

Pinon Ranch HOA - Board Meeting Minutes - September 2025

Date: September 24th, 2025

Time: 6:00pm

Place: Starbucks 3239 Centennial Blvd.

Attendees:

Johny Enright, President

Annette Delahoy, Treasurer & Secretary

Jeff Hanson, Member at Large

Molly Geranazzo, Member at Large

Frank Hibbitts, HOA Manager

Called to Order at 6:05p.m. Confirmed Quorum; accepted minutes from August unanimously

I. Board Member Comments:

II. HOA Member Comments:

III. Manager Report:

Banking:

Account Balances as of 8/31/2025: Checking: \$18,298.29; Savings (Replacement Reserves): \$5758.89. Plus two CDs totaling \$12,000, included in the replacement reserves.

- Attached are the expenses for August and year to date.
- As of 12/31/2024, one member remains delinquent on HOA dues covering 2021 through 2025. This matter has been referred to legal counsel to initiate collection proceedings, and an HOA lien has been recorded on the property. As of 7/18/25, a settlement offer was extended and compliance is under review. *Update 8/18: The member is not in compliance with the proposed settlement agreement. 9/24 Executive session to discuss updated status and steps forward.*
- Keesen currently oversees all landscape maintenance services.
- Colorado Springs Utilities and their contractor are nearing completion of the underground fiber optic cable installation within the neighborhood, primarily located in the city's right-of-way (utilities easement). For further details, please visit the CSU website: Fiber Network <https://www.csu.org/current-projects/fiber-network>
The inspection of the HOA common area and testing of the irrigation system have been completed, with minor repairs and adjustments necessitated. COS utilities apologized for the minor issues but we had to pay Keeson to repair. Expense of \$200.00.

If you have questions or concerns about this project or related restoration work, please contact CSU using the following form: Fiber Construction - Customer Issues Intake Form

IV. Webmaster Report:

- Post minutes from June and Financial statements from June 30, 2025. - There was an error in webmaster - will try to post June again.

V. Old Business: None.

VI. New Business:

1. **Colorado 811 Registration.** In accordance with Colorado law, membership in Colorado 811 is mandatory whenever there is a common area with underground utilities. The registration requires a one-time fee of \$150. This process facilitates effective communication among our organization, contractors, and utility owners. *Voted 4-0 to pay the one time fee of \$150.00 for the one-time fee.*
2. **Proposed 2026 Budget.** This draft remains provisional as we are awaiting final quotations for insurance and trash services. The proposal is expected to be finalized by the October 15th HOA meeting. At present, management recommends implementing a moderate 3% cost of living adjustment, reflecting the prevailing inflation rate (CPI for Denver/Boulder, which was 2.1% for the year according to the most recent report). See details on next page.

Discussion Notes:

- The administration (management fee) is based on an assumed 3% COLA increase.
- Trash services reflect a 3% year-over-year increase; we currently have a three-year contract with Carefree, which permits annual COLA adjustments.
- Professional fees are allocated for CPA and legal services. It may be necessary to increase the budget for this category depending on our approach to addressing the delinquent fees for one homeowner, whose outstanding balance dates to 2021.
- The draft outlines \$625.00 in HOA fees for 2026, which includes trash services.

Proposed 2026 Budget						
	2026 Budget					
REVENUE		2026 Budget notes:				
HOA Assessments	\$22,825	(\$415 per home, 3% or \$13 increase from 2025)				
Trash & Recycling Assessment	\$11,550	3% increase details below in HOA Trash Service				
Credit card/ conv. fees	\$75	same as last year				
Interest	\$240					
Late fees / NSF fees	\$0					
Title Co & Admin Fees	\$0					
Working Capital contributions	\$156	1 home sale				
Less: Replacement Reserves	-\$2,200	Transfer to Replacement Reserves account				
Total Revenue	\$32,646					
EXPENSES						
Administrative Services	\$3,300	3% increase				
Bank service charges	\$115					
Business Permits & education	\$100	Required State reg. fees+optional education				
Bad debit expense	\$625	1 home not paying				
Computer & Internet Expenses	\$1,008	New software and HOA website				
Insurance Expense	\$3,300	~3 % increase over 2025 actual; \$60 per home				
Irrigation equipment repairs	\$900	same as last year.				
Lawn & Tree Maintenance	\$4,700	same as last year.				
Office Supplies	\$28					
Postage and PO Box	\$220	slight increase				
Printing and Reproduction	\$200	increase				
Professional Fees	\$1,500					
Snow removal	\$1,700	slight increase				
Social Functions	\$0	Voted to make this an optional contribution				
Trash & Recycling expenses	\$11,000					
Utilities	\$3,950	slight decrease				
Total Expenses	\$32,646					
EXCESS OF REVENUE OVER EXPENSES	\$0					
HOA Trash service details	2026 Budget					
REVENUE						
HOA Trash service assessments	\$11,550	\$210 per home (3% increase or \$6 from 2024)				
Optional Recycling	\$0	not part of budget				
Total Trash & Recycling Revenue	\$11,550					
EXPENSES						
Trash vendor	\$11,000	(\$200 x 55 homes)				
Collection losses & dumpster	\$0					
Total Trash & Recycling Expenses	\$11,000					
EXCESS OF REVENUE OVER EXPENSES	\$550					

For comparison

Pinon Ranch HOA - 2025 Budget vs Actual				
		2025 Budget	Estimated 1/1 to 12/31	
REVENUE				2025 revenue and expense notes:
	HOA Assessments	\$22,110	\$21,280	one member has not paid
	Trash & Recycling Assessment	\$11,220	\$10,814	one member has not paid
	Credit card/ conv. fees	\$75	\$15	fewer folks went for the two payment option, than est.
	Interest	\$214	\$122	intest rate drop during year
	Late fees / NSF fees	\$0	\$152	collected (one member has not paid anything)
	Title Co & Admin Fees	\$0	\$0	now paid directly to HOA mgr.
	Working Capital contributions	\$154	\$152	1 home sale
	Less: Replacement Reserves	-\$2,200	-\$2,200	Transfer to Replacement Reserves account
Total Revenue		\$31,573	\$30,335	
EXPENSES				
	Administrative Services	\$3,200	\$4,056	(accounting change, paid 14 months)
	Bank service charges	\$135	\$114	
	Business Permits & education	\$200	\$69	Required State & Federal reg. fees
	Bad debit expense		\$606	1 home not paying
	Computer & Internet Expenses	\$252	\$425	New software and HOA website
	Insurance Expense	\$3,245	\$3,006	
	Irrigation equipment repairs	\$900	\$800	
	Lawn & Tree Maintenance	\$4,700	\$4,500	
	Office Supplies	\$30	\$30	
	Postage and PO Box	\$210	\$210	Post office box, postage & keys.
	Printing and Reproduction	\$50	\$120	copies for meetings
	Professional Fees	\$1,500	\$1,100	CPA tax returns, IRS forms, legal fees
	Snow removal	\$1,625	\$1,690	
	Social Functions	\$0	\$0	Voted to make this an optional contribution
	Trash & Recycling expenses	\$11,220	\$10,150	
	Utilities	\$4,306	\$3,200	
Total Expenses		\$31,573	\$30,076	
EXCESS OF REVENUE OVER EXPENSES		\$0	\$259	Finish year with modest surplus

VII. Architectural Review Committee:

5490 Flag Way - Proposed awnings for front of house.
Awnings approved 4-0.

5570 Sample Way - Proposed house colors



Option One:

- Main body, garage door, and corner trim: SW 7512 "Pavilion Beige"
- Window and door trim: SW 7042 "Shoji White"
- Fascia trim (by roof): SW 6083 "Sable"

Option Two:

- Main body, garage door, and corner trim: SW 6178 "Clary Sage"
- Window and door trim: SW 7042 "Shoji White"
- Fascia trim (by roof): SW 6083 "Sable"

Either option approved 4-0

5525 Sample Way – Window replacement – approved unanimously.

5465 Flag Way – Barrel sauna - approved unanimously.

VIII. Neighborhood covenant and bylaws enforcement:

The board completed a neighborhood walkthrough on June 8, 2025, with management follow-ups in July, August, and September. Refer to the enforcement log in the agenda attachments.

A reminder email to be sent to homeowner's reminding them of covenants & bylaws with respect to lawn care, and also to apprise homeowner's of the upcoming annual meeting.

Enforcement email to go out to homeowner with dumpster blocking the sidewalk.

NOTES CARRIED FORWARD:

Street Repairs:

- Mule Deer Drive: Work was completed as of June 26, 2025.
- The HOA board has submitted a request to the City to evaluate the condition of streets within our HOA.

VIII. Community Events.

The final 2025 HOA Board of Directors meeting is set for Wednesday, October 22nd.

The 2025 Annual meeting is scheduled for December 1, 2025 at 6:00pm, to be held at Fire Station #18, the same location as last year.

Social report:

The Ice Cream Social took place on Friday, September 5 at 6:30 pm at 5505 Sample Way. We extend our sincere gratitude to Randi Johnson and Amanda Brush for their valuable assistance in organizing this event.

Agenda Attachments

August and Year to date Expense Report

Expenses by Vendor Summary			
Pinon Ranch HOA Inc.			
August 2025			
Vendor	Total		
	Aug 1 - Aug 31 2025	Jan 1 - Aug 31 2025 (YTD)	
Carefree Disposal	835.00	6,680.00	
Colo Spgs Utilities	605.62	1,987.92	
Intuit	33.50	167.50	
Keesen Landscape Mgt.	723.81	3,186.81	
QuickBooks Payments	3.11	3.12	
		3,711.09 *	
6510 Property Management		3,324.41	
Altitude Community Law		413.40	
Backflow Tech		109.25	
Colorado Sec. of State		25.00	
Dennis Delahoy (vendor)		446.00	
DORA_Colo. Dept of Revenue		44.00	
eFileMyForms.com.		9.52	
Mile High - HOA meeting		3.89	
Nathan A Bozung CPA LLC		525.00	
Pinnacol Assurance		514.00	
Robert Frank - dba AHS Const.		500.00	
USPS		200.00	
TOTAL	\$2,201.04	\$21,850.91	
* Includes transfers to HOA reserves (\$3600) and merchant processing fees (\$111.09)			
Accrual Basis Friday, September 05, 2025 12:03 AM GMTZ			

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

		Flag Way					
		Enforcement action report			17-Sep-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 & 8/18		cont to monitor
5485	Flag	weeds 6/26/25	6/26/2025	7/15/2025	better 7/20 & 8/18. Need help 9/17		
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 & 8/18		cont to monitor
5525	Flag	w weeds in rocks, and xeriscape	7/24/2023 & 6/8/25	6/22/2025	better 6/26 & 7/20 & 8/18		cont to monitor
5530	Flag						
5535	Flag						
5540	Flag						
5545	Flag						
5550	Flag	Weeds in rocks 7/20					
5555	Flag	w weeds in rocks 6/10 & 5/28/25	6/8/2025	6/22/2025	better 6/26 & 7/20 & 8/18		
5560	Flag	Weeds in rocks 5/28/25	6/8/2025	6/22/2025	no change 6/26, 7/20 & 8/18		
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 & 8/18 & 9/17					
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 & 8/18 & 9/17	6/11/2024, needs another warning Ltr	cont to monitor
5595	Flag						

		Sample Way					
		Enforcement Action Report	as of 17-Sep-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, 8/18 & 9/17		
5475	Sample	Weeds in rocks 7/20 & 8/18/25	8/20/2025	9/5/2025			
5480	Sample						
5485	Sample						
5490	Sample						
5495	Sample						
5505	Sample						
5510	Sample						
5515	Sample						
5520	Sample						
5525	Sample						
5530	Sample						
5535	Sample	Law n maintains needed (4/21)			w as 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 & 8/18		Suggest we close issue
5535	Sample	Dumpster blocking sidewalk 7/20 & 8/18			no change 9/17		
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, better 8/18 & 9/17		
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 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 & 8/18
5580	Sample						