

# Pinon Ranch HOA - Board Meeting Minutes

Date: October 24, 2023

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees: Amy Aranda, President; John Cotterman, Treasurer; Jeff Hanson, Member at large, Frank Hibbitts, Manager. Absent, Molly Geronazzo, Member at large

## Call to Order, Confirm Quorum (a majority or 3), Accept minutes from September, approved 3-0

### **I. Board Member Comments: None**

### **II. HOA Member Comments: None**

### **III. Manager Report:**

#### Banking:

Account Balances of 9/30/2023: Checking account \$19,520.56, Savings (Replacement Reserves) \$11,072.68 and PayPal \$10.00.

1. September expenses (see attached).
2. As of 10/17/2023, 1 member has not paid their 2021,2022 or 2023 HOA dues. This house was in foreclosure, until recently, but the foreclosure action was cured so they withdrew the proceedings. This property is also current on their property taxes. Their trash service has been suspended until further notice. This member has not been seen or heard from since late 2020 / early 2021. This matter has been turned over to our attorneys to start the collection process and file a lien on the property if they do not respond to the final demand for payment.
3. All the rest of the HOA members have paid their 2023 HOA assessments.
4. Landscape Maintenance: CorBran's is currently handling this.
5. HOA fence staining and repairs schedule for this fall. Notices have been sent to members whose property borders the HOA fence.

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

None.

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

1. *We also need to consider coming up with 3 preapproved landscape plans from as mentioned in the new law. **Motion tabled to January meeting.***

Associations may select from the Colorado State University Extension Plant Select organization’s “downloadable designs” list, or from a municipality, utility or other entity that creates such garden designs.

2. Trash and Recycling service for 2024, we received proposal from our current vendor Republic Service and Carefree Disposal. Details below:

<b>2024 Pinon Ranch HOA trash service</b>						
Rate comparisons						
<b><u>Republic services (see attached proposal)</u></b>						
<u>Vendor</u>	<u>Service</u>	<u>Monthly Cost</u>	<u>10% HOA mark up</u>	<u>Total Monthly cost</u>	<u>Total Yearly Cost</u>	<b>Yearly rates rounded to the nearest dollar</b>
<b>Republic services</b>	Trash (1x week / 96 Gallon container)	\$16.16	\$1.62	\$17.78	\$213.31	<b>\$213</b>
<b>Republic services</b>	Recycling (1x week 64 Gallon)	\$ 8.65	\$0.87	\$9.52	\$114.18	<b>\$114</b>
	Total monthly Trash & F			\$27.29	<b>\$327.49</b>	<b>\$327</b>

*Note 1: this is based on a 36 month agreement. Note, the above price are a 5.5 to 7.5 % increase over 2023. Our 2023 rates for trash was \$198 and \$108 for recycling.*

<b><u>Rates for Carefree Disposal</u></b>						
		<u>Monthly Cost</u>	<u>10% HOA mark up</u>	<u>Total Monthly cost</u>	<u>Total Yearly Cost</u>	<b>Yearly rates rounded to the nearest dollar</b>
Carefree (opt 1)	Trash & Recycling (1x week / 65 or 95 GAL)	\$20.00	\$2.00	\$22.00	\$264.00	<b>\$ 264</b>
Carefree (opt2_trash only)	Trash only (1x week /95)	\$15.00	\$1.50	\$16.50	\$198.00	<b>\$ 198</b>

*Note 1: this is based on a 12 to 36 month agreement. Our 2023 rates for trash was \$198 and \$108 for recycling. So for those who do both trash and the recycling, Opt 1 would be a saving of \$42 over the 2023 rates.*

*Note 2: With the trash only option, it would cost our members \$120 per year for recycling paid directly to Carefree. So for those who recycling the trash only option would cost them \$66 more per year, than option 1 that combines trash and recycling.*

**Motion passed 3-0 to go with Carefree Disposal (option 2). Our trash rate will remain the same for 2024, that being \$198 for the year.**

**VI. New Business: Proposed 2024 Budget.** This proposal would increase the base HOA Dues \$20.

<b>2024 Budget - Approved</b>						
	<b>2024 Budget</b>					
<b>REVENUE</b>		<u>2024 Budget notes:</u>				
HOA Assessments	<b>\$20,845</b>	(\$379 per home, 5.5% or \$20 increase from 2023)				
Trash & Recycling Assessment	<b>\$10,890</b>	details below in HOA Trash Service				
Credit card/ conv. fees	<b>\$75</b>	same as last year				
Interest	<b>\$12</b>					
Late fees / NSF fees	<b>\$0</b>					
Title Co & Admin Fees	<b>\$150</b>	1 home sale				
Working Capital contributions	<b>\$148</b>	1 home sale				
Less: Replacement Reserves	<b>-\$2,200</b>	Transfer to Replacement Reserves account				
<b>Total Revenue</b>	<b><u>\$29,920</u></b>					
<b>EXPENSES</b>						
Administrative Services	<b>\$3,100</b>					
Bank service charges	<b>\$135</b>	same as last year.				
Business Permits & education	<b>\$200</b>	Required State reg. fees (DORA & SOS) plus opt. education				
Computer & Internet Expenses	<b>\$252</b>	same as last year.				
Insurance Expense	<b>\$2,750</b>	~3% increase over 2023 actual; \$50 per home				
Irrigation equipment repairs	<b>\$700</b>	same as last year.				
Lawn & Tree Maintenance	<b>\$4,700</b>	last year plus 3% + increase				
Office Supplies	<b>\$30</b>	same as last year.				
Postage and PO Box	<b>\$200</b>	same as last year.				
Printing and Reproduction	<b>\$30</b>	same as last year.				
Professional Fees	<b>\$1,258</b>					
Snow removal	<b>\$1,575</b>	same as last year.				
Social Functions	<b>\$0</b>	Voted to make this an optional contribution				
Trash & Recycling expenses	<b>\$10,890</b>	details below				
Utilities	<b>\$4,100</b>					
<b>Total Expenses</b>	<b><u>\$29,920</u></b>					
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$0</b>					

	<b>HOA Trash service details</b>	<b>2024 Budget</b>			
<b>REVENUE</b>					
	HOA Trash service assessments	\$10,890	(same as last year \$198 per home)		
	Optional Recycling	\$0	not part of budget		
	<b>Total Trash &amp; Recycling Revenue</b>	<b>\$10,890</b>			
<b>EXPENSES</b>					
	Administrative Services	\$495	(5% admin)		
	Trash vendor	\$9,900	(\$180 x 55 homes)		
	Recycling vendor	\$0	not part of budget		
	Collection losses & dumpster	\$495			
	<b>Total Trash &amp; Recycling Expenses</b>	<b>\$10,890</b>			
	<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$0</b>			

***Budget approved 3-0. HOA dues will be \$379 plus \$198 for trash for a total of \$577.***

For reference here are the income and expenses for 2023 (see next page):

Pinon Ranch HOA - 2023 Budget vs Actual as of October 10, 2023					
		2023 Budget	Actual 1/1/23 to 10/10/23	Estimated to 12/31/23	
<b>REVENUE</b>					<u>2023 revenue and expense notes:</u>
	HOA Assessments	\$19,745	\$19,027	\$19,027	one member has not paid
	Trash & Recycling Assessment	\$14,670	\$14,382	\$14,382	not all members have paid
	Credit card/ conv. fees	\$75	\$1	\$1	fewer folks went for the two payment option, than estimated
	Interest	\$0	\$12	\$12	
	Late fees / NSF fees	\$0	\$30	\$30	collected (one member has not paid anything)
	Title Co & Admin Fees	\$150	\$557	\$557	3 home sales
	Working Capital contributions	\$132	\$410	\$410	3 home sales (waiting on closing for 2 homes)
	Less: Replacement Reserves	-\$2,200	-\$2,200	-\$2,200	Transfer to Replacement Reserves account
	<b>Total Revenue</b>	<b>\$32,572</b>	<b>\$32,219</b>	<b>\$32,219</b>	
<b>EXPENSES</b>					
	Administrative Services	\$2,700	\$2,373	\$3,080	more services than estimated.
	Bank service charges	\$135	\$102	\$106	on line payment fees went up
	Business Permits & education	\$200	\$40	\$40	Required State reg. fees (DORA & SOS) plus optional education
	Computer & Internet Expenses	\$252	\$16	\$120	
	Insurance Expense	\$2,420	\$548	\$2,664	Had to switch Insurance carriers
	Irrigation equipment repairs	\$700	\$401	\$700	
	Lawn & Tree Maintenance	\$4,560	\$3,390	\$3,955	
	Office Supplies	\$30	\$0	\$30	
	Postage and PO Box	\$200	\$182	\$182	Post office box and postage.
	Printing and Reproduction	\$30	\$17	\$30	material for annual meeting
	Professional Fees	\$1,000	\$1,259	\$1,259	CPA tax returns, IRS forms, legal fees
	Snow removal	\$1,575	\$899	\$1,575	
	Social Functions	\$0	\$0	\$0	Voted to make this an optional contribution
	Trash & Recycling expenses	\$14,670	\$12,495	\$14,696	
	Utilities	\$4,100	\$2,522	\$3,100	
	<b>Total Expenses</b>	<b>\$32,572</b>	<b>\$24,243</b>	<b>\$31,537</b>	
	<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$0</b>	<b>\$7,976</b>	<b>\$682</b>	<b>Est. Finish year with small surplus</b>

## VII. Architectural Review Committee:

5485 Flag Way. Proposed white door storm door with nickel hardware. Proposal passes via email vote. Approval letter sent via email on 10/9/23. *Motion pass 3-0.*

5485 Sample Way. House color change proposal; body of house: SW2845 Bungle house Gray, Trim color: SW7573 Eaglet Beige, Door color: SW2740 Mineral Gray. *Motion pass 3-0.* Approval letter sent via email on 10/30/23.

Jeff proposed painting the mailboxes. He's asking the post office if they can be painted. We need to take a close look the mailboxes during the next HOA walkthrough.

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

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Note: HOA board did a neighborhood walkthrough on July 9, 2023. Follow up inspection on 10/17 See attached Enforcement log in 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 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:***

- Annual meeting of the members will be on Wednesday November 29<sup>th</sup> at 6:00. At the Fire Station community room, located at 6830 Hadler View, CS CO 80919.
- *The next HOA Board of Directors meeting will be on January 18, 2024 at 6:00 at Starbucks 3239 Centennial Blvd.*

## Agenda Attachments

September Expense Report

	Type	Date	Memo	Account	Amount
<b>6510 Property Management</b>					
	Bill	09/01/2023	Mgt fee June - Aug	Administrative Services	\$ 630.00
	Bill	09/01/2023	Mgt fee June - Aug	Trash & recycling admin.	\$ 169.56
	Bill	09/01/2023	HOA status letters and accounting - Hekman	Administrative Services	\$ 85.00
	Bill	09/01/2023	Meeting minutes Apr, May & July	Administrative Services	\$ 75.00
	Bill	09/01/2023	late statements Ryan(3) & Jenson	Administrative Services	\$ 40.00
Total 6510 Property Management					\$ 999.56
<b>Colo Spgs Utilities</b>					
	Bill	09/21/2023	6116 CF	Utilities	\$ 422.00
	Bill	09/21/2023	31 day service charge	Utilities	\$ 57.19
Total Colo Spgs Utilities					\$ 479.19
<b>Corbran's Landscaping, LLC</b>					
	Bill	09/15/2023	monthly maint.	Law n & Tree Maintenance	\$ 565.00
Total Corbran's Landscaping, LLC					\$ 565.00
<b>Republic Services</b>					
	Bill	09/01/2023	Sept trash & recycling	Trash & recycling Expense	\$ 1,130.43
Total Republic Services					\$ 1,130.43
<b>Staples</b>					
	Check	09/27/2023	copies agendas, scan Xeriscape policy	Printing and Reproduction	\$ 10.11
Total Staples					\$ 10.11
<b>TOTAL</b>					<b>\$ 3,184.29</b>

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

Flag Way							
Enforcement action report							
17-Oct-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	Dead spots in lawn 6/11			pending to Spring 2024		
5480	Flag						
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag	w eeds			ok on 10/17		suggest close issue
5515	Flag						
5520	Flag						
5525	Flag	Need to plant 2 xeriscaping bushes to provide landing screening of existing elect. equip. on side of house.	7/24/2023		no change on 3/12 & 6/11 & 10/17		discussions on going
5525	Flag	w eeds	7/24/2023		no change 10/17		discussions on going
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	w eeds	9/5/2023	10/5/2023	ok on 10/17		cont. to monitor
5555	Flag						
5560	Flag						
5565	Flag						
5570	Flag	w eeds	9/5/2023	10/5/2023	ok on 10/17		cont. to monitor
5570	Flag	crumbly side walk			Submitted request to city to replace this sidewalk on 8/10/20.		
5575	Flag						
5580	Flag						
5585	Flag	Weeds in rocks			minor weeds 10/17		cont. to monitor
5590	Flag	Weeds in rocks front and back yard	9/5/2023	10/19/2023	no change 10/17	10/9/2023	
5595	Flag						



		Sample Way					
		Enforcement Action Report		as of 17-Oct-23			
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Result
5460	Sample						
5465	Sample						
5470	Sample						
5475	Sample	Garage door and trim needs paint (new 7/23)	email July 2023		no change 10/17		
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample						
5505	Sample						
5510	Sample						
5515	Sample	w eeds	9/5/2023	10/5/2023	ok 10/17		cont. to monitor
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	Weeds mow ed dow n in August		continue to monitor
		Law n maint. Needed (5/17)		9/20/2023	dead spots reseeded, w ork in progress		continue to monitor
5540	Sample						
5545	Sample	Need to stain new fence boards to match existing.	Emailed in Spring 2023	No change 6/12, 7/12 8/20 & 9/19, 1/7, 3/12 & 8/20/23	ok 10/17		close issue
5550	Sample	w eeds			no change 10/17. minor		
5555	Sample	w eeds			ok 10/17		
5555	Sample	Broken fence and gate (New June 2023)		no change 8/20 & 10/17			
5560	Sample						
5565	Sample						
5570	Sample						
5575	Sample	w eeds			Most of the w eeds removed or cut dow n 8/19. More work still needed as of 10/17		cont. to monitor
5575	Sample	Tenants consistently blocking sidewalk in violation of city code and parking bylaw s, at times is forces pedestrians into the street.			no change 6/20. 7/9/23 getting better, 8/20 & 10/17 still an intermittent issue.		cont. to monitor
5580	Sample						