The Peregrine Master Association, Inc.

Board of Directors Meeting Minutes Location: Fire Station 18 Community Meeting Room June 9, 2021

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

Andrew Bird President
Michelle McArthur Vice President
Lindsay Fenton Secretary
David Fulton Treasurer

Steven Garcia Director at Large

Kristen Petersen Director at Large (via Zoom)
Derek Patterson Z&R Property Management
Kristie McKitterick Balanced Bookkeeping

Excused Absence: Brad Helton Director at Large

*13 Peregrine residents were in attendance.

Owner's Forum:

Mr. Bird discussed the history leading up to the 2015 Covenant Amendment related to short-term rentals of less than six months and the 2017 Resolution, which limited the number of short-term rentals of less than six months to a maximum of 4 events in any 12-month period, subject to prior written Board approval. A handout was provided, and a question-and-answer period followed. It was noted that the short-term rental permit and variance request from May was rescinded.

Hearing(s):

None.

President's Report:

Mr. Bird reiterated that the Short-Term Rental permit and variance request from May was rescinded.

Mr. Bird and Mrs. Petersen shared information regarding the Peregrine Tree Celebration launch and upcoming events. In recognition of the celebration of 150 years of Colorado Springs, Mr. Bird brought up the idea of naming the community tree. Mrs. Fenton suggested giving the tree a generic name to have it commemorate an event rather than a person. Ideas such as the Colorado Springs Sesquicentennial (COS150) or front-line workers during COVID-19 were mentioned.

Mr. & Mrs. Condon and Mr. Richards were thanked for their volunteer efforts in helping improve the Common Areas in the community (flowers, tree watering, etc.).

Residents were reminded to look for noxious weeds in their yards this season (Mullein, Canada Thistle, and Diffuse Knapweed).

The 2021 Peregrine Survey is being finalized. The Board plans to launch the survey to residents in the next few weeks.

Projects for the second half of the year are being reviewed and will include a SmartProperty update.

Mr. Bird noted that the 2020 audit has been completed and will be provided to the Board and the community on request.

Treasurer's Report:

Mr. Fulton provided a review of the May finances. Total assets were \$797,821.96, with an operating cash balance of \$371,899.73 and a reserve balance of \$354,664.90. Variances for year-to-date were explained. Water continues to be the largest variance, but it was noted that this could change quickly as we enter the summer months. The 2020 Audit was completed to include the tax returns, which were signed at the meeting.

The Aged Receivables Report was reviewed. The second half of the yearly dues billing went out this month. Mrs. McKitterick noted that approximately 320 invoices were sent and 33 have already been paid.

Secretary's Report:

An email vote approved the May meeting minutes (Action Taken Without a Meeting), which carried 7-0 in favor.

Committee Reports:

Mr. Garcia presented the Safety and Security Committee Report (Attachment #1).

It was agreed to adjust some July security patrols to provide coverage during the July 4th weekend.

Mr. Garcia mentioned that the committee will have an increased focus on community preparedness and wildfire mitigation. He is working with CSFD on a wildfire mitigation grant to support Peregrine's efforts. It was noted that it could be beneficial to have a liaison at the US Air Force Academy regarding evacuation efforts, given our geographical proximity to the property.

Fire hydrant maintenance was addressed in the June newsletter and residents have started submitting requests to Mr. Garcia. He will compile a complete list for Peregrine and provide it to Colorado Springs Utilities to address.

Mr. Bird presented the Landscaping and Infrastructure Report in Mr. Helton's absence (Attachment #2).

The moving schedules for the common areas were communicated.

The Peregrine South Entrance refurbishment has been completed.

The Centennial Trail Access Improvement project has been completed.

Flowers have been planted to add color at both signs at the East entrance of Peregrine.

The Rockledge leaning tower demolition project will be reviewed later in the year, subject to budget availability.

Mrs. Petersen presented the Covenant Compliance Report (Attachment #3).

The idea was raised that the Compliance Committee members receive a record of compliance letters that are sent to residents. This would assist the committee in understanding current issues and trending topics in the neighborhood. Confidentiality is a key aspect to this process and Mr. Bird will explore Confidentiality Agreements for the Board and Committees members.

Mrs. Fenton presented the Communications Committee Report (Attachment #4).

A communications schedule has been presented to Mrs. McArthur that addresses all of the upcoming summer events and activities. It will utilize all of our platforms (i.e., email, Nextdoor, Instagram and Facebook) and will provide at least a 6-week promotion period for each event.

Mrs. McArthur presented the Community Events Report (Attachment #5).

The Events Committee has chosen to show the original version of *Mamma Mia* (PG-13) at the Cinema in the Park event on July 24th. The movie is scheduled to begin at 8:15pm. The 2021 schedule of Community Events was discussed and is available in the Attachment #5.

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

A new pet waste station was requested to be installed outside the wall of Alpine Glen, along Orchard Valley Road. Discussion followed which identified the location of surrounding stations and the general need in the area. The Board unanimously voted to defer the decision on the new station until 2022.

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 for compliance issues, previous Hearing status, new or possible Hearings, 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 2125 Kittridge Avenue submitted a request to install 3-4 new trees in the common area behind their home. Upon checking the El Paso County Assessors' website, it appears the area indicated may belong to the rear neighbor on Edgemont Way. Mr. Patterson will confirm.

There was discussion on how many rental homes are in the community and if the Association should confirm rental information with owners. It was agreed that Mr. Patterson should communicate with all owners who have an off-site (non-Peregrine) address, to seek further information described in the 2015 Covenant Amendment regarding their potential renters.

The new construction home at 2710 Blodgett Ranch Trail (not in the HOA) was discussed. Mr. Patterson noted that this project is considered 'administratively closed' with the Pikes Peak Regional Building Department (PPRBD) and that there are no active permits on this property. It was noted that questions on this home should be directed to the PPRBD or, if there are violations on the lot, to contact City Code Enforcement.

The email & post card notices announcing the recent Rules & Regulations updates for Accessory Storage Units and Sheds will be distributed this week.

There was discussion on the 2021 Peregrine Survey. Mr. Garcia will revise the question regarding security patrols and present the changes to the Board for final approval. There were no other issues raised with other questions.

An informal planning meeting with Board members will be held before the July Board meeting, with findings presented and reviewed at the July Board meeting.

There being no further business, the meeting was adjourned at 7:53 p.m.

Lindsay Fenton

Secretary

Peregrine Master Association Balance Sheet

As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
100 · Operating Accounts	60 118 03
101 · ENT - Checking 102 · ENT Operat Savings	60,118.03 61,831.57
102 · ENT Operat Savings 106 · Chase Operating MM .04%	249,950.13
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Total 100 · Operating Accounts	371,899.73
150 · Reserve Savings Accounts	
148RES · TCF MM .01%	114,624.09
149RES · ENT Reserve MM .20%	77,057.46
151RES · Wells F Advis Reserve MM .05%	162,983.35
Total 150 · Reserve Savings Accounts	354,664.90
Total Checking/Savings	726,564.63
Accounts Receivable	
110 · Accounts Receivable	71,257.33
Total Accounts Receivable	71,257.33
Total Current Assets	797,821.96
TOTAL ASSETS	797,821.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,176.28
Total Accounts Payable	3,176.28
Other Current Liabilities	
204 · Trash Service - PreBilled	86,415.00
205 · Master Assessments - PreBilled	208,740.00
208 · La Bellezza - PreBilled	11,515.00
209 · Sanctuary@Peregrine - PreBilled 210 · Villages@Peregrine - PreBilled	9,395.75 7,803.25
Total Other Current Liabilities	323,869.00
Total Current Liabilities	327,045.28
Total Liabilities	327,045.28
Equity	
296 · Fund Balance	447,004.26
Net Income	23,772.42
Total Equity	470,776.68
TOTAL LIABILITIES & EQUITY	797,821.96

Peregrine Master Association Income Statement Budget Performance May 2021

	Jan - May 21	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense				
Income				
301 · Master Assoc. Assessment	149,100.00	149,100.00	0.00	357,840.00
302 · Trash & Recycling	61,725.00	61,275.00	450.00	147,060.00
303 · Interest Income (Operating)	269.53	0.00	269.53	0.00
304 · Late Fees	1,140.00	0.00	1,140.00	0.00
305 · LaBellezza Assessment	8,225.00	8,225.00	0.00	19,740.00
306 · Sanctuary Assessment	6,711.25	6,710.00	1.25	16,107.00
307 · Villages Assessment	5,573.75	5,573.75	0.00	13,377.00
314 · A/R Interest	178.91	0.00	178.91	0.00
Total Income	232,923.44	230,883.75	2,039.69	554,124.00
Gross Profit	232,923.44	230,883.75	2,039.69	554,124.00
Expense				
512 · Accounting/Office Adminstratio	6,616.70	6,625.00	(8.30)	15,900.00
513 · Administration	2,027.80	4,800.00	(2,772.20)	17,950.00
514 · Audit	0.00	2,600.00	(2,600.00)	2.600.00
515 · Community Events	672.43	1,100.00	(427.57)	10,000.00
	0.00	850.00	(850.00)	1,850.00
516 · Community Projects			` '	·
517 · Contingency	0.00	2,083.35 395.85	(2,083.35)	5,000.00
519 · Electric	136.09		(259.76)	950.00
521 · General Maintenance & Repairs	4,514.77	6,354.20	(1,839.43)	15,250.00
525 · Insurance	12,465.00	13,500.00	(1,035.00)	13,500.00
527 · IT Support	1,922.00	2,000.00	(78.00)	3,000.00
530 · Landscaping	533.20	3,125.00	(2,591.80)	7,500.00
532 · Lawn Contract	21,440.00	21,458.35	(18.35)	51,500.00
535 · Legal Expense	128.50	1,041.70	(913.20)	2,500.00
536 · Legal Reimbursement	0.00	(416.70)	416.70	(1,000.00
537 · Management	23,208.35	23,208.35	0.00	55,700.00
538 · Security/ Extra Duty Patrols	16,585.49	13,333.35	3,252.14	32,000.00
541 · Snow Removal	14,662.00	11,428.60	3,233.40	20,000.00
542 · Sprinkler System Mgmt/Repair	946.07	4,285.72	(3,339.65)	15,000.00
543 · Trash & Recycling	61,044.44	61,275.00	(230.56)	147,060.00
544 · Tree Maintenance	400.00	1,283.34	(883.34)	3,850.00
546 · Water	1,906.58	26,100.00	(24,193.42)	69,600.00
562 · Winter Water	0.00	1,875.00	(1,875.00)	2,500.00
563 · Storm Water Expense	1,426.50	1,666.70	(240.20)	4,000.00
•	170,635.92			
Total Expense	<u> </u>	209,972.81	(39,336.89)	496,210.00
let Ordinary Income	62,287.52	20,910.94	41,376.58	57,914.00
Other Income/Expense Other Income				
601 · Interest Income Replacem Funds	1,451.90	0.00	1,451.90	0.00
Total Other Income	1,451.90	0.00	1,451.90	0.00
Other Expense				
653 · Landscape Reserves	39,967.00	43,500.00	(3,533.00)	45,000.00
655 · Fire Mitigation - Reserves	0.00	5,000.00	(5,000.00)	5,000.00
Total Other Expense	39,967.00	48,500.00	(8,533.00)	50,000.00
Net Other Income	(38,515.10)	(48,500.00)	9,984.90	(50,000.00
-				

Peregrine Master Association Income Statement Budget Performance May 2021

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Attachment #1

Safety & Safety Committee No May Report

Attachment #2

Landscaping & Infrastructure

No May Report

Compliance Committee Meeting

May 19, 2021

Those in attendance: Kristen Petersen, Chair, Lynne Zuluaga, Committee Secretary, Tom Keating, Cindy Lua. Ericka Wills.

- Residential storage shed update for committee- Approved by board last meeting. Thank you for your work!
- Dumpster day- The committee had discussed this previously. The Board discussed it briefly at the last meeting. The price was too high and people were throwing items in the dumpster that were not allowable (paint, e-waste, etc.). The trash was also thrown outside the dumpster, causing an expensive, hand-picked fee before the dumpster could be removed. The board decided not to pursue this idea. The committee brought up the idea of e-waste and/or paint recycling opportunities in the neighborhood. In these circumstances, an individual pays to get rid of the items and the area is managed.
- Residential Dead Tree Removal- With last year's drastic weather changes, several people in the neighborhood received letters to remove trees that appeared to be dead. Some of these homeowners requested to wait before removal after having their trees inspected to see whether the trees would survive. Derek has maintained a list of these individuals and will be checking on the status of these particular trees, as well as others, throughout the neighborhood in mid-June. The committee discussed alerting the neighborhood when this would occur so that residents could remove dead trees before Derek sends them a second notice. Kristen will work on the language for the upcoming newsletter on this issue.
- Holiday Lights/Decorations- Committee members expressed concern that holiday lights
 and decorations remain in trees/yards in the community. Several letters have gone to
 residents with many removing the items, but some still persist. Committee members
 requested that if they see this violation, they report it.
- Generic First Offense Letter Revision- The committee discussed and reviewed the generic first offense letter that is received by homeowners. It was decided that the language could be improved. Ericka said she would work on these revisions.
- Next Meeting- The committee tentatively set June 14 for its next meeting.

Communications Report - June 2021 Board Meeting

- 1) 2021 Peregrine Survey
- 2) Communications May
 - a. Mailchimp 1,024 subscribers total; 7 subscribed, 5 unsubscribed in May 2021
 - b. Email Communications:
 - i. May 28 Garage Sale reminder
 - ii. May 22 Tree Planting reminder
 - iii. May 15 Tree Planting Kickoff initial email
 - iv. May 13 2021 May CSFD Wildfire Chipping reminder
 - v. May 7 Peregrine Community Garage Sale initial email
 - vi. May 5 May Board Meeting Agenda
 - vii. May 4 May Newsletter
 - c. Social Media
 - i. Instagram 4 posts 45 followers approx. 20 new followers since egg contest
 - ii. Facebook 7 posts 48 likes
 - d. Peregrine Welcome Bags
 - i. 10 new residents since April
 - ii. This is proving to be a valuable program to introduce new neighbors, answer questions and collect feedback from former residents.
 - iii. The challenges of this program are making contact with residents and the timing of deliveries.

Lindsay Fenton Communications Lead

Attachment #5

Community Events

Community Event Committee: Michelle McArthur (Chair) Jim Richards- Cinema in the Park

- **Peregrine Garage Sale:** June 4th and 5th 8 a.m. till 3 p.m. signs are out and the information has been issued using all our outlets, along with the Gazette and Craigslist to ensure the surrounding areas are aware. Cost \$140.00
- **150 years of Colorado Springs,** Tree planting was completed May 25th! We have hikes and educational events scheduled for Saturday June 12th 10.00 a.m.- 11.30 a.m. Exploring our Urban Forest Presentation., July 21st 10 a.m. till 11.30 a.m., Family Tree Hike, Wooden Valley Park, more dates to follow.
- Cinema in the Park: July 24th 8.30 P.M.- 10.30 p.m. at Woodmen Valley Park. Special event permits and noise hardship form have been started. NTSOC are being approached for re-sponsorship. The screen has been confirmed and paid for, Pops popped popcorn, food truck has been contacted to provide popcorn and hotdogs, awaiting confirmation. Cost approx. \$2000
- **Suggested films**, Cars, Hotel Transylvania, Home alone, Nemo, Shrek, Toy Story, Minions, Incredibles, Mary Poppins, ET,
- Music in the Park: August 20th 6.30 p.m.-8.30 P.M. at Woodmen Valley Park. Special events and noise hardship forms have been started. Our band will be Blue Solstice, date confirmed awaiting contract paperwork. We have 4 food trucks confirmed along with balloon twisting. CSPD are a possible awaiting further information dependent on restrictions and manning levels. Awaiting responses from face painting and CSFD currently. Reardon partners have agreed to be a sponsor awaiting an update. Cost approx. \$3000

Food Trucks, Rocco's Italian, Lucy I'm Home- Cuban, Mile High BBQ, Kona Ice.

- **Scavenger Hunt,** set for September 25th, fun family event where we can have residents searching all over Peregrine to find the answers to clues. Cost approx. \$500
- Turkey Trot, set for November 25th between Woodmen Roberts and the Tennis courts.
 No permits are required and very little planning, awaiting restrictions etc. closer to the time. Budget \$500

Michelle McArthur- Community Events.

Alpine Glen Committee (AGC) Report - June 2021

Meeting Minutes, May 16, 2021

The AGC Zoom meeting occurred Sunday, May 16, 2021, 6PM-6:40PM. Attendees included Harry Flanagan, AGC Chairman; Andy McArthur, AGC Budget Lead; Ron Finch, Committee Member; Peter Harding, Committee Member; Lynn Martinez, Committee Member; Michelle McArthur, Peregrine Master Association (PMA) Board of Directors (BOD) Vice President/Committee Advisor

Old Business

2021 Mulch-to-Rock Projects Landscaping (Lynn). Lynn discussed her ideas based on consultation with the AGC members and residents overlooking the new project area. They include:

- Predominately plant grasses in rocked area.
- Start with 10-12 plants.
- Installation via AG resident self-help.
- Target to plant by mid/late June 2021. May be a combination of week days and weekends.
- Target of \$1,000 (AGC approved) for project.
- Revised plan and schedule to be confirmed at June AGC meeting.

Block Captain Neighborhood Contact Roster/Text Plan (Michelle). Work still in progress. To date, 18 of the 38 AG homes have agreed to text notification of key information. Michelle and Harry will directly contact remaining residents for interest.

Update to Neighborhood Items Previously Discussed (Harry).

- Speeding in Alpine Glen. The COS Traffic Department assessed our neighborhood in April for additional signage to bring awareness and slow speeds. They determined more signs were not necessary on Sierra Pine due to dead-end street; still considering Sierra Oak. They have also asked for additional oversight by CSPD as necessary.
- Pet Waste. The AGC has requested an additional pet waste stand in the area of Sierra Oak/Mckinnet. Under consideration by the PMA BOD. We ask that residents continue to pick up after their pets.
- Curb and Street Repair Requirements. Harry submitted photos and recommendations for city curb and street repair to Andy Bird, President Peregrine Master Association.
 Generally, we are about 3-5 years behind in priority for repairs. Andy agreed to compile our requirements with those of other Peregrine areas for consolidated submission to the city.

Upcoming Community Events (Michelle). Potentially, the following community events are planned and look promising. All are subject to change within federal/state/local COVID-19 restrictions.

Alpine Glen Committee (AGC) Report - June 2021

Meeting Minutes, May 16, 2021

- Community Garage Sale June 4th and June 5th, 8 am till 3 pm. Additional info at peregrinehoa.com.
- Cinema in the Park July 24th, 8.30 pm till 10.30 pm. Movie TBD.
- Music in the Park August 20th, 6.30 pm till 8.30 pm, Blue Solstice will provide the music. Planned food trucks include Roccos- Italian, Mile High BBQ, Lucy I'm home-Cuban and Kona ice with the possibility of one more.
- Scavenger Hunt September 25th. Details to come.
- November 25th Turkey Trot November 25th. Starts at 8.30 am.

New Business.

Monthly BOD Report (Harry). The report was submitted to Z&R Management on May 1, 2021. The AGC had no additional comments.

Review of Key Items, PMA BOD Meeting, (Harry). Items of AG interest include:

- Infrastructure Projects. The City has agreed to improve the South Blodgett Car Park Entrance sometime this year. Additionally, Peregrine will revitalize the entrance sign area on Centennial just south of Orchard Valley. This project also includes improvements to the Centennial Trail erosion noted just south of the AG wall adjoining Centennial from the sidewalk to the top of the path.
- Colorado Springs 150th Anniversary Tree Challenge. The City has established a target to plant 18,071 trees in residential and common areas. If you plant a tree, register it on coloradosprings.gov/tree150 to include it in the count.
- Trash and Recycle Contract. The current GFL contract is up for renewal. Bids are being collected for evaluation and selection.

Budget Report (Andy). Budget remains on track with a \$6-8K surplus expected at the end of 2021. Surplus remains dependent on water usage and expenses exceeding normal operating expenses.

AG End of Summer BBQ (Harry). As COVID restrictions subside, we are considering an Alpine Glen BBQ in late summer. Michelle and Ron will conduct an initial assessment on this and discuss at future AGC meetings.

Other Topics from Committee Members (All).

Tree Planting (Harry). If our 2021 budget surplus allows, we'd like to consider professionally planting two or three trees in common areas where we had tree loss over the past couple years. We will discuss again at the June meeting. This initiative would support both our AG requirements as well as the Colorado Springs 150th Anniversary Tree Challenge.

Alpine Glen Committee (AGC) Report – June 2021

Meeting Minutes, May 16, 2021

Future Alpine Glen Wall and Fence Painting (Ron). We will start the assessment and estimate process this summer to determine estimated costs to repaint the wall and fence surrounding Alpine Glen.

Key Uncoming Events and Dates

Next Alpine Glen Committee Meeting (All). The next AGC meeting for Monday, June 14, 2021, 6:30-7:15 PM, via Zoom. This is a change from our normal Sunday schedule.

Target Areas for PMA BOD Focus/Areas of Concern.

None.

We do appreciate the completion of the erosion area project leading to the Centennial Trail. This will be much safer with a better appearance for Peregrine residents.

Harry Flanagan, Alpine Glen Committee Chairman <u>alpineglen.committee@gmail.com</u> <u>HDFlanagan@aol.com</u> 7613 Sierra Pine Drive 719-650-4099