

Pinon Ranch HOA - Board Meeting Minutes

Date: January 11, 2023

Time: 6:30pm

Place: 3.14 Pi Bar, 5152 Centennial Blvd.

Attendees: Amy Aranda, John Cotterman, Jeff Hanson and Frank Hibbitts HOA mgr.

Call to Order, Confirm Quorum (a majority or 3), Accept Minutes from October

Minutes from October 2022 approved 3-0.

I. Board Member Comments.

The members and management discussed options for collections and the upcoming scheduled bank foreclosure on 5535 Sample Way.

Also discussed possibility getting another bid for landscaping for the 2023 season, Jeff will contact another possible contractor. CorBran's contract expires on 3/31/23 and we are waiting on their renewal bid.

II. HOA Member Comments: None

III. Manager Report:

Banking:

Account Balances of 12/31/2022: Checking account \$7,405.84, Savings (Replacement Reserves) \$11,060.27 and PayPal \$10.00.

1. October to December Expenses (see attached).
2. As of 12/31/2022, 1 member has not paid their 2021 or 2022 HOA dues. This house is currently under foreclosure. Their trash service has been suspended until further notice. This member has not been seen or heard from since late 2020 / early 2021.
3. Invoices for the 2023 HOA assessment, and optional recycling services were emailed to the members on or about 1/1/2023
4. Landscape Maintenance: CorBran's is handling this, need to get a renewal quote before contract expires on 3/31/23.
5. Snow removal this is being handled by member Dennis Delahoy, with Frank Hibbitts being the back up when he is gone.
6. 2022 Yearend accounting – see new business

IV. Webmaster Report:

Need to update board members and officers after elections.

V. Old Business:

VI. New Business:

1. **Officer elections (nominations then vote).** Amy motions and Jeff seconds the nomination of Amy for President, John for Treasurer and Amy for Secretary if Molly (not present is not willing to take the Secretary position). Motion passes with a 3-0 vote.
2. **We finished the year off with a surplus of \$1367. Management suggests we transfer at least \$1100 to the replacement reserves budget and consider transferring \$267 to the social committee.** Amy motions and Jeff seconds to Transfer \$1100 to the replacement reserves account and \$267 to the Social Fund. Motion passes by a 3-0 vote.

2022 revenues and expenses details on the next page.

Pinon Ranch HOA - 2022 Budget vs Actual as of Dec 31, 2022

		2022 Budget	Actual 1/1/22 to 12/31/22	
REVENUE				<u>2022 revenue and expense notes:</u>
	HOA Assessments	\$18,645	\$18,484	one member has not paid
	Trash & Recycling Assessmen	\$13,855	\$13,777	more folks signed up for recycling than originally estim
	Credit card/ conv. fees	\$75	\$48	fewer folks went for the two payment option, than esti
	Interest	\$0	\$3	
	Late fees / NSF fees	\$0	\$0	collected (one member has not paid anything)
	Title Co & Admin Fees	\$150	\$450	3 home sales (waiting on closing for 2 homes)
	Working Capital contributions	\$127	\$395	3 home sales (waiting on closing for 2 homes)
	Less: Replacement Reserves	-\$2,000	-\$2,000	Transfer to Replacement Reserves account
Total Revenue		\$30,852	\$31,157	
EXPENSES				
	Administrative Services	\$2,500	\$2,880	more services than estimated.
	Bank service charges	\$100	\$127	on line payment fees went up
	Business Permits & education	\$200	\$39	Required State reg. fees (DORA & SOS) plus optional ed
	Computer & Internet Expenses	\$310	\$295	
	Insurance Expense	\$2,310	\$2,148	
	Irrigation equipment repairs	\$650	\$563	
	Lawn & Tree Maintenance	\$4,056	\$4,140	
	Office Supplies	\$36	\$0	
	Postage and PO Box	\$135	\$188	Post office box and postage.
	Printing and Reproduction	\$60	\$35	material for annual meeting
	Professional Fees	\$1,000	\$363	CPA tax returns, IRS forms
	Snow removal	\$1,500	\$1,197	
	Social Functions	\$0	\$0	Voted to make this an optional contribution
	Trash & Recycling expenses	\$13,855	\$13,625	
	Utilities	\$4,140	\$4,190	
Total Expenses		\$30,852	\$29,790	
EXCESS OF REVENUE OVER EXPENSES		\$0	\$1,367	Finished year with a surplus
HOA Trash service Details		2022 Trash & Recycling Budget	Actual 1/1/22 to 12/31/22	
REVENUE				
	HOA Trash service assessmen	\$10,285	\$10,164	1 member has not paid, plus 1 front door service
	Optional Recycling	\$3,570	\$3,613	more folks signed up for recycling than originally est.
Total Trash & Recycling Revenue		\$13,855	\$13,777	
EXPENSES				
	Administrative Services	\$630	\$646	
	Trash & recycling vendor	\$12,608	\$12,629	
	Collection losses & dumpster	\$617	\$350	Dumpster only
Total Trash & Recycling Expenses		\$13,855	\$13,625	
EXCESS OF REVENUE OVER EXPENSES		\$0	\$152	

VII. Architectural Review Committee:

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. There's concern with the Mugo pines and barberry bushes growing too big. We may need to grant a conditional approval they be kept trimmed to less than 3' tall for visibility and pedestrian safety.

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". Amanda sent email on 10/12/2022, still waiting on a reply.

5555 Sample Way; Front yard xeriscaping plan was approved via an email vote, 4 yes and 2 abstentions.

5525 Flag Way; Conditional approval was given to add two sections of fencing, so as to fully enclose the backyard and part of the two side yards, provided that they plant 2 two xeriscape friendly screening plants/bushes with mature height of about 6 feet or more, to providing screening of the existing electrical equipment on the south side of their garage.

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. *Will schedule the next HOA walkthrough inspection at the February board 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 repair the two large cracks Navin this past Fall (2023), along with filling a lot of the cracks in the pavement, but still has much to do.

VIII. Community Events.

Social report:

The next HOA Board of Directors meeting will be on 2/15/2023 at 6:30pm at the 3.14 Pi Bar, 5152 Centennial Blvd.

Agenda Attachments

October to December Expense Report

	Type	Date	Num	Memo	Account	Amount
6510 Property Management						
	Bill	11/04/2022	48	Mgt fee Sept - Nov	Administrative Services	\$ 585.00
	Bill	11/04/2022	48	Trash & recycling Mgt fee Sept - Nov	Trash & recycling admin.	\$ 158.55
	Bill	11/04/2022	48	Title Co. ltr & Acct. Del statements(2),foreclosu	Administrative Services	\$ 210.00
Total 6510 Property Management						\$ 953.55
Cisco Systems, Inc						
	Check	10/14/2022	debit card	monthly webex	Computer and Internet Expenses	\$ 16.23
	Check	11/14/2022	debit card	monthly webex	Computer and Internet Expenses	\$ 16.23
	Check	12/14/2022	Auto	Monthly WebEx Sub.	Computer and Internet Expenses	\$ 16.23
Total Cisco Systems, Inc						\$ 48.69
City of CS Storm Water						
	Bill	12/31/2022		Balance of 2022 storm water fee due.	Utilities	\$ 5.40
Total City of CS Storm Water						\$ 5.40
Colo Spgs Utilities						
	Bill	10/01/2022		10,671 CF	Utilities	\$ 706.42
	Bill	10/01/2022		30 day connection fee	Utilities	\$ 52.71
	Bill	11/03/2022		10,674 cf	Utilities	\$ 706.62
	Bill	11/03/2022		29 day service charge	Utilities	\$ 50.95
Total Colo Spgs Utilities						\$ 1,516.70
Corbran's Landscaping, LLC						
	Bill	10/18/2022	22980	October maint.	Law n & Tree Maintenance	\$ 538.50
Total Corbran's Landscaping, LLC						\$ 538.50
Dennis Delahoy (vendor)						
	Bill	11/18/2022	11-18-22	Snow removal & ice melt	Snow removal	\$ 85.00
	Bill	11/21/2022	11-21-22	Ice melt purchase	Snow removal	\$ 32.50
	Bill	11/29/2022	11-29-22	snow removal & Salt	Snow removal	\$ 85.00
	Bill	12/22/2022	12-22-22	12-22 Snow & ice removal + ice melt appl.	Snow removal	\$ 105.00
	Bill	12/29/2022	12-29-22	12-29 snow removal & ice melt app.	Snow removal	\$ 85.00
Total Dennis Delahoy (vendor)						\$ 392.50
GFL Environmental Inc						
	Bill	10/01/2022	0057671235	Oct trash & recycling	Trash & recycling Expense	\$ 1,056.93
	Bill	11/01/2022	0058062498	Nov. trash & recycling	Trash & recycling Expense	\$ 1,056.93
	Bill	12/01/2022	58652576	Dec. trash & recycling	Trash & recycling Expense	\$ 1,056.93
Total GFL Environmental Inc						\$ 3,170.79
Staples						
	Check	11/14/2022	debit card	copies of annual meeting agendas	Printing and Reproduction	\$ 6.37
	Check	11/14/2022	debit card	annual meeting	Printing and Reproduction	\$ 28.75
Total Staples						\$ 35.12
USI Insurance Services						
	Check	10/27/2022	EFT	D & O Insurance renewal	Insurance Expense	\$ 941.00
	Check	10/27/2022	EFT	Property & Liability renewal 1 year	Insurance Expense	\$ 550.00
	Check	10/27/2022	EFT	Crime & Fidelity renewal	Insurance Expense	\$ 242.00
Total USI Insurance Services						\$ 1,733.00
TOTAL						\$ 8,394.25

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way					
		Enforcement action report		7-Jan-23			
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Result
5440	Flag						
5445	Flag						
5450	Flag						
5455	Flag						
5460	Flag						
5465	Flag						
5470	Flag						
5475	Flag	weeds and thistle in lawn			ok 9/19 & 10/11, Pend until spring		cont. to monitor
5480	Flag						
5485	Flag	need to trim low branches 9/19			no change 10/11/22 & 1/7/23		
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag						
5525	Flag	Need to plant 2 xeriscaping bushes to provide landing screening of existing elect. equip. on side of house.					
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag						
5555	Flag						
5560	Flag						
5565	Flag						
5570	Flag	crumbly side walk			Submitted request to city to replace this sidewalk on 8/10/20.		
5575	Flag	Weeds and dead grass (new June 2022)			Pend until spring 2023		
5580	Flag						
5585	Flag						
5590	Flag						
5595	Flag						

		Sample Way					
		Enforcement Action Report		as of 7-Jan-23			
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						
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample	noxious w eeds	email 4/27/2022	No change 6/12, 7/12, 8/20,9/19 & 10/11 & 1/7/23	Submitted to City code enforcement 8/20 & 9/19. Case is on going w ith the city.		
		Law n maint. Needed (5/17)		No change 6/12, 7/12, 8/20,9/19 & 10/11 & 1/7/23			
5540	Sample						
5545	Sample	Need to stain new fence boards to match existing.		No change 6/12, 7/12 8/20 & 9/19 & 1/7	New fence installed May. Just w aiting on staining to match existing		
5550	Sample						
5555	Sample	landscape changes only partly approved (2 trees approved, bushes have not been approved).		No change 6/12, 7/12, 8/20, 9/19 & 10/11	Waiting on submital of plant details.		
5560	Sample						
5565	Sample						
5570	Sample						
5575	Sample	Need to trim branches and bushes encroaching on sidew alk			Better on 10/11, still needs work. No Change 1/7/2023		
5575	Sample	Tentants consistanly blocking sidew alk in voilation of city code and parking bylaw s, at times is forces pedresation into the street.					
5580	Sample						