

The Peregrine Master Association, Inc.

Board of Directors Meeting Minutes
Location: Fire Station 18 Community Room
July 5, 2018

Mr. Bird called the meeting of the Board of Directors to order at 6:00 p.m. Present were:

Andrew Bird	President
Dane Juarez	Vice President
Jim Medley	Treasurer
Michelle McArthur	Director at Large
Rich Poturalski	Director at Large
Kim Sannes	Director at Large
Derek Patterson	Z&R Property Management
Kristie McKitterick	Balanced Bookkeeping
Excused Absence: Jim Richards	Secretary

The Board of Directors, Z&R and Balanced Bookkeeping introduced themselves to the membership.

Hearing:

Mr. Juarez reviewed a signed agreement for the six (6) areas of concern for 8410 Sibari Court. Each Board member and the owner provided comments. After discussion, a motion was made to accept the terms of the agreement and that no fines would be imposed. The motion carried 5-1.

President's Report:

Mr. Bird discussed the following topics in detail (drainage at La Bellezza, the Board packet preparation date, Peregrine Life magazine articles and dates, the Event Week, concerns with persons dumping slash piles on City and Association land, the two contractors being used for landscaping projects are doing a good job, dues payment options and options for obtaining the current finances at the meeting).

It was noted that the July Board Packet was delivered to the Board members in the lunch time post of July 5th, the day of the Board meeting. To preclude a future occurrence, it was agreed all information required to be included in the Board packet be delivered electronically to Z&R Management prior to 12:00 noon on the Tuesday of the week prior to a Board meeting. This will enable Z&R to mail Board packets so they can be received by all Board members the weekend prior to the Board meeting.

It was agreed that the Association would fund approximately \$350.00 to remove slash stacked against a large Hoodoo on Woodmen Valley Open Space. Mrs. Sannes will draft an email for distribution reminding owners of the upcoming Firewise Chipping Event in August. The email

will advise owners that slash should be stored on their property, not dumped on Association common areas or city open spaces and relocated to the curb in front of the owners home during chipping week.

Mrs. McKitterick was asked to prepare options and costs of monthly payment of Association dues with a potential implementation date of December 2018. Information regarding this initiative will be presented at the next Board meeting.

Mr. Patterson and Mrs. McKitterick were asked to consider various options to present prior month(s) accounts at monthly Board meetings. A January 2019 implementation of this procedure may require Board meetings to be scheduled on the 2nd Thursday of each month.

Secretary's Report:

An Action Taken Without a Meeting email vote was conducted to approve the June meeting minutes that passed unanimously.

Treasurer's Report:

Mr. Medley reviewed the financials, noting total assets for May were \$790,181.10 including reserves of \$426,017.96 or 53.9% of the total assets. The Expense exceptions/variances spreadsheet was reviewed. Alpine Glen financials were distributed to members present from that community. It was noted the Stormwater Enterprise fee begins this month and will be funded from the Contingency line item.

Mr. Medley also presented a brief recap of historical and projected trash/recycle rates and services currently provided to PMA and each of the sub associations in preparation for pending contract negotiations with Bestway. Negotiable options being considered include the reduction of annual fees, specification of a maximum renewal increase percentage for future years, and potential inclusion of the sub associations into the contract. Mr. Bird will contact The Villages to get their trash costs.

A spreadsheet showing a forecast of full year spending for 2018 in comparison to the year-end budget was reviewed which also included year-to-year water pricing comparisons. Reserve spending of \$91,543 is forecast in 2018 with the projects currently approved and in progress. This may be partially offset by favorable net income depending on spending levels included in the second half of the year in the forecast.

Mr. Patterson was asked to present the major infrastructure and renewal expenses projected for each of the next 10 years at the August meeting for early consideration of 2019 project expense and any impacts on the current Assessment Fees.

The Aged Receivables Report was reviewed.

Committee Reports:

Mr. Harry Flanagan presented the Alpine Glen Committee report. (Attachment #1)

Mr. Juarez presented the Covenant Compliance Committee report. (Attachment #2)

Mr. Poturalski presented the Safety and Security Committee report. (Attachment #3)

Mr. Bird reviewed the Landscaping Committee report in Mr. Richard's absence. (Attachment #4)

Mrs. McArthur reviewed the Music in the Park event final budget. It was agreed to provide up to \$100.00 cash for tipping the catering staff.

Manager's Report: Presented by Mr. Patterson.

The Water Usage Spreadsheet was updated and reviewed.

The Monthly Activity Spreadsheet was reviewed to include owner concerns, open ARC requests or concerns, ARC approval requests, inspection notices, watch list items and extra duty/private security patrol schedules. Owner responses to notices were reviewed.

The Monthly Lawn Care Report was reviewed.

The 3-Year Project List was reviewed.

The updated Initiatives and Prioritization List was reviewed. Mr. Bird asked the Board to begin looking at potential improvement projects for the next two years. Additional concern was raised as to whether or not the Association should consider monitoring the number of rental homes in the community.

Old / New Business:

Mr. Bird discussed the upcoming Town Hall meeting. A motion was made to approve up to \$250.00 for food and drinks which carried 6-0.

There was discussion on how to measure the success of the HOA in relation to the numerous items that contribute to the operation of the business. This was a topic to think about moving forward.

A request was received from JM Real Estate Investments for a possible multi-carrier cellular tower infrastructure to be located on the Common Area on West Woodmen Road. More information will be sought.

An irrigation map for Orchard Valley Road developed by Weisburg Landscape Maintenance was reviewed as a model that could be used across Peregrine.

A request was made to have the Association assume responsibility for snow removal on the sidewalk below the nine homes on Kinderhook Lane. This is the lower rear sidewalk along West

Woodmen Road that abuts Common Area on each side. A motion was made to approve the request which carried 6-0.

The owners of 2270 Cape Pine Way received a violation notice for having two large dead Aspen trees near the front door. The owner stated their arborist said the trees were not dead. Current photographs were reviewed and there are no leaves on either tree. It was agreed both trees need to be removed.

There being no further business, the meeting was adjourned at 8:40 p.m.

Jim Richards

Jim Richards

Secretary

ATTACHMENT #1

Alpine Glen Committee Update July 2018

1. The Alpine Glen Committee was established in late May 2018. The first Committee Meeting was held June 3rd attended by Harry Flanagan (Chair), Emilia Ewald (Secretary), Jan Hagan (Member), Tom Farrell (Member), Roger Lemmon (for Joni Lemmon, Member). Michelle McArthur, as Director at Large, is also a advisory member with input on this Committee.

2. At this meeting the following was decided upon and allocated

Action to issue an email to all known email contacts and residents within Alpine Glen confirming the committee members, charter, contact email address and current actions. Finalization of the email will be completed on July 1, 2018 for distribution to Alpine Glen residents (info to the Peregrine Master Board).

Native Grasses to be mowed twice between May 1st and October 31st with Tom and Harry assessing the impact on grasses. Committee to assess impact on costs and any required modifications.

Watering was originally agreed to be twice a week, but was changed back to 3 times a week following water lines being damaged twice and dry common areas. Assessment by the committee after 90 days. Inspection of common areas to be completed by Harry and Tom

Committee to work with Jim Medley on the budget for the upcoming year. Target meeting with Jim and Committee in July 2018.

Residents BBQ to be held at a date to be confirmed ranging from August to after Labor day Joni will head this up.

Identification of future projects for consideration.

3. Next board meeting to be held July 1st at 7pm.

ATTACHMENT #2

Covenant Compliance Committee

Minutes 6/22/2018

Members in Attendance: Cindy Lua, Steve Garcia, Dane Juarez

Excused absence: Beth Harrison

After discussion, the group agreed on the following priorities, in order of importance, to meet objectives:

- Review and improve current communication process
 - Violation letters
 - Timelines
- Review ARC process and policies
 - Make ARC process more transparent
- Review expected duties of the Manager and negotiate any additions or changes to duties
- Develop categories for different types of violations
- If necessary, propose updates to Covenants and Rules & Regulations

We reviewed sample violation letters that Derek sends out. The first is the friendly reminder, the second is a follow up to remind owner to correct violation, the third is the Hearing notice. It was suggested that for some types of violations it would be appropriate to include a picture of the violation. Each member will review the letters and suggest possible changes to them. The goal is to make them more customer friendly while still being clear about what is required of the owner.

We discussed Beth Harrison's suggestions for modifications to the Z&R contract. It was tentatively agreed to that it would be best for the Board and Z&R to have a clearer understanding what is expected of each party. We will each review the contract and Beth's comments and have specific changes when we next meet.

We agreed to assign areas of Peregrine for each committee member to monitor on a regular basis for covenant violations and resolutions of a violation. Dane will meet with Derek to determine if this is feasible and what areas would be most useful to monitor.

Steve Garcia will set up a Google email for the CCC and Google Docs access for the group.

ATTACHMENT #3

JULY PMA HOA BOARD REPORT
Safety and Security Committee

Report Date: 7/5/2018

The committee continues its efforts to educate our residents and to mitigate selected safety and security issues through a variety of methods and initiatives.

First and foremost, we are continuing our Peregrine Aware/Peregrine Secure initiative. This includes preparing an introductory article in the May issue of Peregrine Life and a second article that has been submitted to the Peregrine Life editor regarding the use and effectiveness of security cameras in the upcoming September issue that will be release next month.

Resident concerns regarding traffic control, signage and speed limits are being addressed by Warren Peterson of our committee with the City of Colorado Springs Traffic Engineering Department. We are awaiting a response from the City.

We have registered on Nextdoor.com and are monitoring safety and security concerns of our residents. This includes responses to suspicious overnight parking/camping”, front door package theft, and other concerns. Based on our monitoring and other resident inputs we have compiled a list of questions for CSPD Falcon Division Commander Jeff Strossner. He and Crime Prevention Officer Chris Ausec will address these questions during a Q&A session at our upcoming town hall.

Our committee met on June 11 to review the Safety and Security Initiatives. During that review, we addressed the potential of using “window/door stickers” for our Peregrine Aware/Peregrine Secure. That concept was judged ineffective and discarded. Other options are being studied to include the use of a “door hanger” checklist. A sample of the checklist content is planned for the upcoming September Peregrine Life article.

At the upcoming Town Hall, we will present to our residents the status of these initiatives and the “way ahead” for our Peregrine Aware/Peregrine Secure” program.

Rich Poturalski
Chair, PMA HOA Safety and Security Committee

ATTACHMENT #4

Landscaping Committee Report – 2 July 18

Membership

Currently the Landscaping Committee has 4 members. Three volunteers were approved by the Board via ATWAM on 12 Apr 18.

Jim Richards – Chair

Joan Tucker – Resident of Peregrine for 21 years

Tony Condon – Retired Landscape Architect

Jon Gorski – Retired Real Estate Attorney

Would like to have one additional member from a neighborhood in lower Peregrine

Priorities

Recommend actions in conjunction with approved or potential landscaping projects

Design enhancements, procedural improvements, schedule changes

Monitor project execution and contractor performance

Ensure projects are being completed in accordance with written specifications

Monitor irrigation procedures and explore opportunities to reduce irrigation costs

Understand entire irrigation system, report discrepancies for “real time” fixes

Recommend project prioritizations

Determine what projects will provide best use of funds expended

Recommend future landscaping projects to the HOA Board for inclusion in the multi-year plan

Solicit ideas and suggestions from the Peregrine community

Meetings and Activities

During the months of May and June, committee attention has focused on contractor performance and project execution of approved contract bids. Overall, the projects have been well done and community feedback has been very positive. There are a few remaining tasks to be completed for some of the projects, but on the whole, we're nearing completion of what we set out to do. The following paragraphs will highlight current status of each project.

1. **Orchard Valley Road Rejuvenation (95%)** - By far the largest project is the Orchard Valley Rejuvenation. All rock and planting materials have been installed. It was noted several plants have been damaged by wildlife, to the point the plants may have to be replaced. ULS has been notified of the plant status and we are currently awaiting a response. Areas of turf damaged by ground equipment were seeded and it appears seed germination is progressing well. ULS has been informed of damage to the sidewalk, which will be repaired.
2. **Juniper Jungle #2 (100%)** - ULS removed sod at the Juniper Jungle #2 location and installed rock. A major discrepancy found was the installation of rock in a large center section of grass that was not part of the plan. After consulting with ULS, they agreed to remove the rock and install new sod in the area at their own expense. This task has been accomplished and the new sod has taken root. Other noted discrepancies at this location included the installation of rock surrounding a dead tree. A request was made to have the tree removed and replaced. At this time, the dead tree has been removed and a new tree has not been planted. It was also noted the rest of the trees within the rock installation area were damaged by deer. A request was made and ULS installed fencing around the trees for protection.
3. **Alpine Glen Upper Entry (98%)** - ULS successfully installed rock to replace the mulch at the Alpine Glen outer upper entry. One major discrepancy noted was heavy damage to a portion of the curb on the east side of the entry. ULS has been notified and communication has been initiated to have the damage repaired.
4. **W. Woodmen Mulch to Rock (100%)** - Two mulch beds on W. Woodmen were converted to rock by ULS. Additional action was taken to resolve a drainage issue along the sidewalk where water had previously been collecting after heavy downpours or snowmelt.
5. **Orchard Valley Filing Sign (98%)** - The rejuvenation of the Orchard Valley filing sign corner was successfully accomplished. One noted discrepancy was damage to the sidewalk, which has been reported to ULS. Repairs have yet to be accomplished.
6. **Seeding Corner at W. Woodmen & Orchard Valley (100%)** - The clean-up and seeding of the barren corner at the W. Woodmen and Orchard Valley intersection has been accomplished with successful results.

7. **Flower Beds at Peregrine East Entry (60%)** - The two, raised flower beds at the east entry to Peregrine were installed and the results for both projects have been designated as “unacceptable.” The plants looked to be of poor quality and the deer have foraged lavishly at both areas. ULS has been notified the plant installation is unacceptable and we are waiting for a proposed solution and re-accomplishment of the projects at both site locations. As of 2 July, additional plants have been placed in the garden area, but value for our money is still questionable.

8. **Orchard Valley Road Winterkill Remediation (85%)** - Weisburg Landscape Maintenance was awarded a contract to repair the turf winterkill along Orchard Valley Road as one heads west just after the new ULS rock installation area. The project was approved by the Board to evaluate Weisburg’s recommended turf repair technique compared to the procedure used by ULS. It appears seed germination is taking much longer than anticipated. Jeff Weisburg was contacted and responded there was an issue with the irrigation sprinklers, which has been resolved. The grass appears to be coming in successfully but at a slower pace than expected.

9. **North Sawback & W. Woodmen Corner Rejuvenation (100%)** - In lieu of the tree planting along W. Woodmen across the street from BPOS, Weisburg Landscape Maintenance successfully accomplished a rejuvenation of the corner of North Sawback and W. Woodmen. Necessary irrigation lines, rock, plants and evergreens were installed/planted. In addition, both bench locations were upgraded with plantings, flagstone and large boulders at the corner of North Sawback and W. Woodmen as protection for the bench area. All contractual work was successfully accomplished.

10. **Relocation of Bench (100%)** – In response to nearby neighbors’ privacy requests, a bench was moved from a location near the Blodgett Peak Open Space Parking to an area across the street from the intersection of the south end of Upper Blodgett Drive and W. Woodmen. Weisburg Landscape Maintenance installed flagstone from the sidewalk to the front of the bench for easy access. The bench is in a prime location to view Colorado Springs, the airport and areas further south.

27 June – Jim Richards and Jon Gorski drove by all project areas, discussed “lessons learned” and identified future initiatives. The following highlights our thoughts and recommendations:

a. The Board needs to ensure we have adequate funding to accomplish winter watering for new and established plantings. The Landscaping Committee will assist in identifying all areas requiring winter irrigation.

b. The Landscape Committee will review the current ULS Peregrine maintenance contract to fully understand the defined parameters of what is included in maintenance. For example, there are already a number of pinecones that have dropped in the newly established rock area on Orchard Valley Road and there appears to be no requirement to have them picked

up. Hence, we need to fully comprehend the ground rules for completing landscape maintenance throughout Peregrine and make adjustments as necessary.

c. We need to ensure all future contracts that involve any type of planting clearly articulate a warranty period to include full replacement of plantings if there is damage from wildlife.

d. We also need to ensure all future contracts clearly specify plant descriptions and numbers of each type of plant to be incorporated into the project.

d. Remediation of both flowerbeds at the east entrance to Peregrine should be accomplished prior to our Music in the Park event on 10 July and preferably by the 4th of July if possible.

e. We strongly feel the erosion at the west end of Edenderry and W. Woodmen could be easily contained by a wall with appropriate sitting height for passersby. The Landscaping Committee will explore the potential of using this method, which would serve a dual purpose.

f. The Landscaping Committee is in the process of establishing parameters of when contractors should be required to submit a diagram of a project with their bid. Variables involved in this decision include whether or not the project has been accomplished previously, the complexity of the project and cost. The intent of this requirement is to provide a visual so there is not doubt about what is to be accomplished.

Approved Projects

\$13,433 – Juniper Jungle #2

\$11,339 – Alpine Glen outer upper entry mulch beds

\$12,529 – Two mulch beds on W. Woodmen east of Edenderry

\$3,600 – Two raised flower beds at east entry to Peregrine (Peregrine & Orchard Valley filing signs)

\$30,716 – Orchard Valley Rejuvenation (Revised Bid), Approved via ATWAM

\$2,541 – Rejuvenation of Orchard Valley filing sign corner, Approved via ATWAM

\$340 – Clean-up/seed barren corner at Woodmen and Orchard Valley intersection, Approved via ATWAM

\$13,190.05 – Weisburg Landscape Maintenance, upgrade N. Sawback and W. Woodmen corner

\$3,488.50 – Weisburg Landscape Maintenance, Orchard Valley Road seeding

Projects in Planning (As of 2 Jul 18)

All future projects will be subject to budget availability and Board approval.

1. Erosion Control at the west corner of Edenderry and W. Woodmen
2. Upgrade of corner at Juniper Jungle #2 – bench and rock area with plantings

Jim Richards

Landscaping Committee Chair