

# Pinon Ranch HOA - Board Meeting Minutes

Date: February 13, 2024

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

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

**6:03 pm Call to Order, Quorum confirmed, Motion to accept minutes from January passes 5-0.**

**I. Board Member Comments: None**

**II. HOA Member Comments: None**

**III. Manager Report:**

Banking:

Account Balances of 1/31/2024: Checking account \$22,077.12, Savings (Replacement Reserves) \$6378.37. 7-month CD \$5000 and 3-Month CD \$3000.

1. January expenses (see attached).
2. 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. This member has not been seen since last summer or early fall. This matter has been turned over to our attorneys to start the collection process, they have filed a file a lien on the property and have started a suit for to get personal liability judgement.
3. As of 2/10/2024 most of the members have paid their 2024 HOA assessments. The due date was 2/1/2024. Late charges will be assessed on or about March 1<sup>st</sup> for those who have not paid.
4. Landscape Maintenance: CorBran's is currently handling this. The contract for 2024 will need to be renewed before 3/15/2024.
5. HOA fence repairs are complete, waiting on the re-staining, weather, and schedule dependent. Notices have been sent to members whose property borders the HOA fence.
6. Snow removal being handled by Dennis Delahoy with Frank Hibbits as the backup, same as before.

**IV. Webmaster Report:**

## 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 March. As we need more time to review plans that might work with the size of lots we have in our HOA.*

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. **Motion passed 5-0.**
3. **ANNUAL BATTLE RHYTHM: Calendar of events and tasks (see attachments):** Revisions were suggested, *will be reviewed again in March.*

## VI. New Business:

1. New HOA management proposal. Management is requesting an increase of \$20 per month for the basic monthly management, plus a few other changes. Also, there is a change related to the sale of a home (HOA Status letter, account transfers, etc.), those charges will be paid directly to 6510 Property Management as part of the closing process, which is standard procedure for most HOA management companies, these charges will be more in line with what other management firms charge.

*Lastly, the State of Colorado is considering reinstating the HOA manager license law that they let expire back in 2018 or so. So, there could be additional charges related to reimbursement for exams and license fees etc. For the record, I (Frank Hibbitts) did go all through educational, testing and background checks to get my license back in 2016 and 2017. So, if this proposed new law does go into effect, the HOA will need to reimburse management for direct costs plus \$75 for any license fees and /or background checks. If they require that I take another HOA manager exam, then it is cost plus \$200. **Motion passed 5-0.***

## VII. Architectural Review Committee:

5525 Flag Way: Revised front yard landscape plan: *Board needs to look at this plan during our next HOA walkthrough.*

*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. Next walkthrough scheduled for 2/25/24. 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:***

- *The next HOA Board of Directors meetings will be on Tuesdays; March 12, April 14<sup>th</sup>, and May 14<sup>th</sup>.*

*Meeting adjourned at 7:16pm*

### Agenda Attachments

January Expense Report:

	Type	Date	Memo	Account	Amount
<b>6510 Property Management</b>					
	Bill	01/28/2024	Mgt. fee Dec & Jan	Administrative Services	\$ 420.00
	Bill	01/28/2024	11/25, 11/26, 12/3 (hard pack by hand), 12/9 (h	Snow removal	\$ 340.00
	Bill	01/28/2024	Trash &rec Mgt fee Dec.	Trash & recycling admin.	\$ 52.46
	Bill	01/28/2024	copies of meeting materials	Printing and Reproduction	\$ 12.32
	Bill	01/28/2024	Minutes Oct & Annual, Delinq. statements (3), M	Administrative Services	\$ 159.00
Total 6510 Property Management					\$ 983.78
<b>Carefree Disposal</b>					
	Bill	01/01/2024	January - 55 Homes at \$15	Trash & recycling Expense	\$ 825.00
Total Carefree Disposal					\$ 825.00
<b>Dennis Delahoy (vendor)</b>					
	Bill	01/05/2024	1/5 snow removal	Snow removal	\$ 60.00
	Bill	01/11/2024	Snow removal & ice melt	Snow removal	\$ 85.00
	Bill	01/26/2024	1/26 snow removal 6" deep & heavy	Snow removal	\$ 90.00
	Bill	01/27/2024	ice melt purchase	Snow removal	\$ 27.22
Total Dennis Delahoy (vendor)					\$ 262.22
<b>DORA_Colo. Dept of Revenue</b>					
	Check	01/01/2024	HOA renew al 2024	Business Licenses and Permits	\$ 43.00
Total DORA_Colo. Dept of Revenue					\$ 43.00
<b>Dream Host</b>					
	Check	01/12/2024	Domain name	Computer and Internet Expenses	\$ 17.99
Total DreamHost					\$ 17.99
<b>eFileMyForms.com.</b>					
	Check	01/30/2024	1099_NEC filing fees	Professional Fees	\$ 9.40
Total eFileMyForms.com.					\$ 9.40
<b>Republic Services</b>					
	Bill	01/01/2024	Extra can, bag or box 12/12	Trash & recycling Expense	\$ 10.00
Total Republic Services					\$ 10.00
<b>USPS</b>					
	Check	01/05/2024	Renew Post Box	Postage and Delivery	\$ 194.00
Total USPS					\$ 194.00
<b>TOTAL</b>					<b>\$ 2,345.39</b>

## PINON RANCH HOA ANNUAL PLAN

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 guideline and should be deviated from as required. For example, courtesy letters should be sent outside of this schedule when circumstances warrant.

### January/February

- 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

### March

- Distribute Spring Newsletter (example provided in Attachment 1)

### April

- Consider scheduling roll-off dumpster for June/July

### May

- Board members conduct neighborhood walk-around early in the month
- Prep courtesy letters for those out of compliance. A request to remedy within 30 days is appropriate for weeds and most landscaping concerns
- Consider summer social event for July

### June

- Issue courtesy letters on the first of the month.

### July

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

### August

- Board members conduct neighborhood walk-around early in the month, prior to hearing
- 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

Pinon Ranch HOA Neighbors,

We 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](http://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. Backyard 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 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 important as a branch can cause a pretty good cut on the head if it is walked or ridden into.

## **CONTACT THE BOARD**

If you have any HOA related questions, 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](mailto:pinonranchhoa.president@gmail.com)

John Cotterman: Treasurer / [jcotterman@g.com](mailto:jcotterman@g.com)

Jeff Hansen: Member At Large / [uspsjeff@yahoo.com](mailto:uspsjeff@yahoo.com)

Molly Geronazzo: Member At Large / [mollygeronazzo@lpc@gmail.com](mailto:mollygeronazzo@lpc@gmail.com)

Additionally, **Frank Hibbitts** serves as our HOA Manager and can be reached at: [pinonranchhoa@gmail.com](mailto: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							
11-Feb-24							
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					pend until spring
5480	Flag						
5485	Flag						
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.	7/24/2023		no change on 3/12 & 6/11 & 10/17. 2/11 covered in snow		discussions on going
5525	Flag	w weeds	7/24/2023		no change 10/17. 2/11 cover in snow		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		pend until spring
5555	Flag						
5560	Flag						
5565	Flag						
5570	Flag						
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		pend until spring
5590	Flag	Weeds in rocks front and back yard	9/5/2023	10/19/2023	no change 10/17	10/9/2023	pend until spring
5595	Flag						



		Sample Way					
		Enforcement Action Report		as of 11-Feb-24			
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, no change 2/11/24		
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample						
5505	Sample						
5510	Sample						
5515	Sample						
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample						
5540	Sample						
5545	Sample						
5550	Sample	weeds			no change 10/17. minor, ok 2/11		pend until spring
5555	Sample						
5555	Sample	Broken fence and gate (New June 2023)			repairs made, still need to stain boards 2/11/24		
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		pend until spring
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. 2/11/24 has not been an issue for a couple months		cont. to monitor
5580	Sample						