

Pinon Ranch HOA - Board Meeting Agenda

Date: September 19, 2022

Time: 6:30pm

Place: 314 Pi Bar, 5152 Centennial Blvd.

Attendees: Molly, Amanda, Amy, Mitzi, John, Jeff, Randi Lynn, Frank

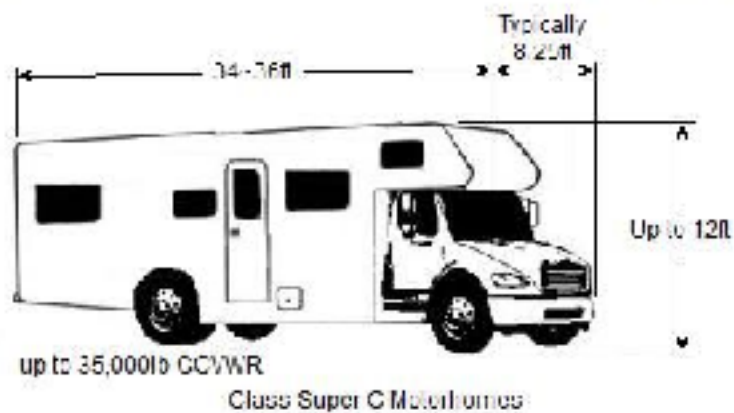
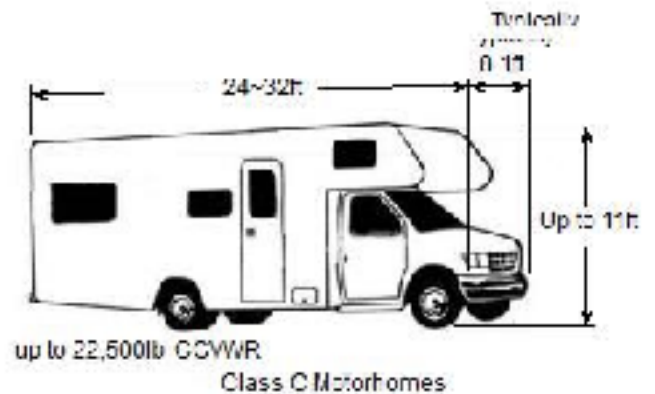
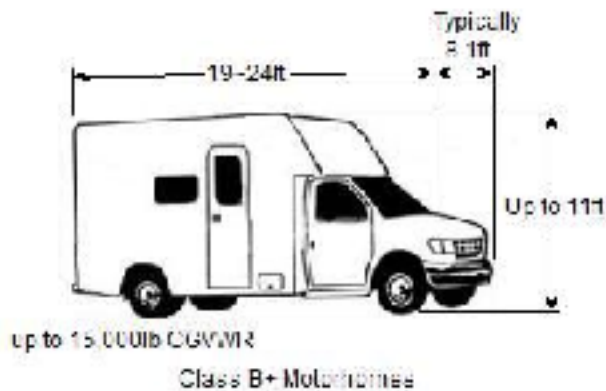
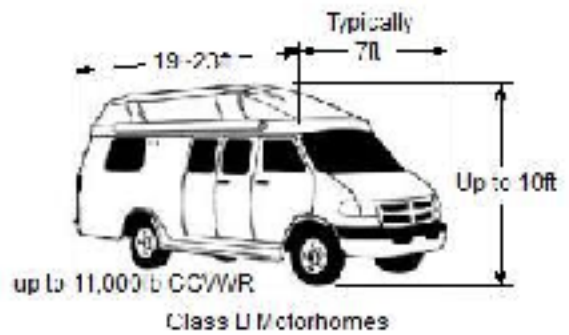
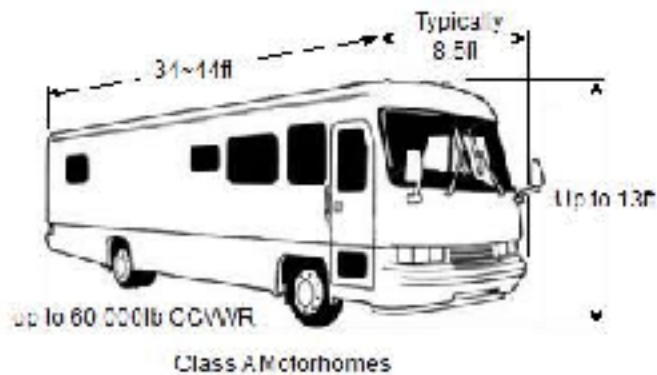
Call to Order, Confirm Quorum (a majority or 4), Accept Minutes from August

Minutes accepted unanimously

I. Board Member Comments:

II. HOA Member Comments:

1. John would like to discuss the parking bylaws regarding no parking on the gravel areas.
2. Mitzi has received a couple of complaints about a RV parking in the driveway of 5560 Flag Way, overnight in violation of the covenants. Some members don't feel that this Dodge 2500 Van does not meet the common definition of a RV (recreational vehicle) due to its size being similar to common van. It does appear that this vehicle meets to definition of a "class B" RV : [What Are the Different Classes of RVs Explained: Class a, B, C, Trailer \(businessinsider.com\)](https://www.businessinsider.com/what-are-the-different-classes-of-rvs-explained-class-a-b-c-trailer) Which some people call conversion vans. Please note the covenant's do allow for ¾ ton or smaller non-commercial trucks and vans to park in the driveway. This vehicle meets that definition.



III. Manager Report:

Banking:

Deposits (Wells Fargo) \$ 884.50

Account Balances of 8/31/2022: Checking account \$17,390.62, Savings (Replacement Reserves) \$11,058.07 and PayPal \$10.00.

1. August 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 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 10th. And again, on or about June 20th. 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 - reserved the community at Fire Station 18 for Sunday November 18, 2022, between 1:30 and 5pm, as the backup location in case we decide not to have the meeting in the park due to weather and other concerns. See new business.

IV. Webmaster Report:

Need to post latest minutes from 2022 and a Resolution to amend parking bylaws and note changes in Colorado Law that override Covenants void section 6.22(a) and slightly changes 6.22(b) of our covenants that prohibits overnight parking on the street.

V. Old Business:

*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.*

VI. New Business:

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			
	2022 Budget	Actual 7/31/22	2022 Actual vs Budget		2023 Budget		
2022 Actual vs. Estimated Budget and Budget Notes				2023 Budget Notes			
HOA Assessments	\$11,000	\$9,000	\$2,000	HOA Assessments	\$11,000		
Trash & Recycling Assessment	\$1,000	\$1,000	\$0	Trash & Recycling Assessment	\$1,000		
Landscaping Assessment	\$1,000	\$1,000	\$0	Landscaping Assessment	\$1,000		
Interest	\$0	\$1	(\$1)	Interest	\$0		
Late Fees / NSF Fees	\$0	\$0	\$0	Late Fees / NSF Fees	\$0		
Title Co & Admin Fees	\$100	\$0	\$100	Title Co & Admin Fees	\$100		
Working Capital Contributions	\$100	\$0	\$100	Working Capital Contributions	\$100		
Landscaping Assessment	\$1,000	\$1,000	\$0	Landscaping Assessment	\$1,000		
Total Revenue	\$13,100	\$11,001	\$2,099	Total Revenue	\$13,100		
EXPENSES				EXPENSES			
Administrative Services	\$1,000	\$1,000	\$0	Administrative Services	\$1,000		
Bank Service Charges	\$100	\$100	\$0	Bank Service Charges	\$100		
Business Printing & Reproduction	\$400	\$400	\$0	Business Printing & Reproduction	\$400		
Computer & Internet Expenses	\$400	\$400	\$0	Computer & Internet Expenses	\$400		
Insurance Expenses	\$4,000	\$4,000	\$0	Insurance Expenses	\$4,000		
Integration Equipment Repairs	\$100	\$0	\$100	Integration Equipment Repairs	\$100		
Land & Tree Maintenance	\$1,000	\$1,000	\$0	Land & Tree Maintenance	\$1,000		
Office Supplies	\$100	\$100	\$0	Office Supplies	\$100		
Printing and Reproduction	\$100	\$100	\$0	Printing and Reproduction	\$100		
Professional Fees	\$1,000	\$1,000	\$0	Professional Fees	\$1,000		
State Income Tax	\$1,000	\$1,000	\$0	State Income Tax	\$1,000		
Travel Expenses	\$0	\$0	\$0	Travel Expenses	\$0		
Trash & Recycling Expenses	\$1,000	\$1,000	\$0	Trash & Recycling Expenses	\$1,000		
Utilities	\$1,000	\$1,000	\$0	Utilities	\$1,000		
Total Expenses	\$13,100	\$13,100	\$0	Total Expenses	\$13,100		
Balance of Retained Assets	\$0	\$0	\$0	Balance of Retained Assets	\$0		
HOA Trash Service Details				HOA Trash Service Details			
HOA Trash Service Assessment	\$1,000	\$1,000	\$0	HOA Trash Service Assessment	\$1,000		
Landscaping Assessment	\$1,000	\$1,000	\$0	Landscaping Assessment	\$1,000		
Total Trash & Recycling Revenue	\$2,000	\$2,000	\$0	Total Trash & Recycling Revenue	\$2,000		
EXPENSES				EXPENSES			
Administrative Services	\$100	\$100	\$0	Administrative Services	\$100		
Trash & Recycling Vendor	\$1,000	\$1,000	\$0	Trash & Recycling Vendor	\$1,000		
Collection Fees & Materials	\$0	\$0	\$0	Collection Fees & Materials	\$0		
Total Trash & Recycling Expenses	\$1,100	\$1,100	\$0	Total Trash & Recycling Expenses	\$1,100		
Balance of Retained Assets	\$0	\$0	\$0	Balance of Retained Assets	\$0		

Vote to raise dues: Amy moves to table budget vote. Randi seconds. Unanimously tabled to next meeting.

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.

3. Annual meeting location, date, and time. Management has already reserved the community room at Fire Station No. 18, at 6830 Halder View for Sunday November 13, 2022 at 2:00. Whereas, as we did hold last year's meeting in the park we did have issues with wind, and to impossible to forecast what the weather will be like in November. We also need send to out the Notice of annual meeting no later than October 12th via email and US Mail (and social media) as to the location, date and time (to those members that have not provided an email address).

VII. Architectural Review Committee:

5565 Flag Way; proposed solar array and associated equipment. Management recommends a conditional approval provided that they paint the conduits and equipment mounted on the side of the house to match the roof, and trim and stucco. Vote to approve via email, Amy yes, Mitzi yes, Molly yes. John yes and Randi – yes. No reply from Amanda, or Jeff. Approval letter email sent on 9/13/22.

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.*

Amy is also asking about fencing. Amanda makes a motion to allow Amy and Jared to make the best decision on cedar privacy fence either solid on interior OR alternating slats. Jeff seconds. The motion passes unanimously.

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.

Randi Motions to approve the two proposed trees, Mitzi 2nd, motion carries unanimously. Amanda requested that the Woods submit an architectural review plan for the parking easement plants but they haven't responded yet. Amanda will be sending an official HOA email. There's concern with the Mugo pines and barberry bushes growing too big. We may need to grant a conditional approval they they be kept trimmed to less than 3' tall for visibility and pedestrian safety.

Still need to send approval letter on the two trees and the request to submit a plan and plant information on the rest of the plants that the plant 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.

E-mail reminder to be sent about weeds.

We discussed John's question about the parking bylaws regarding no parking on the gravel areas. We've discussed this as a board off and on for years. We raised awareness and decided it's an ongoing discussion to be had. There is a balance to be struck between function and aesthetics. We agreed to raise the issue to community members to see if there is interest to revise the bylaws.

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.

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:

HOA held an Ice Cream social on August 27th. Details to be provided by social committee. **It was a roaring success!**

The next HOA Board of Directors meeting will be on **October 11 6:30 at the Pi Bar.**

Meeting adjourned at 8:02.

Agenda Attachments

August Expense Report

	Type	Date	Num	Memo	Account	Amount
6510 Property Management						
	Bill	08/10/2022	47	3 months mgt fee - June - Aug)	Administrative Services	\$ 688.00
	Bill	08/10/2022	47	3 months Trash mgt fee - June - Aug)	Trash & recycling admin.	\$ 157.75
	Bill	08/10/2022	47	2 HOA status tr. & accounting (5510 & 5590 R)	Administrative Services	\$ 150.00
	Bill	08/10/2022	47	Conv. fee / second billing (4)	Administrative Services	\$ 30.00
	Bill	08/10/2022	47	3 Delinq. statements (Jul)	Administrative Services	\$ 30.00
Total 5510 Property Management						\$ 992.75
Cisco Systems, Inc						
	Check	08/12/2022	auto	monthly Webex sub.	Computer and Internet Expenses	\$ 16.23
Total Cisco Systems, Inc						\$ 16.23
Colo-Spgs Utilities						
	Bill	08/01/2022		11150 CF (we had a broken valve)	Utilities	\$ 738.13
	Bill	08/01/2022		30 day service chg.	Utilities	\$ 52.71
Total Colo Spgs Utilities						\$ 790.84
Cortran's Landscaping LLC						
	Bill	08/15/2022	22754	Aug monthly maint.	Lawn & Tree Maintenance	\$ 538.50
Total Cortran's Landscaping, LLC						\$ 538.50
GFL Environmental Inc						
	Bill	08/01/2022	0056601054	Aug. also added recycling for 5495 Sample ren	Trash & recycling Expense	\$1,056.68
Total GFL Environmental Inc						\$1,056.68
Pinos Ranch Social Fund						
	Check	08/16/2022	1191	transfer cash to social fund	Social Fund	\$ 220.00
Total Pinos Ranch Social Fund						\$ 220.00
TOTAL						\$3,575.00

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Flag Way							
Enforcement action report							
19-Sep-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		cont. to monitor
5455	Flag						
5460	Flag						
5465	Flag	weeds in rocks					
5470	Flag						
5475	Flag	weeds and thistle in lawn			ok 9/19		
5480	Flag						
5485	Flag	need to trim low branches 9/19					
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 sidewalk 5/19			no change 10/2/2021 Submitted request to city to replace this sidewalk on 8/10. They will send out an inspector to assess how bad it is		
5570	Flag	Weeds in the rocks (new May 2022)			No change 5/13, ok on 9/19		
5575	Flag	Weeds and dead grass (new June 2022)			no change 8/20 & 9/19		
5580	Flag						
5585	Flag	Weeds in the rocks (new May 2022)			no change 8/20 & 9/19		
5590	Flag						
5595	Flag						

		Sample Way					
		Enforcement Action Report		as of 19-Sep-22			
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. Again in Aug 2021. Update Fence partially blown over in Dec 2021.	4/12/2020, 9/11/2020 Aug 2021	10/15/2021	Fence replaced as of 8/12. Question on fence staining. Will need to be submitted to board.		continue to monitor
5475	Sample						
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Weeds in the rocks (new 5/17)			ok on 8/20 & 9/19		Close issue
5505	Sample						
5510	Sample						
5515	Sample	This/les and weeds in grass and rocks	email 7/13	8/1/2021	ok on 8/12, ok on 8/20 & 9/19		Close issue
5515	Sample	Dead grass on south side			ok on 8/20		Close issue
5515	Sample	paint peeling	email 4/12/22	6/16/2022	repainted 8/19		Close issue
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample	noxious weeds	email 4/27/2022	No change 8/12, 7/12, 8/20 & 9/19	Submitted to City code enforcement 8/20 & 9/19		
		Lawn maint. Needed (5/17)		No change 8/12, 7/12, 8/20 & 9/19			
5540	Sample						
5545	Sample	Fences 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					
5555	Sample	landscape changes not approved. Review in process		No change 8/12, 7/12, 8/20 & 9/19			
5560	Sample						
5565	Sample						
5570	Sample	replacement tree			Replacement tree submitted and approved, July 2022. New tree planted		close issue
5575	Sample	Need to trim branches and bushes encroaching on sidewalk					
5580	Sample	Lawn dead spots			looking better on 8/20 & 9/19		close issue