

Pinon Ranch HOA - Board Meeting Minutes

Date: March 5, 2025

Time: 6:08pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

- Johny Enright, Vice President
- Annette Delahoy, Treasurer
- Jeff Hanson, Member at Large
- Frank Hibbitts, HOA Manager

Meeting called to order at 6:08pm. Quorum confirmed. February minutes approved (3-0).

I. Board Member Comments: Proposed changes to city ordinance to allow ADU's see city website: [Accessory Dwelling Unit \(ADU\) Ordinance Update | City of Colorado Springs](#)

II. HOA Member Comments: None present.

III. Manager Report:

- Banking account Balances as of 2/28/2025: Checking account balance is \$33,240.89, Savings (Replacement Reserves) balance is \$6,068.36, and there are two certificates of deposit totaling \$8,000.00 (part of replacement reserves).
- February expenses are attached.
- As of 12/31/2024, one member has not paid their HOA dues for 2021, 2022, 2023, and 2024. The house is currently undergoing foreclosure. The matter has been referred to our attorneys to begin the collection process, and an HOA lien is placed on the property.
- Invoices for the 2025 HOA assessments were emailed to members on 1/3/2025. The due date is 2/1/2025, with a 28-day grace period, so late fees will not be charged until March 1st.
- Landscape Maintenance: CorBran's is currently handling this. The contract for 2025 needs to be renewed before 4/1/2025. Refer to the new proposal in New Business.
- Snow removal is being handled by Dennis Delahoy, with Frank Hibbitts as the backup.
- The Treasury Department has announced the suspension of enforcement of the Corporate Transparency Act for U.S. citizens and domestic reporting companies. Consequently, HOA Board members will no longer be required to register with the Treasury Department.
- Mailbox repainting is in progress.
- Financial statements have been turned over to the CPA to file 2024 tax returns.
- Reviewed a hardship case for a property on Flag Way due to the owner's recent passing. A payment plan will be arranged with the family, and late fees will be temporarily waived.

IV. Webmaster Report:

- Update board members and officers following the elections.
- Post minutes from the Annual Meeting.

- Post the 2025 Budget, Balance Sheet as of 12/31/24, and 2024 Year-End Accounting.

V. Old Business:

VI. New Business:

1. Landscape Maintenance contract renewal. CorBran's, our long-time landscape contractor, has sold the business to Keeson due to health issues. However, most of the management staff have remained with the new owner. They are proposing an increase of approximately \$145 for the entire year, bringing the total cost for the base contract to \$4310.25 (see attached). This represents a 3% increase, which aligns with inflation rates.

John moves to accept; the motion passes unanimously, 3-0.

2. HOA Secretary. Anne Westbrook, the former Secretary, has resigned due to health reasons. The board will need to vote on a new Secretary.

A motion was put forward for John to assume the position of President and vacate his current role as Vice President. Additionally, it was proposed that Annette take on the responsibilities of Secretary while continuing in her role as HOA Treasurer. The motion passed unanimously with a vote of 3-0.

VII. Architectural Review Committee:

- 5555 Flag Way proposed permanent soffit lights. Approval letter sent 2/15
- 5515 Flag Way; Garage door style and color change. Approved via email vote. Approval letter sent 2/17
- 5580 Sample Way; Garage door style and color change. Approved 4-0.

VII. Neighborhood covenant and bylaws enforcement:

Board members conducted a neighborhood walkthrough on February 23, 2025. Refer to the attached enforcement log in the agenda attachments.

NOTES CARRIED FORWARD:

Street Repairs:

- Mule Deer Drive is scheduled for repairs during the 2025-2026 period.
- City personnel will be sent to evaluate the condition of the streets.
- Potholes on Sample and Flag have been reported to the city, and work is currently in progress.

VIII. Community Events.

The tentative 2025 HOA Board of Directors meeting schedule is:

Wednesdays: April 9th, May 14th, June 11th, July 9th, August 13th, September 10th, October 8th.

The 2025 Annual meeting will be in November or early December.

Social report:

2025 social event dates are yet to be determined.

Agenda Attachments

February Expense Report:

		Type	Date	Num	Memo	Account	Amount
Altitude Community Law							
	Bill	02/01/2025	940708		Sample Way - Bankruptcy searches and summ	Professional Fees	\$ 110.00
Total Altitude Community Law							\$ 110.00
Carefree Disposal							
	Bill	02/01/2025	1834		Feb trash	Trash & recycling Expense	\$ 835.00
Total Carefree Disposal							\$ 835.00
Dennis Delahoy (vendor)							
	Bill	02/12/2025	2-12-25		Snow removal & ice melt	Snow removal	\$ 90.00
Total Dennis Delahoy (vendor)							\$ 90.00
TOTAL							\$ 1,035.00

Neighborhood covenant and bylaws enforcement - Inspection Report and Log (next page)

		Flag Way					
		Enforcement action report		23-Feb-25			
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					pend to spring 2025
5475	Flag	Dead spots in lawn 6/11			No change 4/21, better 8/8		pend to spring 2025
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, No change 2/8/25		cont to monitor
5485	Flag						
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag	weeds in rocks etc. south side 8/25					pend to spring 2025
5525	Flag	weeds in rocks, and xeriscape	7/24/2023		no change 10/17. 4/21, better 8/8 & 8/25		pend to spring 2025
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	9/4/2024	better 8/8 & 8/25	8/20/2024	pend to spring 2025
5550	Flag	weeds	9/5/2023 & 6/13/2024 & 8/20/24	9/4/2024	no change 8/25	8/20/2024	pend to spring 2025
5555	Flag	weeds in rocks 6/10			no change 8/8, better 8/25		pend to spring 2025
5560	Flag						
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, 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	6/11/2024	pend to spring 2025
5595	Flag						

		Sample Way					
		Enforcement Action Report		as of 23-Feb-25			
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 8/25/24, 2/25/25		
5475	Sample						
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Mulch needed	2/26/24; & 6/13/24 & 8/14/24	9/15/2024	no change 3/9 & 4/21 & 6/10. Waiting on submittal of updated xeriscape plan. No Change 8/8 & 8/25/24 & 2/25/25	8/30/2024	fine issued Feb 2025
5505	Sample						
5510	Sample						
5515	Sample	South side lawn dying, maint. Needed (6/10)			no change 8/8 & 8/25		pend to spring 2025
5515	Sample	weeds in rocks (4/21)			N/C 6/10, better 8/8		pend to spring 2025
5520	Sample	weeds in rocks (4/21)			minor 8/8, ok 8/25		cont. to monitor
5525	Sample						
5530	Sample						
5535	Sample	Lawn maintenance needed (4/21)			was mowed, but maint. And water still needed (6/10) No Change 8/8 & 8/25		pend to spring 2025
		weeds in rocks (6/10)			No change 8/8 & 8/25		pend to spring 2025
		Large trash dumpster in driveway					
5540	Sample						
5545	Sample						
5550	Sample						
5555	Sample	weeds in rocks 8/25					pend to spring 2025
5560	Sample						
5565	Sample						
5570	Sample						
5575	Sample	Commercial vehicle parking not allowed (new Sept)	9/18/2024	9/25/2024	Vehicles moved on 10/3/24		cont. to monitor
5575	Sample	Overnight RV & trailer parking (July)	7/15/2024		resolved July 2024		cont. to monitor
5575	Sample	Tenants consistently blocking sidewalk in violation of city code and parking bylaws, at times is forcing 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						