

The Peregrine Master Association, Inc.

Board of Directors Meeting Minutes

Location: Telecommunication due to COVID-19 Safer-at-Home Order
October 14, 2020

Mr. Bird called the meeting of the Board of Directors to order at 6:00 p.m.

Present were:

Andrew Bird	President
Kim Sannes	Secretary
Michelle McArthur	Treasurer
Rich Poturalski	Director at Large
Jim Richards	Director at Large
Lindsay Fenton	Director at Large
Derek Patterson	Z&R Property Management
Kristie McKitterick	Balanced Bookkeeping
Excused Absence: Dane Juarez	Vice President

Mr. Bird introduced the Board, Z&R and Balanced Bookkeeping to the members present.

Mrs. Fenton volunteered to serve on the Board to fill a previously vacated Board position. Her application was reviewed. A motion was made to appoint her, which carried 5-0 in favor. Mrs. Fenton will fill a 2-year remaining term and serve as a Director at Large until November 2022.

Owner's Forum:

There were no requests or questions.

Hearings:

A Hearing was held for 8050 Edgerton Drive with the consideration of an initial \$75.00 assessment fine and other enforcement actions for not complying with numerous overnight parking violations. The owners did not respond. Past correspondence was reviewed. A motion was made to impose the fine if ownership of the two vehicles can be verified. Z&R Mgmt. will call and or email the owners to verify car ownership. The motion carried 6-0 in favor.

President's Report:

Mr. Bird reviewed the results of the on-site meeting with the owners at 3045 and 3055 Richfield Drive regarding water pooling and drainage concerns. Ownership of the problem area could not be determined. A motion was made to rescind the Right to Cure notice and resulting violation notices for 3055 Richfield Drive, which carried 6-0 in favor. Each resident will consider making improvements on their respective lots to address proper drainage.

Secretary's Report:

The September Board meeting minutes were approved by email with the vote being 6-0 in favor. The August Board meeting minutes were amended and approved by email with the vote being 6-0 in favor.

Treasurer's Report:

Mrs. McArthur provided a review of the Association's financial status. Total assets as of September 30, 2020, were \$563,066.36, with an operating cash balance of \$234,470.92 and a reserve balance of \$327,490.34.

The Aged Receivables Report was reviewed.

Committee Reports:

The Landscaping and Infrastructure Report was reviewed (Attachment #1).

Mr. Richards noted the Association was approved to receive a \$3,270.00 water credit from CSU for additional irrigation updates completed this year. The 2021 Landscape Maintenance Contract for Alpine Glen has been signed and executed, and the 2021 Peregrine Master Association Landscape Contract, which has been approved in the 2021 Budget, is in final review.

The Covenant Compliance Report was reviewed (Attachment #2).

The overnight street parking permit application process is under development and should be available on peregrinehoa.com for early 2021.

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

The Communications Report & Welcome Committee Report were reviewed (Attachment #4).

The Welcome packages have been turned over to Mrs. McArthur and Mrs. Fenton for content and delivery. The objective is to deliver the packages in the next 30 days to the new homeowners who have moved into Peregrine since July 2020.

The Alpine Glen Report was reviewed (Attachment #5).

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. (12 pages)

The monthly Landscape Maintenance Report was reviewed.

The Water Usage Spreadsheet was reviewed.

Old / New Business:

Mr. Patterson provided an update on an initiative to paint the capstones on an adjacent property fence that connects with the HOA fence at the Peregrine east entrance. Options are being sought for a possible joint effort with the adjacent property owner to paint the additional capstones to provide a symmetrical aesthetic appearance as you enter Peregrine.

Mr. Bird discussed the upcoming Annual meeting on November 18th, and how to best deliver value to the community using a virtual meeting. The agenda plans for a 1-hour meeting and will not include the city or other external speakers. Board of Directors Applications have been received from 6 candidates, for the 4 open seats in 2021. The Annual Meeting packet will be mailed on Friday Oct 16, 2020 containing the Directors Applications, the Directed Vote/Proxy form, and the Agenda.

There being no further business, the meeting was adjourned at 7:21 p.m.

Kim Sannes
Secretary

Peregrine Master Association

Balance Sheet

As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Accounts	
101 · ENT - Checking	132,820.47
102 · ENT Operat Savings	61,711.80
106 · Chase Operating MM .04%	39,938.65
Total 100 · Operating Accounts	<u>234,470.92</u>
150 · Reserve Savings Accounts	
148RES · TCF MM .25%	45,296.51
149RES · ENT Reserve MM .20%	54,498.61
151RES · Wells F Advis Reserve MM .05%	3,482.51
155RES · Morgan Stanley 1.7% 2-19-21	80,000.00
157RES · TCF CD .05% 11-1-20	144,212.71
Total 150 · Reserve Savings Accounts	<u>327,490.34</u>
Total Checking/Savings	561,961.26
Accounts Receivable	
110 · Accounts Receivable	1,105.10
Total Accounts Receivable	<u>1,105.10</u>
Total Current Assets	<u>563,066.36</u>
TOTAL ASSETS	<u><u>563,066.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,090.00
Total Accounts Payable	<u>10,090.00</u>
Other Current Liabilities	
204 · Trash Service - PreBilled	36,315.97
205 · Master Assessments - PreBilled	89,460.00
208 · La Bellezza - PreBilled	4,935.00
209 · Sanctuary@Peregrine - PreBilled	4,026.75
210 · Villages@Peregrine - PreBilled	3,344.25
Total Other Current Liabilities	<u>138,081.97</u>
Total Current Liabilities	<u>148,171.97</u>
Total Liabilities	148,171.97
Equity	
296 · Fund Balance	450,718.71
Net Income	(35,824.32)
Total Equity	<u>414,894.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>563,066.36</u></u>

Peregrine Master Association
Income Statement Budget Performance
September 2020

10/06/20

Accrual Basis

	Sep 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
301 · Master Assoc. Assessment	29,820.00	29,820.00	0.00
302 · Trash & Recycling	12,026.67	11,871.01	155.66
303 · Interest Income (Operating)	42.50	0.00	42.50
304 · Late Fees	20.00	0.00	20.00
305 · LaBellezza Assessment	1,645.00	1,645.00	0.00
306 · Sanctuary Assessment	1,342.25	1,342.25	0.00
307 · Villages Assessment	1,114.75	1,114.75	0.00
309 · Fines	35.00	0.00	35.00
314 · A/R Interest	14.26	0.00	14.26
Total Income	46,060.43	45,793.01	267.42
Gross Profit	46,060.43	45,793.01	267.42
Expense			
512 · Accounting/Office Administration	1,323.34	1,325.00	(1.66)
513 · Administration	466.29	1,450.00	(983.71)
514 · Audit	0.00	0.00	0.00
515 · Community Events	0.00	833.34	(833.34)
516 · Community Projects	0.00	154.17	(154.17)
517 · Contingency	0.00	833.34	(833.34)
519 · Electric	93.31	78.34	14.97
521 · General Maintenance & Repairs	587.89	1,230.84	(642.95)
525 · Insurance	0.00	0.00	0.00
527 · IT Support	0.00	0.00	0.00
530 · Landscaping	232.50	644.17	(411.67)
532 · Lawn Contract	4,163.00	4,074.17	88.83
535 · Legal Expense	132.00	221.67	(89.67)
536 · Legal Reimbursement	0.00	(71.67)	71.67
537 · Management	4,641.67	4,641.67	0.00
538 · Security/ Extra Duty Patrols	4,755.36	2,404.17	2,351.19
541 · Snow Removal	0.00	0.00	0.00
542 · Sprinkler System Mgmt/Repair	508.41	2,491.43	(1,983.02)
543 · Trash & Recycling	11,932.48	11,871.01	61.47
544 · Tree Maintenance	0.00	0.00	0.00
546 · Water	10,362.49	8,071.43	2,291.06
562 · Winter Water	0.00	0.00	0.00
563 · Storm Water Expense	262.80	0.00	262.80
Total Expense	39,461.54	40,253.08	(791.54)
Net Ordinary Income	6,598.89	5,539.93	1,058.96
Other Income/Expense			
Other Income			
601 · Interest Income Replacem Funds	12.20	383.34	(371.14)
Total Other Income	12.20	383.34	(371.14)
Other Expense			
651 · Sidewalk Reserves	0.00	0.00	0.00
653 · Landscape Reserves	0.00	3,750.00	(3,750.00)
654 · Fence Repair - Reserves	16,386.00	1,250.00	15,136.00
Total Other Expense	16,386.00	5,000.00	11,386.00
Net Other Income	(16,373.80)	(4,616.66)	(11,757.14)
Net Income	(9,774.91)	923.27	(10,698.18)

Peregrine Master Association
Income Statement Budget Performance
September 2020

10/06/20

Accrual Basis

	Jan - Sep 20	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense				
Income				
301 · Master Assoc. Assessment	268,380.00	268,380.00	0.00	357,840.00
302 · Trash & Recycling	108,240.03	106,839.09	1,400.94	142,452.12
303 · Interest Income (Operating)	263.81	0.00	263.81	0.00
304 · Late Fees	1,260.00	0.00	1,260.00	0.00
305 · LaBellezza Assessment	14,805.00	14,805.00	0.00	19,740.00
306 · Sanctuary Assessment	12,080.25	12,080.25	0.00	16,107.00
307 · Villages Assessment	10,032.75	10,032.75	0.00	13,377.00
309 · Fines	(5,068.28)	0.00	(5,068.28)	0.00
314 · A/R Interest	47.35	0.00	47.35	0.00
Total Income	410,040.91	412,137.09	(2,096.18)	549,516.12
Gross Profit	410,040.91	412,137.09	(2,096.18)	549,516.12
Expense				
512 · Accounting/Office Administration	11,910.06	11,925.00	(14.94)	15,900.00
513 · Administration	5,860.27	13,050.00	(7,189.73)	17,400.00
514 · Audit	2,575.00	2,570.00	5.00	2,570.00
515 · Community Events	2,536.65	7,499.98	(4,963.33)	10,000.00
516 · Community Projects	500.00	1,387.49	(887.49)	1,850.00
517 · Contingency	0.00	7,499.98	(7,499.98)	10,000.00
519 · Electric	674.55	704.98	(30.43)	940.00
521 · General Maintenance & Repairs	12,959.24	11,077.48	1,881.76	14,770.00
525 · Insurance	12,542.00	13,400.00	(858.00)	13,400.00
527 · IT Support	1,514.00	5,000.00	(3,486.00)	5,000.00
530 · Landscaping	2,566.51	5,797.49	(3,230.98)	7,730.00
532 · Lawn Contract	37,269.00	36,667.53	601.47	48,890.00
535 · Legal Expense	884.50	1,994.99	(1,110.49)	2,660.00
536 · Legal Reimbursement	(450.00)	(644.99)	194.99	(860.00)
537 · Management	41,775.03	41,774.99	0.04	55,700.00
538 · Security/ Extra Duty Patrols	28,487.91	21,637.49	6,850.42	28,850.00
541 · Snow Removal	10,915.00	12,000.00	(1,085.00)	20,000.00
542 · Sprinkler System Mgmt/Repair	9,067.05	14,948.58	(5,881.53)	17,440.00
543 · Trash & Recycling	107,027.70	106,839.09	188.61	142,452.12
544 · Tree Maintenance	1,850.00	3,260.00	(1,410.00)	3,260.00
546 · Water	62,419.91	48,428.58	13,991.33	56,500.00
562 · Winter Water	0.00	3,516.00	(3,516.00)	5,860.00
563 · Storm Water Expense	2,567.70	0.00	2,567.70	0.00
Total Expense	355,452.08	370,334.66	(14,882.58)	480,312.12
Net Ordinary Income	54,588.83	41,802.43	12,786.40	69,204.00
Other Income/Expense				
Other Income				
601 · Interest Income Replacem Funds	3,219.34	3,449.98	(230.64)	4,600.00
Total Other Income	3,219.34	3,449.98	(230.64)	4,600.00
Other Expense				
651 · Sidewalk Reserves	550.00	0.00	550.00	0.00
653 · Landscape Reserves	67,291.49	33,750.00	33,541.49	45,000.00
654 · Fence Repair - Reserves	25,791.00	11,250.00	14,541.00	15,000.00
Total Other Expense	93,632.49	45,000.00	48,632.49	60,000.00
Net Other Income	(90,413.15)	(41,550.02)	(48,863.13)	(55,400.00)
Net Income	(35,824.32)	252.41	(36,076.73)	13,804.00

Attachment #1

Landscaping and Infrastructure Committee Report – 6 October 2020

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

- All common area fences, pillars and capstones have been refurbished/painted. Any touch-up work that is discovered throughout the extensive area of fencing in Peregrine's common areas will be accomplished by the contractor. The result of this effort is a significant improvement in the overall appearance of the neighborhood.
- The programmed fire mitigation work on the north side of Angelstone Point and across from Alpine Glen is currently in a holding pattern until the contractor is available to accomplish the work. In an unforeseen development, matching funding from CSFD has become available which will have a significant beneficial impact on the cost of our planned mitigation effort.
- The HOA Board approved the recommended 2021 landscaping and infrastructure projects which includes the final portion of our planned effort to refurbish all major common area beds throughout Peregrine. The 2021 contract to refurbish the final portion of beds along Orchard Valley Road has been negotiated and signed. Our contractor, ULS, will begin this work early next Spring.
- We are pleased to announce Colorado Springs Utilities approved our application for a rebate on installed irrigation equipment this Summer in the amount of \$3,270.00. The approved amount will be credited to our current City water expenses.

Jim Richards
Chair, Landscaping and Infrastructure Committee

Attachment #2

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

The committee did not meet in September.

If necessary, the next meeting will be scheduled after the October Board meeting.

Don Aitken and Dane Juarez are working on an application that will allow residents to apply for an Overnight Parking variance. They, along with Andy Bird, will be meeting with Neon Pig later this month. The specifications are attached. There is a difference of opinion on the approval form that needs to be resolved. Should the phone number of the requesting homeowner be included on the approval form that must be displayed on the dash?

- Pros – it is needed if the first responders need to have the vehicle removed.
- Cons – it is a privacy issue since it is likely the form with the phone number will be left on the vehicle during the day.

I make a motion in abstention with this report to not include the phone number.

A description of the application form with, among other things, will include the types of vehicles that will be allowed and the types of vehicles that will not be allowed (no motorhomes or RVs).

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

vehicle charges that were never put into this year's budget. Also see Lindsay's proposed Budget Reference Guide (attached).

There was significant discussion regarding the imbalance and percent increase in the proposed 2021 budget versus the 2020 budget now underway. Mr. Poturalski explained there were several factors involved. During 2020, ASI patrols were increased for more weekend coverage. That resulted in a 20% increase in costs and a significant decrease in weekend Overnight Parking (ONP). Also affecting both the 2020 and 2021 budget are the increases in the minimum wage for ASI patrol staff as signed into effect by governor Polis. Note that a recent Peregrine Aware explained the ONP safety concerns and in particular the impact on the Colorado Springs Fire Department response. In addition there were unplanned increases in CSPD costs due to administration and vehicle fees. Those added costs were not included in the original CSPD 2020 budget. In addition, the 2021 projected costs include adjustment for cost of living/inflation. Together the ASI and CSPD patrols cover 7 patrols per week throughout the budget year. The net impact on property owners in a total cost of \$3.44 per month per property or \$41.31 per year per property.

Holiday Season and Patrols: During the holiday season, S&S concerns range from porch pirate thefts to vandalism and home and vehicle burglaries. As a result we will be maintaining the increased CSPD and ASI patrols we have incorporated into the current and planned budget. As discussed last meeting, the ASI patrols include extra weekend coverage. Also, Mr. Poturalski announced that With COVID-19 all bets are off regarding planned community events that might involve S&S involvement. The annual Turkey Trot for Thanksgiving has been cancelled.

Patrol Schedule Review: The current ASI/CSPD schedule was reviewed and will remain in effect through November.



Rich Poturalski

Safety and Security Committee Chair

Communications Committee – Campaigns September 2020

Strategy: 'Community Building'

1) Topic of Discussion: Welcome bags - Where are we?

2) September 2020 Campaigns

- Peregrine September Campaigns:
 - Audience/contacts: 1057; 1003 Subscribers
- Mailer Campaign Report - average of 1 every week

Date and Event	Unique Opens	Click-Through	Recipients
Sept 28: Election 2 nd Mailer- Board of Directors 2021	49.8%	0.8%	499
Sept 21: Todd Frisbie at Meeting	43.2%	4.7%	434
Sept 17: Peregrine Aware: New Bike Lanes for Peregrine	54.4%	6.2%	548
Sept 4: 2020 Sept Peregrine Bd. Meeting	41.1%	0.6%	413
Sept 4: Did the Chipping Team Pass You By?	44.2%	0.0%	444

1) Welcome Committee/Program:

- Need to deliver Welcome Bags

Attachment #5

Alpine Glen Committee (AGC) Report – October 2020

- **October AGC Meeting.** Sunday, October 11, 2020 via Zoom.
- **AGC 2021 Member Solicitation.** We continue to solicit our neighborhood for residents interested in serving as AGC members for 2021. As of October 1, 2020, only three individual have responded. We sent a reminder out on October 4 with revised due date of October 9, 2020. The AGC will review applicants at the AGC meeting on October 11th.
- **Mulch to Rock Solicitations.** To date, we have solicited four landscaping companies for the mulch to rock projects anticipated for 2021. Two bids have been received, one declined the work and one did not respond. We plan to continue solicitations thru October.
- **AGC Document Access.** Detailed minutes of the AGC meetings and associated documents are assessable at https://drive.google.com/drive/folders/1F5J8NegeCoZQizr19_V-yCYlFKzsvMj
- **Next AGC Meeting.** The AGC continues to meet virtually for the near future and until COVID-19 restrictions are lifted. Next meeting is scheduled for November 8, 2020.

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