

Pinon Ranch HOA—Board Meeting Minutes

Date: August 13, 2024

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

Amy Aranda, President
John Cotterman, Treasurer
Johny Enright, Member-at-large
Molly Geronazzo, Member-at-large
Jeff Hanson, Member-at-large
Anne Westbrook, Secretary
Frank Hibbitts, HOA manager

Called to Order at 6:05 pm,

- Confirmed quorum present (6)

Minutes from June 2024 meeting

- Minutes were approved unanimously.

I. Board Member Comments:

- Annual Garage Sale
 - It seemed like very few homes participated in this.
 - If we do it next year, we need to consider doing more advertising (Facebook Marketplace, Next Door, etc.)
 - Also, may want to do a poll in advance to see how many homeowners are interested in participating.

II. HOA Member Comments: None

III. Manager Report:

Banking:

Account Balances of 6/30/2024: Checking account \$21,687.55, Savings (Replacement Reserves) \$9,596.84 7-month CD \$5000 and 3-Month CD \$3000.

Account Balances of 7/31/2024: Checking account \$17,149.55, Savings (Replacement Reserves) \$9,622.12 7-month CD \$5000 and 3-Month CD \$3000.

1. June & July expenses (see attached).
2. As of 8/6/2024, 1 member has not paid their 2021- 2024 HOA dues. This matter has been turned over to our attorneys to start the collection process, they have filed a lien on the property and have started a suit to get personal liability judgement. The bank has also started foreclosure proceedings.
3. Landscape Maintenance: CorBran's is currently handling this. They recently reconfirmed the irrigation system was working after the extensive concrete replacement work was completed. We also had to

replace the battery in the irrigation controller. We are monitoring the grass restoration process. The contractor did reseed those areas, however the hot summer weather will make it difficult for the seed to germinate. The whole process might have to wait until the cooler late summer / early fall weather. We will be exploring our options.

- If we need to do additional reseeding (if not done by contractor), Jeff volunteered to do some reseeding.

4. HOA fence re-staining was completed on 7/11/24.

5. Waiting on mailbox paint.

- No date firmly scheduled yet. Should occur sometime this fall.

IV. Webmaster Report:

V. Old Business:

VI. New Business:

VII. Architectural Review Committee:

5490 Flag Way, remove Juniper bushes and replace them with planters. Remove front yard tree and install sod in existing planter area.

- They would be OK to take out bushes. They didn't specify other details, such as the type of planters, etc.
- We have asked for more details and are still waiting for their reply.
- *Current status:*
 - We have not received any additional information from the homeowner.
 - We will take this off of the list for now and revisit if and when they submit additional plans or information.

5465 Sample Way; proposed back yard shed, was approved via email vote:

- *Current Status:* completed

5515 Sample Way; proposed southside yard sidewalk and xeriscape, was approved via email vote.

- *Current Status:* Not started yet.

5505 Sample Way; Proposes removal of front yard juniper bush and install a concrete paver patio in that area. was approved via email vote.

- *Current Status:* completed

VIII. Neighborhood covenant and bylaws enforcement:

- Scheduled a new neighborhood walkthrough to assess the status of properties.
- August 25, 2024 at 3:00 pm. Meet at Frank's house.

NOTES CARRIED FORWARD:

Street Repairs: Amy sent another request to the city for street repaving and repairs on May 14, 2024. Mule Deer Drive is on the schedule for 2025-2026.

- The city is supposed to send someone out to evaluate the condition of the streets.

The board will look into sending gift card to homeowners that have been mowing and doing basic yardwork for home that is unoccupied/going through foreclosure.

Need to send notice about annual meeting by mid-October. This would include information about elections for the next Board of Directors for Pinon Ranch.

The next HOA Board of Directors meetings will be:

September 10

October 15

November—to be determined (annual meeting)

IX. Community Events.

Social report:

- **HOA social event**
 - Amy will reach out about the next social event (where, when, etc.)

Meeting adjourned at 6:50.

X. Attachments

1. June and July Expense Report:
2. Pinon Ranch HOA Annual Plan
3. Neighborhood covenant and bylaws enforcement - Inspection Report and Log (from April 2024 walkthrough)

Attachment 1

June & July Expense Report:

	Type	Date	Num	Memo	Account	Amount
6510 Property Management						
	Bill	07/15/2024	66	Mgt fee - May - July	Administrative Services	\$ 690.00
	Bill	07/15/2024	66	Trash mgt fee Jan to July	Trash & recycling admin.	\$ 283.50
	Bill	07/15/2024	66	copies for meetings and w alkthroughs April & M	Printing and Reproduction	\$ 19.80
	Bill	07/15/2024	66	Pay plan Ltr & delinquent statements (Apr-June)	Administrative Services	\$ 109.00
Total 6510 Property Management						\$ 1,102.30
Altitude Community Law						
	Bill	06/01/2024	912451	Bankruptcy search - 5535 Sample	Professional Fees	\$ 30.00
	Bill	07/01/2024	914343	Foreclosure advisement and monitoring, etc- Ke	Professional Fees	\$ 220.00
Total Altitude Community Law						\$ 250.00
Back to Life Deck & Fence CO						
	Check	07/12/2024	1010	Re-staining HOA fence	Repairs and Replacement	\$ 1,837.50
Total Back to Life Deck & Fence CO						\$ 1,837.50
Backflow Tech						
	Bill	06/01/2024	158919	Annual inspection	Irrigation equipment repairs	\$ 116.25
	Bill	06/01/2024	158919	back flow repair	Irrigation equipment repairs	\$ 158.67
Total Backflow Tech						\$ 274.92
Carefree Disposal						
	Bill	06/01/2024	1017	June trash	Trash & recycling Expense	\$ 810.00
	Bill	07/01/2024	1114	July trash	Trash & recycling Expense	\$ 810.00
Total Carefree Disposal						\$ 1,620.00
Colo Spgs Utilities						
	Bill	06/03/2024		Storm w ater fee	Utilities	\$ 16.20
	Bill	07/01/2024		Stormw ater Fee:	Utilities	\$ 16.20
Total Colo Spgs Utilities						\$ 32.40
Colorado Sec. of State						
	Check	07/29/2024	debit card	Required yearly report	Business Licenses and Permits	\$ 25.00
Total Colorado Sec. of State						\$ 25.00
Corbran's Landscaping, LLC						
	Bill	06/15/2024	26793	monthly maint.	Law n & Tree Maintenance	\$ 595.00
	Bill	07/15/2024	26899	Monthly maint.	Law n & Tree Maintenance	\$ 595.00
	Bill	07/15/2024	26899	Irrigation check & Battery replacement	Irrigation equipment repairs	\$ 125.75
Total Corbran's Landscaping, LLC						\$ 1,315.75
TOTAL						\$ 6,457.87

Attachment 2:

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 3:

Neighborhood covenant and bylaws enforcement - Inspection Report and Log (April 21, 2024):

		Flag Way					
		Enforcement action report		8-Aug-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			No change 4/21, better 8/8		
5480	Flag	Stump removal needed 4/21			no change 6/10 & 8/8		
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag	South side lawn dying 6/10	6/13/2024	7/13/2024	irrigation repairs made June 2024, better 8/8		close issue
5525	Flag	Landscape plan submitted and under review .	7/24/2023				discussions on going
5525	Flag	weeds in rocks, and xeriscape	7/24/2023		no change 10/17. 4/21, better 8/8		cont to monitor
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	Lawn is dying, maint. Needed 6/10. Bush and tree trimming needed 6/10	6/13/2024	7/13/2024	better 8/8		cont to monitor
5550	Flag	weeds	9/5/2023 & 6/13/2024	7/13/2024	no change 6/10 , better 8/8		cont to monitor
5555	Flag	weeds in rocks 6/10			no change 8/8		
5560	Flag	weeds in rock 4/21			minor weeds 6/10, worse on 8/8		
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. Ok 6/10/24, minor 8/8		pend until spring
5590	Flag	Weeds in rocks front and back yard	9/5/2023 & 2/26/24	6/25/2024	Back yard cleaned up 3/9/24. Weeds 6/10	10/9/2023 & 6/11/24. more work needed 8/8	cont to monitor
5595	Flag						

Sample Way							
Enforcement Action Report				as of 10-Aug-24			
Address	Street	Issue	Courtesy ltr Date	Follow up date	Notes	Warning Ltr date	Result
5460	Sample						
5465	Sample						
5470	Sample	Tree stump	2/26/2026		They are considering different design options		
5475	Sample	Garage door and trim needs paint (new 7/23)	email July 2023 & 2/26/2024	6/30/2024	no change 10/17, no change 2/11/24 & 3/9 & 4/21. Unable to confirm 8/8 door open.	5/15/2024	
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Mulch needed	2/26/24; & 6/13/24	6/15/2024	no change 3/9 & 4/21 & 6/10. Waiting on submittal of updated xeriscape plan. No Change 8/8		
5505	Sample						
5510	Sample						
5515	Sample	South side lawn dying, maint. Needed (6/10)			no change 8/8		
5515	Sample	weeds in rocks (4/21)			N/C 6/10, better 8/8		
5520	Sample	weeds in rocks (4/21)			minor 8/8		
5525	Sample	Garage door needs paint (new 2/24)	2/26/2024	4/26/2024	No change 8/8		
5530	Sample	weeds in rocks (4/21)			ok on 6/10, ok on 8/8		
5535	Sample	Lawn maintenance needed (4/21)			was mowed, but maint. And water still needed (6/10) No Change 8/8		
		weeds in rocks (6/10)			no change 8/8		
5540	Sample						
5545	Sample						
5550	Sample						
5555	Sample	fence maint & stain needed	2/26/2024	4/26/2024	repairs made, still need to stain boards 2/11/24. N/C 3/9 & 4/21		Board stained as of 6/10. Close issue.
5560	Sample						
5565	Sample	weeds in rocks (4/21)			ok on 6/10 & 8/8		close issue
5570	Sample						
5575	Sample	weeds in rocks (4/21)	emailed 6/11		no change 8/6		
5575	Sample	Overnight RV & trailer parking (July)	7/15/2024		issue resolved on 7/16		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. Intermittent summer of 2024		cont. to monitor
5580	Sample						