

Pinon Ranch HOA - Board Meeting Minutes

Date: Aug 24, 2021

Time: Began at 6:30pm. Adjourned at 7:56 P.M.

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

Attendees:

Board of directors' present: Amanda Brush, Randi Johnson, Amy Aranda, Shane Smith, Darryl Yancy, Mitzi Higham, and property manager Frank Hibbits, (the following joined a few minutes late) Jeff Hansen

Board of Directors Absent:

Member(s) present: Jim Johnson

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

Amanda makes motion to approve minutes, Randi seconds, motion approved (6 yes, 0 no)

I. Board Member Comments: None

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

III. Manager Report:

New Item discussed during meeting:

Garbage and recycling inflation from GFL for 2022- \$8 increase on garbage and \$3 on recycling per year, per household. Frank compared these costs to competitors rates advertised online (Infinity Waste – about \$70-80 more) and GFL is less expensive. There is also an ease of continued service, versus replacing all cans. Several opinions voiced, all in agreement.

Banking:

Deposits (Wells Fargo) \$303.50 July

Account Balances of 7/31/2021: Checking account \$ 20,436.57, Savings (Replacement Reserves) \$12,778.75 and PayPal \$10.00.

1. July Expenses (see attached).

2. As of 8/18/2021, 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. Working with Harding Nursey to schedule the planting of an Imperial Honey locust tree for September. Will also have to get the chosen location marked for underground utilities, prior to planting the tree. Received permit from the city forestry department for this street tree and the location submitted.
6. Financial statements as June 30, 2021 (see Agenda attachments)

IV. Webmaster Report:

- Domain Name is: pinonranchhoa.org.
- Nothing new

V. Old Business:

VI. New Business:

VII. Architectural Review Committee:

- 5475 Flag Way; Proposed deck, and patio changes. They want to expand the existing deck and upgrade the deck materials to composite and metal handrails. They also want to replace the concrete patio with larger stamped colored concrete patio. Approval Letter sent.
- 5585 Flag Way 1. Proposed landscape changes. They are going to remove some of the gravel and replace with grass to increase the size of their lawn. 2. They are looking to replace the wood pickets on their deck hand with black metal. Lastly, they want to re-stain the deck "American Walnut"
- Votes in favor of proposal, Amanda, Amy, Shane, Darryl, Mitzi, and Randi. No response from Jeff. Approval letter sent vis email on 8/4/2021.
- 5475 Sample Way; would like to add stairway from their second-floor deck down to the patio
- Votes in favor of proposal, Amanda, Amy, Shane, Darryl, and Randi. No response from Mitzi and Jeff. Proposal passes. Need copy of approval letter.
- 5580 Sample Way - Proposed deck upgrades and changes. They want to replace the wood deck board for composite material the color is "cabin" which is a light brown color and replace the wood handrail with a metal, similar as many other decks in our neighborhood.
- Votes in favor of proposal, Amanda, Amy, Mitzi, Randi, Darryl, Jeff. Frank will send approval letter.
- 5580 Flag Way deck enlargement and composite request. Amanda, Jeff, Darryl, Randi, and Mitzi approved. Randi will send approval letter.

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, manger follow up on August 24th. See attached. Wil schedule next walkthrough at Oct meeting.

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 scheduled for Aug 21st, had lower participation than previous events. Leftover ice cream and hamburgers available for future event. Proposed fall event. Date TBD.

The next HOA Board of Directors meeting will be on September 21st at 6:30pm.

Agenda Attachments

July Expense Report

	Type	Date	Num	Memo	Account	Amount
Cisco Systems, Inc						
	Check	07/14/2021	auto pay	monthly WebEx Sub.	Computer and Internet Expenses	15.53
Total Cisco Systems, Inc						15.53
Colo Spgs Utilities						
	Bill	07/22/2021		9909 CF	Utilities	655.98
	Bill	07/22/2021		30 day service charge	Utilities	52.71
Total Colo Spgs Utilities						708.69
Corbran's Landscaping, LLC						
	Bill	07/15/2021	20764	monthly maint.	Lawn & Tree Maintenance	525.00
Total Corbran's Landscaping, LLC						525.00
GFL Environmental Inc						
	Bill	07/01/2021	0050588917	July trash & recycling.	Trash & recycling Expense	1,002.38
Total GFL Environmental Inc						1,002.38
Tall Timbers Tree and Shrub Service						
	Bill	07/01/2021	55687	Tree & stump removal	Lawn & Tree Maintenance	570.00
Total Tall Timbers Tree and Shrub Service						570.00
TOTAL						2,821.60

Balance Sheet as of July 31, 2021

			Jul 31, 21
ASSETS			
Current Assets			
Checking/ Savings			
	Pay Pal		10.00
	Wells Fargo - Savings (Reserve s)	12,778.75	
	Wells Fargo - Checking	20,448.57	
	Total Checking/ Savings	33,237.32	
Accounts Receivable			
	Accounts Receivable	823.90	
	Total Accounts Receivable	823.90	
	Total Current Assets	34,061.22	
TOTAL ASSETS			34,061.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
	Accounts Payable	1,483.84	
	Total Accounts Payable	1,483.84	
	Total Current Liabilities	1,483.84	
	Total Liabilities	1,483.84	
Equity			
	HOA member's - Equity	2,933.82	
	Operational Reserves	5,000.00	
	Replacement Reserves	12,778.75	
	Net Income	11,864.81	
	Total Equity	32,577.38	
TOTAL LIABILITIES & EQUITY			34,061.22

Revenue & Expenses actual vs budget as of July 30, 2021 (next page).

Pinon Ranch HOA - 2021 Budget vs Actual as of July 31, 2021				
	2021 Budget	Actual 1/1/21 to 7/31/21	difference	
REVENUE				
				2021 Actual revenue and expense notes
HOA Assessments	\$18,095	\$17,786	-\$329	one member has not paid
Trash & Recycling Assessment	\$12,962	\$13,334	\$772	more folks signed up for recycling than originally estimated
Credit card conv. fees	\$75	\$15	-\$60	fewer folks went for the two payment option, than estimated
Interest	\$0	\$1	\$1	
Late Fees / NSF fees	\$0	\$85	\$85	
Title Co & Admin Fees	\$150	\$0	-\$150	no home sales yet
Working Capital contributions	\$127	\$0	-\$127	no home sales yet
Leak Replacement Reserves	-\$1,545	-\$1,545	\$0	Transfer to Replacement Reserves account
Total Revenue	\$29,464	\$29,656	\$191	
EXPENSES				
Administrative Services	\$2,410	\$1,240	-\$1,170	still have 5 months to go
Bank service charges	\$100	\$30	-\$70	More folks are paying via ACH bank transfers instead of checks
Business Permits & Education	\$200	\$38	-\$162	Required State reg. fees (DORA & SCS) plus optional CDNO membership.
Computer & Internet Expenses	\$300	\$175	-\$125	still have 5 months to go
Insurance Expense	\$2,145	\$551	-\$1,594	still have to pay the majority of insurance in November
Irrigation equipment repairs	\$600	\$199	-\$402	still have 3 month more months
Lawn & Tree Maintenance	\$3,900	\$2,812	-\$1,088	still have 3 month more months
Office Supplies	\$57	\$0	-\$57	
Postage and PO Box	\$130	\$118	-\$12	
Printing and Reproduction	\$60	\$0	-\$60	
Professional Fees	\$1,500	\$303	-\$1,197	CPA tax returns and forms
snow removal	\$1,200	\$597	-\$603	still have the 3 more months of possible snow fall
social Functions	\$0	\$0	\$0	voted to make this an optional contribution
Trash & Recycling expenses	\$12,962	\$7,747	-\$4,815	still have a est. \$5315 in Trash & recycling bills
Utilities	\$4,000	\$1,834	-\$2,166	still have 5 months to go
Total Expenses	\$29,464	\$15,645	-\$13,819	still have 5 months to go
EXCESS OF REVENUE OVER EXPENSES	\$0	\$14,011		
HOA Trash service	2021 Trash & Recycling Budget	Actual 1/1/21 to 7/31/21	Estimated 1/1/21 to 12/31/21	
REVENUE				
HOA Trash service assessments	\$9,790	\$9,790	\$9,790	
Optional Recycling	\$2,772	\$3,544	\$3,544	
Total Trash & Recycling Revenue	\$12,562	\$13,334	\$13,334	
EXPENSES				
Administrative Services	\$571	\$301	\$609	
Trash vendor	\$8,910	\$5,198	\$8,510	
Recycling vendor	\$2,513	\$2,248	\$3,142	More recycling customers than was originally est.
Collection fees & dumpster	\$568	\$528	\$528	
Total Trash & Recycling Expenses	\$12,562	\$8,275	\$13,182	
EXCESS OF REVENUE OVER EXPENSES	\$0		\$1,652	

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Sample Way		as of					
Address	Street	Enforcement	Action Report	Courtesy itr Date	8-Aug-21 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 and 9/11/2020	10/1/2020	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								
5505	Sample								
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			
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			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		Dead bush	Email sent on 7/12		Removed Late July			Close issue

		Flag Way							
		Enforcement action report		24-Aug-21					
Address	Street	Issue	Courtesy It 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 neighbour's 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 walk through. 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	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. Ok on 6/8 & 8/8			Suggest that we close issue	
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.						
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)			City forest dept. recommends waiting until next spring to see if comes back. Update 6/8/21 Does 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	
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								