

The Peregrine Master Association, Inc.

Board of Directors Meeting Minutes
Location: Fire Station 18 Community Room
February 1, 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
Lynne VanArsdale	Secretary
Jim Medley	Treasurer
Rich Poturalski	Director at Large
Jim Richards	Director at Large
Derek Patterson	Z & R Property Management

Owner Forum / Hearings:

The owners of 2990 and 2995 Cindercone Lane were present to discuss the current location of the park bench and its proximity to their lots and asked for the bench to be relocated. Discussion followed and alternate locations will be investigated.

President's Report:

A handout was reviewed covering topics from 2017 and new Association objectives for 2018. The handout is attached for reference.

Secretary's Report:

The January Annual meeting minutes were reviewed with no changes. The January meeting minutes were approved as submitted.

Treasurer's Report:

Total assets for the Master Association as of December are \$969,909.70. The Income Statement and supplemental financial information was reviewed. Mr. Medley reviewed three new documents: 1) a history of dues payments and when they are paid, 2) a Reserve spending and funding spreadsheet covering the last seven years and 3) a new format for the Balance Sheet and Income Statement. Discussion followed. A motion was made to adopt the new formatting for the Balance Sheet and Income Statement which carried 6-0. The new format was approved and is attached for reference.

The 2017 year-end financials were reviewed for Alpine Glen, Angelstone Street and the Pere-Green Wildcat Garden. No discrepancies were noted.

The **Aged Receivables** report was reviewed and approved without changes and action deferred until the March meeting.

Mr. Patterson presented the **Manager's Report**.

The water usage spreadsheet was reviewed. Water usage and conservation remains a key topic. Plans to further mitigate and conserve were discussed and a plan is being developed as part of the HOA efforts to address community wide green areas.

The monthly activity spreadsheet was reviewed to include inspections, general violations, ARC approvals, extra duty and private security patrol schedules.

The 3-Year Project List was reviewed. The list continues to evolve and will be finalized in the coming months as part of Peregrine Strategy Plan. Also see Old/New Business.

The monthly lawn care report was reviewed. No issues or concerns were identified.

Old / New Business:

There was a review of the Annual meeting to identify areas of improvement and redundancy. The potential of midyear town hall style meeting was discussed and tabled for a later meeting.

There was discussion on appointing the seventh Board member and it was agreed to invite all known volunteers to a meet and greet with the Board prior to the March meeting.

Mr. Bird reviewed the 3-Year Project List with emphasis on funding and prioritization of projects. It was noted the average expense each year of \$90k would be the spending limit. Select 2018 projects will be reviewed onsite by members of the Board during February and presented to the March Board meeting for approval.

A list 2018 Initiatives and Prioritizations were reviewed with discussion on enhancing the Rules and the compliance process, website development and e-communications improvements, forming new Committees and Board Liaisons, increasing communications in general, assigning Board members different oversight roles, updating the new Reserve Study software and the use of Nextdoor and email alerts for Association business. The majority of these Initiatives will be finalized in the coming months as components within the Strategic Plan.

Mr. Patterson was asked to step up Rules Compliance with specific focus on shrubs and trees impeding the sidewalk, removal of noxious weeds from front & backyards, and removal (or refurbishment) of dilapidated basketball poles/hoops from front yards.

Mr. Patterson demonstrated the new Reserve Study software with around 65% of the Association's assets being updated with useful life and remaining life spans and current replacement costs. The Board agreed that this capability enhances asset visibility to better understand, manage and apply HOA funds to infrastructure and landscaping projects in the near, mid and far terms.

The Outstanding Topics – Survey Information list was reviewed and the 2017 Survey – remaining items on the Recommended Actions list will be included in each Board package in the foreseeable future.

A request was submitted asking for the Association to submit for a crosswalk at West Woodmen and Orchard Valley Roads. The request was approved.

A request was submitted asking for the Association to trim the scrub oak in the Common Area behind a resident's home. The request was disapproved.

There being no further business, the meeting was adjourned at 8:43 p.m.

A handwritten signature in black ink, appearing to read "Derek Patterson".

Derek Patterson
Property Manager

Community Response to HOA Outreach in 2017

July 2017 Peregrine Survey

Total Responses - 326

assume minimum of 26 homes with both partners, approx. 300 lots responded

December 2017/January 2018 Board of Directors Elections

Ballot forms received for Board of Directors elections 132 homes

Annual Meeting attendees 64 owners in person

NOTE – only 1 new Director volunteer for 2017

Increased to 4 new volunteers for 2018

PHOA Email list

Total homes 1,007 incl. undeveloped lots

Approx. 685 homes represented, 70% coverage of homes

List has increased from 50% to 70% during 2nd half 2017

On last email blast for Board Meeting agenda

1,004 emails (only 4 blocked or unsubscribed), high quality list

674 opened, industry average 20% is excellent

58 clicked thru for agenda

Continue to tune email format and distribution

Shorter, concise Subj Line

Embed content where possible rather than link to pdf

2018 Objectives

- ▶ Transparency
 - ▶ Communicate plans, activities & feedback
- ▶ Rejuvenate
 - ▶ Infrastructure & Common Areas
- ▶ Modernize
 - ▶ Systems, processes, budget control & tools
 - ▶ Trust but verify
- ▶ Compliance
 - ▶ Rules application and process review

Peregrine Master Association
Balance Sheet
As of January 31, 2018

ASSETS

CURRENT ASSETS

Checking/Savings

101 Ent - Checking	\$230,694.25	
102 ENT - Operating Savings	\$11,596.51	
106 Chase - Operating MM .04%	\$150,801.43	
Total Operating Cash	\$393,092.19	42.7%

148 RES - TCFMM .7%	\$44,840.02	
149 RES - ENT Reserve MM .2%	\$50,110.54	
151 RES - Wells Fargo Advisor Reserve MM .07%	\$98,720.79	
153 RES - Wells Fargo 1.85% (2-19-19)	\$65,000.00	
157 RES - TCF CD 1.5% (4-30-19)	\$138,772.71	
159 RES - Compass Bank 1.7% (12-14-18)	\$31,000.00	
Total Reserves	\$428,444.06	46.5%

Total Checking/Savings	\$821,536.25	89.2%
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Accounts Receivable

101 Accounts Receivable	\$99,342.11	
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Total Accounts Receivable	\$99,342.11	10.8%
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Total Current Assets	\$920,878.36	
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TOTAL ASSETS	\$920,878.36	
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

204 Trash Pre-Paid	\$128,685.70	
205 Pre-Billed Master Dues	\$281,160.00	
206 Alpine Glen Sub Division Holding	\$0.00	
207 Angelstone Holding	\$0.00	
208 La Bellezza Pre-Billed	\$15,510.00	
209 Sanctuary @ Peregrine Pre-Billed	\$12,655.50	
210 Villages @ Peregrine	\$10,510.50	

Total Other Current Liabilities	\$448,521.70	
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Equity

296 Fund Balance	\$457,179.60	
Net Income	\$15,177.06	

Total Equity	\$472,356.66	
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TOTAL LIABILITIES & EQUITY	\$920,878.36	
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Peregrine Master Association Income Statement Budget Performance January 2018

	Jan 2018			Jan 2018 YTD		
	Actual	Budget	Variance - Fav(Unfav)	YTD Actual	YTD Budget	Variance - Fav/Unfav
Ordinary Income/Expense						
Income						
301 · Association Dues	25,560.00	25,560.00	0.00	25,560.00	25,560.00	0.00
302 · Trash & Recycling	11,683.10	11,683.10	0.00	11,683.10	11,683.10	0.00
303 · Interest Income (Operating)	58.46	0.00	58.46	58.46	0.00	58.46
304 · Late Fees	770.00	0.00	770.00	770.00	0.00	770.00
305 · LaBellezza Dues	1,410.00	1,410.00	0.00	1,410.00	1,410.00	0.00
306 · Sanctuary at Peregrine Dues	1,150.50	1,150.50	0.00	1,150.50	1,150.50	0.00
307 · Villages Dues	955.50	955.50	0.00	955.50	955.50	0.00
314 · A/R Interest	9.43	0.00	9.43	9.43	0.00	9.43
Total Income	41,596.99	40,759.10	837.89	41,596.99	40,759.10	837.89
Gross Profit	41,596.99	40,759.10	837.89	41,596.99	40,759.10	837.89
Expense						
503 · Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
512 · Accounting/Office Administratio	1,260.00	1,323.34	63.34	1,260.00	1,323.34	63.34
513 · Administration	2,674.99	2,202.50	(472.49)	2,674.99	2,202.50	(472.49)
514 · Audit	0.00	0.00	0.00	0.00	0.00	0.00
515 · Community Events	0.00	0.00	0.00	0.00	0.00	0.00
516 · Community Projects	0.00	216.67	216.67	0.00	216.67	216.67
517 · Contingency	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67
519 · Electric	18.71	72.50	53.79	18.71	72.50	53.79
520 · Fence Repairs	0.00	40.00	40.00	0.00	40.00	40.00
521 · General Maintenance & Repairs	804.75	856.67	51.92	804.75	856.67	51.92
525 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
524 · IT Support	0.00	333.34	333.34	0.00	333.34	333.34
530 · Landscaping	0.00	845.00	845.00	0.00	845.00	845.00
532 · Lawn Contract	3,528.00	3,528.34	0.34	3,528.00	3,528.34	0.34
535 · Legal Expense	0.00	416.67	416.67	0.00	416.67	416.67
536 · Legal Reimbursement	(26.50)	(276.67)	(250.17)	(26.50)	(276.67)	(250.17)
537 · Management	4,641.67	4,641.67	0.00	4,641.67	4,641.67	0.00
538 · Security/ Extra Duty Patrols	556.37	1,154.17	597.80	556.37	1,154.17	597.80
541 · Snow Removal	1,103.00	4,000.00	2,897.00	1,103.00	4,000.00	2,897.00
542 · Sprinkler Repairs	0.00	0.00	0.00	0.00	0.00	0.00
543 · Trash & Recycling	11,130.80	11,683.10	552.30	11,130.80	11,683.10	552.30
544 · Tree Maintenance	495.00	507.50	12.50	495.00	507.50	12.50
546 · Water	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	26,186.79	33,211.47	7,024.68	26,186.79	33,211.47	7,024.68
Net Ordinary Income	15,410.20	7,547.63	7,862.57	15,410.20	7,547.63	7,862.57
Other Income/Expense						
Other Income						
601 · Interest Income Replacem Funds	724.61	0.00	724.61	724.61	0.00	724.61
Total Other Income	724.61	0.00	724.61	724.61	0.00	724.61
Other Expense						
653 · Landscape Reserves	957.75	0.00	(957.75)	957.75	0.00	(957.75)
654 · Fence Repair - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
655 · Fire Mitigation - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	957.75	0.00	(957.75)	957.75	0.00	(957.75)
Net Other Income	(233.14)	0.00	(233.14)	(233.14)	0.00	(233.14)
Net Income	15,177.06	7,547.63	7,629.43	15,177.06	7,547.63	7,629.43