

Pinon Ranch HOA - Board Meeting Minutes

Date: February 6, 2022

Time: 6:30pm

Place: Meeting to be held via conference call or internet meeting; due to covid-19 concerns.

Attendees:

Board Members: Amada Brush, Randi Johnson, Mitzi Higham, Molly Geronazzo, John Cotterman, Jeff Hansen. Absent Amy Aranda

HOA members: Lori Loy & Frank Hibbitts, member & HOA manager.

Call to Order at 6:38, Confirm Quorum (6), Accept Minutes from October

Randi motioned to accept minutes, with one minor correction to change to title to Minutes. Mitzi seconded. Board voted 6-0 to approve minutes.

I. Board Member Comments:

II. HOA Member Comments:

III. Manager Report:

Banking:

Deposits (Wells Fargo) \$1,469.62 October, \$0.00 November, \$276.75 December.

Account Balances of 10/31/2021: Checking account \$11,319.59, Savings (Replacement Reserves) \$11,586.20 and PayPal \$10.00.

Account Balances of 11/30/2021: Checking account \$9,731.49, Savings (Replacement Reserves) \$11,586.29 and PayPal \$10.00.

Account Balances of 12/31/2021: Checking account \$4,437.05, Savings (Replacement Reserves) \$11,586.39 and PayPal \$10.00.

1. October, November, and December Expenses (see attached).
2. The 2022 HOA Assessment / Trash and optional recycling billing went out via email on 1/1/2022 and is due on or before 2/1/22. As of 2/5 about 17 members still need to pay their HOA assessments, late charges will be added starting 3/1/22 for past due accounts.
3. As of 12/31/2021, 1 member has not paid their 2021 HOA dues. Total past due is \$507.00 plus late charges. Their trash service has been suspended until further notice. This member has not been seen or heard from since late 2020 / early 2021.

4. Landscape Maintenance: CorBran's current contract expires on 3/31/2022. Need to get their renewal quote for 2022.
5. Snow removal: Dennis D. is still providing this service.
6. Groninger Concrete completed the sidewalk replacement and repairs in December. Final cost was \$4,529.
7. The landscape areas around the sidewalk repairs and old tree will need to be re-seeded / new sod or re-landscaped. We need to get quotes on this, or this could be a possible member's volunteer project?

IV. Webmaster Report:

Need to post latest financial statements (2022 Budget, 2021 Budget vs Actual and Balance sheet as of 12/31/21).

V. Old Business:

None.

VI. New Business:

1. Officer Elections.
 - President, Amanda.
 - Vice President, Randi Johnson.,
 - Treasurer, John Cotterman
 - Secretary, Randi Johnson.

Mitzi motioned to approve the above-mentioned officers, Jeff seconds. Vote 6-0 to approve. Amy was absent.

2. 2021 budget surplus of \$2,560. *Management recommends that \$2,000 be transferred to Replacement Reserves, \$210 transferred to the social fund and that \$350 be set aside to pay for a 30 yard roll off dumpster for windstorm clean up or Spring cleanup (date to be determined). This would be a nice opportunity for the members to get rid of those large items that will not fit on their standard trash bin. The dumpster would be provided by GFL. Note: See attached Replacement reserves accounting.*

Randi motioned to approve, Molly seconds. Vote 5-1 to approve, with Amanda, Randi, Molly, Jeff & John voting yes and Mitzi voting no.

VII. Architectural Review Committee:

Old requests in process

5590 Flag Way (Helms): 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 (Johnson); Solar array, proposal. Homeowner has asked the vendor to route all conduit on side of house, behind fence. Mitzi makes a motion to conditionally approve 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.*

5545 Sample Way (Gardner) 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.*

New requests:

5525 Flag Way (Vanderpol); Landscaping front and side yards. Changes approved via email vote, 6 in favor (Amanda, Amy, Randi, Molly, Mitzi and John) and no response from John. *Approval letter sent 1/27.*

5505 Flag Way (Bundrick); Solar array (waiting on more information). Bundrick

5515 Sample Way (Loy); Landscaping changes front, side yards and back yards. Conditional approval given. With the 3 conditions that follow:

- 1) Please replace the proposed spartan Junipers located between the street and the sidewalk with a small or medium category approved street from the City's list. Please submit the proper application to the City for approval of new street trees.
- 2) Please substitute the proposed aspens with a tree that will not send up saplings on neighboring properties.
- 3) Please preserve solar access for the house to the north of your property that has solar panels. This means choosing trees whose maximum mature heights will not exceed 25'.

5515 Sample Way (Uehling); House color changes approved via email vote, 6 in favor (Amanda, Amy, Randi, Molly, Mitzi and John) and no response from John. *Approval letter sent in January.*

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 Agenda attachments.**

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:

Details to be provided by Amanda and Randi

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

Agenda Attachments

October to December Expense Report

	Type	Date	Num	Memo	Account	Amount
6510 Property Management						
	Bill	12/15/2021	44	Mgt. fee Sept, Oct & Nov	Administrative Services	\$585.00
	Bill	12/15/2021	44	Trash & recycling fee admin. Sept, Oct & Nov	Trash & recycling admin.	\$150.48
	Bill	12/15/2021	44	HOA Staus ltrs. on sale of home (Smith & Yancy)	Administrative Services	\$150.00
Total 6510 Property Management						\$885.48
Cisco Systems, Inc						
	Check	10/12/2021	auto	Monthly WebEx subs.	Computer and Internet Expenses	\$16.23
	Check	11/15/2021	auto pay	monthly webEx sub.	Computer and Internet Expenses	\$16.23
	Check	12/14/2021	auto	WebEx Sub.	Computer and Internet Expenses	\$16.23
Total Cisco Systems, Inc						\$48.69
City of CS Storm Water						
	Bill	11/30/2021		Nov. Storm water (rate increase)	Utilities	\$8.10
	Bill	12/30/2021		Dec. storm water (rate increase)	Utilities	\$14.58
Total City of CS Storm Water						\$22.68
Colo Spgs Utilities						
	Bill	10/28/2021		5389 CF	Utilities	\$356.75
	Bill	10/28/2021		24 days service charge.	Utilities	\$42.17
Total Colo Spgs Utilities						\$398.92
Corbran's Landscaping, LLC						
	Bill	10/18/2021	21088	Oct maint.	Lawn & Tree Maintenance	\$525.00
Total Corbran's Landscaping, LLC						\$525.00
GFL Environmental Inc						
	Bill	10/01/2021		Oct. trash & recycling	Trash & recycling Expense	\$1,003.28
	Bill	11/01/2021	0052210214	Nov. Trash & Recycling	Trash & recycling Expense	\$1,003.28
	Bill	12/01/2021	52927090	Dec. trash & recycling	Trash & recycling Expense	\$1,003.28
Total GFL Environmental Inc						\$3,009.84
Groninger Concrete						
	Bill	12/02/2021	21CY36	sidewalk replacement / repairs	Repairs and Replacement	\$4,529.00
Total Groninger Concrete						\$4,529.00
Lowes						
	Check	11/17/2021	debit card	Gift card Whites and Gardeners for Ryan yard main	Professional Fees	\$150.00
Total Lowes						\$150.00
Staples						
	Check	11/16/2021	Debit card	copies for annual meeting.	Printing and Reproduction	\$19.67
Total Staples						\$19.67
USI Insurance Services						
	Bill	10/08/2021		Commerial Package renewal	Insurance Expense	\$547.00
	Bill	10/08/2021		Crime renewal	Insurance Expense	\$242.00
	Bill	10/08/2021		D & O renewal	Insurance Expense	\$941.00
Total USI Insurance Services						\$1,730.00
TOTAL						\$11,319.28

2021 Statement of Revenue and Expenses, Budget vs Actual and 2022 Budget

Pinon Ranch HOA - 2021 Budget vs Actual as of December 31, 2021.				Approved 2022 Budget			
		2021 Budget	Actual 1/1/21 to 12/31/21			2022 Budget	
REVENUE				REVENUE			
2021 Actual revenue and expense notes:				2022 Budget notes:			
HOA Assessments		\$18,095	\$17,766	one member has not paid	HOA Assessments	\$18,645	(\$399 per home, 3% or \$10 increase from 2021)
Trash & Recycling Assessment		\$12,562	\$13,144	more folks signed up for recycling than originally estimated	Trash & Recycling Assessment	\$13,855	5% increase (details below in HOA Trash Service)
Credit card/ conv. fees		\$75	\$15	fewer folks went for the two payment option, than estimated	Credit card/ conv. fees	\$75	same as last year
Interest		\$0	\$1		Interest	\$0	
Late fees / NSF fees		\$0	\$25	collected (one member has not paid anything)	Late fees / NSF fees	\$0	
Title Co & Admin Fees		\$150	\$300	2 home sales	Title Co & Admin Fees	\$150	1 home sale
Working Capital contributions		\$127	\$254	2 home sales	Working Capital contributions	\$127	1 home sale
Less: Replacement Reserves		-\$1,545	-\$1,545	Transfer to Replacement Reserves account	Less: Replacement Reserves	-\$2,000	Transfer to Replacement Reserves account
Total Revenue		\$29,464	\$29,960		Total Revenue	\$30,852	
EXPENSES				EXPENSES			
Administrative Services		\$2,410	\$2,655		Administrative Services	\$2,500	based on 2021
Bank service charges		\$100	\$33		Bank service charges	\$100	same as last year. They did increase rate midyear
Business Permits & education		\$200	\$58	Required State reg. fees (DORA & SOS) plus optional education	Business Permits & education	\$200	Required State reg. fees (DORA & SOS) plus opt. education
Computer & Internet Expenses		\$300	\$256		Computer & Internet Expenses	\$310	last year plus 3.5% + increase
Insurance Expense		\$2,145	\$2,281		Insurance Expense	\$2,310	1.5% increase over 2021 actual; \$42 per home
Irrigation equipment repairs		\$600	\$279		Irrigation equipment repairs	\$650	\$50 increase over last year budget, plus 22 year system
Lawn & Tree Maintenance		\$3,900	\$3,837		Lawn & Tree Maintenance	\$4,056	last year plus 4% + increase
Office Supplies		\$57	\$0		Office Supplies	\$36	less than last year
Postage and PO Box		\$130	\$118		Postage and PO Box	\$135	last year plus 3.5% + increase
Printing and Reproduction		\$60	\$20		Printing and Reproduction	\$60	same as last year.
Professional Fees		\$1,500	\$453	CPA tax returns, IRS forms, 5535 Sample Way issues	Professional Fees	\$1,000	\$500 less than last year
Snow removal		\$1,500	\$597	Very dry year plus member provided snow removal.	Snow removal	\$1,500	same as last year.
Social Functions		\$0	\$0	Voted to make this an optional contribution	Social Functions	\$0	Voted to make this an optional contribution
Trash & Recycling expenses		\$12,562	\$13,083		Trash & Recycling expenses	\$13,855	details below
Utilities		\$4,000	\$3,729		Utilities	\$4,140	last year plus 3.5% + increase
Total Expenses		\$29,464	\$27,399		Total Expenses	\$30,852	
EXCESS OF REVENUE OVER EXPENSES		\$0	\$2,560		EXCESS OF REVENUE OVER EXPENSES	\$0	
HOA Trash service				HOA Trash service details			
2021 Trash & Recycling Budget				Proposed 2022 Budget			
REVENUE				REVENUE			
HOA Trash service assessments		\$9,790	\$9,678	1 member has not paid, plus 1 front door service	HOA Trash service assessments	\$10,285	(5% increase, \$187 x 55 homes)
Optional Recycling		\$2,772	\$3,466	more folks signed up for recycling than originally est.	Optional Recycling	\$3,570	(5% increase, \$102 x 35 estimated homes)
Total Trash & Recycling Revenue		\$12,562	\$13,144		Total Trash & Recycling Revenue	\$13,855	
EXPENSES				EXPENSES			
Administrative Services		\$571	\$620		Administrative Services	\$630	(5% admin)
Trash & recycling vendor		\$11,423	\$12,112		Trash vendor	\$9,352	(\$170.04 x 55 homes)
Collection losses & dumpster		\$568	\$350		Recycling vendor	\$3,255	(\$93.00 x 35 homes)
Total Trash & Recycling Expenses		\$12,562	\$13,082		Total Trash & Recycling Expenses	\$13,855	
EXCESS OF REVENUE OVER EXPENSES		\$0	\$62		EXCESS OF REVENUE OVER EXPENSES	\$0	

Replacement Reserves Budget

<u>Replacement Reserves Budget</u>		as of January 10, 2022	
2021			
Reserves balance as Jan 1, 2021	\$ 8,849		
2020 Budget surplus transferred	\$ 2,385		
2021 Budgeted reserves contributions	\$ 1,545	Transfer from Operating budget.	
subtotal	\$ 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	-\$4,529	broken sidewalk replacement and grinding down tripping hazards; based quote from Groninger Concrete 2021	
Reserves balance at end of year	\$ 7,057		
2022			
Reserves balance as Jan 10, 2022	\$ 7,057		
Estimated 2022 reserves contributions	\$ 2,000	Transfer from Operating budget.	
Est. 2021 Budget surplus transferred	\$ 2,000	To be determined by HOA Board	
Possible reserves expenditures for 2022	\$0	Cost to be determined. Landscape repairs / around the new sidewalks / old tree area	
Reserves balance at end of year	\$ 11,057		
2023			
Estimated Reserves balance as Jan 2023	\$ 11,057		
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	\$ 7,857		
2024			
Estimated Reserves balance as Jan 2024	\$ 7,857		
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	\$ 9,857		
2025			
Estimated Reserves balance as Jan 2025	\$ 9,857		
Estimated 2025 reserves contributions	\$ 2,000		
Planned reserves expenditures for 2025	\$0		
Reserves balance at end of year	\$ 11,857		
2026			
Estimated Reserves balance as Jan 2026	\$ 11,857		
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	\$ 13,857		
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 reserve			
Note 5: Management recommends as a minimum we contribute at least \$2000 to \$3000 per year to the replacement reserves account.			

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Flag Way							
Enforcement action report							
12-Jan-22							
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	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		Suggest we close issue as no visible changes in the last 2 1/2 years.
5465	Flag						
5470	Flag						
5475	Flag						
5480	Flag	Fence blown over Dec 2021.			No signs of repairs, or clean up.		
5480	Flag	Complainant of overnight parking on street. Grey Acura SUV.					
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag						
5525	Flag	Complainant of overnight parking on street. Black ford 150 pick truck.					
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 10/2 residents trimmed back dead branches.		cont. To monitor
5560	Flag						
5565	Flag						
5570	Flag	1. crumbly side walk 5/19			no change 10/2/2021 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	Fence blown over Dec 2021.			No signs of repairs, or clean up.		
5575	Flag						
5580	Flag						
5585	Flag						
5590	Flag	Fence blown over Dec 2021.			Clean up completed. Waiting on repairs.		
5595	Flag						

		Sample Way					
		Enforcement Action Report		as of 15-Jan-21			
Address	Street	Issue	Courtesy Ltr Date	Follow up date	Notes	Warning Ltr date	Result
5460	Sample						
5465	Sample						
5470	Sample	Complaint of broken rear fence. Feb 2020. and Again in Aug 2021. Update Fence partially blown over in Dec 2021.	4/12/2020, 9/11/2020 Aug 2021	10/15/2021	8/24/21 Fence leaning in many locations. Possible issue with the posts. Update 1/15/22 Fence partially removed. Work in progress		continue to monitor
5475	Sample						
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Parking on the gravel landscaping (new 9/19)			Vacant.		Suggest we close issue
5505	Sample						
5510	Sample						
5515	Sample	Thistles and weeds in grass and rocks	email 7/13	8/1/2021	pend issue until Spring 22		
5515	Sample	Dead grass on south side			pend issue until Spring 22		
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample						
5540	Sample	House painting, south side discolored and uneven.	8-Jun	1-Nov	Work completed		close issue.
5545	Sample	Fence blown over Dec. 2021			Clean up done. Waiting on repairs.		
5550	Sample						
5555	Sample						
5560	Sample						
5565	Sample						
5570	Sample	Caterpillar infestation on Blue Spruce; Tussock moth			Tree and roots removed late summer. Will submit replacement tree options soon.		
5575	Sample						
5580	Sample						