

Pinon Ranch HOA—Board Meeting Minutes

Date: April 16, 2024

Time: 6:00 pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

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

Not Present:

none

Called to Order at 6:00 pm,

- Confirmed Quorum present (6)

Minutes from March 2024 meeting

- Minutes were unanimously approved.

I. Board Member Comments: none

II. HOA Member Comments: none

III. Manager Report:

Banking:

Account Balances of 3/31/2024: Checking account \$27,798.59, Savings (Replacement Reserves) \$6,438.40. 7-month CD \$5000 and 3-Month CD \$3000.

- The board discussed and approved renewing CDs at end of the current term.
- The board will consider a 3rd CD in June or July after remaining homeowners pay the dues.

1. March 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.

3. As of 4/09/2024, three members have not paid their 2024 HOA assessments. (The individual in #2 and two other homeowners.) The due date was 2/1/2024. Late charges have been assessed starting on or about March 1st for those who have not paid.

- Frank has sent 2 email reminders to the homeowners who have not paid dues. He also sent a letter via USPS (return service requested).
- The letter included information about the option for a payment plan if helpful.

- Johnny will personally visit the two homeowners who have not paid to ensure they have received the notices and to see if any issues related to payment can be resolved.
4. Landscape Maintenance: CorBran's is currently handling this. The contract for 2024 has been renewed. CSU has been called to turn the irrigation water back in mid-April.
 - Water for irrigation system has been turned on. Watering will begin in the next week or so.
 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.
 - We need a minimum temperature of 50° for the stain application. This should take place in late May or early June.
 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.
 - Frank will contact the social committee to find out how much money they need and when (considering the spring and fall neighborhood gatherings).

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.

 - The Board will discuss this further at a future meeting.
2. Amy sent out the spring 2024 newsletter to Pinon Ranch homeowners via email on March 14, 2024. This also included a copy of the Carefree Disposal large item price list for homeowners' reference. (See Attachments 3 and 4 in the minutes.)

VI. New Business:

1. The Board discussed whether to rent a roll-off dumpster for homeowner's use (as done in previous years). The decision was to not provide this in 2024 but to consider an every-other-year basis in the future. The Board discussed that the new trash service (including their large item disposal) should fulfill homeowner's needs.

VII. Architectural Review Committee:

- No new submissions related to architectural review

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.

- The quote for painting the mailboxes (including prep work) is \$250/unit (4 units = \$1,000).
- Jeff brought some color samples for the Board to consider.
- Board members will look at during the next neighborhood walkaround.

VIII. Neighborhood covenant and bylaws enforcement:

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

The last neighborhood walkthrough was on February 25, 2024.

See attached Enforcement log in agenda attachments (from February).

- The next neighborhood walkthrough will be Sunday, April 21st at 9:00 am.

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 to 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.

- Mule Deer Drive is on the schedule for 2025-2026.
- Flag Way and Sample Way are not on the schedule.
- Amy will follow up.

The next HOA Board of Directors meetings will be:

May 14

June 11

July 9

August 13

IX. Community Events

Social report:

HOA social event ("diez de Mayo") event on Friday, May 10th at 5:30 in the Sample Way cul-de-sac.

Meeting adjourned at 6:42 pm.

X. Attachments

1. March Expense Report:
2. Pinon Ranch HOA Annual Plan
3. Spring 2024 Newsletter
4. Carefree Disposal Large Item Charge List
5. Neighborhood covenant and bylaws enforcement - Inspection Report and Log (from February 2024 walkthrough)

Attachment 1: March Expense Report

	Type	Date	Memo	Account	Amount
Altitude Community Law					
	Bill	03/01/2024	Bankruptcy & foreclosure search	Professional Fees	\$ 60.00
Total Altitude Community Law					\$ 60.00
Carefree Disposal					
	Bill	03/01/2024	March trash	Trash & recycling Expense	\$ 825.00
Total Carefree Disposal					\$ 825.00
Pinnacol Assurance					
	Bill	03/01/2024	Workman Comp. renewal - 4/1/24 to 4/1/25	Insurance Expense	\$ 520.00
Total Pinnacol Assurance					\$ 520.00
The Ricks Group CPA's					
	Bill	03/03/2024	2023 Federal & State tax returns	Professional Fees	\$ 550.00
Total The Ricks Group CPA's					\$ 550.00
TOTAL					\$ 1,955.00

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: Spring 2024 Newsletter



Pinon Ranch Homeowner Association (HOA) Spring 2024 Newsletter

Neighborhood Social Event:

Join us for a Cinco de Mayo themed celebration on Friday May 3rd at 5:30 P.M. in the Sample Way cul-de-sac. Food will be provided courtesy of the HOA social fund. BYOB and chair if desired.

Architectural Review Process:

Spring and summer often inspire us to embark on various home and garden projects. Please remember that any exterior changes to your home or property require approval from the Board. Whether it's roof shingles, landscaping changes, fence designs, or adding structures like sheds or decks, please submit your request in advance to ensure compliance with our community guidelines. Please know our board is comprised of neighborhood volunteers, and per our HOA guidelines, please allow 45 days to process requests (if able, we will provide responses sooner). We ask that you schedule work after receiving Board approval. For Architectural Review submissions and other HOA documentation, visit <https://www.pinonranchhoa.org/>

Radon Safety:

Radon is a naturally occurring gas that comes from the radioactive breakdown of uranium in soil, rock, and water. You can't see, smell or taste radon, but it could be present at dangerous levels in your home. Radon is the leading cause of lung cancer among nonsmokers in America. Since radon levels can increase over time, it's a good idea to periodically have radon levels checked. Approximately 50% of homes in Colorado have high radon levels, and due to geology, homes in our state have higher levels of radon than the national average. Several homes in our neighborhood have recently installed radon mitigation systems for \$1,000 - \$2,000. You can learn more about radon safety including how to test for it here: <https://cdphe.colorado.gov/hm/understanding-radon>

Maintenance Tips:

As we gear up for warmer weather, let's maintain our properties to uphold our neighborhood's beauty. Here are a few common issues to watch out for:

- **Weed Control:** Be proactive in tackling weeds in rocks, cement, and yards. Early intervention is key to preventing their spread.
- **Sidewalk Edging:** Keep sidewalks clear by maintaining neatly trimmed grass along the edges.
- **Tree Maintenance:** Ensure tree branches are trimmed to comply with City Code, keeping them at least 7 feet above sidewalks to prevent accidents.

Bylaw and Covenant Enforcement:

As a community, we have agreed upon our HOA bylaws and covenants. While enforcement is not the most

enjoyable responsibility, the Board of Directors is charged with maintaining a neighborhood we are all proud to live in. The enforcement process begins with a Courtesy Letter, then a Warning Letter, followed by a Hearing between the homeowner and Board of Directors. We appreciate your understanding.

Contact the Board:

pinonranchhoa.president@gmail.com

pinonranchhoa@gmail.com

You may also join the informal neighborhood Facebook page 'Pinon Ranch Neighbors' at <https://www.facebook.com/groups/1187249051371591>

Warm regards,

Your Neighbors and Pinon Ranch HOA Board of Directors

President – Amy Aranda

Secretary – Anne Westbrook

Treasurer – John Cotterman Members at large – Jeff Hansen, Molly Geronazzo, Johny Enright

Property Manager – Frank Hibbits

Attachment 4: Carefree Disposal Large Item Charge List



LARGE ITEM CHARGE LIST

The following is a general list of charges for extra item pickup and removal with Carefree Disposal. Please contact us to arrange for pick-up on large items before putting out for removal. Pricing is subject to change.

Item	Item-Name/Description	Price
Bag	Single-32-GAL-bag	\$2.00
LL-Bag	Contractor-large-bag	\$4.00
Cans	Single-can-single-pickup	\$4.00
	Carry-out-one-time	\$4.00
1-yd-Extra	Additional-1-yd-of-waste	\$20.00
Mattress/box-spring	Any-Size-	\$120.00
Bathtub	Fiberglass	\$20.00
	Porcelain	\$30.00
Branches	Under-4'-long-per-bundle	\$1.50-\$2.50
Carpet	Driver-quote-(must-be-under-4'x10')	\$5.00
Couch	No-hide-a-bed	\$33.00
Dresser&Chairs	Under-4'	\$10-\$30.00
Hot-tub-cover	Cover-only	\$10-\$15.00
Loveseat	Small-couch/large-chair	\$27
Recliner	Reclining-chair	\$33.00
Sink	Bathroom/kitchen/bar	\$10-\$20.00
Toilet	Tank-must-be-empty	\$21.00
Trampoline	Must-be-Broken-down	\$25
Xmas-Tree	Must-be-cut-down-to-under-4'	\$20.00
Wood-Pallet	Standard-size-4'x-4'-each	\$5.00

Attachment 5:

Neighborhood covenant and bylaws enforcement - Inspection Report and Log (from February 2024 walkthrough):

		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	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	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 Itr 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	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						