

THE PEREGRINE Master Association, Inc.

Board of Directors Meeting Minutes

Location: Virtual Meeting using Zoom due to Covid-19 Stay at Home Order
April 8, 2020

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
Kim Sannes	Secretary
Michelle McArthur	Treasurer
Rich Poturalski	Director at Large
Jim Richards	Director at Large
Derek Patterson	Z&R Property Management
Kristie McKitterick	Balanced Bookkeeping

Mr. Bird reviewed the protocols for utilizing Zoom Pro for the meeting where Board members can interact by audio and video with each other and share documents live.

Owner's Forum:

No questions or suggestions were submitted for review.

Hearing:

A hearing was held for 2280 Gambrell Lane with the consideration of an initial \$75.00 assessment fine and other enforcement actions for not submitting an ARC request for rear deck repairs (deck scaffolding was taken down upon request). The compliance date was March 17th. The owner did not respond. Mr. Juarez reviewed the history of correspondence. A motion was made to place the initial fine in abeyance and give the owner a second new 2-week compliance date to submit a repair plan since the deck is a safety, maintenance and compliance concern. The motion carried 6-0 in favor. It was noted there may be COVID-19 delays which will be considered.

President's Report:

Mr. Bird reviewed a one-page report which summarized the effects of the COVID-19 pandemic and the status of the Peregrine Life Magazine regarding advertisers. Other updates covered the peregrinehoa.com website, Rules and Regulations standardization, Friends of Peregrine Parks & Open Spaces projects and playground closures due to COVID-19, Wildfire Mitigation and Board and Committee position recruitment.

Secretary's Report:

The February 12th minutes were approved by an "Action Taken Without a Meeting (ATWAM)" email vote, 6-0 in favor and a motion was made to approve the March 11th meeting minutes (which was canceled due to COVID-19); which carried 6-0 in favor.

Treasurer's Report:

Mrs. McArthur and Mr. Bird provided a review of the Association's financial status. Total assets as of March 31st were \$893,015.03 (this includes the half year fees of \$81,944.56), with an operating cash balance of \$405,223.46 and a reserve balance of \$405,847.01. A list of year to date account variances was reviewed. A question and answer period followed.

The Aged Receivables Report was reviewed.

The assessment fine payment plan for 2625 Himalaya Court was submitted and unanimously approved by the Board.

It was noted the assessment fine for 8335 Bluffview Way has not been received, the owners stated that the check, made payable to Z&R had been mailed to Z&R on March 22nd.

Committee Reports:

The Covenant Compliance report was reviewed (Attachment #1).

A motion was made to approve for the Committee to proceed with submitting proposed updates to Item #1, which carried 5-1 in favor (Mr. Bird voted against). A motion was made to approve Item #2, which carried 6-0 in favor and a motion was made to approve with Item #3, which carried 6-0 in favor.

The Landscaping and Infrastructure report was reviewed (Attachment #2).

As a follow-up to the report, Mr. Richards advised that ULS had resumed work along W. Woodmen and the mulch to rock conversion would be completed by 9 April.

The Safety and Security report was reviewed (Attachment #3).

The Community Events report was reviewed (Attachment #4).

Discussion followed on numerous events that are impacted by COVID-19 and work will continue to monitor the pandemic and try to schedule events when possible.

The Communications report was reviewed (Attachment #5).

The Alpine Glen report was reviewed (Attachment #6).

Manager's Report:

Mr. Patterson reviewed the updated Monthly Activity Spreadsheet which includes owner concerns, ARC approval requests/review times, monthly inspection notices/owner responses, the number of hearings by month, the number of 1st and 2nd violations notices issued each

month, homes requesting more time, previous hearing status, new or possible hearings and the extra duty/private security patrol schedules.

The number of First and Second Notices section was updated to show the number of notices issued by month for 2019 in comparison to 2020.

It was noted that 2 or more community inspections will not be conducted due to the "Stay at Home" order. Some compliance dates will be automatically extended.

The monthly Lawn Care Report was reviewed with no notable exceptions.

The electric and water has been turned on for the season.

The Water Usage Spreadsheet was reviewed.

It was noted the City StormWater department submitted new Common Area Tracts that have fees assigned to each. The fees will be higher than expected for the year.

Old / New Business:

The owners of 8335 Bluffview Way submitted a second request to have the reduced penalties (previous fines, late fees and interest) removed from their account. Discussion followed. A motion was made to deny the request which carried 5-1 in favor (Mrs. Sannes voted against).

A request was submitted for the Association to consider painting address placards on the street curb. Discussion followed. The request was denied, but it was suggested an alert be issued informing residents to ensure their address is easily visible from the street.

The owners of 4025 W. Woodmen Road received a notice to trim a tree with branches extending into the sidewalk. The residents responded (6 letters) stating they were being harassed and they will be securing legal representation. They further stated persons unknown maliciously damaged/vandalized one of their trees and they requested their compliance date be extended to May 5th. Correspondence was reviewed. It was reported that two members of the Landscaping Committee met with the owners today and trimmed two trees with the consent of the owners). No further action will be taken.

There being no further business, the meeting was adjourned at 8:18 p.m.

Kim Sannes
Secretary

Attachment #1

**Covenant Compliance Committee
3/29/2020**

Members: Dane Juarez, Don Aitken, Carolyn Hatcher, Cindy Lau

The March 23, 2020 meeting was cancelled.

The first meeting of the new CCC committee was held on February 20, 2020. The review and approval process were discussed. Discussion of edits to the Recreational and Sports Equipment Rule focused on the difference between Sports Equipment and children's toys and how storage of each would be treated differently. No decision was made.

Below are the 3 Rules, in priority order, that the CCC is proposing for Board approval.

1. III 9 Recreational and Sports Equipment (difference between sports equipment and toys)
2. VI B Maintenance, Owner Responsibility (mainly rewording and reordering)
3. VII Miscellaneous sections:
 - a. B (bring into compliance with XI Signs),
 - b. F (check phone numbers),
 - c. H (add short term rental requirements),
 - d. L (B) (rewording for clarity)

We may decide to take sections of #3 separately depending on the magnitude of the change.

The next meeting has not been scheduled. When we do meet, we will address these Rules with Board approval.

Dane Juarez
Chair – PMA HOA Covenant Compliance Committee
PMA Vice President

Landscaping and Infrastructure Committee Report – 30 March 2020

Committee Members: Jim Richards, Jon Gorski, Tony Condon, Pam Maier

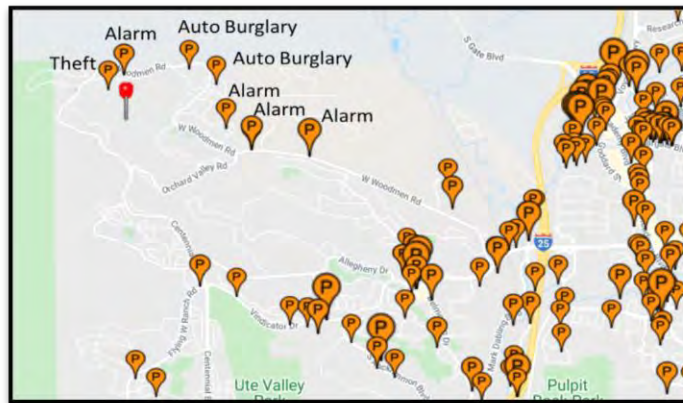
- ULS has made excellent progress along W. Woodmen in the conversion of mulch to rock. All beds to be converted have either been completed or cleared of mulch and are being prepped for laying weed suppression fabric and the installation of rock. Rock is being delivered to the small cul-de-sac on Melross Court. Residents were notified of the small inconvenience prior to the initial rock delivery.
- ULS stopped work on 26 March in conjunction with Governor Polis' stay-at-home order. They will not return to work until the order is rescinded. If we enter a period of drought, ULS will secure permission to turn on the irrigation system to prevent the grass from dying. The irrigation system will be inspected if we are required to start spring watering and when permission is secured to do the work required to accomplish the inspection.
- The Landscaping and Infrastructure Committee met on 6 March to discuss the forthcoming spring/summer program and explore recommendations for future improvements/upgrades. Initial recommendations will include: (1) an upgrade to the west entrance of Peregrine, (2) additional erosion control across the street from the north intersection of Sawback and W. Woodmen, (3) enhancements to the two areas on W. Woodmen that only have a single bench and (4) the installation of shrubs which add color to the landscape, such as Forsythia.
- Tony Condon has volunteered to provide draft illustrations for suggested improvements to the west Peregrine entrance and the bench areas.
- If there are any residents who have expertise in landscape design and would be interested in contributing to the development of improvement plans, please contact me and I will get you involved!
- For your awareness, the City has installed a larger, underground trash receptacle at Marshall Sprague Park.
- In conjunction with the COVID-19 restrictions, the City has closed playground areas within Peregrine and posted signs accordingly.
- As always, membership on the landscaping and infrastructure committee is open to all volunteers. If you would like to join, please don't hesitate to contact me.

Jim Richards
Chair, Landscaping and Infrastructure Committee

Safety and Security Team Activity Report March 27, 2020

The Safety and Security Team met via teleconference on March 20, 2020. Attendees were Dan Burich, Lindsay Fenton, Warren Peterson, Rich Poturalski (Chair). The following items were presented and discussed:

1. **Peregrine Crime Events:** Peregrine Property Manager, Derek Patterson, stated that the CSPD is having constraints on their filling of our off-duty patrol requests. In the main, Peregrine remains a low crime community while our surrounding areas are experiencing high levels of criminal activity. Meanwhile, the Nexis-Lexis crime map indicated no major crime activity over the past month while a review of data on “myneighborhoodupdate” (see figure below) indicated two car break-ins over the past 30 days. We have sent an inquiry to our Crime Prevention Officer, Chris Ause, for status.



2. **Coronavirus:** The team reviewed the current status of the Coronavirus (COVID-a9) and its effect on Peregrine. It was agreed that with the outbreak there may be an increase in criminal activity especially in the later hours affecting potential auto break-ins (as indicated above) while most residents are now in self-isolation and in home during the day. It was also suggested that a Peregrine Aware message on precautions during the outbreak would be of value to our residents. A proposed email was drafted and published as an alert. In a recent contact with our Crime Prevention Officer, Chris Ausec states that criminals will do what they always do; therefore, crime trends will continue despite the effects of the virus outbreak. The S&S Team agreed that the potential for increased crime in our area is a real possibility and cautionary communication with our residents is of value.
3. **Overnight Parking (ONP):** Based on a discussion with the PMA Board President, ONP violation data will be collected during the month of April. To support this data collection, ASI patrols will be scheduled for Saturday and Sunday mornings from 1 a.m. to 3 a.m. as compared to ONP violations for April 2019. The team discussed the issue and at this time agreed that the current ONP protocol for ticketing remain until the data is produced and reviewed. As part of the discussion, Mr. Peterson introduced a web link prior to the meeting that addressed ONP for the Cragmoor community located near UCCS. That community has a well-laid out ONP permit plan sanctioned by the City that addresses neighborhood specific requirements as well as option for temporary day permits when needed. That plan is an interesting case study of what one community put in place. Such a plan may have value at some later time but is not recommended for Peregrine at

this time. In considering ONP, it was proposed that the team contact the Colorado Springs Fire Department (CSFD) to obtain better guidelines as to ONP and the impact on emergency vehicles. That CSFD effort would occur after the April ONP data collection results are available for review.

4. **Proposed Patrol Schedule.** For the month of March, the CSPD can only fill half of the requested 12 patrols while all ASI patrols are being performed as planned. Given the above discussions the proposed ASI/CSPD patrol schedule for April through June was reviewed. The schedule has been provided to and reviewed by the PMA Property Manager for distribution to our CSPD and private patrols.
5. **WHO Malware.** A Peregrine Aware Alert was drafted and published regarding fake World Health Organization emails which had embedded malware in the email attachments.

Submitted by: Rich Poturalski, S&S Team Chair

Communications Committee – March 2020

Strategy: 'Community Building'

- Mailer Campaign Report

Date and Event	Unique Opens	Click-Through	Recipients
Mar. 30: Peregrine Aware Alert Suspicious Vehicle	57.7%	0%	585
Mar. 26: Peregrine Aware: Colorado COVID-19 Executive Order and FAQ	56.3%	5.9%	568
Mar. 26: Annual Meeting Handouts	56.7%	0%	573
Mar. 24: Peregrine Alert COVID-19 Safety & Security	61.1%	0.7%	616
Mar. 19: Cancellation of Peregrine Events - Coronavirus	62.6%	0%	633
Mar. 10: Cancellation of March 11th Board Meeting	43.7%	0.2	443
Mar. 5: March Board Meeting Agenda & Handout	38.9%	3.6%	394
Feb. 28: The Dangers and Consequences of feeding Wildlife	43.9%	0.5%	446

- Peregrine Life Articles:
 - Articles:
 - March "Peregrine Wildlife" Article by Kim Sannes
- Coffee with the Board March 21: Cancelled
- March Board Meeting: Cancelled
- Planning 'Spring Fling' Peregrine Photo Contest for May 2020
- Continue the improvements on clarifying and creating transparency in documents and media to residents

Kim Sannes
 Communications Committee
 Director at Large

Attachment #5

Coffee with the board

- Due to the current restrictions this event has been cancelled

Easter Egg Hunt

- Due to the current restrictions this event has been cancelled

Cinema in the Park

- Event date has been set for June 6th starting at 9.00 p.m.
- We are looking into seeing if NTSOC would be willing to help donate towards the expenses that could end up close to \$1500. Rental agreement is in place for the equipment \$714, the movie that has been suggested is Raiders of the Lost Arc. Last year we had approx. 100 people attend.
- The special event permit from Parks and Rec, cost if which will be \$325, and the Noise Hardship from the Police have to be applied for at least 30 days prior to the event. Due to the current restrictions I will be applying just before the 30-day limit. I will also check to ensure that the electric point is in working order.

Music in the Park

- Date has been confirmed as June 19th 6-8 p.m. Last year we had 300-350 people in attendance Parks and Rec have so far have confirmed current costs per permit remains at \$325 as we need the use of the electricity. We may be able to get a deal for 2 permits in the same month. Along with this I will need to complete a noise hardship form with the police.
- I have a meeting with Rich from Red Robin Tuesday 31st March to discuss what we ran of at last year's event, costs etc.
- So far, we have 2 possible bands both of which will come in around \$1500 for 2 hours, Narrow Gauge and Distant Thunder. I am also awaiting a response from Groove Tones, I am not yet sure if they are still performing
- The Police and the Fire Brigade have confirmed that they will be planning on attending. It will be Fire Station 12 for the Fire Brigade, CPO Chris Ausec has the date on his calendar and will go through the process of requesting a police officer and cruiser to attend. He will keep me informed.
- Kona Ice have confirmed that they would like to attend and we also have confirmed attendance by Micah, Balloon Twisting and Miss Aimee for Face Painting both have confirmed that they can attend for the full 2 hours
- A Month before the event a sign-up genius will be issued for relevant volunteers along with making sure what equipment we need to hire. We will also do a Dessert Potluck, which I will ask the firemen to judge, the winner will receive a \$50 visa card
- Due to the current restrictions I will hold off on organizing signs for the event, along with emails to be issued etc.

Attachment #6

Alpine Glen Committee (AGC) Report – April 2020

- **2020 Mulch to Rock Projects.** Based on ULS selection to complete our three recommended 2020 mulch to rock projects, we met jointly on March 4, 2020 to confirm requirements. The PMA BOD completed and finalized the contract with ULS on March 20, 2020. ULS will schedule to complete the projects by our target July 1, 2020 date.
- **Quarterly AG Newsletter.** The 2nd quarter newsletter draft is complete and being reviewed by the AGC. Anticipated release date is April 4, 2020.
- **Streetlight – Corner of Orchard Valley and Centennial Roads.** This project remains open. No change.
- **2020 Wildfire Mitigation.** AGC would like continued discussion and PMA BOD decisions regarding planned and resourced 2020 Peregrine wildfire mitigation, particularly in the areas along Orchard Valley Road.
- **2020 Landscape Contract Status.** The PMA BOD completed and finalized the contract with ULS on March 20, 2020.
- **Alpine Glen Infrastructure Estimates.** The AGC requests a report of infrastructure items and expected life for out-year budgeting. We understand Z&R has a software application that can assist us. Request this report be emailed to HDFlanagan@aol.com by April 15, 2020 as the AGC will start our 2021 budget planning cycle in May.
- **AGC Document Access.** Detailed minutes of the AGC meetings and associated documents are assessable at https://drive.google.com/drive/folders/1F5J8NegeCoZQizr19_V-yCYIfFKzsvMj
- The AGC continues to meet virtually for the near future and until COVID-19 restrictions are lifted.

Harry Flanagan
Alpine Glen Committee Chairman
HDFlanagan@aol.com
719-650-4099