

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

**Date:** June 14, 2022

**Time:** 7:10pm

**Place:** Pi Bar patio

**Attendees:** Amanda B., Jeff H., John C., Molly G., Frank H.

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

Motion from Amanda, 2nd from Jeff, motion carries unanimously.

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

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

## **III. Manager Report:**

### Banking:

Deposits (Wells Fargo) \$267.00 May.

Account Balances of 5/31/2022: Checking account \$24,499.89, Savings (Replacement Reserves) \$11,057.79 and PayPal \$10.00.

1. May Expenses (see attached).
2. 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.
3. As of 6/12/2022, 1 member have not paid their 2022 dues. Copies of statements were sent again via email and US Mail to the past due members on or before March 10<sup>th</sup>.
4. Landscape Maintenance: CorBran's is handling this.
5. No snow removal was needed in May.
6. Jeff Hanson installed sod in the area where the tree was removed last year. Thank you, Jeff! We still need to reseed around the sidewalk repairs, etc. Overall the area is looking better than expected with how bad it was.
7. Social Fund. Still need to transfer \$210 from the 2021 budget surplus to social along with any 2022 donation's collected (\$10 so far).

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

Latest financial statements and Replacement reserves budget as of January 2022 have been posted along with most recent insurance certificate. Still need to post minutes from 2022 and update 2021. Also updated board members.

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

none

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

none

#### **VII. Architectural Review Committee:**

5465 Flag Way; Proposed shed to be located in the backyard against the NE corner of the home. Approved via email 4-0-2 (Yes votes, Amanda, Amy, Randi, John & Mitzi. No response from Jeff or Molly). *Approval letter sent 6/7/22 via email.*

5555 Sample Way; 1. proposed Crabapple and Linden Street trees. 2. Need proposal and information on bushes and evergreen bushes / trees? Already planted in city right of way. Michele has provided proof that both trees were issued permits by the City. Motion by Molly, 2nd from John, motion carries unanimously. Remind Michele to prune the crab apple branches when it's young to encourage it to grow taller. Needs to maintain 7' clearance over sidewalk. Amanda will ask her to submit another plan for the other small plants in the parking easement. Remind her that our rule of thumb is no bushes taller than 3' in the parking easement.

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

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:  
Note: HOA board did a neighborhood walkthrough on April 9, 2022. See attached Agenda attachments. Manager follow up inspection in process.

**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:***

Summer kickoff cookout was held on June 3 in the Sample cul-de-sac. The weather cooperated and there were families present from both Flag and Sample. Probably 30-40 people.

Discuss ice cream social date at July meeting.

**The next HOA Board of Directors meeting will be on Tuesday, July 12 at 7pm at Sweet & Savory Pi Bar.**

**Meeting adjourned at 8:23pm.**

### Agenda Attachments

May Expense Report

	Type	Date	Num	Memo	Account	Amount
<b>6510 Property Management</b>						
	Bill	05/22/2022	49	Mgt. fee March- May	Administrative Services	\$ 585.00
	Bill	05/22/2022	49	Trash & recycling Mgt. fee March- May	Trash & recycling admin.	\$ 174.88
	Bill	05/22/2022	49	2/23, 2/24, 3/11 and 3/17	Snow removal	\$ 235.00
	Bill	05/22/2022	49	Minutes for Feb	Administrative Services	\$ 25.00
	Bill	05/22/2022	49	Late statements (2)	Administrative Services	\$ 20.00
Total 6510 Property Management						\$ 1,039.88
<b>Cisco Systems, Inc</b>						
	Check	05/17/2022	auto	monthly webex sub.	Computer and Internet Expenses	\$ 16.23
Total Cisco Systems, Inc						\$ 16.23
<b>Corbran's Landscaping, LLC</b>						
	Bill	05/17/2022	22347	monthly maint. May	Lawn & Tree Maintenance	\$ 538.50
	Bill	05/17/2022	22347	Replaced broken sprinkler head zone 7	Irrigation equipment repairs	\$ 105.00
Total Corbran's Landscaping, LLC						\$ 643.50
<b>Dennis Delahoy (vendor)</b>						
	General Journal	05/22/2022	45	Transfer credit to A/R Delahoy	Snow removal	\$ (310.00)
Total Dennis Delahoy (vendor)						\$ (310.00)
<b>GFL Environmental Inc</b>						
	Bill	05/01/2022	55200765	May Trash & recycling	Trash & recycling Expense	\$ 1,049.18
	Bill	05/01/2022	55200765	30 yard roll off for Spring clean up	Trash & recycling Expense	\$ 350.00
Total GFL Environmental Inc						\$ 1,399.18
<b>Jeff Hansen (vendor)</b>						
	Check	05/13/2022	bill pay	Sod rinbursement	Lawn & Tree Maintenance	\$ 69.13
Total Jeff Hansen (vendor)						\$ 69.13
<b>TOTAL</b>						<b>\$ 2,857.92</b>

### Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

A neighbor complained about Kelly Helms' (5590 Flag) raised garden. Her buckets are not part of the original approval. Amanda will ask Amy to connect with her.

*Amanda will send her a letter (and email) to clarify that the garden is of temporary nature and is not in compliance with the approved plan. She has until Oct. 15. to remove the garden. A future owner can submit a new plan if desired.*

A neighbor complained about cardboard in Jeff's driveway. Jeff says the car will be repaired (and cardboard removed) shortly. *Cardboard has been removed as of meeting date.*

The empty rental property (5495 Sample) has lots of weeds and needs lawn maintenance. *Maintenance has been performed and barely meets expectations as of meeting date.*

Flag Way							
Enforcement action report							
16-May-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, 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						
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. Black SUV also started parking on street March 2022	C.Ltr. Email sent 2/15 & 4/21/22		Rec. many complaints over last 30 days.		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.			Fence replaced -		close issue
5570	Flag	<a href="#">Weeds in the rocks (new May 2022)</a>					
5575	Flag						
5580	Flag						
5585	Flag	<a href="#">Weeds in the rocks (new May 2022)</a>					
5590	Flag	Fence blown over Dec 2021.			Fence replaced -		close issue
5595	Flag						

