

# Pinon Ranch HOA—Board Meeting Minutes

**Date:** January 15, 2025

**Time:** 6:00pm

**Place:** Starbucks 3239 Centennial Blvd.

## **Attendees:**

Johny Enright  
Molly Geronazzo  
Jeff Hanson  
Annette Delahoy  
Anne Westbrook  
Frank Hibbitts, HOA manager

**Called to Order** at 6:05 pm,

- Confirmed quorum present (5)

## **Minutes from October 2024 meeting**

- Minutes were unanimously approved.

**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:**

## **III. Manager Report:**

### **Banking:**

Account Balances of 12/31/2024: Checking account \$8,122.88, Savings (Replacement Reserves) \$6,022.07, two certificates of deposits totaling \$8000.00 (also part of replacement reserves).

1. December expenses (see attached).
2. The year-end accounting and balance sheet are done and ready to post to the HOA website (see attached).
3. As of 12/31/2023, 1 member has not paid their 2021, 2022, 2023 & 2024 HOA dues. This house is currently in foreclosure. This matter has been turned over to our attorneys to start the collection process, plus we have an HOA lien on the property.
4. All the rest of the HOA members have paid their 2024 HOA assessments.
5. Invoices for the 2025 HOA assessments emailed to members on 1/3/2025. The due date is 2/1/2025.
6. Landscape Maintenance: CorBran's is currently handling this. The contract for 2025 will need to be renewed before 3/15/2025.

7. Snow removal being handled by Dennis Delahoy with Frank Hibbitts as the backup, same as before.
8. The required government CTA report has been delayed by the courts. Continue to monitor.
9. Mailbox repainting in progress.
  - One of four boxes has been done. Waiting for warmer weather. No invoice has been submitted for payment.

#### **IV. Webmaster Report:**

1. Need to update board members and officers after elections.
2. Need to Post minutes from Annual meeting.
3. Need to Post 2025 Budget, Balance sheet as of 12/31/24 and 2024 Yearend accounting

#### **V. Old Business:**

#### **VI. New Business:**

1. **Officer elections** (nominations then vote).

President: vacant

Treasurer: Annette

Secretary: Anne

Vice President (optional position): Johnny

2. **Year-end surplus of \$1668.** Management suggests we transfer at least \$1400 to the replacement reserves budget and consider transferring \$268 to the social committee. Details on the next page.

3. **Mail theft:** We may want to include some information in the spring newsletter about issues with mail theft. This includes recommendations to check mail frequently.

4.

#### **VII. Architectural Review Committee:**

#### **VII. Neighborhood covenant and bylaws enforcement:**

**1. Fine hearing for 5495 Sample Way.** The owners were unable to participate in a zoom meeting due to the aftereffects of the hurricane in Florida where they live. The Board agreed to a \$50 fine, which is suspended pending receipt a plan for remediation of the issue by January 5, 2025. If there is no compliance, the Board will proceed with a hearing.

- We have not heard any response from the owners at this point. We will give them some additional time, but need to have a plan by the beginning of March.

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.

#### **Next neighborhood walkthrough**

- Sunday February 23, 2025 at 2:00 pm
- Alternate fallback date: Sunday March 2, 2025

#### **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.
  - Johnny will take over communications with the city about road conditions.

#### **VIII. Community Events.**

##### ***Social report:***

- *The next HOA Board of Directors meeting will be on (TBD)*

#### **Future HOA Board of Directors Meetings**

- 2<sup>nd</sup> Wednesday of the month
- March 5<sup>th</sup> (change in schedule)

#### **Agenda Attachments**

#### **October to December Expense Report:**

	Type	Date	Num	Memo	Account	Amount
<b>6510 Property Management</b>						
	Bill	10/02/2024	73	Mgt fee Aug, Sept & Oct	Administrative Services	\$ 690.00
	Bill	10/02/2024	73	Trash mgt fee Aug - Oct	Trash & recycling admin.	\$ 121.50
	Bill	10/02/2024	73	late statements July (2) & Oct (2)	Administrative Services	\$ 48.00
	Bill	10/02/2024	73	copies for meeting Aug & Sept	Printing and Reproduction	\$ 21.34
	Bill	10/02/2024	73	Scan Notice to Attorney & Notice of hearing	Administrative Services	\$ 52.00
Total 6510 Property Management						\$ 932.84
<b>Altitude Community Law</b>						
	Bill	12/01/2024	933594	bankruptcy serch _ Ryan	Professional Fees	\$ 30.00
Total Altitude Community Law						\$ 30.00
<b>Carefree Disposal</b>						
	Bill	10/01/2024	1423	Oct Trash	Trash & recycling Expense	\$ 810.00
	Bill	11/01/2024	1526	Nov. trash	Trash & recycling Expense	\$ 810.00
	Bill	12/01/2024	1624	Dec. trash	Trash & recycling Expense	\$ 810.00
Total Carefree Disposal						\$2,430.00
<b>Colo Spgs Utilities</b>						
	Bill	10/22/2024		6135 CF	Utilities	\$ 423.32
	Bill	10/22/2024		32 days service charge	Utilities	\$ 59.04
	Bill	10/22/2024		Storm w ater	Utilities	\$ 16.20
	Bill	11/01/2024		7 days service charge	Utilities	\$ 12.91
	Bill	11/01/2024		7 days Storm w ater	Utilities	\$ 3.60
Total Colo Spgs Utilities						\$ 515.07
<b>Corbran's Landscaping, LLC</b>						
	Bill	10/15/2024	27267	monthly maint.	Law n & Tree Maintenance	\$ 595.00
	Bill	10/15/2024	27267	replaced 4 heads	Irrigation equipment repairs	\$ 161.00
Total Corbran's Landscaping, LLC						\$ 756.00
<b>Dennis Delahoy (vendor)</b>						
	Bill	11/07/2024	11/7	ice melt	Snow removal	\$ 82.62
	Bill	11/07/2024	11/7	11/7 snow removal & ice melt app.	Snow removal	\$ 85.00
	Bill	11/08/2024	11/8	11/8 snow removal & ice melt app.	Snow removal	\$ 85.00
	Bill	11/09/2024	11/9	11/9 snow removal extra deep and heavy	Snow removal	\$ 120.00
	Bill	11/27/2024	11/27	ice melt app.	Snow removal	\$ 25.00
Total Dennis Delahoy (vendor)						\$ 397.62
<b>DreamHost</b>						
	Check	12/29/2024	Debit card	w eb hosting (For service through 2025-12-28)	Computer and Internet Exper	\$ 83.88
	Check	12/29/2024	Debit card	Domain name reg. 1 year	Computer and Internet Exper	\$ 17.99
Total DreamHost						\$ 101.87
<b>Farmers Insurance</b>						
	Check	10/17/2024	ACH	Property, D & O & crime	Insurance Expense	\$2,486.00
Total Farmers Insurance						\$2,486.00
<b>Lowes</b>						
	Check	12/10/2024	debit card	Ice melt	Snow removal	\$ 36.74
Total Low es						\$ 36.74
<b>USPS</b>						
	Check	10/02/2024	Debit card	Notice of hearing _Cert. mail.	Postage and Delivery	\$ 9.68
Total USPS						\$ 9.68
<b>TOTAL</b>						<b>\$7,695.82</b>

## 2024 Year-end accounting – Budget vs Actual

Pinon Ranch HOA - 2024 Budget vs Actual					
		2024 Budget	Actual 1/1 to 12/31		
REVENUE				2024 revenue and expense notes:	
	HOA Assessments	\$20,845	\$20,457	one member has not paid	
	Trash & Recycling Assessment	\$10,890	\$10,690	one member has not paid	
	Credit card/ conv. fees	\$75	\$22	fewer folks went for the two payment option, than est.	
	Interest	\$12	\$258	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 contributions	\$148	\$433	3 home sales	
	Less: Replacement Reserves	-\$2,200	-\$2,200	Transfer to Replacement Reserves account	
Total Revenue		\$29,920	\$29,794		
EXPENSES					
	Administrative Services	\$3,100	\$3,106		
	Bank service charges	\$135	\$112		
	Business Permits & education	\$200	\$68	Required State & Federal reg. fees	
	Computer & Internet Expenses	\$252	\$120		
	Insurance Expense	\$2,750	\$3,006	major increase over last year.	
	Irrigation equipment repairs	\$700	\$993		
	Lawn & Tree Maintenance	\$4,700	\$4,190		
	Office Supplies	\$30	\$30		
	Postage and PO Box	\$200	\$204	Post office box, postage & keys.	
	Printing and Reproduction	\$30	\$73	copies for meetings	
	Professional Fees	\$1,258	\$1,582	CPA tax returns, IRS forms, legal fees	
	Snow removal	\$1,575	\$1,297		
	Social Functions	\$0	\$0	Voted to make this an optional contribution	
	Trash & Recycling expenses	\$10,890	\$10,198		
	Utilities	\$4,100	\$3,147		
Total Expenses		\$29,920	\$28,126		
EXCESS OF REVENUE OVER EXPENSES		\$0	\$1,668	Finished year with slight surplus	

Balance sheet (next page):

8:28 PM  
01/05/25  
Accrual Basis

**Pinon Ranch Homeowners Association**  
**Balance Sheet**  
As of December 31, 2024

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Pay Pal	\$ 10.00
Wells Fargo-Savings (Reserves)	\$ 6,037.17
Wells Fargo - Checking	\$ 8,122.88
Wells Fargo CD - 3 Mo (Reserves)	\$ 3,000.00
Wells Fargo CD - 7 Mo (Reserves)	\$ 5,000.00
<b>Total Checking/Savings</b>	<u>\$ 22,170.05</u>
<b>Accounts Receivable</b>	
Accounts Receivable	\$ 4,280.33 * see notes below
<b>Total Accounts Receivable</b>	<u>\$ 4,280.33</u>
<b>Total Current Assets</b>	<u>\$ 26,450.38</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 26,450.38</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	\$ 397.68
<b>Total Accounts Payable</b>	<u>\$ 397.68</u>
<b>Total Current Liabilities</b>	<u>\$ 397.68</u>
<b>Total Liabilities</b>	\$ 397.68
<b>Equity</b>	
HOA member's - Equity	\$ 3,347.53
Operational Reserves	\$ 5,000.00
Replacement Reserves	\$ 14,037.17
Net Income	\$ 1,668.00
<b>Total Equity</b>	<u>\$ 24,052.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 24,450.38</u></u>

\* the vast majority of the Account Recievable balance is due to one home that is in foreclosure. Collection of all of this is unlikely. Over half this balance is for late fees, interest and legal fees.

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

Flag Way							
Enforcement action report				5-Jan-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		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	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	6/11/2024	pend to spring 2025
5595	Flag						

		<b>Sample Way</b>					
		<b>Enforcement Action Report</b>		as of <b>5-Jan-25</b>			
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						
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	8/30/2024	fine hearing in progress
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
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	weeds in rocks and bushes overgrowing sidewalk.	emailed 6/11 & 9/3		no change 8/6 & 8/25 & 10/10		
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						