

Pinon Ranch HOA—Board Meeting Minutes

Date: September 11, 2024

Time: 6:00 pm

Place: 3.14 Sweet & Savory Pi Restaurant (Starbucks closed)

Attendees:

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

Not Present:

Johny Enright, Member-at-large
Molly Geronazzo, Member-at-large

Called to Order at 6:12 pm,

- Confirmed quorum present (4)

Minutes from August 2024 meeting

- Minutes were unanimously approved.

I. Board Member Comments: none

II. HOA Member Comments: none

III. Manager Report:

Banking:

Account Balances of 8/31/2024: Checking account \$13,634.09, Savings (Replacement Reserves) \$9,648.26, 7-month CD \$5000 and 3-Month CD \$3000.

1. August expenses (see Attachment 1).
2. As of 8/6/2024, 1 member has not paid their 2021- 2024 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.
3. Landscape Maintenance: CorBran's is currently handling this. We are monitoring the grass restoration progress after the extensive concrete work done by the city's contractor. We are looking at doing some spot re-seeding in areas that have not grown back. We will be exploring our options.
 - Frank will check about application of Weed & Feed and how long to wait after application before reseeding.
 - Jeff may do reseeding if necessary.

4. Mailbox repainting in progress.
 - Nothing has been paid yet.
5. Carefree Deposal will have a 3% rate increase for next year. Their contract allows for this. We will need to raise our HOA assessments accordingly as part of the budget approval process.

IV. Webmaster Report:

V. Old Business:

VI. New Business:

1. HOA insurance

- The renewal quote from our current provider, American Family Insurance is \$2,823.61 effective 11/1/2024 to 11/1/25. This is an increase of \$746.08 over our existing policy for Property, General liability, Directors and Officers coverage. We are still waiting for a quote for the crime/fidelity coverage.
- American Insurance Solutions (ASI)/ Farmers is proposing \$2546 with crime and fidelity coverage, and lower deductibles, on some of the coverages.
- We also contacted another HOA insurance firm, but they don't currently serve Colorado.

Management recommends that we go ASI/ Farmers.

- Board agreed to contact one additional broker for an additional quote. We will allow 2 weeks to get this additional quote. Board can review by email or review again at the next meeting.
- 2. 2025 HOA Budget; we are waiting on a possible second quote on insurance, before finalizing the budget. See next page for the proposed 2025 budget and the next page on details on how we are doing on the 2024 Budget vs estimate.**
- Board passed the proposed budget unanimously with the plan to go with American Insurance Solutions (ASI) Farmers. (If the additional quote comes in lower and we decide to go with that option, it is unlikely to change the budget by a significant amount.)

2024 Budget - Proposed					
		2025 Budget			
REVENUE			2024 Budget notes:		
HOA Assessments	\$22,110		(\$402 per home, 6% or \$23 increase from 2024)		
Trash & Recycling Assessment	\$11,220		3% increase details below in HOA Trash Service		
Credit card/ conv. fees	\$75		same as last year		
Interest	\$214				
Late fees / NSF fees	\$0				
Title Co & Admin Fees	\$0				
Working Capital contributions	\$154		1 home sale		
Less: Replacement Reserves	-\$2,200		Transfer to Replacement Reserves account		
Total Revenue	\$31,573				
EXPENSES					
Administrative Services	\$3,200		3% increase		
Bank service charges	\$135		same as last year.		
Business Permits & education	\$200		Required State reg. fees+optional education		
Computer & Internet Expenses	\$252		same as last year.		
Insurance Expense	\$3,245		~5 % increase over 2024 actual; \$59 per home		
Irrigation equipment repairs	\$900		aging system, cost increases		
Lawn & Tree Maintenance	\$4,700		same as last year.		
Office Supplies	\$30		same as last year.		
Postage and PO Box	\$210		slight increase		
Printing and Reproduction	\$50		slight increase		
Professional Fees	\$1,500		slight increase		
Snow removal	\$1,625		3% increase		
Social Functions	\$0		Voted to make this an optional contribution		
Trash & Recycling expenses	\$11,220		3% increase		
Utilities	\$4,306		5% increase		
Total Expenses	\$31,573				
EXCESS OF REVENUE OVER EXPENSES	\$0				
HOA Trash service details	2024 Budget				
REVENUE					
HOA Trash service assessments	\$11,220		\$204 per home		
Optional Recycling	\$0		not part of budget		
Total Trash & Recycling Revenue	\$11,220				
EXPENSES					
Administrative Services	\$510		(5% admin)		
Trash vendor	\$10,200		(\$185 x 55 homes)		
Collection losses & dumpster	\$510				
Total Trash & Recycling Expenses	\$11,220				
EXCESS OF REVENUE OVER EXPENSES	\$0				

Pinon Ranch HOA - 2024 Budget vs Actual				
		2024 Budget	Estimated 1/1 to 12/31	
REVENUE				2023 revenue and expense notes:
	HOA Assessments	\$20,845	\$20,457	one member has not paid
	Trash & Recycling Ass	\$10,890	\$10,598	one member has not paid
	Credit card/ conv. fees	\$75	\$15	fewer folks went for the two payment option, than est.
	Interest	\$12	\$294	we have 2 CD now
	Late fees / NSF fees	\$0	\$135	collected (one member has not paid anything)
	Title Co & Admin Fees	\$150	\$0	now paid directly to HOA mgr.
	Working Capital contrib	\$148	\$434	3 home sales
	Less: Replacement Res	-\$2,200	-\$2,200	Transfer to Replacement Reserves account
	Total Revenue	\$29,920	\$29,733	
EXPENSES				
	Administrative Service	\$3,100	\$3,100	
	Bank service charges	\$135	\$112	
	Business Permits & ed	\$200	\$68	Required State reg. fees+optional education
	Computer & Internet E	\$252	\$252	
	Insurance Expense	\$2,750	\$3,066	<u>major increase over last year. We pay in Nov.</u>
	Irrigation equipment re	\$700	\$900	
	Lawn & Tree Maintenan	\$4,700	\$4,300	
	Office Supplies	\$30	\$30	
	Postage and PO Box	\$200	\$200	Post office box, postage & keys.
	Printing and Reproduct	\$30	\$70	material for annual meeting
	Professional Fees	\$1,258	\$1,552	CPA tax returns, IRS forms, legal fees
	Snow removal	\$1,575	\$1,575	
	Social Functions	\$0	\$0	Voted to make this an optional contribution
	Trash & Recycling expe	\$10,890	\$10,300	
	Utilities	\$4,100	\$4,100	
	Total Expenses	\$29,920	\$29,625	
	EXCESS OF REVENUE OVER EXPENSE	\$0	\$108	<i>Estimate finishing year with slight surplus</i>

VII. Architectural Review Committee:

5525 Flag Way; Garage door replacement and style change.

- The Board would like some additional information about the door before approving. Once received, Board members can vote via email.

VIII. Neighborhood covenant and bylaws enforcement:

- Neighborhood covenant and bylaws enforcement - Inspection Report and Log:
- Board members did a neighborhood walkthrough on August 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:

Street Repairs:

- 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:

October 15 (**Note:** meeting will start at 6:45 pm)

November 7 Annual Meeting (6:00-7:45 pm at Fire Station)

December – no meeting scheduled.

January – 2025 (TBD).

Meeting adjourned at 7:20

X. Attachments

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

Attachment 1: August Expense Report:

	Type	Date	Num	Memo	Account	Amount
Carefree Disposal						
	Bill	08/01/2024	1216	Aug trash	Trash & recycling Expense	\$ 810.00
Total Carefree Disposal						\$ 810.00
Colo Spgs Utilities						
	Bill	08/01/2024		Storm water - Aug	Utilities	\$ 16.20
	Bill	08/06/2024		4/20 to 5/21	Utilities	\$ 339.05
	Bill	08/06/2024		5/22 to 6/20	Utilities	\$ 376.20
	Bill	08/06/2024		6/21 to 7/19	Utilities	\$ 235.45
	Bill	08/21/2024		13551 CF 7/20 to 8/20	Utilities	\$ 935.02
	Bill	08/21/2024		32 day service charge	Utilities	\$ 59.04
Total Colo Spgs Utilities						\$ 1,960.96
Corbran's Landscaping, LLC						
	Bill	08/22/2024	27011	monthly maint.	Law n & Tree Maintenance	\$ 595.00
	Bill	08/22/2024	27011	Repairs 2 heads and one line	Irrigation equipment repairs	\$ 165.00
Total Corbran's Landscaping, LLC						\$ 760.00
TOTAL						\$ 3,530.96

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		25-Aug-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	Weeds in grass 8/25					
5475	Flag	Dead spots in lawn 6/11			No change 4/21, better 8/8		
5480	Flag	Stump removal needed 4/21			no change 6/10 & 8/8. It appears he is using a chemical method to remove it on 8/25		
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag	weeds in rocks etc. south side 8/25					
5525	Flag	Landscape plan submitted and under review .	7/24/2023				close issue?
5525	Flag	weeds in rocks, and xeriscape	7/24/2023		no change 10/17. 4/21, better 8/8 & 8/25		cont to monitor
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	Lawn is dying, maint. Needed 6/10. Bush and tree trimming needed 6/10	6/13/2024	7/13/2024	better 8/8 & 8/25		cont to monitor
5550	Flag	weeds	9/5/2023 & 6/13/2024 & 8/20/24	9/5/2024	no change 8/25		cont to monitor
5555	Flag	weeds in rocks 6/10			no change 8/8, better 8/25		
5560	Flag	weeds in rock 4/21			minor weeds 6/10, worse on 8/8. No change 8/25		
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. Ok 6/10/24, minor 8/8 & 8/25		pend until spring
5590	Flag	Weeds in rocks front and back yard	9/5/2023 & 2/26/24	6/25/2024	Back yard cleaned up 3/9/24. Weeds 6/10	10/9/2023 & 6/11/24. more work needed 8/8, better 8/25	cont to monitor
5595	Flag						

		Sample Way							
		Enforcement Action Report		as of 25-Aug-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. No change 8/25				
5475	Sample	Garage door and trim needs paint (new 7/23)	email July 2023 & 2/26/2024 & 5/15/24	9/15/2024	no change 10/17, no change 2/11/24 & 3/9 & 4/21. 8/25	8/30/2024			
5480	Sample								
5485	Sample								
5490	Sample								
5495	Sample	Mulch needed	2/26/24; & 6/13/24	9/15/2024	no change 3/9 & 4/21 & 6/10. Waiting on submittal of updated xeriscape plan. No Change 8/8 & 8/25	8/30/2024			
5505	Sample								
5510	Sample								
5515	Sample	South side lawn dying, maint. Needed (6/10)			no change 8/8 & 8/25				
5515	Sample	weeds in rocks (4/21)			N/C 6/10, better 8/8				
5520	Sample	weeds in rocks (4/21)			minor 8/8, ok 8/25			cont. to monitor	
5525	Sample	Garage door needs paint (new 2/24)	2/26/2024	4/26/2024	No change 8/8 & 8/25				
5530	Sample	weeds in rocks (4/21)			ok on 6/10, ok on 8/8			close issue	
5535	Sample	Lawn maintenance needed (4/21)			was mowed, but maint. And water still needed (6/10) No Change 8/8 & 8/25				
		weeds in rocks (6/10)			No change 8/8 & 8/25				
5540	Sample								
5545	Sample								
5550	Sample								
5555	Sample	weeds in rocks 8/25							
5560	Sample								
5565	Sample								
5570	Sample								
5575	Sample	weeds in rocks (4/21)	emailed 6/11		no change 8/6 & 8/25				
5575	Sample	Commercial vehicle parking not allowed (new Sept)							
5575	Sample	Overnight RV & trailer parking (July)	7/15/2024		issue resolved on 7/16			cont. to monitor	
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. Intermittent summer of 2024			cont. to monitor	
5580	Sample	Handrail needs painting 8/25							