

The Peregrine Master Association, Inc.

Board of Directors Meeting Minutes
Location: Fire Station 18 Community Room
October 1, 2018

Mr. Bird called the Board of Directors meeting to order at 6:00 P.M. The following members attending the Board meeting introduced themselves:

Andrew Bird	President
Dane Juarez	Vice President
Jim Richards	Secretary
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

Sub-Association attendance:

Harry Flanagan	President, Alpine Glen Committee
Craig Andersen	Vice President, La Bellezza HOA
Dan Burich	President, The Sanctuary HOA

Owner's Forum:

Mr. Bird yielded the floor to Mr. Ed Naughton to discuss his initiative to create a committee to explore the possibility of building a community pool for Peregrine families. Following his introductory comments, there was a short period for questions and answers. Potential location and cost of suitable property are two primary concerns. Mr. Bird reiterated this initiative is neither endorsed nor sponsored by the Peregrine Master Association and would need to be self funded from the pool membership.

President's Report:

Mr. Bird yielded the floor to Mr. Poturalski to introduce Mr. Dan Burich, President of The Sanctuary HOA, as a volunteer to serve on the Safety & Security Committee. A motion to appoint Mr. Burich as a member of the Safety & Security Committee carried 7-0 in favor.

Negotiations for the Bestway Disposal 3-year contract renewal are complete. The cost for 2019 will remain the same as 2018, with minimal increases for the following 2 years. Sub-Associations are welcome to join the Bestway Disposal contract with the initial benefit of favorable terms regarding current service pricing.

Major emphasis is being placed on developing the 2019 PMA budget. Numerous options are being explored to coincide with a projection of budget requirements over the next 5 years.

Secretary's Report:

An action taken without a meeting email vote was conducted to approve the 6 September 2018 PMA Board Meeting minutes. The action passed unanimously.

Treasurer's Report:

Mr. Medley reviewed the financials, noting total assets for August were \$576,284.90 including reserves of \$345,690.11, 60% of the total assets. 32% of reserve funding is in the money market and the rest is in CDs. A CD rollover is anticipated in the not too distant future. Income Budget Performance was reviewed noting the possibility of irrigation expenses coming in under budget for the year. Expense Exceptions/Variations were reviewed. A major expense for weed control was noted, an activity that will be included in the 2019 landscaping maintenance contract. A 2018 year-end budget forecast spreadsheet was reviewed to set expectations over the next 3 months.

Finances for Alpine Glen were reviewed with no unexpected variances/exceptions.

Mr. Medley reviewed the 2017 PMA audit report and tax returns. No discrepancies were noted.

A handout of the draft 2019 PMA Budget was reviewed to include Alpine Glen. Many line items have been established following intense budget working sessions. Preliminary numbers show a strong requirement for a \$40/annual dues increase for the 2019 PMA Budget with no increase in the Alpine Glen dues.

The Aged Receivables Report was reviewed with no notable exceptions.

Committee Reports:

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

Mr. Juarez presented the Covenant Compliance Committee Report. (Attachment #2) Updated violation letters (1st, 2nd and 3rd notice) were reviewed with minor changes. A motion was made to approve the letters as amended which carried 7-0. A draft document describing the Policy Scope of Services provided by Z&R Management was reviewed. Work will continue to update the draft document. Board members were encouraged to send any suggestions to Mr. Juarez.

Mr. Richards reviewed the Landscaping Committee Report. (Attachment #4) It was noted the landscape maintenance contract for 2019 will remain with the current contractor. A concerted effort continues to fully document the scope of services provided in the 2019 contract.

Mr. Poturalski presented the Safety and Security Committee Report. (Attachment #3) It was noted a concerted effort will be made to reinvigorate the Neighborhood Watch program in conjunction with the Block Captain program. Traffic management initiatives on W. Woodmen were also discussed.

Mrs. McArthur presented information on the upcoming Turkey Trot on Thanksgiving morning, 22 November, and the December 15th children's Holiday Party. A motion was made to approve a \$500.00 budget for the Holiday Party which carried 7-0.

Manager's Report: Presented by Mr. Patterson.

Updates were provided on the Hearings held last month (4 homes).

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.

The Monthly Lawn Care Report was reviewed with no noted exceptions.

The updated 3-Year Project List was reviewed. The final 2019 - 2021 plan is still in development.

The Water Usage Spreadsheet was reviewed noting an unexpected but welcome reduction in irrigation requirements for August.

CSU has not sent a second billing cycle for Stormwater Enterprise Fees to determine if the four originally issued invoices are the only four being billed.

The current working copy of the Landscaping Project List was reviewed. Mr. Richards and Mr. Patterson continue to develop a plan to include dates for unscheduled and proposed projects.

The updated Initiatives and Prioritization List was reviewed with no noted exceptions.

Old / New Business:

The draft artificial turf guidance was reviewed with no changes noted. The draft vehicle cover guidance was reviewed with no changes noted. A motion was made to approve both documents as confirmed rules which carried 7-0 in favor. Mr. Juarez will determine where to insert the items in current PMA Rules & Regulation document.

Mr. Bird and Mrs. Sannes updated Board members on the new Peregrine Master Association website. The plan is to have the website up and running for testing in November with implementation in December.

The upcoming Annual meeting scheduled for January 16th at the Auditorium in Mt. St Francis was discussed. It was confirmed the Fire Department will be invited to speak on individual and community wildfire mitigation to sustain FireWise certification.

There being no further business, the meeting was adjourned at 8:48 P.M.

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 9/20/2018

Members in Attendance: Dane Juarez, Cindy Lau, Steve Garcia, Beth Harrison

We briefly discussed the circumstances of assisting Derek to determine if violations were fixed after the first letter. Dane Juarez checked on 10 houses:

- 4 violations were fixed
- 3 violations were not fixed
- 1 Dane Juarez determined there was no violation
- 1 the sidewalk is broken/uneven but that is the cities responsibility
- 1 no home with address
- Everyone agreed that they would be willing to do this if given the opportunity.

The 3 revised violation letters were reviewed. The committee approved sending them to the Board for their approval

The Z&R scope of services policy was reviewed. After discussion the committee agreed to forward the first draft of the policy to the Board for their review and comments. The policy is attached. A question was raised about who is Derek's backup and what is the Z&R policy for continuing inspections when Derek is on vacation.

Dane Juarez

Chair- PMA HOA Covenant Compliance Committee

Vice President

Attachment #3

SEPTEMBER HOA BOARD MEETING Safety and Security Committee Report

Report Date: 9/25/2018

Meeting attendees were: Dan Burich
Tom Farrell
Lindsay Fenton
Warren Peterson
Rich Poturalski, Chair

Discussion was as follows:

1. New Committee Member

Dan Burich's nomination to the committee was affirmed. His name will be submitted for HOA approval at the 10/1/2018 Board meeting.

2. Block Captain Meeting

Tom Farrell presented an update on the Block Captain meeting. The meeting was well attended and supported by our Crime Prevention Officer (CPO), Chris Ausec. Tom provided the Peregrine Aware/Peregrine Secure door hangers. The hangers were distributed to all attending Block Captains and to CPO Ausec at his request. The overall reception to the hangers remains very positive.

The committee discussed ways to further support the Block Captain Program and Neighborhood Watch to include expanded PMA resident involvement. To this end, Lindsay offered to work with the Block Captain coordinator, Carolyn Medley, to develop a future Peregrine Life article on these two important programs.

3. Three-way Stop Signs and Crosswalks

The committee reviewed a recent email from a Clayton Court resident as to whether the stop signs were necessary and the negative effect on the scenic drive along Woodmen Rd. After reviewing Councilman Don Knight and Mr. Poturalski's responses, the committee agreed that the signs were indeed needed and that the impact on the Woodmen Rd aesthetics would be minimal. Mr. Poturalski noted that he has tried calling the residents and left voicemails to review the matter with the residents.

The committee discussed the need for streetlights at the intersection of Centennial and Orchard Valley and Woodmen Rd and Orchard Valley. Mr. Burich noted that a streetlight was previously installed at the Centennial location, but it was removed after a car accident damaged the light. Mr. Poturalski has attempted to get a response from the City Street Light Business Support Specialist. No response has

been received to date. Mr. Burich agreed to submit a GoCo.com request to see if the previously installed street light could be reinstalled, especially when considering the planned addition of a crosswalk and 3-way stop signage. As for the possibility of a streetlight at the Orchard Rd/Woodmen intersection, the committee agreed this would be addressed later after the installation of the 3-way stop signage and crosswalk sometime this Fall. A lighted crosswalk would be an important pedestrian safety measure.

4. Meeting with Centennial Glen Residents

On Thursday, September 25, Councilman Don Knight, supported by Mr. Poturalski who represented the PMA Safety and Security Committee, led a discussion with nine Centennial Glen residents regarding proposed changes to traffic control and pedestrian crosswalks. The residents supported the proposed changes at the W. Woodmen Rd./Orchard Valley intersection on the east side of Peregrine. However, there were several issues raised concerning the three-way stop and crosswalk at the Orchard Valley/Centennial intersection and at the Centennial/Allegheny intersection. Key issues were anticipated traffic noise, the effect on driving/stopping during wintertime snow/ice conditions, and the impact of the 64-acre addition to the Blodgett Peak Open Space (BPOS). Councilman Knight and Mr. Poturalski agreed to review these issues with MS Krager, city Traffic Engineering manager. It was agreed that the proposed changes should proceed with the following stipulations:

- Councilman Knight that the proposed changes at Centennial and Allegheny. The Centennial Glen residents are planning to conduct a poll regarding the proposed Allegheny sign and crossing.
- The proposed stop sign and crosswalk at Orchard Valley and Centennial would proceed with the understanding that the BPOS expansion may result in a more appropriate location, such as the current BPOS trailhead and parking lot. There will be a subsequent review at that time.

All residents understood the need and priority to maintain safe traffic management in our residential neighborhoods. Importantly, the residents were pleased with the opportunity to discuss their concerns and the proposed items noted above.

As an aside, the PMA received several favorable comments regarding its commitment to our resident's safety and security and our efforts to date.

5. Turkey Trot, November 22, 2018

At the request of the Turkey Trot coordinator, MS Michelle McArthur, the committee reviewed several Safety and Security aspects. Mr. Peterson reviewed the liability issues and that the inclusion of a waiver is a positive step in mitigating liability risk. He also noted that both participants and spectators typically assume risk during such events. Given that the committee's role is one of advisory assistance, the following suggestions were proposed:

- Additional details on the actual route and plans for the event. Mr. Poturalski is working with Ms. McArthur to obtain this information.
- The procurement of 10 safety vests to be worn by event volunteers. Event volunteers would serve as "lookouts" for any specific safety issues to include anyone needing medical assistance.

- It was suggested that a central cell number be identified to coordinate efforts during the event activities. A handout to the event “lookouts” and others should provide information and emergency telephone coordination procedures.
- It was suggested that local paramedical services and the local CSPD (e.g., CPO Ausec) be notified in the event such services are needed.

Ms. Fenton will contact Ms. McArthur to help develop more details on the route. Mr. Poturalski confirmed that he has invited Ms. McArthur to attend the October Safety and Security meeting as at that time event plans would be more specific.

6. Additional Discussion

USAFA Gate Change. The committee agreed that the PMA should not be involved in the issue of redirecting traffic between the north and south Air Force Academy gates. It would be more effective if worked through local parent-teacher groups.

PMA E-Mail Blast. The committee agreed that the PMA e-mail blast program has proved to be a valuable tool for Peregrine Aware Alerts. It was suggested that a brief Peregrine Life article could help increase PMA email registration among our residents. Registration should be suggested at each board meeting and especially at our Town Hall meetings.

Community Patrols. The relationship between local PMA-funded patrols versus CSPD off-duty patrols was discussed. Mr. Peterson acknowledged that both approaches help show “the flag” that our neighborhoods are being monitored. The paid-for service by Advantage security provides the advantage of a written log of noted irregularities to include overnight parking. This information is provided routinely to Z&R property management.

The meeting was adjourned with the agreement that the committee would meet again on October 25th.

Rich Poturalski
Chair, PMA Safety and Security Committee
PMA HOA Director-at-Large

Attachment #4

Landscaping Committee Report – 24 Sep 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

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

ACTIVITIES AND MEETINGS

The month September finds the Landscaping Committee busy working out details for the completion of the 2019 landscape maintenance contract, finalizing a list of 2019 projects to rejuvenate areas in disrepair or in need of an upgrade and recommending work to be accomplished in 2020 and 2021. Additional emphasis is also being placed on better communication with ULS, our landscape maintenance contractor for Peregrine. As an example, we need a documented understanding of our common area irrigation systems and how they work. The committee is also developing a map of PMA sponsored common area locations, irrigation supply lines and detailed visuals of the types of landscaping within the common areas.

An updated list of recommended projects for 2019 includes rejuvenation of the east side of Orchard Valley Road opposite the 2018 improvements, rejuvenation of both corners at the intersection of upper Edenderry and W. Woodmen, mulch to rock conversion along West Woodmen at the intersection of Vantage Drive and West Woodmen, mulch to rock conversion at the south entrance of Alpine Glen, upgrades to landscaping at the east and west entrances of Peregrine, installation of an additional bench in north Peregrine and consideration of accomplishing one erosion control project, budget permitting. These projects are included as part of the 3-year plan. Additional smaller projects are being identified to as add-ons or substitutions should the need arise.

20 September – Jim Richards and Jon Gorski met with Gil Medina, the sales rep, from Unlimited Landscape Services, Inc. (ULS). The purposed of the meeting was to clarify and discuss the draft landscape maintenance services contract for 2019. Highpoints of the meeting include:

- a. Our meeting was candid, frank discussion about contractual concerns and problem areas. Our discussion convinced us ULS is a trusted partner to conduct landscape maintenance throughout Peregrine.
- b. ULS has the knowledge and capability to maximize efficiency of our 3-year-old, Rainbird irrigation control boxes. As with all wireless, remotely-controlled systems, there are faults and glitches. Gil works with the Rainbird rep to understand and fix problems that arise.
- c. We came to an understanding that the Landscaping Committee needs to be better informed so that our and PMA Board member expectations will be better in line with services provided.
- d. ULS has the institutional knowledge as Peregrine’s landscaping contractor. Our goal is to document that institutional knowledge and ensure reports provided by ULS (e.g. the Landscape Maintenance Services Report) provide information that is useful for PMA management oversight.
- e. For the above reasons, the Landscaping Committee recommends we continue and negotiate the 2019 landscape maintenance services contract with ULS.

21 September – Jim Richards and Tony Condon met with a contractor who built a retaining wall for Tony in his backyard. The objective of our meeting was to discuss options for maintaining erosion control along sidewalks. After our contractor meeting, Tony and I drove through Peregrine to discuss and identify potential projects, which would add value to the Peregrine neighborhood.

- a. Two options were discussed – the construction of a low-level (2 feet) retaining wall and the placement of boulders along a sidewalk. We are awaiting bid information from the contractor to determine if an effort of this type would be financially in our best interest. If not, we could contractually require ULS to ensure sidewalks in erosion areas are periodically cleaned.

b. The current annual (with some perennial) plantings completely obstruct the sightline of the verbiage on the east Peregrine entrance sign. Tony recommended modifying the design of the flowerbed (without removing any junipers currently in place) to enhance the visual aesthetic at this primary entrance to our community. Tony is currently drafting a recommended redesign of the bed.

c. We agreed all future plantings in front of filing signs will require review by the Landscaping Committee to ensure they do not obstruct the sightline from the street.

d. We also identified the two corners at the upper end of Edenderry where it meets W. Woodmen. Both corners are badly in need of rejuvenation using our river rock upgrades as a model for work to be accomplished.

2018 gave the Landscaping Committee it's first opportunity to begin the long journey of developing documented institutional knowledge about Peregrine's landscape and the operational requirements required to maintain the visual aesthetics of our premier mountainside community. The Committee looks forward to accomplishing further enhancements in 2019 and earnestly solicits inputs to consider for inclusion in our rolling 3-year plan.

Jim Richards

Landscaping Committee Chair