

# Pinon Ranch HOA - Board Meeting Minutes

**Date:** March 7, 2022

**Time:** 6:30pm

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

**Attendees:** Amanda Brush, Amy Aranda, Randi Lynn Johnson, John Cotterman, Molly Geronazzo, Frank Hlbbitts

**Absent:** Mitzi Higham, Jeff Hansen

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

**Amy moves to accept minutes, RL seconds, minutes accepted, Board votes 4-0**

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

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

## **III. Manager Report:**

### Banking:

Deposits (Wells Fargo) \$23,184.91 January, \$6924.00 February.

Account Balances of 1/31/2022: Checking account \$25,365.98, Savings (Replacement Reserves) \$7,057.46 and PayPal \$10.00.

Account Balances of 2/28/2022: Checking account \$25,974.93, Savings (Replacement Reserves) \$11,057.52 and PayPal \$10.00.

1. January & February 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 3/5 about 8 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. Request for renewal quote sent out on or about 2/18/22.

5. Snow removal: Dennis D. is still providing this service. Franks is the back up when Dennis is gone. **Dennis is requesting \$60 per removal, up from \$50.**
6. Workman's Compensation insurance renewed for 4/1/22 to 4/1/23, cost \$460.00 this covers the HOA members that have been providing this service at a major discount over what landscaping / snow removal contractors charge.
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? We have asked CorBran's our landscaping contractor to provide us a quote.
8. Social Fund. Still need to transfer \$210 from the 2021 budget surplus to social along with any 2022 donations collected (\$10 so far).

**Seven people haven't yet paid HOA dues, Frank offers to send physical letters to those still owing as well as an email reminder.**

#### **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. Spring clean dumpster (*need to decide date and location*). The board voted at the last meeting to set aside \$350 to pay for a 30 yard roll off dumpster for windstorm clean up or Spring cleanup 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.
  - **Proposed idea for two 20-yard dumpsters (one per street). Frank will look into pricing.**
  - **Date tentatively set for April 21-24**

#### **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.*

**Kelly Helms has said we can close this request for now.**

New requests:

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

## **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. Management did a follow up inspection on March 5, 2022. **see attached Agenda attachments.**

**Discussion about street parking and possible solutions. A follow up email will be sent to a few residents.**

**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 April 11 at 6:30pm.**

**HOA Walk through scheduled for April 9th with a backup scheduled on the 23rd.**

Meeting adjourned at 7:32 PM

## Agenda Attachments

### January to February Expense Report

	Type	Date	Num	Memo	Account	Amount
<b>6510 Property Management</b>						
	Bill	02/20/2022	45	Monthly mgt fee Dec, Jan & Feb	Administrative Services	\$585.00
	Bill	02/20/2022	45	Title company Ltr _Chung	Administrative Services	\$75.00
	Bill	02/20/2022	45	Trash & rec. monthly mgt fee Dec, Jan & Feb	Trash & recycling admin.	\$155.08
	Bill	02/20/2022	45	1/16 snow removal & ice melt	Snow removal	\$75.00
	Bill	02/20/2022	45	1/16 snow removal	Snow removal	\$50.00
	Bill	02/20/2022	45	2/12 snow removal & ice melt	Snow removal	\$75.00
Total 6510 Property Management						\$1,015.08
<b>Cisco Systems, Inc</b>						
	Check	01/14/2022	auto	monthly WebEx sub.	Computer and Internet Expenses	\$16.23
	Check	02/14/2022	auto pay	monthly WebEx sub.	Computer and Internet Expenses	\$16.23
Total Cisco Systems, Inc						\$32.46
<b>City of CS Storm Water</b>						
	Bill	02/01/2022		Storm water fee - Jan to Dec 2022	Utilities	\$174.96
Total City of CS Storm Water						\$174.96
<b>Dennis Delahoy (vendor)</b>						
	Bill	01/02/2022	1-1-22	1-1-22	Snow removal	\$50.00
	Bill	01/20/2022	1-20-22	1-20 ice melt	Snow removal	\$50.00
	Bill	02/02/2022	2/2/22	2/2/22 snow removal	Snow removal	\$50.00
	Bill	02/03/2022	2-3-22a	2/3/22 snow removal	Snow removal	\$50.00
	Bill	02/03/2022	2-3-22b	2/3/22 ice melt	Snow removal	\$25.00
Total Dennis Delahoy (vendor)						\$225.00
<b>DORA_Colo. Dept of Revenue</b>						
	Check	01/02/2022	debit card	Yearly HOA registration	Business Licenses and Permits	\$29.00
Total DORA_Colo. Dept of Revenue						\$29.00
<b>eFileMyForms.com.</b>						
	Check	01/31/2022	debit card	1099 filing	Professional Fees	\$2.99
Total eFileMyForms.com.						\$2.99
<b>GFL Environmental Inc</b>						
	Bill	01/01/2022	53352577	Jan, Trash & Recycling	Trash & recycling Expense	\$1,049.18
	Bill	02/01/2022	53749379	Feb trash & recycling	Trash & recycling Expense	\$1,049.18
Total GFL Environmental Inc						\$2,098.36
<b>Lowes</b>						
	Check	01/18/2022	debit card	ice melt	Snow removal	\$23.74
	Check	02/11/2022	debit card	ice melt	Snow removal	\$35.61
Total Lowes						\$59.35
<b>Pinnacle Assurance</b>						
	Bill	03/01/2022	20797070	Workman Comp. insurance 4/1/22 to 4/1/23	Insurance Expense	\$460.00
Total Pinnacle Assurance						\$460.00
<b>USPS</b>						
	Check	01/11/2022	debit card	PO Box for 1 year	Postage and Delivery	\$182.00
Total USPS						\$182.00
<b>TOTAL</b>						<b>\$4,279.20</b>

## Replacement Reserves Budget

<b>Replacement Reserves Budget</b>		as of March 5, 2022	
<b>2021</b>			
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		
<b>2022</b>			
Reserves balance as Jan 10, 2022	\$ 7,057		
2022 reserves contributions	\$ 2,000	Transfer from Operating budget.	
2021 Budget surplus transferred	\$ 2,000		
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		
<b>2023</b>			
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		
<b>2024</b>			
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		
<b>2025</b>			
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		
<b>2026</b>			
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		5-Mar-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 was h. 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, 5/5/22		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.			Repairs replacement done		close issue
5480	Flag	Complainant of overnight parking on street. Grey Acura SUV.	C.Ltr. Email sent 2/16				cont. to monitor
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag	Complainant of overnight parking on street. Blue Ford SUV.	C.Ltr. Email sent 2/16		ok 3/3		cont. to monitor
5515	Flag						
5520	Flag						
5525	Flag	Complainant of overnight parking on street. Black ford 150 pick truck.	C.Ltr. Email sent 2/15		ok 3/3		cont. to monitor
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. No change 3/5		
5575	Flag						
5580	Flag						
5585	Flag						
5590	Flag	Fence blown over Dec 2021.			Clean up completed. Waiting on repairs. No Change 3/5		
5595	Flag						

		<b>Sample Way Enforcement Action Report</b>		as of	<b>5-Mar-22</b>		
<b>Address</b>	<b>Street</b>	<b>Issue</b>	<b>Courtesy Ltr Date</b>	<b>Follow up date</b>	<b>Notes</b>	<b>Warning Ltr date</b>	<b>Result</b>
5460	Sample						
5465	Sample						
5470	Sample	Complaint of broken rear fence. Feb 2020. 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. No change 3/5		continue to monitor
5475	Sample						
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample						
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						
5545	Sample	Fence blown over Dec. 2021			Clean up done. Waiting on repairs. No change 3/5		
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						