

Pinon Ranch HOA – Annual Member Meeting Minutes

Date/ Time: Wednesday, November 29, 2023, at 6:00pm

Place: Colorado Springs Fire Station 18, Community room 6830 Halder View, Colorado Springs, CO. 80919

Attendees (we ask that all attendees and board members sign attendance sheet):

Amy Aranda, President, John Cotterman, Treasurer, Molly Geronazzo, Member at Large, Frank Hibbitts, HOA Manager, Ned Brush, Troy Uehling, Mitzi Highman, Anne Westbrook,

Called to Order at 6:05, Confirmed Quorum present (8), Minutes from 2022 approved as written.

- Notice of Annual Meeting emailed out to all resident members on or about October 30, 2023.

Introduction of current HOA Board Members.

2023 / 2024 HOA Board Member Elections

- Board of Directors candidate introductions and questions
- In person voting.

Details about voting:

- Each property gets one full vote. (Cov Sect 4.4)
- Properties can split said one vote into fractional votes for owners if applicable. (Cov Sect 4.4)
- Each Board of Director will serve a term of one year. (Byl Sect 6.2)
- Members vote for Directors (Byl Sect 3.5) and then the board Elected Board of Directors determine specific roles and positions (Byl Sect 6.2).

Short break to tally election results from mail in and in person ballots.

Results of 2023/2024 HOA Board Member Election (6 candidates running for maximum of 7 board positions. All 6 candidates elected).

- 1) Amy Aranda
- 2) John Cotterman
- 3) Molly Geronazzo
- 4) Jeff Hansen
- 5) Anne Westbrook,
- 6) John Enright

Treasurer / Manager Report:

Trash and recycling vendor change. In order to avoid a \$15 yearly increase per home for trash service, the board voted to change vendors (from Republic Service to Carefree Disposal), the trash assessment will remain the same as last year. This will require that we change out trash and recycling bins during the last week of December / first week of January. Also, for those members that want to continue with the recycling service, you will need to contact and pay Carefree Disposal directly, \$120 for the year in advance. We will send out more details on switching out bins, recycling etc. when they become available.

Year to date expenses, should finish the year with a small surplus based on the estimated figures (see next page):

Pinon Ranch HOA - 2023 Budget vs Actual as of October 30, 2023					
		2023 Budget	Actual 1/1/23 to 10/30/23	Estimated to 12/31/23	
REVENUE					2023 revenue and expense notes:
	HOA Assessments	\$19,745	\$19,027	\$19,027	one member has not paid
	Trash & Recycling Assessment	\$14,670	\$14,382	\$14,382	not all members have paid
	Credit card/ conv. fees	\$75	\$1	\$1	fewer folks went for the two payment option, than estimated
	Interest	\$0	\$12	\$12	
	Late fees / NSF fees	\$0	\$30	\$30	collected (one member has not paid anything)
	Title Co & Admin Fees	\$150	\$557	\$557	3 home sales
	Working Capital contributions	\$132	\$410	\$410	3 home sales (waiting on closing for 2 homes)
	Less: Replacement Reserves	-\$2,200	-\$2,200	-\$2,200	Transfer to Replacement Reserves account
	Total Revenue	\$32,572	\$32,219	\$32,219	
EXPENSES					
	Administrative Services	\$2,700	\$2,373	\$3,080	more services than estimated.
	Bank service charges	\$135	\$102	\$106	on line payment fees went up
	Business Permits & education	\$200	\$40	\$40	Required State reg. fees (DORA & SOS) plus optional education
	Computer & Internet Expenses	\$252	\$16	\$120	
	Insurance Expense	\$2,420	\$2,845	\$2,845	Had to switch Insurance carriers
	Irrigation equipment repairs	\$700	\$401	\$700	
	Lawn & Tree Maintenance	\$4,560	\$3,955	\$3,955	
	Office Supplies	\$30	\$0	\$30	
	Postage and PO Box	\$200	\$233	\$233	Post office box and postage.
	Printing and Reproduction	\$30	\$17	\$30	material for annual meeting
	Professional Fees	\$1,000	\$1,259	\$1,259	CPA tax returns, IRS forms, legal fees
	Snow removal	\$1,575	\$899	\$1,575	
	Social Functions	\$0	\$0	\$0	Voted to make this an optional contribution
	Trash & Recycling expenses	\$14,670	\$12,495	\$14,696	
	Utilities	\$4,100	\$2,522	\$3,100	
	Total Expenses	\$32,572	\$27,156	\$31,769	
	EXCESS OF REVENUE OVER EXPENSES	\$0	\$5,063	\$450	Est. Finish year with small surplus

Budget for 2024 (see next page)

Below is the 2024 budget, with a 5.5 % increase (\$20) in the base HOA dues. The latest figures for the Denver area consumer price indexes show inflation at 5.4% for the past 12 months (as of September). So, the 5.5% increase is in line with inflation. As in the past, it is recommended that we transfer any 2023 budget surplus into the replacement reserves account.

2024 Budget					
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REVENUE		<u>2024 Budget notes:</u>			
HOA Assessments	\$20,845	(\$379 per home, 5.5% or \$20 increase from 2023)			
Trash & Recycling Assessment	\$10,890	details below in HOA Trash Service			
Credit card/ conv. fees	\$75	same as last year			
Interest	\$12				
Late fees / NSF fees	\$0				
Title Co & Admin Fees	\$150	1 home sale			
Working Capital contributions	\$148	1 home sale			
Less: Replacement Reserves	-\$2,200	Transfer to Replacement Reserves account			
Total Revenue	<u>\$29,920</u>				
EXPENSES					
Administrative Services	\$3,100				
Bank service charges	\$135	same as last year.			
Business Permits & education	\$200	Required State reg. fees (DORA & SOS) plus opt. education			
Computer & Internet Expenses	\$252	same as last year.			
Insurance Expense	\$2,750	~3 % increase over 2023 actual; \$50 per home			
Irrigation equipment repairs	\$700	same as last year.			
Lawn & Tree Maintenance	\$4,700	last year plus 3% + increase			
Office Supplies	\$30	same as last year.			
Postage and PO Box	\$200	same as last year.			
Printing and Reproduction	\$30	same as last year.			
Professional Fees	\$1,258				
Snow removal	\$1,575	same as last year.			
Social Functions	\$0	Voted to make this an optional contribution			
Trash & Recycling expenses	\$10,890	details below			
Utilities	\$4,100				
Total Expenses	<u>\$29,920</u>				
EXCESS OF REVENUE OVER EXPENSES	\$0				

	HOA Trash service details	2024 Budget				
<u>REVENUE</u>						
	HOA Trash service assessments	\$10,890	Same as last year \$198 per home			
	Optional Recycling		Need to pay vendor directly for recycling			
	Total Trash & Recycling Revenue	\$10,890				
<u>EXPENSES</u>						
	Administrative Services	\$495	(5% admin)			
	Trash vendor	\$9,900	(\$180 x 55 homes)			
	Collection losses & dumpster	\$495				
	Total Trash & Recycling Expenses	\$10,890				
	EXCESS OF REVENUE OVER EXPENSES	\$0				

Replacement Reserves

The Replacement Reserves budget projections for 2023 through 2027 (see next page for details). Management recommends that we should try to work up to \$14,000 to \$18,000 in reserves over the next few years. If we are to consider any landscaping changes in the next 5 years, then we more than likely will need to increase the yearly contributions to \$3000 to \$4000 from the \$2200 that we have budgeted this year.

Replacement Reserves Budget		as of October 30, 2023	
2023			
Reserves balance as Jan 2023	\$ 11,062		
2023 reserves contributions	\$ 2,200	Transfer from Operating budget.	
2021 Budget surplus transferred	\$ 1,100		
estimated interest earned	\$ 14		
Planned reserves expenditures for 2023	<u>-\$3,500</u>	Fence staining and board replacement	
Est. Reserves balance at end of year	\$ 10,876		
2024			
Estimated Reserves balance as Jan 2024	\$ 10,876		
Estimated 2024 reserves contributions	\$ 2,200	Transfer from Operating budget.	
Planned reserves expenditures for 2024	<u>\$0</u>		
Reserves balance at end of year	\$ 13,076		
2025			
Estimated Reserves balance as Jan 2025	\$ 13,076		
Estimated 2025 reserves contributions	\$ 2,400		
Planned reserves expenditures for 2025	<u>\$0</u>		
Reserves balance at end of year	\$ 15,476		
2026			
Estimated Reserves balance as Jan 2026	\$ 15,476		
Estimated 2026 reserves contributions	\$ 2,500		
Planned reserves expenditures for 2026	<u>\$0</u>	TBD, Possible landscaping changes, area east of Sample (see note 4 below)	
Reserves balance at end of year	\$ 17,976		
2027			
Estimated Reserves balance as Jan 2027	\$ 17,976		
Estimated 2026 reserves contributions	\$ 2,600		
Planned reserves expenditures for 2027	<u>-\$5,500</u>	Fence staining and board replacement; estimated cost.	
Reserves balance at end of year	\$ 15,076		
<p>Note: we spent an \$7651 for capital repairs during 2013 to 2015 (for a average of \$2550 per year) for fence repairs, re-staining, sidewalk leveling to eliminate some of the trip hazards, and adding tree rings and mulch under the pine trees. And we spent \$5722 in 2021 on tree removal, sidewalk replacement etc. due to tripping hazards.</p>			
<p>Note 2: Our irrigation system and equipment is now about 23 years old, with a uncertain life span and future repair / replacement costs.</p>			
<p>Note 3; We need to plan on re-staining and replacing boards on our fence every 4 to 5 years. Estimated cost \$4500 to \$6000 depending on how many boards need to be replaced. We spent \$3550 on this in 2014 and \$4180 in 2019.</p>			
<p>Note 4; Genesis LLC bid \$7370 in March 2021 to xeriscape this area with drip irrigation and 6 xeriscape plants. Recommend waiting until we have at least \$15,000 to \$18,000 in reserves. We will need to have substanail increases in yearly contributions if we want to do any landscape changes.</p>			
<p>Note 5: Management recommends as a minimum we contribute at least \$2200 to \$3200 per year to the replacement reserves account.</p>			

Member Questions and Comments: Ned Brush mentioned that we should look at getting a trash compactor service next year if we get another roll off dumpster.

Mitzi, was not in favor getting a dumpster for the HOA next year most members do not use this optional service, and put the saving towards the HOA reserves instead. *It was noted that our new trash vendor does offer extra trash and junk removal for a fee (price sheet to be emailed to the members).*

The next HOA board meeting will be on January 18, 2024, at 6pm. At the new Starbuck's at Centennial and Filmore.

Set Time and Place for next HOA Board Meeting and Adjournment

To be determined.

Meeting Adjourned at 6:49pm.