

# *The Peregrine Master Association, Inc.*

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Board of Directors Meeting Minutes  
Location: Fire Station 18 Community Room  
August 2, 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
	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 Absences:	Jim Richards	Secretary
	Jim Medley	Treasurer

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

## **President's Report:**

1. Mr. Bird congratulated the Music in the Park team for planning and executing a very successful event. A short discussion followed on the delivery challenges of catering to a larger-than-expected crowd. Options to ensure faster food service will be considered before the next event.
2. Overall, the Town Hall event was successful. However, smaller than expected attendance could have been the result of two major events in the same week and a 5:00 P.M. meeting start time. The 2019 Community Survey will offer homeowners the opportunity to assess the Association and shape future plans, and the next Town Hall will likely be held in the following year, the summer of 2020.
3. The public opinion process using the Nextdoor Poll function as the collection vehicle was addressed regarding Deer Population Management discussed at the Town Hall. Following discussion, it was agreed to continue with the clear position that the Association Board should serve as a data gatherer to provide information to the City Council through Don Knight, our District One Council Member. A goal of distributing the Poll in week commencing 6/August was set.
4. An update was shared concerning discussions with the three Sub-Associations that could potentially be included in the negotiation of the new Bestway contract. The current Bestway Disposal service contract expires at the end of 2018.
5. The N2 Publishing contract expires later in 2018. Mr. Bird will meet with Mr. Matia, the franchise owner for Peregrine Life, to discuss contract revisions and report back at the next Board meeting.

6. The City of Colorado Springs proposed purchase of land that abuts the south border of Blodgett Open Space has already passed the TOPS (Trails & Open Spaces) Committee and Parks & Recreation. The proposal goes before the City Council for final approval on August 28<sup>th</sup>. Mr. Bird and Mr. Medley will be speaking on behalf of Peregrine and the Friends of Blodgett Open Space in support of the purchase.

7. Mr. Bird shared his thoughts on continued investment for landscaping and infrastructure in 2019, building on the success of the 2018 projects. He suggested that a \$40 increase in assessment fees could be the best option to deliver on the 3-year plan. The additional fees would cover operational costs of increased Landscaping activities that have substantially improved several areas of Peregrine that were previously minimally managed. A formal vote has not been made by the Board at this time as the proposed increase requires additional review.

8. In Mr. Medley's absence, the practicality and potential implementation of a monthly dues payment option in future years was tabled until the September board meeting.

### **Secretary's Report:**

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

### **Treasurer's Report:**

Mrs. McKitterick reviewed the financials, noting total assets for June were \$737,392.74 including reserves of \$413,469.71, 56.1% of the total assets. The Expense Exceptions/Variances Spreadsheet was reviewed. Alpine Glen, Angelstone Street and Pere-Green Wildcat Garden financials were reviewed.

The Aged Receivables Report was reviewed.

### **Committee Reports:**

Mrs. McArthur 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) A motion, which carried 5-0 in favor, was made to approve the purchase of door hanger forms for \$840.00.

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

It was noted that the lower entry to Alpine Glen should be added to the 3-Year Project List. Mr. Juarez requested that all proposed landscaping projects have contractor bids, not estimates, before the board can consider them for inclusion on subsequent year's project lists.

Mrs. McArthur reviewed the Music in the Park event recap with a detailed cost break down and step-by-step process for planning the event. It was agreed to continue sponsoring one, major "Music in the Park" event for 2019 to include catering.

**Manager's Report:** Presented by Mr. Patterson.

The Water Usage Spreadsheet was reviewed noting the CSU bill dates and a comparison of July 2017 to July 2018 for each of the four meters. An additional 317K gallons, costing approximately \$10K, was required and used for the Orchard Valley Road over seed and rejuvenation project.

Regarding Stormwater Enterprise Fees, CSU has not advised the 2018 fees or included the fees in the July CSU bills. Mr. Patterson was asked to check the current CSU bills to determine if the stormwater fee was included.

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. It was noted that the majority of 1<sup>st</sup> inspections reported to the Board as June violations were resolved within 30 days. Samples of homeowner responses to notices were reviewed.

The Monthly Lawn Care Report was reviewed. The updated 3-year Project List was reviewed.

The updated Initiatives and Prioritization List was reviewed.

The next generation website development presentation scheduled for the meeting was moved to September to provide the designers additional time to develop a stronger visual product. As a component of enhancing the value perception Peregrine in the website redevelopment, Mr. Bird offered a tagline for Peregrine of "A Premier Mountainside Community". It was generally agreed and will be used as headline positioning in the new website with the potential for use across all communication media and signage.

### **Old / New Business:**

Mr. Patterson reviewed the anticipated Reserve expenditures as listed from the SmartProperty Reserve software. The Board recognized the significant improvement in the Association's understanding of the future use of the reserve and the visibility into expenditures as far as 2049, which provides a very long-term planning horizon. Mr. Patterson also raised an anomaly resulting in a minor material impact to the numbers presented. The anomaly will be resolved and the corrected reserve projections will be presented at the September board meeting.

A draft set of guidelines for installing artificial turf was reviewed with changes noted. The second draft will be provided to the Landscaping Committee for input prior to Board review in September.

JM Real Estate Investments stated the proposed cellular tower project on West Woodmen Road could not be pursued due to another tower being in close proximity.

A legal opinion was reviewed regarding the steps necessary for conveying Common Area to a neighboring lot owner. Due to the complexity of this process, no further action was taken.

An owner inquired into the interpretation of the rules regarding tree fencing and protection. The bullet was reviewed and it was agreed the standards for how to protect trees is clear and no changes were required.

An owner asked the Board to consider creating a rule for vehicle covers. Discussion followed. It was agreed to create a draft bullet for further discussion.

Mr. Bird discussed the Communication Committee's process for releasing Association email notifications. A motion was made to appoint Mrs. Sannes to the Committee, which carried 5-0. Of the four members, two must approve of the content to be released. Mr. Bird reviewed the process for submitting, reviewing and issuing any emails.

There was discussion on the Turkey Trot event as the person who previously organized the event has moved out of Peregrine. Mrs. McArthur volunteered to help with the event. A motion was made to have the Association assist and/or sponsor the event contingent on obtaining approval for insurance, safety and security. The motion carried 5-0 in favor. Woodmen Roberts Elementary school will be contacted regarding this event. Mrs. McArthur will reach out to the community for volunteers to help with the Turkey Trot.

Mr. Poturalski commented on the quality of the entrance flower bed and Peregrine sign at the W. Woodman entrance. The planting was too high and obscured the sign, which in turn did not represent the value that Peregrine should project. Discussion followed and concluded that this could be a potential future project. No time frame was set.

There being no further business, the meeting was adjourned at 8:18 P.M.

Derek Patterson  
Property Manager

Jim Richards  
Secretary

## **Attachment #1**

### **Alpine Glen Committee Report Peregrine Master BOD Meeting 2 August 2018**

The Alpine Glen Committee met on July 1st. A number of agenda items were presented, discussed and completed.

We published our first quarterly newsletter for Alpine Glen residents and it was delivered July 9th both electronically and hard copy (for those without email access). A copy was also provided to the Peregrine Master Association Board of Directors.

We had an initial meeting on July 12th with Jim Medley to start discussions and gain full understanding of the past and current Alpine Glen budget. We anticipate another session prior to 2019 budget development. There are still outstanding questions regarding expenses and reserve requirements.

We conducted a neighborhood walk with ULS on July 17th regarding the current sprinkler configuration, timing and coverage. A number of heads were identified for repair. Additionally, we are unsure if the rain sensors are working properly as some sprinklers were operating in the rain on July 22nd. Additionally, the flow of sprinkler operation is haphazard with the timing not in sync. Since the 48 sprinkler zones are not operating in series, we'd like to have these reprogrammed if funding allows.

Two dead trees were removed in the common area facing McKinnet Tree. We do not anticipate replacing these trees unless the watering can be corrected to ensure they can be viable.

We like to discuss the viability of adding additional Xeriscape options as part of the Peregrine Master Landscaping plan around and within Alpine Glen. There are areas that could be rocked or converted from turf to save water costs.

On July 16th, CSU validated the leak in the asphalt on Alpine Glen Drive is due to an underground spring. They will monitor for any future actions necessary.

The curb on Alpine Glen Drive, damaged during the installation of rock, is under repair.

Common areas were cut satisfactorily on July 13th. However, the cut occurred late in the season and should have been done weeks earlier. We still need visibility of landscaping standards to ensure contact compliance.

Planning continues for the neighborhood BBQ planned for September.

The next Alpine Glen Committee Meeting is scheduled for August 12, 2018.

## **Attachment #2**

### **Covenant Compliance Committee Minutes 7/23/2018**

Members in Attendance: Cindy Lua, Beth Harrison, Dane Juarez Excused absence: Steve Garcia

After reviewing sample violation letters that Derek sends out we agreed on a few edits and additions in order to make the letters more consistent and more customer friendly while still making it clear what must be corrected and when the correction should be completed. The chair will share the modified letters with Derek.

Dane shared a discussion he had with Derek where Derek suggested that the Committee would be most helpful by being available to check violations that Derek has informed owners about to make sure the violations have been corrected. These would occur when the violation due date falls between Derek's regular drive through the neighborhood. It was agreed that this would be evaluated when we get the first list from Derek.

Due to the weather (heavy rain and strong winds) the meeting was cut short.

## Attachment #3

# AUGUST HOA BOARD REPORT

## Safety and Security Committee

Report Date: 7/26/2018

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

- Through Tom Farrell's efforts, we were honored to have Commander Jeff Strossner speak at the July 12<sup>th</sup> Town Hall and support a Q&A session. The overall response from the attendees was very positive.
- In June, a question was raised by some residents regarding evacuation plans for Peregrine in the event of an emergency. This issue was forwarded by Tom Farrell to Commander Strossner. His response after researching the issue was as follows:

*"The main evac route from Peregrine is for all lanes to be one-way from W. Woodmen up Orchard Valley Path, south on Centennial, turning west over Flying W Ranch Rd to GoGs (Garden of the Gods). South Centennial from Vindicator and Vindicator itself would be left as a two-way road. This is the plan, although in a real event things can change very fast. Peregrine was scheduled for a drill the day Waldo occurred, so obviously it was cancelled. It is on a rotation schedule to host another drill sometime in the future. This year (there) is a planned drill for Cedar Heights."*

- Another item mentioned by Commander Strossner at the Town Hall was the "Allegheny Pattern". Tom Farrell worked this item for clarification and prepared a proposed e-mail blast to the Board president for distribution.
- Warren Peterson has received a response from the City Traffic Engineering Department regarding several issues to include speed limits and overnight parking signs. At this time, the department did not provide and recommendations or support for changing or revising the current limits or traffic / parking control signage; therefore, we are exploring other possible options.
- At our early July meeting, we addressed the issue of "Peregrine Aware/Peregrine Secure" stickers for homeowners. That idea was rejected by the committee. Instead, we are evaluating the possibility of door hanger that would address the theme "Before You Go" as a checklist of actions a resident may address to improve the safety and security of their property when on vacation or weekend trips.
- The September issue of Peregrine Life will include a Safety and Security article entitled: "Are You Watching" has been postponed until October. The article addresses the value of security cameras and how they can enhance home/property safety and security.

Submitted by:

Rich Poturalski

Chair, PMA HOA Safety and Security Committee

## Attachment #4

# Landscaping Committee Report – 23 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

Still looking for at least one, preferably two, additional members 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 month of July, committee attention has once again focused on contractor performance and project execution. The few remaining tasks to be completed are gradually being accomplished. The following paragraphs will highlight current status of each project.

1. **Orchard Valley Road Rejuvenation (100%)** – The plants that have been damaged by wildlife seem to be rejuvenating slowly. ULS is using a wildlife repellent to discourage further damage. ULS has stated that any plants that “are terminal” next Spring will be replaced. The seeded turf is filling in nicely. Sidewalk repairs have been scheduled.

2. **Juniper Jungle #2 (100%)** – A new tree was planted and all trees have been surrounded by protective netting to preclude further wildlife damage.



3. **Alpine Glen Upper Entry (100%)** – Curb repair has been scheduled and ULS has been asked to remove the heavy equipment black tire marks
4. **W. Woodmen Mulch to Rock (100%)** – This project is complete.
5. **Orchard Valley Filing Sign (100%)** – Sidewalk repairs have been scheduled.
6. **Seeding Corner at W. Woodmen & Orchard Valley (100%)** – This project is complete.
7. **Flower Beds at Peregrine East Entry (100%)** – The additional plants that were on the project sheet (but were not planted) have been planted. ULS is using a wildlife repellent to discourage damage from wildlife. Lesson Learned: We will not spend the amount of money we spent this year to plant annuals in the neighborhood sign garden area next year. It could very easily be a self-help project.
8. **Orchard Valley Road Winterkill Remediation (100%)** - Weisburg Landscape Maintenance has relinquished sprinkler control back to ULS. All seeded areas are slowly growing back to normal.
9. **North Sawback & W. Woodmen Corner Rejuvenation (100%)** – On 23 July, Weisburg Landscape Maintenance was notified one of the Ponderosa Pines they planted is dying. Jeff Weisburg and staff are looking into the situation. Unless further advised, we should anticipate a new tree will be planted.
10. **Relocation of Bench (100%)** – This project is complete.

13 July – Jim Richards, Andy Bird and Derek met with Gil and Oscar from ULS to review concerns about project completion. ULS assured that each concern would be addressed.

17 July – Jim Richards, Jon Gorski, Joan Tucker and Tony Condon met to discuss future projects and ensure all committee members were up to date on current projects. The meeting included a tour of the Peregrine neighborhood. The following briefly articulates the topics we addressed:

a. We looked at the erosion area on W. Woodmen above the west corner of Edenderry. The general consensus was for us to come up with a proposed design of a wall to contain the erosion with the potential for a rest area with seating. Tony Condon volunteered to do an illustration. Concerns that need to be addressed with the city include what easements are in place near the erosion area and what kind of structural containment would be allowed on that stretch of sidewalk.

b. We stopped at JJ#2 to familiarize everyone with the corner area – to include what has been accomplished this summer and a review of the drawing for planned improvements at the corner area.

c. We examined the corner area of W. Woodmen and Orchard Valley Road. All agreed that any future work in the flowerbeds in front of the neighborhood signs should be closely reviewed to control expenses.

d. We completed a thorough review of the work accomplished at the Orchard Valley Road Rejuvenation. Additionally, we stepped across the street to closely examine the condition of the roadside beds and grass areas which face the open field/drainage ditch on the east side of Orchard Valley Road.

Following our tour, we discussed what, as a group, we felt might be the primary candidates for 2019 landscape projects. The following list is our initial recommendation for next year's projects:

a. Convert all remaining beds along W. Woodmen in the Vantage, Kittridge and Edenderry area from mulch to rock. Our consensus was this effort would provide visual aesthetic continuity for a single, large area by having all areas landscaped the same.

b. Complete at least one area of erosion control – preferably the area at the west corner of Edenderry along W. Woodmen. This would be based upon a design provided by Tony Condon and coordination with the City concerning easements, etc.

c. Rejuvenate the street side beds and grass areas on the east side of Orchard Valley Road from the corner of W. Woodmen and Orchard Valley Road up to the corner of Orchard Valley Road and the entrance to The Sanctuary. Our consensus was this would mirror the 2018 O.V.R. project and (again) provide visual aesthetic continuity for a single, large area.

d. Budget permitting, we felt further development of the area around the bench that was moved to the site across the street from Cedar Canyon neighborhood sign would be a worthwhile endeavor. This embellishment could potentially include an additional bench with a patio area between the two.

Another, yet to-be-defined initiative, would be to determine where native grasses could be planted to save on irrigation expenses and still keep a visual aesthetic for Peregrine.

One comment was made at the Town Hall from a resident about erosion on Dutchrock. We will be looking into this issue. No other comments have been received from Peregrine residents concerning improvements/upgrades/initiatives regarding landscaping.

One project which the Landscaping Committee feels should be slipped one year is the upgrade of the Juniper Jungle #2 corner. We feel the expense of this project could preclude other initiatives which would be more beneficial to Peregrine as a whole. We would recommend this project be slipped one year and completed in 2020.

The Landscaping Committee will be reviewing the current ULS maintenance contract and provide recommendations for additional verbiage for 2019.

Additionally, a recommendation will be forthcoming regarding documentation (verbiage and diagrams) to be provided by bidders for major projects. This should help clarify what is being provided by potential vendors.

## **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 23 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 (2019)
2. Upgrade of corner at Juniper Jungle #2 (Landscaping Committee recommends slip to 2020)

**Jim Richards**

Landscaping Committee Chair