

Pinon Ranch HOA - Board Meeting Minutes

Date: January 18, 2024

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees: Amy Aranda, John Cotterman, Anne Westbrook, Jeff Hanson, Molly Geronazzo, Frank Hibbitts, Manager. Absent, John Enright.

6:18 Called to Order. Quorum confirmed. Motion to accept minutes from October passes 5-0.

I. Board Member Comments:

II. HOA Member Comments: None present.

III. Manager Report:

Banking:

Account Balances of 12/31/2023: Checking account \$5,919.39, Savings (Replacement Reserves) \$14,377.98 and PayPal \$10.00.

1. October to December expenses (see attached).
2. The yearend accounting and balance sheet are done and ready to post to the HOA website.
3. As of 12/31/2023, 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.
4. All the rest of the HOA members have paid their 2023 HOA assessments.
5. Invoices for 2024 HOA assessments emailed to members on 1/1/2024. The due date is 2/1/2024.
6. Carefree Disposal took over as our new trash and recycling vendor in January.
7. Landscape Maintenance: CorBran's is currently handling this. The contract for 2024 will need to be renewed before 3/15/2024.
8. HOA fence repairs are complete, waiting on the re-staining weather and schedule permitting. Notices have been sent to members whose property borders the HOA fence.
9. Snow removal being handled by Dennis Delahoy with Frank Hibbitts as the backup, same as before.

IV. Webmaster Report:

The website was updated with the latest financial statements, 2024 Budget and minutes.

V. Old Business:

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

Motion to table until February. As we need more time to review plans that might work with the size of lots we have in our HOA.

VI. New Business:

1. Officer elections: the following directors were nominated for officers and elected on a 5-0 vote.

President: Amy Aranda.

Treasurer: John Cotterman.

Secretary: Anne Westbrook.

Vice President (optional position): vacant.

2. Yearend surplus of \$1,126. Management suggests we transfer at least \$876 to the replacement reserves budget and consider transferring \$250 to the social committee. Details on the next page.

Motion to table until February. Need input from the social committee.

Pinon Ranch HOA - 2023 Budget vs Actual				2024 Budget - Approved	
	2023 Budget	Actual 1/1/23 to 12/31/23			2024 Budget
REVENUE			2023 revenue and expense notes:	REVENUE	2024 Budget notes:
HOA Assessments	\$19,745	\$19,027	one member has not paid	HOA Assessments	\$20,845 (\$379 per home, 5.5% or \$20 increase from 2023)
Trash & Recycling Assessment	\$14,670	\$14,427	one member has not paid	Trash & Recycling Assessment	\$10,890 details below in HOA Trash Service
Credit card/ conv. fees	\$75	\$1	fewer folks went for the two payment option, than est.	Credit card/ conv. fees	\$75 same as last year
Interest	\$0	\$18		Interest	\$12
Late fees / NSF fees	\$0	\$30	collected (one member has not paid anything)	Late fees / NSF fees	\$0
Title Co & Admin Fees	\$150	\$557	3 home sales	Title Co & Admin Fees	\$150 1 home sale
Working Capital contributions	\$132	\$410	3 home sales (waiting on closing for 2 homes)	Working Capital contributions	\$148 1 home sale
Less: Replacement Reserves	-\$2,200	-\$2,200	Transfer to Replacement Reserves account	Less: Replacement Reserves	-\$2,200 Transfer to Replacement Reserves account
Total Revenue	\$32,572	\$32,270		Total Revenue	\$29,920
EXPENSES				EXPENSES	
Administrative Services	\$2,700	\$3,148	more services than estimated.	Administrative Services	\$3,100
Bank service charges	\$135	\$234	on line payment fees went up	Bank service charges	\$135 same as last year.
Business Permits & education	\$200	\$40	Required State reg. fees+optional education	Business Permits & education	\$200 Required State reg. fees+optional education
Computer & Internet Expenses	\$252	\$202		Computer & Internet Expenses	\$252 same as last year.
Insurance Expense	\$2,420	\$2,845	Had to switch insurance carriers	Insurance Expense	\$2,750 ~3 % increase over 2023 actual; \$50 per home
Irrigation equipment repairs	\$700	\$401		Irrigation equipment repairs	\$700 same as last year.
Lawn & Tree Maintenance	\$4,560	\$3,955		Lawn & Tree Maintenance	\$4,700 last year plus 3% + increase
Office Supplies	\$30	\$0		Office Supplies	\$30 same as last year.
Postage and PO Box	\$200	\$233	Post office box, postage & keys.	Postage and PO Box	\$200 same as last year.
Printing and Reproduction	\$30	\$50	material for annual meeting	Printing and Reproduction	\$30 same as last year.
Professional Fees	\$1,000	\$1,349	CPA tax returns, IRS forms, legal fees	Professional Fees	\$1,258
Snow removal	\$1,575	\$1,116		Snow removal	\$1,575 same as last year.
Social Functions	\$0	\$0	Voted to make this an optional contribution	Social Functions	\$0 Voted to make this an optional contribution
Trash & Recycling expenses	\$14,670	\$14,600		Trash & Recycling expenses	\$10,890 details below
Utilities	\$4,100	\$2,971		Utilities	\$4,100
Total Expenses	\$32,572	\$31,144		Total Expenses	\$29,920
EXCESS OF REVENUE OVER EXPENSES	\$0	\$1,126	Finished year with surplus	EXCESS OF REVENUE OVER EXPENSES	\$0
				HOA Trash service details	2024 Budget
				REVENUE	
				HOA Trash service assessments	\$10,890 (same as last year \$198 per home)
				Optional Recycling	\$0 not part of budget
				Total Trash & Recycling Revenue	\$10,890
				EXPENSES	
				Administrative Services	\$495 (5% admin)
				Trash vendor	\$9,900 (\$180 x 55 homes)
				Collection losses & dumpster	\$495
				Total Trash & Recycling Expenses	\$10,890
				EXCESS OF REVENUE OVER EXPENSES	\$0

3. **Certificates of deposits.** We propose transferring \$8,000 to two certificates of deposits, one \$3000 CD with 3-month term and a second \$5000 CD with a 7-month term, to earn more interest and as a hedge against inflation. Rates as of January are about 4.5 to 4.75 APR for these CD's. *Motion pass 5-0.*

4. **ANNUAL BATTLE RHYTHM; Calendar of events and tasks (see attachments):** *Motion to table until February.*

VII. Architectural Review Committee:

5575 Flag Way: Revised front yard landscape plan: *Motion to table until February. Need time to review this very detailed plan and plant list.*

5575 Flag Way: Roof shingle replacement, the proposed color is very similar to what they had before. Color: Natural Wood

Motion passes 5-0.

5575 Flag Way. Proposed Solar panels and equipment. Motion passes 5-0.

Jeff proposed painting the mailboxes. He's asking the post office if they can be painted. We need to take a close look at 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. **Next HOA walk through scheduled for Sunday 2/25/24 at 9:00am with the bad weather back up date being 3/3/24, same time.**

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 February 13th at 6:00pm at Starbucks 3239 Centennial Blvd.*

Agenda Attachments

October to December Expense Report:

	Type	Date	Num	Memo	Account	Amount
6510 Property Management						
	Bill	11/01/2023	56	Mgt fee Sept - Nov	Administrative Services	\$ 630.00
	Bill	11/01/2023	56	Mgt fee Trash & recycling	Trash & recycling admin.	\$ 197.06
	Bill	11/01/2023	56	ice melt 10/30	Snow removal	\$ 25.00
	Bill	11/01/2023	56	minutes (2), special Notice to members Fence repairs,	Administrative Services	\$ 100.00
	Bill	11/01/2023	56	Revise trash policy, delinq statements Ryan Sept & Nov	Administrative Services	\$ 45.00
Total 6510 Property Management						\$ 997.06
Altitude Community Law						
	Bill	10/01/2023	1034M	Collection related - 5535 Sample Way - records searches	Professional Fees	\$ 60.00
	Bill	12/01/2023	901222	5535 Sample - collection case - Bankruptcy search	Professional Fees	\$ 30.00
Total Altitude Community Law						\$ 90.00
Amanda Brush (vendor)						
	Check	10/18/2023	bill pay	Reimbursement for DreamHost - 1 year	Computer and Internet Exp	\$ 83.88
	Check	10/18/2023	bill pay	Reimbursement for Domain name - 1 year	Computer and Internet Exp	\$ 17.99
Total Amanda Brush (vendor)						\$ 101.87
American Family Ins.						
	Check	10/17/2023	1198	Property & Liability Ins 11/1/23 to 11/1/24	Insurance Expense	\$ 2,077.53
	Check	10/17/2023	1199	Crime Ins 11/1/23 to 11/1/24	Insurance Expense	\$ 219.00
Total American Family Ins.						\$ 2,296.53
Back to Life Deck & Fence CO						
	Check	11/03/2023	1200	Fence repairs & stain - 1/2 prnt	Repairs and Replacement	\$ 1,837.50
Total Back to Life Deck & Fence CO						\$ 1,837.50
Colo Spgs Utilities						
	Bill	10/19/2023		4407 CF	Utilities	\$ 304.08
	Bill	10/19/2023		Service charge 29 days	Utilities	\$ 53.50
	Bill	10/19/2023		Storm w ater	Utilities	\$ 16.20
	Bill	10/19/2023		Storm w ater	Utilities	\$ 63.84
	Bill	11/01/2023		5 days service charge	Utilities	\$ 9.22
	Bill	11/01/2023		storm w ater	Utilities	\$ 2.70
Total Colo Spgs Utilities						\$ 449.54
Corbran's Landscaping, LLC						
	Bill	10/15/2023	25179	OCTOBER 2023	Law n & Tree Maintenance	\$ 565.00
Total Corbran's Landscaping, LLC						\$ 565.00
Dennis Delahoy (vendor)						
	Bill	10/25/2023	10-25	ice melt 10/25	Snow removal	\$ 25.00
	Bill	10/30/2023	10/30/2023	ice melt 10/30	Snow removal	\$ 25.00
	Bill	10/31/2023	10/31	purchase 2 bags ice melt	Snow removal	\$ 32.44
	Bill	11/26/2023	11-26-23	Ice melt 11-26	Snow removal	\$ 25.00
	Bill	12/14/2023	12/14/2023	Snow blow er & Ice melt 12/14	Snow removal	\$ 85.00
Total Dennis Delahoy (vendor)						\$ 192.44
DreamHost						
	Check	12/29/2023	debit card	Internet hosting	Computer and Internet Exp	\$ 83.88
Total DreamHost						\$ 83.88
Harland Clarke						
	Check	10/31/2023	EFT	Checks	Bank Service Charges	\$ 132.13
Total Harland Clarke						\$ 132.13
Republic Services						
	Bill	10/01/2023		30 and 20 yard roll off dumpsters	Trash & recycling Expens	\$ 550.00
	Bill	10/01/2023		Oct trash & Recycling	Trash & recycling Expens	\$ 1,130.43
	Bill	11/01/2023		Nov trash & recycling	Trash & recycling Expens	\$ 1,130.43
	Bill	12/01/2023		12/1 to 12/27 Trash & recycling	Trash & recycling Expens	\$ 981.77
	Bill	12/01/2023		extra trash pick up - 5540 Flag	Trash & recycling Expens	\$ 10.00
	Bill	12/01/2023		extra trash pick up 5455 Flag	Trash & recycling Expens	\$ 15.00
Total Republic Services						\$ 3,817.63
Staples						
	Check	12/01/2023	Debit card	copies	Printing and Reproduction	\$ 5.45
	Check	12/01/2023	debit card	copies	Printing and Reproduction	\$ 27.46
Total Staples						\$ 32.91
USPS						
	Check	10/17/2023	debit card	3 PO Box keys	Postage and Delivery	\$ 51.00
Total USPS						\$ 51.00
TOTAL						\$10,647.49

PINON RANCH HOA ANNUAL BATTLE RHYTHM

The intent of this document is to establish a rhythm which will provide predictability for homeowners within our community, as well as to help board members in the execution of their volunteer duties. The below schedule is a recommendation and can be deviated from as desired.

January

- Board members conduct neighborhood walk-around
 - Focus on larger projects where 90+ days advanced planning would be appropriate
 - Example: house paint, siding repair, fence repair
- **February** and **March** – standard board meetings

April

- Distribute Spring Newsletter (example provided in Attachment 1)
- Consider scheduling roll-off dumpster for June/July

May

- Board members conduct neighborhood walk-around
- Prep courtesy letters for those out of compliance
- Consider summer social event for July

June

- Issue courtesy letters on the first of the month
- A request to remedy within 30 days is appropriate for weeds and most landscaping concerns

July

- Issue warning letters on the first of the month for non-compliant homes
- Consider back to school social event for September

August

- Schedule hearing with owners of non-compliant homes

September

- Schedule Annual meeting for November timeframe
- HOA Manager begins budget for following year
- **October** – standard board meeting

November

- Annual meeting

December: No meeting – holiday break

Attachment 1: EXAMPLE OF SPRING NEWSLETTER

Attachment 1: EXAMPLE OF SPRING NEWSLETTER

Pinon Ranch HOA Neighbors,

I hope this email finds you happy and healthy as we say goodbye to winter and welcome in the spring air.

This is our neighborhood Spring newsletter and will include some references and reminders for your convenience.

HOA WEBSITE - www.pinonranchhoa.org

Visit to submit Architectural Review Requests, review Covenants, Bylaws, monthly meeting minutes, and other HOA documentation.

ARCHITECTURAL REVIEW

Spring and summer are excellent times for home and garden projects. Please remember that any exterior changes to the home, roof, deck, lawn, shed, driveway, or property need to be submitted, in advance, to the Board for Architectural Review. Back yard improvements do require Board approval because even changes that aren't visible from the street can impact neighbors and property values. If your project just involves replacing like-for-like, such as replacing your current roof shingles with new shingles of the same color, Board approval is not required.

The Board makes every effort to review requests in a timely fashion. The more complete the application details are, the quicker we can review it. For landscaping changes, an aerial or site plan view is most effective. Some of the more common changes are:

- Roof Shingles
- Painting of house or trim
- Landscape Changes- Xeriscape, adding or removing plants or trees
- Fence design or stain color
- Adding a shed, tree house, jungle gym, etc.
- Deck or patio changes

Please be sure to submit your request before scheduling a contractor or buying materials.

THE USUAL SUSPECTS

As summer draws closer, our lawns and homes require some annual maintenance to keep up our neighborhood's good appearance. Here are a few of the most common things that become a violation of the covenants if they are not addressed:

1) Weeds in rocks, cement and yards — Attack them early and often. Don't forget the ones in the grass as well. Thistles and dandelions are both particularly troublesome as they spread aggressively from lawn to lawn. Thistles are a noxious weed in Colorado and require a lot of effort to kill.

2) Edging along sidewalks — Isn't it amazing how grass can struggle to grow in the yard, yet overgrow the cement?!? Please keep grass neatly trimmed so as not to impede the sidewalk.

3) Low hanging tree branches over sidewalks — Per City Code branches must be 7 feet above the sidewalk. This is fairly important as a branch can cause a pretty good cut on the head if it is walked or ridden into.

CONTACT THE BOARD

If for any reason you have a question about anything HOA please feel free to contact any or all of the board members. Here is a list of our names and emails.

Amy Aranda: President / pinonranchhoa.president@gmail.com

John Cotterman: Treasurer / jcotterman@g.com

Jeff Hansen: Member At Large / uspsjeff@yahoo.com

Molly Geronazzo: Member At Large / mollygeronazzo@lpc@gmail.com

Additionally, **Frank Hibbitts** serves as our HOA Manager and can be reached at: pinonranchhoa@gmail.com

Enjoy the sunshine.

Respectfully,

Amy Aranda & the Pinon Ranch HOA Board

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 weeds			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 weeds	7/24/2023		no change 10/17		discussions on going
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	w weeds	9/5/2023	10/5/2023	ok on 10/17		cont. to monitor
5555	Flag						
5560	Flag						
5565	Flag						
5570	Flag	w weeds	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	weeds	9/5/2023	10/5/2023	ok 10/17		cont. to monitor
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample	noxious weeds	email 4/27/2022	No change 6/12, 7/12, 8/20,9/19 & 10/11 & 1/7/23	Weeds mow ed down in August		continue to monitor
		Law n maint. Needed (5/17)		9/20/2023	dead spots reseeded, work 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	weeds			no change 10/17. minor		
5555	Sample	weeds			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	weeds			Most of the weeds removed or cut down 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 bylaws, 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						