

Pinon Ranch HOA—Board Meeting Minutes

Date: May 14, 2024

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

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

Not Present:

Molly Geronazzo, Member-at-large

Called to Order at 6:02 pm,

- Confirmed quorum present (5)

Minutes from April 2024 meeting

- Minutes were unanimously approved.

I. Board Member Comments: none

II. HOA Member Comments: none

III. Manager Report:

Banking:

Account Balances of 4/30/2024: Checking account \$24,960.82, Savings (Replacement Reserves) \$9,545.43. 7-month CD \$5000 and 3-Month CD \$3000.

1. April expenses (see Attachment 1).
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 5/07/2024, 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.
 - One of the late payments is for the member discussed in #2 above.
 - Johny has spoken with the other homeowner about the payment of dues. The homeowner seemed to have some confusion about HOA dues and payment for recycling. Johny will reach out one more time to try to resolve the issue.
4. Landscape Maintenance: CorBran's is currently handling this.
 - CorBran has aerated the common area grass and has started mowing for the year.

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.
 - Staining should take place late in May or in June when temperatures stay warm enough for the stain.
 - Frank will try to get a date for when the staining will occur. He will reach out to the 6 properties that border the fence so they can make any necessary arrangements in advance (e.g., pets, etc.).
6. Transferred \$250.00 to the social committee on 5/6/2024, to fund upcoming HOA social events.
7. Reported potholes on Sample and Navin to the city.
 - Amy and Frank both reported potholes to the city.

IV. Webmaster Report:

V. Old Business:

1. We need to develop 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.

VI. New 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 will get a written estimate from the painter to include specific details about the work.

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.
- Frank will touch base with them to confirm details.

5545 Flag Way; remove the old concrete backyard patio (concrete and flag stone) and replace it with a new concrete patio in the same area.

- This proposal passed unanimously. Amy will send an email to the homeowner to let them know.

5575 Flag Way; Plastic shed proposed for North side under the balcony.

- The Board discussed several issues related to this proposal, including making sure that the shed would not block the window and the need for it to be painted.
- Amy was going to follow up with the homeowner on this.
- If additional information is obtained, the Board members can vote on approval via email before the next meeting.

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.
- Amy sent preliminary emails to owners of properties that had some concerns. Some have already started addressing the issues.
- See attached Enforcement log in 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.

IX. Community Events.

Social report:

HOA social event ("diez de Mayo") event on May 17th at 5:30 in the Sample Way cul-de-sac.

The next HOA Board of Directors meetings will be:

June 11

July 9

August 13

September 10

X. Attachments

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

Attachment 1:

April Expense Report:

	Type	Date	Memo	Account	Amount
6510 Property Management					
	Bill	04/04/2024	Mgt fee - Feb - April	Administrative Services	690.00
	Bill	04/04/2024	pmt. reminders, late statements, landscape review	Administrative Services	247.50
	Bill	04/04/2024	copies	Printing and Reproduction	\$ 20.02
Total 6510 Property Management					\$ 957.52
Carefree Disposal					
	Bill	04/01/2024	54 homes Trash	Trash & recycling Expense	\$ 810.00
Total Carefree Disposal					\$ 810.00
Corbran's Landscaping, LLC					
	Bill	04/15/2024	April maint.	Law n & Tree Maintenance	\$ 595.00
Total Corbran's Landscaping, LLC					\$ 595.00
Intuit					
	Check	04/01/2024	service fee for echeck	Bank Service Charges	\$ 3.00
Total Intuit					\$ 3.00
TOTAL					\$ 2,365.52

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		21-Apr-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		pend until spring
5480	Flag	Stump removal needed 4/21					
5485	Flag						
5490	Flag						
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 eeds 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		cont to monitor
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	w eeds	9/5/2023	10/5/2023	ok on 10/17		pend until spring
5555	Flag						
5560	Flag	w eeds in rock 4/21					
5565	Flag						
5570	Flag						
5570	Flag	crumbly side w alk			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 21-Apr-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	4/26/2024	no change 10/17, no change 2/11/24 & 3/9 & 4/21		
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Mulch needed	2/26/24;	4/26/2024	no change 3/9 & 4/21		
5505	Sample						
5510	Sample						
5515	Sample	weeds in rocks (4/21)					
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)					
5535	Sample	Lawn maintenance needed (4/21)					
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		
5560	Sample						
5565	Sample	weeds in rocks (4/21)					
5570	Sample						
5575	Sample	weeds in rocks (4/21)					
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						