

Pinon Ranch HOA—Board Meeting Minutes

Date: March 12, 2024

Time: 6:00 pm

Location: Starbucks, 3239 Centennial Blvd.

Attendees:

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

Not Present:

Molly Geronazzo

Called to Order at 6:05 pm,

- Confirmed Quorum present (5)

Minutes from February 2024 meeting

- Minutes were unanimously approved.
- Anne will do some minor amendments to capture any differences between Frank's and Anne's minutes of the February meeting.

I. Board Member Comments:

- John mentioned providing homeowners with some basic information about potential benefits of radon testing. Amy will look to find some basic information or links that could be included in the spring newsletter.

II. HOA Member Comments: none

III. Manager Report:

Banking:

Account Balances of 2/29/2024: Checking account \$29,069.09, Savings (Replacement Reserves) \$6,409.39. 7-month CD \$5000 and 3-Month CD \$3000.

1. February expenses (see attached).
2. As of 12/31/2023, 1 member has not paid their 2021, 2022 or 2023 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.
 - No new information on lien.
3. As of 3/09/2024, most homeowners have paid their 2024 HOA assessments. The due date was 2/1/2024. Late charges will be assessed on or about March 1st for those who have not paid.
 - Five homeowners have not paid their assessments at this time.
 - Frank sent invoices via US Mail as reminders to those homeowners.

4. Landscape Maintenance: CorBran's is currently handling this. The contract for 2024 will need to be renewed before 3/15/2024, see new business.
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 Hibbitts as the backup, same as before.
7. Need to transfer \$250.00 to the social committee when they are ready.

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.

- Nothing new yet. The Board decided to discuss this in the future when convenient.

2. Annual Battle Rhythm: Calendar of events and tasks (see attachments):

- No new changes.

VI. New Business:

1. Landscape maintenance renewal proposal. CorBran's is proposing about a 5% increase in the base contract (going from \$3995 to \$4165) for the year. They are also increasing the rate for repairs by about 6%. Note our budget is \$4700 for this year.

Just for comparison, we did get a bid last year from another vendor and their price was \$5880 for the year. And we also went through the process a few years ago of getting bids from about 3 or 4 contractors and again CorBran's price was substantially cheaper than all of them.

- A motion to renew Corbran's contract for landscaping maintenance passed unanimously.

VII. Architectural Review Committee:

5525 Flag Way: Revised front yard landscape plan: *We are currently working on the details of the homeowners.*

- The Board voted for a conditional approval for the current plan. This includes a suggestion for transplanting certain plants (size 4' x 4') be moved further from sidewalk and to respect neighbor's property.

5445 Flag Way: They are proposing reducing the size of their bathroom window, the new smaller window and trim with match the color and style of the old window.

- This was approved unanimously by the Board.
- Amy will send an email to the homeowner to follow up on this.

Mailboxes

- The Board discussed painting the mailboxes. Jeff is waiting for an estimate for costs (preparation and painting). The Board will review color samples at the next meeting. The Board discussed the benefits of choosing a paint color that is close to the current color so future damage may be less visible.

VIII. Neighborhood covenant and bylaws enforcement:

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

- Board members did a neighborhood walkthrough on February 25, 2024.
- Amy sent preliminary emails to owners of properties that had some concerns. Some have already started addressing the issues.
- See attached Enforcement log in agenda attachments.

Notes Carried Forward: 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.

- Amy talked to the city about road conditions.
- Mule Deer Drive is on the schedule for 2025-2026, but there was some confusion about Flag Way and Sample Way. Previously it was thought that our streets were on the plan, but there is nothing explicit about this.

IX. Community Events

The next HOA Board of Directors meetings will be

April 16
May 14
June 11

Meeting adjourned at 7:02 pm.

Attachments

1. February Expense Report:
2. Pinon Ranch HOA Annual Plan
3. Example of Spring Newsletter
4. Neighborhood covenant and bylaws enforcement - Inspection Report and Log

Attachment 1: February Expense Report:

	Type	Date	Num	Memo	Account	Amount
Altitude Community Law						
	Bill	02/07/2024	904978	Legal fees - 5535 Sample, law suit, process ser	Professional Fees	\$ 682.50
Total Altitude Community Law						\$ 682.50
Carefree Disposal						
	Bill	02/01/2024	696	Feb trash	Trash & recycling Expense	\$ 825.00
Total Carefree Disposal						\$ 825.00
Dennis Delahoy (vendor)						
	Bill	02/03/2024	2/3/24	2/3 wet heavy snow	Snow removal	\$ 90.00
	Bill	02/04/2024	2-4-24	ice melt 2/4	Snow removal	\$ 25.00
	Bill	02/10/2024	2/10/24	2/10snow removal	Snow removal	\$ 60.00
	Bill	02/11/2024	02/11/24	ice melt 2/11	Snow removal	\$ 25.00
	Bill	02/17/2024	02/17/24	2/17 snow removal	Snow removal	\$ 60.00
Total Dennis Delahoy (vendor)						\$ 260.00
TOTAL						\$ 1,767.50

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: 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 - [Link](#)

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

John Cotterman: Treasurer / jcotterman@g.com

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

Molly Geronazzo: Member At Large / mollygeronazzo@ipc@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

Attachment 4: Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

		Flag Way					
		Enforcement action report		9-Mar-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	Grass growing on side (on top)	2/26/2024	3/26/2024	Issue resolved 3/9. Suggest we close issue		
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag						
5525	Flag	Landscape plan submitted and under review .	7/24/2023				discussions on going
5525	Flag	w weeds	7/24/2023		no change 10/17. 2/11 cover in snow		pend until spring
5530	Flag	Rubish and trash bins on side of house (3/9)					
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 & 2/26/24	3/31/2024	Back yard cleaned up 3/9/24	10/9/2023	cont to monitor
5595	Flag						

		Sample Way					
		Enforcement Action Report		as of 9-Mar-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				
5475	Sample	Garage door and trim needs paint (new 7/23)	email July 2023 & 2/26/2024	4/26/2024	no change 10/17, no change 2/11/24 & 3/9		
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Mulch needed	2/26/24;	4/26/2024	no change 3/9		
5505	Sample						
5510	Sample						
5515	Sample						
5520	Sample						
5525	Sample	Garage door needs paint (new 2/24)	2/26/2024	4/26/2024	waiting on warmer weather		
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	fence maint & stain needed	2/26/2024	4/26/2024	repairs made, still need to stain boards 2/11/24. N/C 3/9		
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						