

Pinon Ranch HOA—Board Meeting Minutes

Date: June 11, 2024

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

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

Not Present:

Johny Enright, Member-at-large

Called to Order at 6:10 pm,

- Confirmed quorum present (5)

Minutes from May 2024 meeting

- Minutes were unanimously approved.

I. Board Member Comments:

- The issue of sprinkler and landscape repairs after the city's work on curbs was raised. See below for discussion.

II. HOA Member Comments: none

III. Manager Report:

Banking:

Account Balances of 5/31/2024: Checking account \$23,649.92, Savings (Replacement Reserves) \$9,570.72. 7-month CD \$5000 and 3-Month CD \$3000.

1. May 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 for to get personal liability judgement. The bank has also started foreclosure proceedings.
 - The bank has started foreclosure proceedings with an auction date of September 25, 2024.

3. As of 6/07/2024, two members have not paid their 2024 HOA assessments. The due date was 2/1/2024. Late charges have been assessed starting on or about March 1st for those who have not paid.
 - Another letter was sent to the remaining home that has not paid 2024 dues. No response received to date.
4. Landscape Maintenance: CorBran's is currently handling this.
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.
 - Anticipate that fences will be stained in the next few weeks.
6. Working with Full Tilt construction on HOA common areas restoration and irrigation repairs needed due to curb and sidewalk replacement.
 - The city is supposed to restore common areas and irrigation damaged during their work on the curbs. If this is not done, the Board will get things repaired and try to get reimbursement for any costs from the city.

IV. Webmaster Report:

V. Old Business:

Painting Mailboxes:

- Paint existing HOA owned mailboxes for is \$250/unit (4 units = \$1,000). This includes labor, materials, and prep work. This also includes painting the irrigation control box.
- The Board decided on the intermediate shade of gray (Argos gray by Sherwin Williams from Lowes; HGSW7065)
- Jeff obtained a written estimate from the painter to include specific details about the work.
- Amy will email the contractor and officially approve the painting.

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 a reply.

5575 Flag Way; Plastic shed proposed for North side under the balcony. Was approved on 5/15/24 via email vote, 4 yes and no replies from 2 members.

- The homeowner also wants to do additional work (e.g., stairs from the balcony down to the back yard). Apparently, this was submitted and approved several years ago, but approvals are only valid for 1 year. The Board will need to reach out to the homeowner about resubmitting plans.

VIII. Neighborhood covenant and bylaws enforcement:

Neighborhood covenant and bylaws enforcement - Inspection Report and Log:

- Board members did a neighborhood walkthrough on April 21, 2024.
- Letters going out to some homeowners about issues primarily related to lawn care and weeds.
- See attached Enforcement log in agenda attachments.

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.

IX. Community Events.

HOA social event

- No news

Future HOA Board of Directors meetings

The next HOA Board of Directors meetings will be:

July 9
August 13
September 10
October 15

Meeting adjourned at 6:55.

X. Attachments

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

Attachment 1:

May Expense Report:

		Type	Date	Num	Memo	Account	Amount
Carefree Disposal							
		Bill	05/01/2024	917	May trash service	Trash & recycling Expense	\$ 810.00
Total Carefree Disposal							\$ 810.00
Colo Spgs Utilities							
		Bill	05/01/2024		Connection charge	Utilities	\$ 70.00
		Bill	05/01/2024		Storm w ater fee - 15 days	Utilities	\$ 8.10
		Bill	05/01/2024		balance forw ard	Utilities	\$ 2.70
Total Colo Spgs Utilities							\$ 80.80
Corbran's Landscaping, LLC							
		Bill	05/15/2024		monthly maint.	Law n & Tree Maintenance	\$ 595.00
		Bill	05/15/2024		replace valve assemb.	Irrigation equipment repairs	\$ 266.25
Total Corbran's Landscaping, LLC							\$ 861.25
Pinon Ranch Social Fund							
		Check	05/06/2024	1009	Transfer to Social fund	Social Fund	\$ 250.00
Total Pinon Ranch Social Fund							\$ 250.00
TOTAL							\$ 2,002.05

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		10-Jun-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		
5480	Flag	Stump removal needed 4/21			no change 6/10		
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag	South side lawn dying 6/10					
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		
5530	Flag	Rubish and trash bins on side of house (3/9)	4/23/2024		ok on 5/6 & 6/10		close issue
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	Lawn is dying, maint. Needed 6/10. Bush and tree trimming needed 6/10					
5550	Flag	weeds	9/5/2023	10/5/2023	no change 6/10		
5555	Flag	weeds in rocks 6/10					
5560	Flag	weeds in rock 4/21			minor weeds 6/10		
5565	Flag						
5570	Flag						
5570	Flag	crumbly sidewalk			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		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. Weeds 6/10	10/9/2023	cont to monitor
5595	Flag						

Sample Way							
Enforcement Action Report				as of 10-Jun-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	5/15/2024	
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Mulch needed	2/26/24;	4/26/2024	no change 3/9 & 4/21 & 6/10		
5505	Sample						
5510	Sample						
5515	Sample	South side lawn dying, maint. Needed (6/10)					
5515	Sample	weeds in rocks (4/21)			N/C 6/10		
5520	Sample	weeds in rocks (4/21)					
5525	Sample	Garage door needs paint (new 2/24)	2/26/2024	4/26/2024	waiting on warmer weather		
5530	Sample	weeds in rocks (4/21)			ok on 6/10		
5535	Sample	Lawn maintenance needed (4/21)			was mowed, but maint. And water still needed (6/10)		
		weeds in rocks (6/10)					
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		
5570	Sample						
5575	Sample	weeds in rocks (4/21)	emailed 6/11		N/C		
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						