

## Pinon Ranch HOA - Board Meeting Agenda

**Date:** October 19, 2021

**Time:** Began at 6:30pm, Adjourned at 7:30 pm

**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

**HOA Members Present:** John Cotterman

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

Majority present. Amanda made motion to pass September minutes. Randi seconds. Motion passes unanimously.

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

### **II. HOA Member Comments:**

John Cotterman at 5595 Flag would like us to consider banning wood-burning fire pits. Discussion has already started via numerous emails. There are different opinions as to whether this raises to the level of a banned nuisance as per our covenants:

Section 6.15 Nuisances. No noxious or offensive activity shall be carried on upon any Lot nor anything done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. No offensive or hazardous activities may be carried on within any Lot or in any Residence. No annoying lights, sounds or odors shall be permitted to emanate from any Lot or Residence.

Other folks look at wood burning pits as no different than an outdoor barbecue. Fire department does have requirements as to location, types and use of wood burning fire pits:

[BurnRestrictions Info 090221 \(coloradosprings.gov\)](http://coloradosprings.gov)

Member expressed concern for burning unapproved wood, in a potentially flammable area (carpet, wood, dead grass). Solution proposed to send out informational flyer. City fire department already has a flyer we can use. All members in agreement.

### **III. Manager Report:**

#### Banking:

Deposits (Wells Fargo) \$807.17 September

Account Balances of 9/30/2021: Checking account \$13,893.87, Savings (Replacement Reserves) \$12,778.96 and PayPal \$10.00.

1. September Expenses (see attached).
2. As of 10/12/2021, 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. Colorado Springs Utilities is scheduled to turn off the water to the irrigation system on October 14<sup>th</sup>.
5. Groninger Concrete is tentatively looking at November to replace 7 sections of sidewalk and grind down 5 tripping hazards.
6. Black Diamond Cable, is currently installing new underground communication cables in the common area, will need to monitor the restoration process.

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

Nothing new.

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

*Add to 2021 Ballot: Board voted at the last meeting 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.*

HOA trash service proposal for 2022 and 2023. Received renewal quote from GFL for 2 years with a 5% rate increase for 2021 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
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.								
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.								
<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								

## VI. New Business:

### Proposed 2022 Budget

Below is the 2022 proposed budget, with a modest 3% increase (\$10) in the base HOA dues, and the 5% increase (\$9) in Trash service and recycling (\$3) rates, that the board has already agreed on.

The latest figures for the Denver area consumer price indexes show inflation at 4.5% for the past 12 months. The reasoning behind only raising the HOA dues 3% is due the fact that it is estimated that we will have a budget surplus again this year of about \$1874. As in the past, it is recommended that we transfer any 2021 budget surplus into the replacement reserves account.

**The Replacement Reserves budget projections for 2021 through 2026, are show below.** Management recommends that we should try to work up to about \$14,000 to \$18,000 in reserves over the next few years. If we are to consider any landscaping changes in the next 5 years, then we more than likely will need to increase the yearly contributions to \$3000 to \$4000.

			<b>Proposed 2022 Budget</b>			
	<b>REVENUE</b>			<u>2022 Budget notes:</u>		
	HOA Assessments		\$18,645	(\$339 per home, 3% or \$10 increase from 2021)		
	Trash & Recycling Assessment		\$13,855	5% increase (details below in HOA Trash Service)		
	Credit card/ conv. fees		\$75	same as last year		
	Interest		\$0			
	Late fees / NSF fees		\$0			
	Title Co & Admin Fees		\$150	1 home sale		
	Working Capital contributions		\$127	1 home sale		
	Less: Replacement Reserves		<b>-\$2,000</b>	Transfer to Replacement Reserves account		
	<b>Total Revenue</b>		<b>\$30,852</b>			
	<b>EXPENSES</b>					
	Administrative Services		\$2,500	based on 2021		
	Bank service charges		\$100	same as last year. They did increase rate midyear		
	Business Permits & education		\$200	Required State reg. fees (DORA & SOS) plus opt. education		
	Computer & Internet Expenses		\$310	last year plus 3.5% + increase		
	Insurance Expense		\$2,310	1.5% increase over 2021 actual; \$42 per home		
	Irrigation equipment repairs		\$650	\$50 increase over last year budget, plus 22 year system		
	Lawn & Tree Maintenance		\$4,056	last year plus 4% + increase		
	Office Supplies		\$36	less than last year		
	Postage and PO Box		\$135	last year plus 3.5% + increase		
	Printing and Reproduction		\$60	same as last year.		
	Professional Fees		\$1,000	\$500 less than last year		
	Snow removal		\$1,500	same as last year.		
	Social Functions		\$0	Voted to make this an optional contribution		
	Trash & Recycling expenses		\$13,855	details below		
	Utilities		\$4,140	last year plus 3.5% + increase		
	<b>Total Expenses</b>		<b>\$30,852</b>			
	<b>EXCESS OF REVENUE OVER EXPENSES</b>		<b>\$0</b>			
	<b>HOA Trash service details</b>		<b>Proposed 2022 Budget</b>			
	<b>REVENUE</b>					
	HOA Trash service assessments		\$10,285	(5% Increase. \$187 x 55 homes)		
	Optional Recycling		\$3,570	(5% increase. \$102 x 35 estimated homes)		
	<b>Total Trash &amp; Recycling Revenue</b>		<b>\$13,855</b>			
	<b>EXPENSES</b>					
	Administrative Services		\$630	(5% admin)		
	Trash vendor		\$9,352	(\$170.04 x 55 homes)		
	Recycling vendor		\$3,255	(\$93.00 x 35 homes)		
	Collection losses & dumpster		\$617			
	<b>Total Trash &amp; Recycling Expenses</b>		<b>\$13,855</b>			
	<b>EXCESS OF REVENUE OVER EXPENSES</b>		<b>\$0</b>			

Replacement Reserves Budget		as of October 2021																
<b><u>2021</u></b>																		
Reserves balance as Jan 1, 2021		\$ 8,849																
2020 Budget surplus transferred		\$ 2,385																
2021 Budgeted reserves contributions subtotal		\$ 1,545			Transfer from Operating budget.													
		\$ 12,779																
Tree removal and replacement		-\$1,193			Removed tree that was causing sidewalk damages and tripping hazard. Replacement tree planted in different location.													
Planned sidewalk replacement		-\$3,990			broken sidewalk replacement and grinding down tripping hazards; based quote from Groninger Concrete 2021													
Reserves balance at end of year		\$ 7,596																
<b><u>2022</u></b>																		
Estimated Reserves balance as Jan 2022		\$ 7,596																
Estimated 2022 reserves contributions		\$ 2,000			Transfer from Operating budget. Budget to be determined.													
Est. 2021 Budget surplus transferred		\$ 1,874			To be determined													
Possible reserves expenditures for 2022		\$0																
Reserves balance at end of year		\$ 11,470																
<b><u>2023</u></b>																		
Estimated Reserves balance as Jan 2023		\$ 11,470																
Estimated 2023 reserves contributions		\$ 2,000			Transfer from Operating budget. Budget to be determined.													
Planned reserves expenditures for 2023		-\$5,200			Fence staining and board replacement; estimated cost.													
Reserves balance at end of year		\$ 8,270																
<b><u>2024</u></b>																		
Estimated Reserves balance as Jan 2024		\$ 8,270																
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		\$ 10,270																
<b><u>2025</u></b>																		
Estimated Reserves balance as Jan 2025		\$ 10,270																
Estimated 2025 reserves contributions		\$ 2,000																
Planned reserves expenditures for 2025		\$0																
Reserves balance at end of year		\$ 12,270																
<b><u>2026</u></b>																		
Estimated Reserves balance as Jan 2026		\$ 12,270																
Estimated 2026 reserves contributions		\$ 2,000																
Planned reserves expenditures for 2026		\$0			TBD, Possible landscaping changes, area east of Sample (see note 4 below)													
Reserves balance at end of year		\$ 14,270																
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: Genesis LLC bid \$7370 in March 2021 to xeriscape this area with drip irrigation and 6 xeriscape plants. Recommend waiting until we have at least \$15,000 to \$18,000 in reserves.																		
Note 5: Management recommends as a minimum we contribute at least \$2000 to \$3000 per year to the replacement reserves account.																		

Water, landscaping, and snow removal are the only unknown 2022 costs at this time. 2021 surplus amount is unknown at this time.

Mitzi makes a motion to approve the proposed 2022 budget, Amy seconds. Motion passes unanimously.

## VII. Architectural Review Committee:

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). *Need copy of approval letter.*

5505 Sample Way proposed tree (Swamp White Oak) to be planted in the center of the front yard. Yes, votes received via email: Amanda, Amy. Mitzi, Randi. No response received from Darryl and Jeff. *Need copy of 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 October 2, 2021, see attached.

Discussion from the October meeting regarding 5535 Sample Way: The board 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 owner's 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.

Discussed multiple places to get gift cards, decided upon Lowe's Home Improvement to help compensate for the yard equipment used. \$75 per household.

Amanda made motion to provide Lowe's gift cards in the amount of \$75 per household to the Whites and Gardeners for reasons mentioned above, Randi seconds motion, motion passes unanimously.

**NOTES CARRIED FORWARD:** 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*

**The next HOA Board of Directors meeting will be on (TBD at 6:30pm).**

Annual Meeting and election of board members, Sunday November 14th at 2pm at Pinon Valley Park with bad weather plan of WebEx meeting.

## Agenda Attachments

### September Expense Report

	Type	Date	Num	Memo	Account	Amount
<b>6510 Property Management</b>						
	Bill	09/06/2021	43	Mgt fee. June. July & Aug	Administrative Services	\$585.00
	Bill	09/06/2021	43	Trash Mgt fee. June. July & Aug	Trash & recycling admin.	\$168.62
	Bill	09/06/2021	43	Del. statements - Ryan, June, July & Aug	Administrative Services	\$30.00
	Bill	09/06/2021	43	July Minutes	Administrative Services	\$25.00
	Bill	09/06/2021	43	Conv. fee/ 2nd statement - Jones and Jensen	Administrative Services	\$15.00
	Bill	09/06/2021	43	NSF invoice and accounting - Jones	Administrative Services	\$25.00
Total 6510 Property Management						\$848.62
<b>Altitude Community Law</b>						
	Check	09/18/2021	bill pay	Board member education class	Business Licenses and Permits	\$10.00
Total Altitude Community Law						\$10.00
<b>Cisco Systems, Inc</b>						
	Check	09/14/2021	auto pay	monthly WebEx fee	Computer and Internet Expenses	\$16.23
Total Cisco Systems, Inc						\$16.23
<b>Colo Spgs Utilities</b>						
	Bill	09/21/2021		10,773 CF	Utilities	\$713.17
	Bill	09/21/2021		32 day service charge	Utilities	\$56.22
Total Colo Spgs Utilities						\$769.39
<b>Corbran's Landscaping, LLC</b>						
	Bill	09/16/2021	20980	Sept. monthly maint.	Lawn & Tree Maintenance	\$525.00
Total Corbran's Landscaping, LLC						\$525.00
<b>GFL Environmental Inc</b>						
	Bill	09/01/2021	51528890	September Trash & Recycling	Trash & recycling Expense	\$1,003.28
Total GFL Environmental Inc						\$1,003.28
<b>Lowes</b>						
	Check	09/07/2021	debit card	Marking paint & white flags	Lawn & Tree Maintenance	\$19.95
Total Lowes						\$19.95
<b>TOTAL</b>						<b>\$3,192.47</b>





		Sample Way							
		Enforcement Action Report		as of 2-Oct-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) and Weeds in the rocks (new 10/2)							
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 & 10/2				
5515	Sample	Dead grass on south side			No change 8/8 & 8/24 & 10/2				
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								