

THE PEREGRINE Master Association, Inc.

Board of Directors Meeting Minutes

Location: Telecommunication due to Covid-19 Safer-at-Home Order

July 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. Poturalski was excused for another appointment.

Owner's Forum:

Mrs. Jacowski, 2645 Holman Court discussed a previous overnight parking waiver request she submitted in May but noted the request was not documented in the minutes. It was reiterated that the request for a parking waiver of 3-vehicles to be parked in the cul-de-sac overnight for 3 months was denied.

Hearings:

A hearing was held for 2690 St. Catherine Court with the consideration of an initial \$35.00 assessment fine and other enforcement actions for not complying with a landscaping violation. The owner did not respond. Mr. Juarez reviewed the history of correspondence between the HOA and the homeowner. A motion was made to place the initial fine in abeyance and give a new 2-week compliance date. If compliance is met, no fine will be imposed; if compliance is not met the initial fine will be imposed. The motion carried 5-0 in favor.

A hearing was held for 3005 Blodgett Drive with the consideration of an initial \$35.00 assessment fine and other enforcement actions for not complying with two landscaping violations. The owner did respond stating the last item will be completed in 1-week. Mr. Juarez reviewed the history of correspondence between the HOA and the homeowner. A motion was made to place the fine in abeyance and give a new 2-week compliance date. If compliance is met, no fine will be imposed; if compliance is not met the initial fine will be imposed. The motion carried 5-0 in favor.

A hearing was held for 7515 Fairbranch Court with the consideration of an initial \$35.00 assessment fine and other enforcement actions for not complying with a landscaping violation. The new owner did respond stating he will occupy the home on July 23rd. Mr. Juarez reviewed the history of correspondence between the HOA and the homeowner. A motion was made to place the fine in abeyance and give a new 2-week compliance date from the 23rd. If compliance is met, no fine will be imposed; if compliance is not met the initial fine will be imposed. The motion carried 5-0 in favor.

A hearing was held for 8070 Sawback Trail with the consideration of an initial \$25.00 assessment fine and other enforcement actions for not complying with two trash totter storage violations. The owner did respond providing a reason why they were left out. Correspondence was reviewed between the HOA and the homeowner. A motion was made to not impose the fine which carried 5-0 in favor. The owner submitted additional information on past violations and their compliance status, and it was agreed that no new assessment fines will be considered at this time to allow the owner time to complete the work by July 19th. The owner requested an abatement of a prior \$225 fine, the Board voted 5-0 to decline.

Mr. Juarez reported that the Hearing for 8410 Vance Court was not required because the owners had remedied the violation.

President's Report:

Mr. Bird confirmed that Meeting rooms at Fire Station 18 and the Mt St Francis Auditorium are not available in 2020 due to COVID-19 concerns. The remaining 2020 meetings for the Board, Budget and Annual meeting will be Virtual meetings using Zoom, with Association members invited to join the meeting. The Budget and Annual meetings will host larger audiences, with the Annual meeting having the capacity of 100+ members. He reviewed the 2021 Budget Planning and Calendar and summarized community projects (Photo contest, Cinema in the Park, Turkey Trot, and the Welcome Committee/newsletter). Work will continue on Board and Committee member recruitment.

Secretary's Report:

The June 10th minutes were approved by an Action Taken Without a Meeting email vote, 5-0 in favor.

Treasurer's Report:

Mrs. McArthur provided a review of the Association's financial status. Total assets as of June 30th were \$712,698.29, with an operating cash balance of \$330,177.60 and a reserve balance of \$355,623.65. A list of year-to-date account variances was provided and reviewed.

The Aged Receivables Report was reviewed.

Committee Reports:

The Landscaping and Infrastructure Report was reviewed (Attachment #1). The irrigation updates along West Woodmen Road and Orchard Valley Road have been completed. Irrigation updates outside of Alpine Glen are scheduled for completion by July 14th. Peregrine fence repairs will be completed this week and the pillar sealing/fence painting, part of a two-year project, will commence on July 23rd.

The Alpine Glen Report was reviewed (Attachment #2).

The Community Events Report was reviewed. (Attachment #3). The Cinema in the Park event is being considered for August, pending current COVID-19 outdoor guidelines and issuance of required city permits.

Mr. Poturalski rejoined the meeting at 6:40pm to present the Safety and Security Committee report and attended the rest of the Board Meeting.

The Safety and Security Report was reviewed (Attachment #4).

Mr. Poturalski reviewed his recent committee's review of traffic calming measures to include the "motorcycle mayhem" Working Group with CSPD Commander Tish Olszewski and Mr. Todd Frisbie, the Colorado Springs Traffic Engineer. In addition, he led a discussion on overnight parking (ONP) with Mr. Dane Juarez and how ONP hours, tagging and possible fines may be administered. Also presented was a draft Peregrine Aware email blast on ONP based on the information provided by Captain Michael Smaldino, CSFD Public Information Officer, to Dan Burich, of the Safety and Security Committee. Mr. Poturalski took the action to condense the proposed Aware email.

The Covenant Compliance Report was reviewed (Attachment #5). There was discussion on updating the overnight parking rule, possible new enforcement options (draft letter template) and possible waiver/permit requests. Additional discussion followed and more input will be sought with an emphasis on educating owners and obtaining city agency input.

The Communications Report and the Welcome Committee Report were reviewed (Attachment #6). It was noted that details from new renters moving into Peregrine will be difficult to track, Mrs Kristie McKitterick was asked to explore if the financial systems can identify homes that are currently being rented, and could be tracked in the future. A motion was made to authorize approximately \$1.2k to purchase items for welcome baskets which carried 6-0.

There was discussion on whether a new resident should have a grace period for notifications of possible violations, which would just identify the matter without compliance dates, etc. A 60-day period was agreed upon. Mr. Juarez will draft a letter for Board consideration. This grace period would not apply to egregious issues impacting neighbors that require immediate attention.

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 violation notices issued each month, homes requesting more time, previous hearing status, new or possible hearings, 811 requests and the extra duty/private security patrol schedules.

The monthly Lawn Care Report was reviewed.

The Water Usage Spreadsheet was reviewed.

Old / New Business:

The owner of 7625 Slate Court submitted possible content changes for first notice letters. A draft will be created.

The owner of 3055 Richfield Drive was notified of a water pooling concern on the east side of the home which impacted the downhill neighbor. The owner failed to respond to repair suggestions and threatened legal action. The Association had a landscaping company inspect the lot and they submitted a bid for corrective actions (which involved both lots). Both owners will be sent a copy of the bid for their input. It was noted that the enforcement process may require legal action from the Association.

Mr. Bird discussed potential timelines for issuing a monthly, double sided 1-page community newsletter and Mr. Richards volunteered to help draft a template format.

There being no further business, the meeting was adjourned at 7:54 p.m.

Kim Sannes
Secretary

Attachment #1

Landscaping and Infrastructure Committee Report – 30 June 2020

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

- All summer irrigation standardization/upgrades for Orchard Valley Road will be completed as of 1 July 2020.
- Work on the irrigation standardization/upgrades outside of Alpine Glen will begin on 2 July 2020. The anticipated completion date is 8 July 2020.
- We have incurred substantial expenses regarding irrigation repairs at the beginning of this growing season. Old, underground irrigation infrastructure has deteriorated to the point that numerous leaks and failures point to equipment “end of life” for much the original irrigation installation. Repairs are being accomplished as failures occur.
- Fence and capstone painting for this season is scheduled to begin on 10 July 2020.
- The initial attempt to level the Rockledge filing sign by a concrete leveling contractor failed. Another attempt to dig completely around and underneath the sign will hopefully disclose why the sign could not be leveled. Pending the outcome of this initiative, the sign may have to be taken down.
- The Landscaping and Infrastructure Committee met to discuss future projects within the Peregrine community. Prioritized recommendations will be forthcoming and will include an upgrade to the west entrance signage, erosion control measures along the sidewalk across from the north entrance to Sawback, enhancements to current bench locations, completion of bed enhancements along Orchard Valley Road, the installation of rock between the curb and sidewalk in areas along the Blodgett Peak Open Space, common area fire mitigation initiatives and continued financial planning for irrigation repairs. There is still a substantial amount of work to be accomplished to rejuvenate the appearance of Peregrine.
- As we continue to plan landscaping and infrastructure initiatives for the next 3 years, we encourage inputs from all residents of the Peregrine community.

Jim Richards
Chair, Landscaping and Infrastructure Committee

Attachment #2

Alpine Glen Committee (AGC) Report – July 2020

- **July AGC Meeting.** Conducted July 6, 2020 via Zoom.
- **2021 Budget.** 2021 budget planning has started and we anticipate having our draft to the PMA BOD by August 10, 2020.
- **Quarterly Newsletter.** The draft 3rd quarter, 2020 newsletter will be reviewed by the AGC on July 6. We plan to electronically distribute July 8, 2020.
- **Resident Survey.** The AGC is finalizing our 2020 Resident Survey. Upon final review by the AGC on July 6, we plan to release via Survey Monkey on July 10, 2020. Our focus is to gather information, concerns, recommendations and validations of our 5 year plan for Alpine Glen.
- **Wildfire Mitigation.** We understand the current PMA BOD approach to Wildfire Mitigation for Peregrine, including the area along Orchard Valley Drive across the road from the Alpine Glen homes. We look forward to the plan's update as to what mitigation is scheduled for completion in 2020 and the out years.
- **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. Next meeting is scheduled for August 9, 2020 (Shifted to 2nd Sunday to allow receipt of AG Financial Reports).

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

Attachment #3

Community Events

- Spring Fling Photo Contest
 - Event is now closed! We had over 180 entries
 - Voting closed June 15th and all prizes have been delivered
 - We have received a donation of \$500 from Debbie Reardon to go towards this event, for all prizes the cost is estimated to be a total of \$1069 including activation charges and cards
- Cinema in the Park
 - Event date is now set for August 8th starting at 9.00 p.m. Awaiting Parks and Rec. to confirm we can hold the event and permit information. Once I have this I can apply for the special events permit and the noise hardship permit from the police we need 30 days for these permits.
 - Looking into bagged cotton candy and popcorn to prevent close contact .
 - 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.
- Music in the Park
- CANCELLED
- Thanksgiving Turkey Trot
 - Set for Thanksgiving Day November 26th starting at 9 a.m.
 - Prizes will be purchased closer to the time.
 - Volunteer requests etc. Will be issued a month before the event along the police receiving a map of our routes etc for their approval.

**Peregrine Master Association
Safety and Security Committee
Activity Report**

June 29, 2020

The Safety and Security Team met on the above date via Zoom teleconference. Attendees were as follows:

Dan Burich / Lindsay Fenton / Warren Peterson, Co-Chair / Rich Poturalski, Chair
Special Guest: Nate Hansen, Principal, Woodmen-Roberts School

WELCOME AND INTRODUCTIONS: The team introduced themselves to special guest, Mr. Nate Hansen. Mr. Hansen provided a short introduction. His family has lived in Peregrine for four years. Nate has over 20 years' experience in the education field and will officially take on his new role as the principal of Woodmen-Roberts on July 1st.

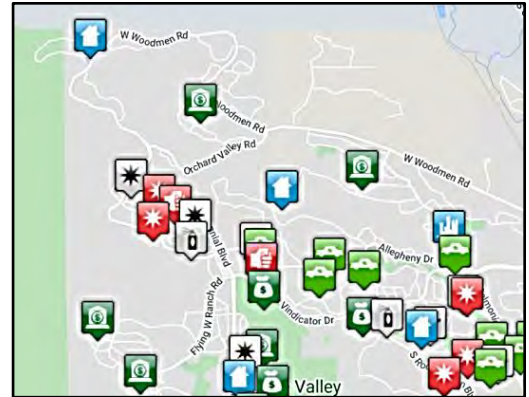
DISCUSSION

- **Traffic Working Group Update:** Rich Poturalski provided a brief update on the May 26th Motorcycle/Traffic Working Group meeting with Commander Tish Olszewski, Commander CSPD Falcon Division, and Mr. Todd Frisbie, Chief Traffic Engineer Colorado Springs. Since the meeting, the community has seen an increased CSPD presence with traffic monitoring at the east entrance to Peregrine. In addition, there have been more CSPD patrols on various streets throughout Peregrine. Two residents voiced concerns regarding danger to cyclists with the potential addition of rumble strips or "drainage pans" or "speed dips" to slow down speeding vehicles including motorcycles. Lindsay Fenton noted that the CSPD was to collect more data and share that with Mr. Frisbie to assist in developing speed mitigation plans. Rich will contact Crime Prevention Officer Chris Ausec to see if that data collection is complete. It was also recommended that the committee reach out to the HOA board president, Andrew Bird, and Mr. Frisbie as to any updates on speed mitigation planning. Nate Hansen did a brief review of his understanding of traffic management plans for Peregrine. These plans include pedestrian crossing signs at Marshall Sprague Park and a speed check sign on Woodmen near the Kittridge/Edenderry intersection. Rich noted that these plans were detailed in the city traffic calming study conducted last year and that purchase orders have been issued. The City stated that these plans would be completed sometime in the coming months in addition to new lane striping at the east entrance to Peregrine. A Peregrine Aware was issued last month detailing these changes for Peregrine residents. In addition, the Board is making effective use of Nextdoor.com to alert residents when such postings are available for their perusal.
- **Overnight Parking and the CSFD:** Dan Burich provided an update of his exchange with Colorado Springs Fire Department Captain Michael Smaldino. The result of the exchange is documented in the attached document. The Team agreed that the proposed information be forwarded to Mr. Bird and the Board for publication on the HOA website and as a Peregrine Aare email blast. It was also suggested that the Board announce the availability of the information on Nextdoor.com.

Rich presented the vehicle ONP tracker spreadsheet now published by Advantage Security. Lindsay questioned whether there was any direct contact with the potential owner of a vehicle that had received multiple tickets and further suggested that it is critical that the Board execute effective contact/communication with violators through the Z&R property management. At this time, no additional information was available on the offenders. Rich pointed out that the Covenant Compliance Committee is working the ONP issue and how to handle offenders and the issuance of fines. A specific challenge is accurately identifying the residence associated with repeat ONP offenders' vehicles.

- **Crime Report:** Overall crime in Peregrine continues to remain low compared to the surrounding area. During the past 30 days there were two reported events as listed below. The committee discussed the 30-day map (see insert) that included events in Peregrine and the surrounding area neighborhoods. Lindsay noted that the break-in on Blodgett Drive resulted in no removal of items, which seemed unusual for a break-in. No other information was gathered by the committee directly from the resident other than information posted on Nextdoor.com. Peregrine Events over the past 30 days as reported to the CSPD were as follows:

- (1) Residence burglary on 6/09 Blodgett Dr.
- (2) Identity theft on 6/11, Hoodoo Dr.



- **CSPD Scam:** Rich announced that a Peregrine Aware email was published based on information from Crime Prevention Officer Chris Ausec. The information described individuals supposedly representing the CSPD and asking for money to remove or mitigate outstanding warrants.
- **Patrol Schedule:** The CSPD and ASI patrol schedules were reviewed for June through August with no proposed changes. Daytime patrols will cover all Peregrine streets to the fullest extent possible.

The meeting was adjourned with a standing invitation for Nate Hansen to attend.

Submitted by:
 Rich Poturalski
 Safety and Security Committee Chair

Attachment: Draft Peregrine Aware Email

Attachment #5

Members: Dane Juarez, Don Aitken, Cindy Lua, Carolyn Hatcher
Guest: Rich Poturalski

The committee had a virtual meeting on June 16, 2020 where Overnight Parking was discussed.

These items were discussed:

1. Should the time for a violation change from 11pm – 6am?
 - a. Consensus of the group is that the time should change to 12:00am – 6:00am
2. Should there be a fine? If there is a fine what should it be?
 - a. The CCC recommends a letter (see below) be sent on the third violation explaining that a fine of \$25 will be levied. The fines will increase \$25 for each subsequent violation (\$50, \$75, \$100 ...). It was noted by Cindy Lua that the fines need to be enough to get the attention of the chronic violators.
3. Have a form on the website that allows a homeowner to request an ONP variance for a specific car(s) for a maximum period of **3 days**. They will only be allowed to use the form **4 times** per year.
 - a. Number of days and times are just a recommendation at this time.

Before any of this is implemented there needs to be an educational program this summer and early fall that informs all homeowners of the new fines, reasons for the fines, the new form for requesting a limited variance, and what to do if the vehicle is not the recipient's. This will include a joint Peregrine Aware from the S&S and CCC committees that will be sent to all residents on the Association email list and will be posted on Nextdoor. To make this official, the Enforcement Procedures in the R&R must be updated to include the new fines.

Body of Proposed Letter to be sent by Property Manager at the third violation

As residents of Peregrine, we have a responsibility to our neighbors to follow the Rules described in the Peregrine Rules and Regulations located on the website at www.peregrinehoa.com/resources. The Association rules state: Overnight parking on any public or private streets within Peregrine will not be allowed except in areas which may be specifically designated by the ARC. Overnight parking is defined as a vehicle parked on the street at any time between 12:00 am and 6:00 am.

It has been noted that [description of the vehicle] has been parked on the street overnight outside the [this address] more than three times in the past XX weeks/days. If there are extenuating circumstances why this vehicle cannot be parked in the garage or driveway overnight, please contact me at the below address or contact number. If this vehicle continues to be parked on the street overnight without homeowner communication as requested, the Association will levy a fine of \$25.00. For each subsequent violation the fine will increase by \$25 (next violation \$50, next violation \$75 etc.).

The next meeting is tentatively scheduled for the week of July 13, 2020.

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

Communications Committee – June 2020

Strategy: 'Community Building'

- Peregrine April Campaigns:
 - Audience/contacts: 1045; 1006 Subscribers
- Mailer Campaign Report

Date and Event	Unique Opens	Click-Through	Recipients
Peregrine Aware - CSPD Scam, demanding payment	48.3%	0%	0
June 19: The Spring Fling Photo Contest...And the Winners Are	42.4%	21.4%	215
June 16: Road Work on W. Woodmen	57.8%	0%	0
June 7: Calling All Cyclists - Clarification	52.6%	2.5%	25
June 6: Last Call for Photo Votes	36.8%	2.5%	25
June 4: Peregrine Life Final Issue	52.9%	14.5%	146
June 2: Motorcycle Mayhem - Progress Report	59.5%	13.3%	134