

Pinon Ranch HOA - Board Meeting Minutes - July

Date: July 23, 2025

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

Annette Delahoy, Treasurer & Secretary

Jeff Hanson, Member at Large

Frank Hibbits, HOA Manager

Meeting Called to Order 6:00 p.m., Quorum not confirmed (not a majority or 3), unable to Accept minutes from June. table until next meeting.

I. Board Member Comments:

II. HOA Member Comments:

III. Manager Report:

Banking:

Account Balances as of 6/30/2025: Checking account balance is \$26,604.65 Savings (Replacement Reserves) balance is \$6,120.68, and there are two certificates of deposit totaling \$8,000.00 (part of replacement reserves).

- June and year to date expenses are attached.
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- As of 12/31/2024, one member has not paid their HOA dues for 2021 to 2025. The matter has been referred to our attorneys to begin the collection process, and an HOA lien is placed on the property. Update 7/18/25 settlement offer under review.
- **5/28** update - HOA manager advised homeowner has offered to negotiate a settlement on past due invoice for HOA dues & Fees. Discussed matters pertaining to issues concerning this address in an executive Session prior to meeting being called to order.
- **6/26** update: Executive session to discuss ongoing situation regarding settlement offer. Manager will respond to Homeowner's offer letter with a response.
- **7/23** update: *Executive session to discuss latest correspondence with homeowner and how to proceed at this time.*
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- Colorado Springs Utilities plans to install a new fiber optic cable within the neighborhood, primarily within the city's right of way (utilities easement). For more information, please visit the CSU website: [Fiber Network](https://www.csu.org/current-projects/fiber-network)
<https://www.csu.org/current-projects/fiber-network>

If you have any concerns regarding this work or related restoration activities, kindly contact CSU using the following form: [Fiber Construction - Customer Issues Intake Form](#)

IV. Webmaster Report:

- Post minutes from June and Financial statement from June 30, 2025.
- **7/23** minutes not approved as there was not a quorum of 3 for approval. Will table until August meeting.

V. Old Business:

VI. New Business:

1. **Transfer \$4,000 from the savings account to Certificates of Deposit (CDs) to secure a higher rate of return, combining these funds with the \$3,000 CD that will mature soon.** *Note: On July 18, \$3,600 was moved from checking to replacement reserves (savings), resulting in a current savings balance of \$9,720.68. Following a \$4,000 transfer to the higher-yield CD, \$5,720.68 will remain readily accessible if needed.*
2. **7/23** Frank and Annette need to go to Wells Fargo to set up Annette as an alternate signer if needed.

VII. Architectural Review Committee:

VIII. Neighborhood covenant and bylaws enforcement:

The board conducted a neighborhood walkthrough on June 8, 2025, with management follow-ups on June 26 and July 20. See the enforcement log in the agenda attachments.

7/23 *Courtesy and warning letters were sent out around the end of June for non-compliance issues.*

7/23 *A letter needs to set up a zoom meeting with homeowner at next HOA meeting on August 20th as there was no action taken on prior warning letter sent on June 26th requesting a landscaping plan by July 26th.*

NOTES CARRIED FORWARD:

Street Repairs:

- Mule Deer Drive is scheduled for repairs during the 2025-2026 period. *Work complete as of 6/26/25.*
- City personnel will be sent to evaluate the condition of the streets.

VIII. Community Events.

The tentative 2025 HOA Board of Directors meeting schedule is:

Wednesdays: August 20th, September 17th, October 15th.

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

Social report:

Agenda Attachments

June and Year to date Expense Report (next page):

Expenses by Vendor Summary		
Pinon Ranch HOA Inc.		
June 2025 and Year to Date		
Vendor		
	Jun 1 - Jun 30 2025	Jan 1 - Jun 30 2025 (YTD)
Carefree Disposal	\$ 835.00	\$ 5,010.00
Colo Spgs Utilities	\$ 723.83	\$ 829.44
Intuit	\$ 33.50	\$ 100.50
Keesen Landscape Management Inc	\$ 615.75	\$ 1,847.25
Merchant processing fees)		\$ 111.09
6510 Property Management		\$ 2,348.45
Altitude Community Law		\$ 393.40
Dennis Delahoy (vendor)		\$ 446.00
DORA_Colo. Dept of Revenue		\$ 44.00
eFileMyForms.com.		\$ 9.52
Nathan A Bozung CPA LLC		\$ 525.00
Pinnacol Assurance		\$ 514.00
USPS		\$ 200.00
Monthly total	\$2,208.08	
	Year to date total	\$ 12,378.65

Balance sheet and Statement of Revenue and Expense as of June 30, 2025 (next 2 pages)

Balance Sheet	
Pinon Ranch HOA Inc.	
As of June 30, 2025	
Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
Pay Pal	10.00
Wells Fargo CD - 3 Mo	3,000.00
Wells Fargo CD - 6 Mo	5,000.00
Wells Fargo - Checking	26,604.65
Wells Fargo-Savings (Reserves)	6,120.68
Total for Bank Accounts	\$40,735.33
Accounts Receivable	
Accounts Receivable	6,425.83
Total for Accounts Receivable	\$6,425.83
Other Current Assets	
Undeposited Funds	
Total for Other Current Assets	0.00
Total for Current Assets	\$47,161.16
Fixed Assets	
Other Assets	
Total for Assets	\$47,161.16
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
Total for Accounts Payable	0.00
Credit Cards	
Other Current Liabilities	
Unearned Trash income	
Total for Other Current Liabilities	0.00
Total for Current Liabilities	0.00
Long-term Liabilities	
Total for Liabilities	0.00
Equity	
Unrestricted Net Assets	6,063.80
Net Income	21,168.46
HOA member's - Equity	891.73
Operational Reserves	5,000.00
Replacement Reserves	14,037.17
Total for Equity	\$47,161.16
Total for Liabilities and Equity	\$47,161.16
Accrual Basis Friday, July 18, 2025 05:02 PM GMTZ	

Revenue and Expense	
Pinon Ranch HOA Inc.	
January 1-June 30, 2025	
Distribution account	Total
Revenue	
HOA Dues Income	21,679.00
Convenience Fee	15.00
Fine income	50.00
Interest Income	83.51
Late fee - HOA dues	210.00
Working Capital contributions	151.50
Total for HOA Dues Income	\$22,189.01
Trash & Recycling income	11,016.00
Total Revenue	\$33,205.01
Expenses	
Administrative Services	1,737.00
Business Licenses and Permits	44.00
Computer and Internet Expenses	100.50
Insurance Expense	514.00
Law n & Tree Maintenance	1,847.25
Merchant deposit fees	111.09
Miscellaneous Expense	3.89
Postage and Delivery	200.00
Printing and Reproduction	73.70
Professional Fees	582.92
QuickBooks Payments Fees	0.01
Snow removal	861.00
Trash & recycling Expense	5,010.00
Trash & recycling admin.	122.75
Total for Trash & recycling Expense	\$5,132.75
Utilities	829.44
Total for Expenses	\$12,037.55
Net surplus	\$21,167.46
Other Income	
Social Fund	1.00
Total for Other Revenue	\$1.00
Other Expenses	
Net Other Revenue	\$1.00
Net surplus	\$21,168.46
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Neighborhood covenant and bylaws enforcement - Inspection Report and Log (next page)

		Flag Way					
		Enforcement action report			20-Jul-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						
5480	Flag	Stump removal needed, house painting and garage door maint. / repair needed	6/26/2025	New owners needs to resolve	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 & 5/28 & 6/26 & 7/20		cont to monitor
5485	Flag	weeds 6/26/25	6/26/2025	7/15/2025			better 7/20
5490	Flag						
5495	Flag						
5505	Flag						
5510	Flag						
5515	Flag						
5520	Flag	weeds in rocks etc. south side 8/25	6/8/2025	6/22/2025	better 6/26 & 7/20		cont to monitor
5525	Flag	weeds in rocks, and xeriscape	7/24/2023 & 6/8/25	6/22/2025	better 6/26 & 7/20		cont to monitor
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	Weeds in rocks 7/20					
5555	Flag	weeds in rocks 6/10 & 5/28/25	6/8/2025	6/22/2025	better 6/26 & 7/20		
5560	Flag	Weeds in rocks 5/28/25	6/8/2025	6/22/2025	no change 6/26 & 7/20		
5565	Flag						
5570	Flag	crumbly side w alk			Submitted request to city to replace this sidewalk on 8/10/20.		
5570	Flag	Weeds in rocks 7/20					
5580	Flag						
5585	Flag	Weeds in rocks	6/8/2025	6/22/2025	better 7/20		cont to monitor
5590	Flag	Weeds in rocks front and back yard	9/5/2023, 2/26/24 & 6/8/25	6/22/2025	better 6/26, needs help 7/20	6/11/2024	cont to monitor
5595	Flag						

		Sample Way					
		Enforcement Action Report	as of 20-Jul-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 & 5/28 & 6/26, 7/20		
5475	Sample						
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample	Mulch needed	2/26/24; & 6/13/24 & 8/14/24	7/26/2025	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 & 5/28/25 & 6/8 & 6/26/25 & 7/20	8/30/2024 & 6/26/25	fine issued Feb 2025
5495	Sample	Weeds in rocks 7/20					
5505	Sample						
5510	Sample						
5515	Sample						
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample	Law n maintains needed (4/21)			was mowed, but maint. And water still needed (6/10) No Change 8/8 & 8/25 & 5/28/25. Getting better 6/8/25 & 7/20		cont to monitor
5540	Sample						
5545	Sample						
5550	Sample						
5555	Sample	w eeds in rocks 8/25	6/8/2025	6/8/2025	better 6/26/25, no change 7/20		
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 bylaw s, 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
5575	Sample	w eeds in rocks 5/28/25	6/8/2025	6/8/2025	No change 6/26/25	6/30/2025	Better 7/20
5580	Sample						