

# Pinon Ranch HOA - Board Meeting Agenda

**Date:** October 11, 2022

**Time:** 6:30pm

**Place:** 3.14 Pi Bar, 5152 Centennial Blvd.

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

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

Quorum present, minutes accepted unanimously

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

Social event-

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

## **III. Manager Report:**

Banking:

Deposits (Wells Fargo) \$ 308.00

Account Balances of 9/30/2022: Checking account \$15,402.19, Savings (Replacement Reserves) \$11,058.16 and PayPal \$10.00.

1. September 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 9/1/2022, 1 member has 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>. And again, on or about June 20<sup>th</sup>. Those members who chose to split their HOA dues into two parts, had until July 5,2022 to pay. Reminders were emailed again on 7/18/22.
4. Landscape Maintenance: CorBran's is handling this.
5. 2023 Proposed budget – see new business
6. Annual meeting –is scheduled for Sunday November 13, 2022, at 2pm. Location: Fire Station 18 community room, 6830 Halder View, CS, CO 80919. 30-day notice need to be sent to all the members no later than October 17, 2023.  
*Amanda is sending out the notice on Oct. 12 with a recruiting invitation. Nominations will be accepted until a week before the meeting.*

## **IV. Webmaster Report:**

1. Need to post latest minutes from 2022

2. *Need to post the approved resolution to HOA website and email members along with the revised bylaws as stated in the August and July minutes. Also recommend filing this with the county clerk and recorder.*

Minutes and amended bylaws are all posted.

## **V. Old Business:**

## **VI. New Business:**

*Items tabled at last meeting:*

**BUDGET for 2023** Overall, at this point management is proposing that we increase everything (Base HOA dues, trash, and the optional recycling) by approximately 6 percent. So the yearly base HOA assessment (including insurance) would increase by \$20, trash assessment \$11 and the optional recycling \$6 for the year.

Please note that latest yearly inflation figures through July was is 8.2%: [Consumer Price Index, Denver-Aurora-Lakewood area – July 2022 : Mountain-Plains Information Office : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

Note, our trash vendor GFI's contract caps that the maximum increase at 6 percent.

**Proposed 2022 Budget**

Pineau Ranch HOA - 2022 Budget vs Actual as of Aug 31, 2022.				Proposed 2023 Budget			
Description	2022		2022 Actual vs Budget	2023	2023		2023 Budget notes
	Budget	Actual			Budget	Budget	
<b>REVENUE</b>				<b>REVENUE</b>			
HOA Assessments	\$ 11,000	\$ 11,000	\$ 0	HOA Assessments	\$ 11,000	\$ 11,000	HOA per house 4% with increase from 2021
Truck & Recycling Assessment	\$ 1,000	\$ 1,000	\$ 0	Truck & Recycling Assessment	\$ 1,000	\$ 1,000	HOA per house 4% with increase from 2021
Transfer of Cash from 2021	\$ 0	\$ 0	\$ 0	Transfer of Cash from 2021	\$ 0	\$ 0	
Interest	\$ 0	\$ 0	\$ 0	Interest	\$ 0	\$ 0	
Late fees / NSF fees	\$ 0	\$ 0	\$ 0	Late fees / NSF fees	\$ 0	\$ 0	
Title Co & Admin Fees	\$ 140	\$ 50	\$ 90	Title Co & Admin Fees	\$ 140	\$ 140	1 home sale
Working Capital Contributions	\$ 117	\$ 0	\$ 117	Working Capital Contributions	\$ 117	\$ 117	1 home sale
Land Reclamation Reserve	-\$ 1,000	-\$ 1,000	\$ 0	Land Reclamation Reserve	-\$ 1,000	-\$ 1,000	Transfer to Reclamation Reserve account
<b>Total Revenue</b>	<b>\$ 12,157</b>	<b>\$ 12,157</b>	<b>\$ 0</b>	<b>Total Revenue</b>	<b>\$ 12,157</b>	<b>\$ 12,157</b>	
<b>EXPENSES</b>				<b>EXPENSES</b>			
Administrative Services	\$ 1,000	\$ 1,000	\$ 0	Administrative Services	\$ 1,000	\$ 1,000	HOA per house 4% with increase from 2021
Bank service charges	\$ 100	\$ 100	\$ 0	Bank service charges	\$ 100	\$ 100	
Business Periodic Publication	\$ 400	\$ 400	\$ 0	Business Periodic Publication	\$ 400	\$ 400	HOA per house 4% with increase from 2021
Computer & internet expenses	\$ 100	\$ 100	\$ 0	Computer & internet expenses	\$ 100	\$ 100	
Insurance expenses	\$ 1,000	\$ 1,000	\$ 0	Insurance expenses	\$ 1,000	\$ 1,000	HOA per house 4% with increase from 2021
Irrigation equipment repairs	\$ 100	\$ 100	\$ 0	Irrigation equipment repairs	\$ 100	\$ 100	HOA per house 4% with increase from 2021
Lawn & Tree Maintenance	\$ 1,000	\$ 1,000	\$ 0	Lawn & Tree Maintenance	\$ 1,000	\$ 1,000	HOA per house 4% with increase from 2021
Office Supplies	\$ 50	\$ 50	\$ 0	Office Supplies	\$ 50	\$ 50	
Printing and PO Box	\$ 100	\$ 100	\$ 0	Printing and PO Box	\$ 100	\$ 100	
Printing and Reproduction	\$ 100	\$ 100	\$ 0	Printing and Reproduction	\$ 100	\$ 100	
Professional Fees	\$ 1,000	\$ 1,000	\$ 0	Professional Fees	\$ 1,000	\$ 1,000	
Power removed	\$ 500	\$ 500	\$ 0	Power removed	\$ 500	\$ 500	
Recycling Fees	\$ 0	\$ 0	\$ 0	Recycling Fees	\$ 0	\$ 0	
Truck & Recycling expenses	\$ 1,000	\$ 1,000	\$ 0	Truck & Recycling expenses	\$ 1,000	\$ 1,000	
Utilities	\$ 1,000	\$ 1,000	\$ 0	Utilities	\$ 1,000	\$ 1,000	
<b>Total Expenses</b>	<b>\$ 12,157</b>	<b>\$ 12,157</b>	<b>\$ 0</b>	<b>Total Expenses</b>	<b>\$ 12,157</b>	<b>\$ 12,157</b>	
<b>Net Income or Reserve Fund Expenses</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>Net Income or Reserve Fund Expenses</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>HOA Trash Service Details</b>				<b>HOA Trash Service Details</b>			
HOA Trash Service Expenses	\$ 1,000	\$ 1,000	\$ 0	HOA Trash Service Expenses	\$ 1,000	\$ 1,000	
Truck & Recycling Revenue	\$ 1,000	\$ 1,000	\$ 0	Truck & Recycling Revenue	\$ 1,000	\$ 1,000	
<b>Total Trash &amp; Recycling Revenue</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 0</b>	<b>Total Trash &amp; Recycling Revenue</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	
<b>EXPENSES</b>				<b>EXPENSES</b>			
Administrative Services	\$ 100	\$ 100	\$ 0	Administrative Services	\$ 100	\$ 100	
Truck & Recycling vendor	\$ 1,000	\$ 1,000	\$ 0	Truck & Recycling vendor	\$ 1,000	\$ 1,000	
Collection fees & donations	\$ 0	\$ 0	\$ 0	Collection fees & donations	\$ 0	\$ 0	
<b>Total Trash &amp; Recycling Expenses</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ 0</b>	<b>Total Trash &amp; Recycling Expenses</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	

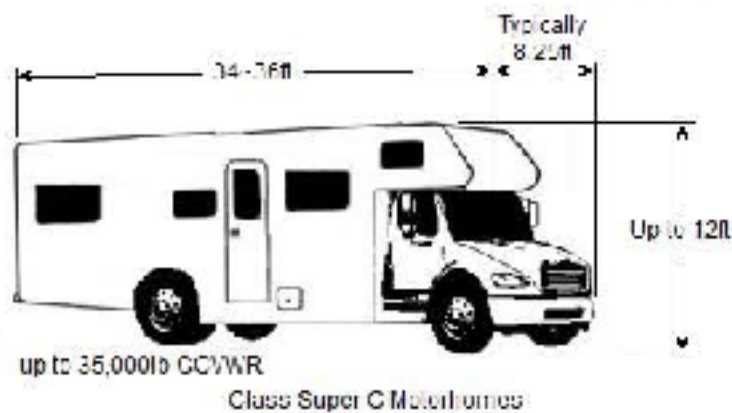
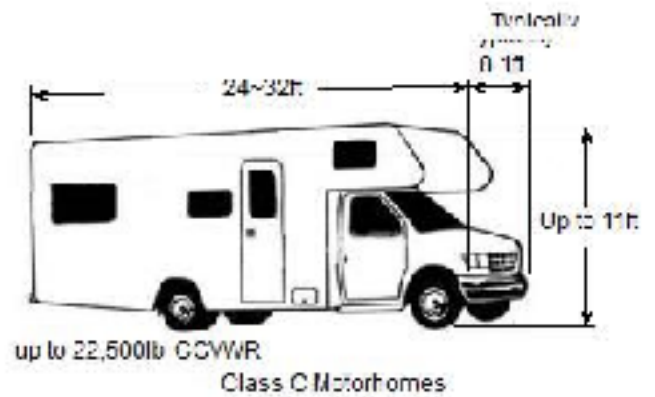
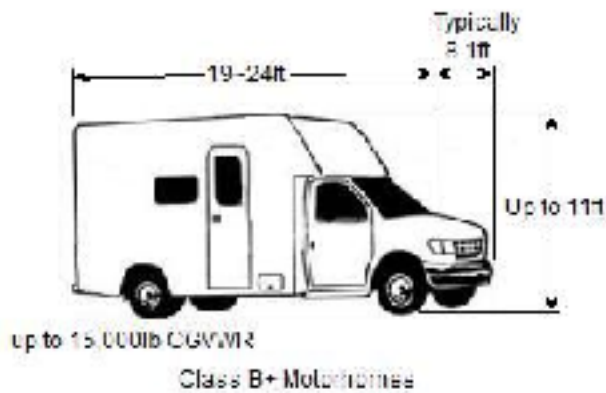
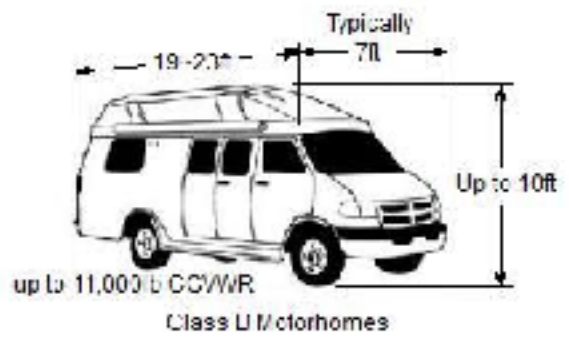
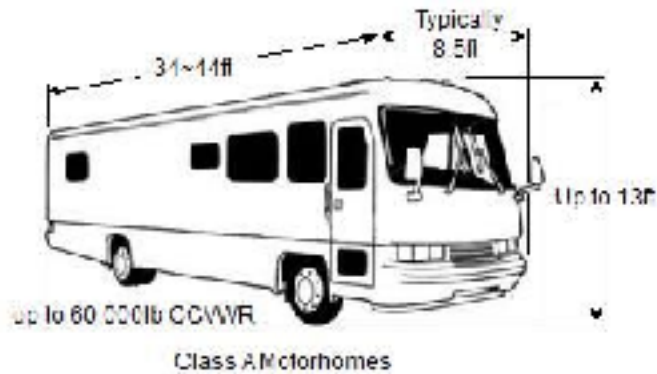
Amy makes a motion to approve the proposed budget. Amanda seconds. The motion passes 4 yeas to 1 nay.

2. Insurance renewal for 11/1/2022 to 11/1/2023. Waiting on quote, they normally provide this about 30 to 45 days in advance, Requested quote from USI on 8/13/2022 and followed up on 10/3 and 10/5. If the quote is outrageous, we will check with American Family Insurance.

**Discussion item tabled at the last meeting:**

Mitzi's board member comment about the complaints for the class B conversion van that's been parking in a Flag Driveway. It's a 3/4 ton van (which is allowed) but the covenants prohibit motor homes. It just looks like a big van but it's technically an RV. Externally there's no difference. We will table the discussion until next meeting.

The board discussed how this particular vehicle fits within the parameters of allowed vehicles. The covenants (section 6.22 b) are clear that 3/4 ton trucks/vans or smaller are permitted (and it doesn't matter how the inside is configured). It is for private use. No one present has a problem with it. It's a nonissue.



## VII. Architectural Review Committee:

5580 Flag Way; is proposing a Driveway extension, new walkway and concrete patio all on the South side of the house, in accordance the HOA driveway guideline. *Management recommends a conditional approval if they submit and get approval for the required landscape screening and that the existing or new fence remains in the same location to provide screening of the new south side patio. Vote to approve via email, Randi – yes, Molly -yes. Amanda -yes, John -yes. No reply from Mitzi or Jeff.*  
[Approval letter needs to be sent.](#)

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.

Some members have concerns that the unapproved landscape changes will cause visibility, safety issues and encroach into the public sidewalk and street.

Michelle Wood responded to the sent email and agreed that the Barberry plant would be too big and said she would move it. No moving yet. Amanda will be sending an email to ask about the timeline.

Approval letter sent on the two trees on 9/19/2022. Still waiting on member to submit plan and plant size and type information for the landscape changes in the "Right of Way".

Jeff proposed painting the mailboxes. He's asking the post office if they can be painted.

## **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, and again on August 20, 2022.

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.**

Halloween dinner to use up burgers

Christmas lights/open house event?

We will confer via email.

### ***Social report:***

*A donation of \$150 was made for the ice cream social so we still have plenty of funds.*

*We will make a new social committee moving forward. Amanda & Randi Lynn will head it up.*

*The board approved a gift card for Amanda for all her years of faithful service.*

The next HOA Board of Directors meeting will be the annual meeting on November 13 at 2pm.

Meeting adjourns at 7:42

Agenda Attachments

September Expense Report

		Type	Date	Num	Memo	Account	Amount
<b>Cisco Systems, Inc</b>							
		Check	08/14/2022	auto	monthly WebEx sub.	Computer and Internet Expenses	\$ 16.23
Total Cisco Systems, Inc							\$ 16.23
<b>Colo Spgs Utilities</b>							
		Bill	08/01/2022		7935 cf	Utilities	\$ 525.30
		Bill	08/01/2022		Service chrg. 31 days	Utilities	\$ 64.47
Total Colo Spgs Utilities							\$ 589.77
<b>Corbran's Landscaping, LLC</b>							
		Bill	08/15/2022	22865	Sept	Lawn & Tree Maintenance	\$ 558.50
		Bill	08/15/2022	22865	irrigation head repairs.	Irrigation equipment repairs	\$ 105.00
Total Corbran's Landscaping, LLC							\$ 643.50
<b>GFL Environmental Inc</b>							
		Bill	08/01/2022	0087188217	Sept trash & recycling	Trash & recycling Expense	\$ 1,056.53
Total GFL Environmental Inc							\$ 1,056.53
<b>TOTAL</b>							<b>\$ 2,296.43</b>

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Flag Way							
Enforcement action report							
11-Oct-22							
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Result
5440	Flag						
5445	Flag						
5450	Flag	weeds in rocks			ok 9/19 & 10/11		cont. to monitor
5455	Flag						
5460	Flag						
5465	Flag	weeds in rocks			better on 10/11		cont. to monitor
5470	Flag						
5475	Flag	weeds and thistle in lawn			ok 9/19 & 10/11		cont. to monitor
5480	Flag						
5485	Flag	need to trim low branches 9/19			no change 10/11		
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag						
5525	Flag	Complaints about landscape, need to review plan that was approved. Plants encroaching on sidewalk			no encroachment issue on 9/19		
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag						
5555	Flag						
5560	Flag						
5565	Flag						
5570	Flag	1. crumbly side walk 5/19			no change 10/2/2021 & 10/11/22 Submitted request to city to replace this sidewalk on 8/10/20.		
5570	Flag	Weeds in the rocks (new May 2022)			No change 5/19, ok on 9/19 & 10/11		
5575	Flag	Weeds and dead grass (new June 2022)			no change 8/20, 9/19 & 10/11		
5580	Flag						
5585	Flag	Weeds in the rocks (new May 2022)			no change 8/20, 9/19 & 10/11		
5590	Flag						
5595	Flag						

		Sample Way					
		Enforcement Action Report		as of 11-Oct-22			
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Result
5460	Sample						
5465	Sample						
5470	Sample						
5475	Sample						
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample						
5505	Sample						
5510	Sample						
5515	Sample						
5515	Sample						
5515	Sample						
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample	noxious weeds	email 4/27/2022	No change 8/12, 7/12, 8/20,9/19 & 10/11	Submitted to City code enforcement 8/20 & 9/19		
		Lawn maint. Needed (5/17)		No change 8/12, 7/12, 8/20,9/19 & 10/11			
5540	Sample						
5545	Sample	Fence blown over Dec. 2021		No change 6/12, 7/12 8/20 & 9/19	New fence installed May. Just waiting on staining to match existing		
5550	Sample	weeds in rocks 8/20		ok on 10/11			
5555	Sample	landscape changes not approved. Review in process		No change 6/12, 7/12, 8/20, 9/19 & 10/11			
5560	Sample						
5565	Sample						
5570	Sample						
5575	Sample	Need to trim branches and bushes encroaching on sidewalk			Boiler on 10/11, still needs work		
5580	Sample						