III. Manager Report:**

### Banking:

Deposits (Wells Fargo) \$328.50 August

Account Balances of 8/31/2021: Checking account \$17,020.90, Savings (Replacement Reserves) \$12,778.86 and PayPal \$10.00.

1. August Expenses (see attached).
2. As of 9/15/2021, 1 member has not paid their 2021 HOA dues. Total past due is \$567.00. Trash service has been suspended until further notice on one home that has not been around for at least 6 months.
3. Landscape Maintenance: CorBran's is doing the monthly maintenance.
4. Groninger Concrete will not be able to replace 7 sections of sidewalk and grind down 5 tripping hazards, until late Fall due a backlog of other projects.

5. Harding Nursey planted the approved Imperial Honey locust tree on September 20<sup>th</sup>. Harding Nursey and our HOA manger handled the required underground utilities locates, prior to planting the tree. Received permit from the city forestry department approving the tree and location.
6. Have started asking vendors for 2022 quotes, will be starting work on the 2022 budget soon. Need to finalize Insurance (see new business).

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

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

#### **VI. New Business:**

1. HOA trash service proposal for 2022 and 2023. Received renewal quote from GFL for 2 years with a 5% rate increase for 2022 and a not to exceed 6% increase for 2023. We also compared it to the rates from Waste Management and Infinity Waste (see comparison below).

2022 Pinon Ranch HOA trash service								
Rate comparisons								
<u>GFL</u>								
Vendor	Service	Monthly Cost	Surcharge	10% HOA mark up	Total Monthly cost	Total Qtr cost	Total Yearly Cost	Yearly rates rounded to the nearest dollar
GFL	Trash (1x week / 96 Gallon container)	\$14.17	\$0.00	\$1.42	\$15.59	\$46.76	\$187.04	\$187
GFL	Recycling (1x week 64 Gallon)	\$ 5.77	\$1.98	\$0.78	\$8.53	\$25.58	\$102.30	\$102
Total monthly Trash & Recycling					\$24.11	\$72.34	\$289.34	\$289
<i>Note 1 GFL; this is based on a 24 month agreement, with maximum price increase of 6% for 2023. Note, the above price are a 5% increase over 2021.</i> <i>Note 2 GFL; they will consider a 12 month agreement, but we are looking at a minimum of an 8% increase maybe more, the final amount to be determined.</i>								
<u>Rates for Waste Management and Infinty Waste</u>								
Comparison quotes received 9/10/21 (via their websites).								
		Monthly Cost					Total Yearly Cost	Yearly rates rounded to the nearest dollar
Waste Management	Trash (1x week / 95 gallon)	\$15.63					\$187.56	188
Waste Management	(1x week / 64 gallon)	\$8.71					\$104.52	105
		\$24.34					\$292.08	\$293
Infinity Waste	Trash (1x week / 95 gallon)	\$23.95					\$287.40	\$287
Infinity Waste	Recycling (bi weekly / 96 gallon)	\$5.95					\$71.40	\$71
		\$29.90					\$358.80	\$358
as of 9/10/2021								

After discussion, Amanda makes a motion to recommend to the members that we accept the GFL rates for the next two years, and continue the 10% markup percentage to cover administrative costs and any collection losses. Darryl seconds motion (motion passes 6, 0).

per the HOA bylaws (Trash pricing policy)

“EXHIBIT F Trash policy A. Pricing Policy for Trash Service and optional recycling. The Board of directors or the HOA manager will get a price quote for trash service as part of the yearly budget process, at least 45 days in advance of the Annual membership meeting. The initial pricing policy for the year 2020 and 2021 will be cost plus a 10 percent markup with ½ the mark up going to administration (i.e., the contracted HOA manager, for the additional time and effort to administer this program) and the other ½ of the markup going to cover any collection losses, legal expenses, and increased insurance costs related to administering trash and recycling services. The board will review this policy on a yearly basis starting in 2021 for the following year and beyond and make yearly recommendations to either keep the same markup or reduce or increase the markup percentage. These recommendations shall be voted on by the members at the 2021 annual membership meeting, and yearly thereafter.”

## 2. HOA provided roll off dumpster(s) for Spring cleanup.

We will plan to provide 1 or 2 roll off dumpster each year that a surplus exists. The cost for the 30-yard roll was \$350 divided by 55 home works out to \$6.36 per house.

## 3. Insurance renewal quotes:

- **Fidelity and Crime:** U.S.I. renewal quote for 11/1/21 to 11/1/2022 is \$242.00 which is the same as last year. The coverage is \$35,000 with a \$250 deductible for theft, fraud, forgery etc. *Note: The HOA governing documents and our contract the HOA manager requires this coverage.*
- **Directors & Officer (Association) Liability.** Quote \$941 (The coverage is \$1,000,000 with a \$1,000 deductible. *We paid \$891.00 last year.*
- **Commercial Package (Property and general liability).** \$547. The coverage is \$2,000,000 / \$1,000,000 per occurrence. We paid \$656 last year.

*Note: We renew our workman compensation insurance in March. Last year it was \$592.00 which is mainly for the snow removal provided by our uninsured members. And will also cover any members that may get hurt doing volunteer work on the HOA commons area. That will be a new business item for next February.*

Mitzi made a motion to approve all above insurance policy renewals, Amy seconds the motion (motion passes 6,0).

## VII. Architectural Review Committee:

5475 Flag Way; Proposed xeriscaping / landscaping changes around the driveway.

*Votes in favor of proposal, Amanda, Amy, Shane, Darryl, Mitzi, and Shane. No response from Jeff. Approval letter sent via email on 9/17.*

5580 Flag Way 1. Proposed Deck remodel, pergola addition.

*Votes in favor of proposal, Randi, Darryl, Shane, Amanda, Mitzi.*

5590 Flag Way: 1. Proposed patio and fire pit. 2. Raised planter boxes.

3. Possible bushes or ornamental grasses to be planted adjacent to the HOA fence. *Waiting on more plant details (mature size) and possible planting location, keeping in mind the need to maintain at least 12" of clearance from the HOA fence for maintenance purposes.*

5505 Sample Way; Solar array, proposal. Homeowner has asked the vendor to route all conduit on side of house, behind fence. Mitzi makes a motion to conditionally approval this project, ensuring conduits are painted to match the roof and siding and the equipment is routed to a discrete location adjacent to the existing power box (5 approval, 1 abstain).

## **VII. Neighborhood covenant and bylaws enforcement:**

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Note: HOA board did a neighborhood walkthrough on August 8, 2021, manager follow up on August 24<sup>th</sup> and Sept 19. See attached.

Discussed compensating the neighbors on either side of 5535 Sample Way (Whites and Gardeners), via gift card, to account for the work they've put into maintaining the yard in the owners absence and unresponsiveness. Amanda spoke with them and while they are willing to do this work, it is not without personal cost. Their work has prevented the HOA from dealing with an unkempt yard, hiring a contractor, contacting code enforcement, or taking other measures. This topic will be discussed further and decided upon at the Oct meeting. There is an interest in following the more formal enforcement process in the future, although doing so comes with a monetary cost.

**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.**

### ***Social report:***

Ice cream social: *Details to be provided by Amanda and Randi*

Informal hamburger and ice cream event was well attended. \$100 left in the social budget. Desire to put jar out at the annual meeting and at future social events.

**Annual meeting to be held mid-Nov. Must give 30 day notice (USPS) or 10 days via other means of notification. Frank will see if fire station or nearby meeting location is available. May hold it in the park like last year.**

**The next HOA Board of Directors meeting will be on Tuesday Oct 12<sup>th</sup> at 6:30pm.**

# Agenda Attachments

## August Expense Report

	Type	Date	Num	Memo	Account	Amount
<b>Cisco Systems, Inc</b>						
	Check	08/18/2021	auto pay	WebEx monthly sub.	Computer and Internet Expenses	\$16.18
Total Cisco Systems, Inc						\$16.18
<b>Colo Spgs Utilities</b>						
	Bill	08/20/2021		9864 CF	Utilities	\$653.00
	Bill	08/20/2021		29 days service charge	Utilities	\$50.95
Total Colo Spgs Utilities						\$703.95
<b>Colorado Sec. of State</b>						
	Check	08/05/2021	debit card	Required Yearly report	Business Licenses and Permits	\$10.00
Total Colorado Sec. of State						\$10.00
<b>Corbran's Landscaping, LLC</b>						
	Bill	08/15/2021	20868	monthly maint. Aug	Lawn & Tree Maintenance	\$525.00
	Bill	08/15/2021	20868	replaced 3 nozzles	Irrigation equipment repairs	\$80.00
Total Corbran's Landscaping, LLC						\$605.00
<b>GFL Environmental Inc</b>						
	Bill	08/01/2021	50922314	Aug. Trash & recycling	Trash & recycling Expense	\$1,003.28
Total GFL Environmental Inc						\$1,003.28
<b>Harding Nursery</b>						
	Check	08/23/2021	debit card	Replacement tree and planting charges	Lawn & Tree Maintenance	\$622.87
Total Harding Nursery						\$622.87
<b>TOTAL</b>						<b>\$2,961.28</b>

Proposed 2022 Budget and 2021 Revenue & Expenses actual vs budget as of August 31, 2021 (next page).

*Work in progress*

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way						
		Enforcement action report			20-Sep-21			
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Fine \$	Result
5440	Flag							
5445	Flag							
5450	Flag							
5455	Flag	Complaint of vines starting to encroach into neighbours yard.	notified 8/8		Was very minor, he has trimmed them back			cont. To monitor
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	Complaint of dead bushes, weeds (8/8)			bushes removed. Weeds still need attention, in process?			cont. To monitor
5470	Flag							
5475	Flag							
5480	Flag							
5485	Flag							
5490	Flag							
5495	Flag							
5505	Flag							
5510	Flag							
5515	Flag							
5520	Flag	Need to trim up crab apple tree and it's sucker in front yard. (8/8)	email sent 8/24 to Prop. Mgr.	10/1/2021				
5525	Flag							
5530	Flag							
5535	Flag							
5540	Flag							
5545	Flag							
5550	Flag							
5555	Flag							
5560	Flag	1. Complaint of 1/2 dead street tree (Summer of 2020).	email sent Aug 2021. Residents working on trimming out dead branches.		City forest dept. recommends waiting until next spring to see if comes back. Update 6/8/21 Doe not look like it coming back. Suggest the owner trim out dead branches.			cont. To monitor
5560	Flag	Weeds in rock (complaint 7/10)			no change 8/8 & 8/24			
5565	Flag							
5570	Flag	1. 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.			
5570	Flag	Weeds in rock			ok 7/11 & 8/8			close issue
5570	Flag	Weeds in lawn. Thistles.						
5575	Flag	Weeds in rock			ok 7/11 & 8/8			close issue
5580	Flag	Weeds in rock (complaint 7/10)			Looks good on 8/24			cont. To monitor
5585	Flag	weeds in rock 8/8			No change 8/24			
5590	Flag	Weeds in rock (complaint 7/10)			getting better 8/8 & 8/24, still needs work			cont. To monitor
5595	Flag							

		Sample Way							
		Enforcement Action Report		as of 20-Sep-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. and Again in Aug 2021	4/12/2020. 9/11/2020 Aug 2021	10/15/2021	8/24 Fence leaning in many locations. Possible issue with the posts.			continue to monitor	
5475	Sample								
5480	Sample								
5485	Sample								
5490	Sample								
5495	Sample	Parking on the gravel landscaping (new 9/19)							
5505	Sample								
5510	Sample								
5515	Sample	Thistles and weeds in grass and rocks	email 7/13	8/1/2021	No change 8/8 & 8/24				
5515	Sample	Dead grass on south side			No change 8/8 & 8/24				
5520	Sample								
5525	Sample								
5530	Sample								
5535	Sample	Weeds in grass and rocks 8/8			getting worse on 8/24, slightly better 9/20				
5540	Sample	House painting, south side discolored and uneven.	8-Jun	1-Nov					
5545	Sample								
5550	Sample	Weeds in rocks 8/8			better 8/24 & 9/20			continue to monitor	
5555	Sample								
5560	Sample								
5565	Sample								
5570	Sample	Caterpillar infestation on Blue Spruce; Tussock moth			Tree sprayed on 7/4. Tree and roots removed late July. Will submit replacement tree options soon.				
5575	Sample								
5580	Sample								