

***The Peregrine* Master Association, Inc.**  
Board of Directors Meeting Minutes  
Location: Fire Station 18 Community Meeting Room  
July 14, 2021

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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
	Kristen Petersen	Director at Large
	Derek Patterson	Z&R Property Management
By Zoom:	Steven Garcia	Director at Large
	Brad Helton	Director at Large
Excused Absence:	Kristie McKittrick	Balanced Bookkeeping
	*5 Peregrine residents were in attendance	

**Owner's Forum:**

No comments or suggestions were submitted.

**Hearing(s):**

None.

**President's Report:**

Mr. Bird stated the 2021-2023 board member planning work session went well. The priorities for the 2<sup>nd</sup> half of 2021 have been finalized, and the top priorities for 2022 have been identified. Mrs. Petersen will discuss these further in Old/New Business.

The GFL trash contract expires this year, and bids have been acquired for future years. Mr. Fulton will explain in greater detail in Old/New Business.

Mr. Bird, Mr. Patterson, and Mr. Garcia, CSFD Lieutenant, completed an inspection of the common areas in the community with a focus on wildfire mitigation. It was identified that many homeowners' lots need work conducted, and it was agreed to pursue more owner education efforts regarding fire mitigation. It was recommended that we increase the current wildfire mitigation reserve funding level by \$5,000, for a total of \$10,000 for work this year. A motion was made to increase the 2021 reserve funding, which carried a 6-0 in favor.

Mr. Bird reviewed the timeline for the 2022 Budget and Annual Meeting process, which is defined by state legal requirements. There was a discussion on resident involvement in the process. Mr. Fulton will further review the timeline and make suggestions for the process.

It was noted that resident efforts to control/remove noxious weeds are improving (Mullein, Canada Thistle, and Diffuse Knapweed). It was agreed that we include this information in the next newsletter to continue to educate residents.

Mr. Bird brought up the topic of naming the community tree planted at Kittridge Ave. and W. Woodmen Avenue. It was proposed that the newly planted tree be named the Peregrine Community Tree or no name at all. A decision was not finalized.

Mr. Bird finished his report by reviewing his July priorities, which include the 2022 Budget, examining the long-term maintenance and renewal plan (utilizing the SmartProperty software), and adding members to the Communications Committee.

## **Treasurer's Report:**

Mr. Fulton provided a review of the June finances. Total assets were \$749,987.07, with an operating cash balance of \$390,454.25, a reserve balance of \$347,755.87, and an accounts receivable balance of \$11,776.95. Variances for year-to-date were explained. We are currently \$43,653.87 under budget, with about 50% of that difference attributed to water usage.

Mrs. Fenton requested the 2020 financial audit be made available to board members and that we post a general statement on our website.

Mr. Fulton asked all members to submit any requests/updates for the 2022 Budget with plans for a draft review at the next meeting.

The Aged Receivables Report was reviewed. Most of the balances were attributed to the second installment of the 2021 assessment. A question was raised regarding the balances that seemed to vary from this payment amount, and Mr. Fulton said he would consult with Kristie McKitterick at Balanced Bookkeeping to provide further detail.

## **Secretary's Report:**

An email vote approved the June 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)

A list of fire hydrants that need maintenance has been created and will be submitted to Colorado Springs Utilities by the end of July.

Mr. Garcia further explained his assessment of fire mitigation within Peregrine. He addressed specific areas that need the most attention. He would like to strengthen the relationship with CSFD and apply for money-matching programs to assist with Peregrine's fire mitigation efforts.

The Peregrine Emergency Evacuation plan is in progress. Utilizing the United States Air Force Academy as an evacuation route was discussed, and possible contacts were mentioned.

No Landscaping & Infrastructure Committee report was submitted. (Attachment #2)

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

Residential dead tree removal letters have been mailed as needed, along with several other first offense letters. Newsletter language was created for the community prior to June as a reminder to residents to remove the trees as needed.

The committee looked at noxious weeds in the neighborhood and discussed native plants/xeriscape education to reduce water usage by homeowners.

Sidewalks in front of homes are the homeowner's responsibility, but the City is to repair these as needed. Homeowners need to be aware that they can request improvements to their sidewalks and get on a list for sidewalk repairs or get on an expedited sidewalk repair program that splits the cost of the repair between the homeowner and the City. Both of these options are available. If there is a sidewalk in the neighborhood that needs repair, even if it is not your own, you can add it to the free repair list.

Mrs. Petersen reported that there had been 30 official trees planted within Peregrine through our expedited tree planting approval form. These will be reported to the City in honor of the Sesquicentennial Tree Planting Challenge.

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

As of meeting time, the 2021 Peregrine Survey had received 241 responses (sent to 1,015 email addresses). Mrs. Fenton has set a minimum goal of 400 responses. The deadline has been communicated as Sunday, July 18. If we do not reach our desired number of responses, we will extend the deadline.

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

Final details for Peregrine's Cinema in the Park were reviewed. The event is Saturday, July 24 at 8:15pm.

Music in the Park information was provided. The band will be The Cari Dell Trio. Balloon twisting and face painting have been scheduled. The following food trucks will be present: Rocco's Italian, Lucy I'm Home (Cuban food), Mile High BBQ and The Real Meltdown (ice cream).

Event insurance was discussed. The City requires that permit requests provide proof of insurance or sign a disclaimer. Our current insurance provider changed its policy and now does not cover events, so Derek had to find separate event insurance coverage. This coverage was obtained for Cinema in the Park and will be obtained for Music in the Park.

Mr. Flanagan presented the Alpine Glen report. (Attachment #6)

The committee plans to launch the 2021 Alpine Glen survey around July 21.

The committee has finalized plans to plant two trees in celebration of the COS 150 initiative.

The committee has decided to host a BBQ on September 12.

### **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 and Water Usage reports were reviewed.

It was noted that two House Bills were recently passed (1229 and 1310), which become effective in September 2021. Mr. Patterson will have a legal opinion/draft rule update for review at the August meeting.

### **Old / New Business:**

The owners of 8010 Applestone Trail submitted a request for a temporary overnight parking variance, requesting to park three vehicles in the street while garage construction is taking place at their home. They are expanding their 3-car garage to become a 5-car garage (ARC approved). The surrounding neighbors on Applestone Trail will be asked for input, and if there are no objections, the variance will be granted for 60 days.

Mr. Garcia was excused from the meeting.

Mr. Fulton reviewed a 2-page handout showing the details for bids on trash service for the community. Three companies submitted a bid for the Peregrine contract: GFL, Waste Management and Home Builders Service (HBS) Trash Company. Waste Connections was also contacted, but they failed to submit a bid for our service. A question-and-answer period followed. A motion was made to approve a bid with GFL for a 5-year term which carried 5-0 in favor.

A consistent fixed price, weekly recycling and extra bag service were the strongest determining factors that made GFL the best candidate for continued service in our community. This will be further communicated in a detailed email to the community.

Mrs. Petersen reviewed a handout showing the Board's top eleven project priorities for 2022 (different from the top ten list for the second half of this year), which resulted from the June work session. These items will be reviewed along with input from the 2021 Peregrine Survey, and all will be utilized in preparing the 2022 budget.

Mr. Bird proposed updates to the Rules & Regulations policy schedule. There was a discussion on trying to streamline any proposed/future rule updates by making two set update periods each year. Mrs. Petersen communicated several concerns with the proposal and asked that she have time to review it with the Covenant Compliance Committee. It was agreed that Mrs. Petersen will further review the proposal and provide suggestions at the next board meeting.

Mr. Bird proposed the idea of adding permanent members to the Communications Committee. Mrs. Fenton explained the current process and reiterated that every communication is reviewed and approved by multiple board members. Mrs. Fenton and Mr. Bird will discuss this idea further and work on finalizing a standard process for communication approval moving forward.

There being no further business, the meeting was adjourned at 8:15 p.m.

Lindsay Fenton  
Secretary

## Attachment #1

### Safety and Security Committee – July 2021

Meeting held on June 17, 2021

Committee members are Warren Peterson, Dan Burich and Anthony Naples. Last meeting was June 17th, 2021. S&S committee will be meeting every other month.

- Introduction of Mr Naples to other committee members. He has a strong military connection and wants to leverage his contacts with the military. Mr. Naples was going to contact the AFA Garrison about possibly using the Academy as an evacuation route if needed. He also has a contact with Team Rubicon for possible fire mitigation efforts.
- Items for discussion included fire mitigation, emergency evacuation plan, keeping the message of safety going within the community.
- President Bird and I met with Alan and Perry from ASI on June 17th to discuss future patrol options within our community. The day time patrols will continue to be a 4 hour patrol due to staffing purposes. ASI uses an extra patrol for day time hours and they need to offer at least 4 hours of work to the security officer.
- LexusNexus Community Crime Map June 1-30, 2021 shows no crimes reported in Peregrine.

Steven Garcia, Chair

Attachment #2

# Landscaping & Infrastructure

## No June Report

## Compliance Committee Meeting

June 28, 2021

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

- **Confidentiality Agreement-** Discussion about this document was provided. Each member of the committee must sign and return the agreement to view confidential address information.
- **Generic First Offense Letter Revision-** Ericka is working on revising the first letter that is received by residents as discussed in prior months.
- **Residential Dead Tree Removal-** Newsletter language was provided to encourage community members to review their trees and cut down the trees that are dead.
- **Letters/ Issues in the Neighborhood-** The committee discussed the various types of issues we are seeing across the neighborhood (landscaping, house painting in particular) and the number of issues related to each. This year, we have fewer first offenses over the same time last year.
- **Covenant Committee Brainstorming Session-** The committee brainstormed neighborhood needs. A lengthy discussion revolved around two areas; planting of native grasses in homeowner yards to reduce water usage and street/sidewalk replacement issues.
  - a. Native planting in yards including xeriscape would be idea for water-wise communities. Education is needed in this area if this is to be pursued and could include incentives for homeowners to make the investment in tolerant, native plants. Discussion about demonstration gardens and community information ensued.
  - b. Street repaving and sidewalk construction was discussed based on issues related to sidewalks in front of homes being irregular due to tree roots/natural sinking of the streets. The sidewalk replacement program was investigated by Lynne. After a call to the City, it was determined that anyone can place any sidewalk on the list for maintenance. The sidewalk may be on the list for years, but they will repave it at some point, unless there is an ADA or accessibility issue, in which case it is moved to the top of the list. If you wish to have your sidewalk repaired faster, you can get on the list to share the cost with the City. This moves you up the list and you must agree to the City's contractor to complete the work, then pay half. This is a separate program from the regular sidewalk repair program (free) from the City.
- **Next Meeting-** The committee will meet in late July given vacations, etc.

## Communications Report - July 2021 Board Meeting

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- 1) 2021 Peregrine Survey
  - a. Launched June 27, 571 opened, 257 clicks
  - b. 149 responses as of 7/2/21; Goal is 400 (approx. 40%)
  - c. Week of July 5 – email reminder, social media posts, Nextdoor reminder
  - d. Week of July 12 – email reminder, social media posts, Nextdoor reminder
  - e. Week of July 19 – assess status of survey responses
- 2) Communications – June
  - a. Email Communications:
    - i. July 3 – July Newsletter
    - ii. June 27 – 2021 Survey Launch Email
    - iii. June 23 – Peregrine’s Tree Hike Series
    - iv. June 17 – Updated Rules & Regulations, June 2021
    - v. June 16 – Cinema in the Park – initial email
    - vi. June 10 – Exploring Our Urban Forest Presentation
    - vii. June 9 – Short-term Rental Communication
    - viii. June 4 – June Board Meeting Agenda
    - ix. June 3 – June Newsletter
    - x. Promoting in July:
      1. Cinema in the Park
      2. Hiking Series
      3. Music in the Park
  - b. Social Media
    - i. Instagram – 5 posts – 47 followers (+2)
    - ii. Facebook – 4 posts – 53 likes (+5)

Lindsay Fenton  
Communications Lead



- **Community Events**

Community Event Committee: Michelle McArthur (Chair) Jim Richards- Cinema in the Park, possible OctoberFest David Fulton and Michelle McArthur

- **150 years of Colorado Springs**, Tree planting was completed May 25<sup>th</sup>! We have a hike scheduled for July 21st, 10 a.m. till 11.30 a.m. meeting at Woodmen Valley Park
  - **Cinema in the Park**: July 24<sup>th</sup> 8.15 P.M.- 10.30 p.m. at Woodmen Valley Park. Special event permits and noise hardship form have been procured . The screen has been confirmed and paid for, Pops popped popcorn food truck and Kona Ice will be attending . Cost approx. \$2000
  - **Film Mamma Mia**
  - **Music in the Park**: August 20<sup>th</sup> 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 The Cari Dell Trio , date confirmed. We have 4 food trucks confirmed along with balloon twisting and face painting. 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, Ice Cream Truck to be confirmed.
- **Scavenger Hunt**, set for September 25<sup>th</sup>, 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 25<sup>th</sup> between Woodmen Roberts and the Tennis courts. No permits are required and very little planning, awaiting restrictions etc. closer to the time. Budget \$500

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Michelle McArthur- Community Events.

## **Alpine Glen Committee (AGC) Report – July 2021**

Meeting Minutes, June 14, 2021

The Committee held an on-site meeting on Monday, June 14, 2021, coupled with a plant installation self-help project. The meeting started at 6PM and concluded at 6:10PM, followed by the project. Attendees were Harry Flanagan, AGC Chairman; Andy McArthur, AGC Budget Lead; Lynn Martinez, Committee Member; Joni Flanagan, Resident Guest; Emma McArthur, Resident Guest, Kevin Martinez, Resident Guest.

### **Old Business**

**2021 Mulch-to-Rock Projects Landscaping (Lynn).** Self-help project was initiated on June 14, 2021 in the area behind homes on the west end of Sierra Oak, within the fence line bordering Orchard Valley:

- Planted 16 items. Potentillas (6), Japanese Blood Grass (3), Blue Avena Oat Grass (3) and Muhly Grass (4) in rocked area. Self-Help Team was Joni and Harry Flanagan; Emma and Andy McArthur; and Lynn and Kevin Martinez.
- Drip lines were installed for each new plant.
- Expenditure to date was \$621.46 against \$1000.00 AGC approved target.
- Lynn will water until plants are established.

**Block Captain Neighborhood Contact Roster/Text Plan (Michelle).** Work still in progress. Expect to conclude list by July 2021.

**Upcoming Community Events (Michelle).** No Change. Potentially, the following community events are planned:

- Cinema in the Park – July 24<sup>th</sup>, 8.30 pm till 10.30 pm. Movie TBD.
- Music in the Park – August 20<sup>th</sup>, 6.30 pm till 8.30 pm, Blue Solstice will provide the music. Planned food trucks include Roccas- Italian, Mile High BBQ, Lucy I'm home- Cuban and Kona ice with the possibility of one more.
- Scavenger Hunt – September 25<sup>th</sup>. Details to come.
- November 25th Turkey Trot – November 25<sup>th</sup>. Starts at 8.30 am.

### **New Business.**

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

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

- Additional Pet Waste Stand. The BOD decided to defer this issue until 2022 and after a full assessment of all pet waste stands in Peregrine have been evaluated for quantity, location and cost

**Budget Report (Andy).** Budget remains on track.

## **Alpine Glen Committee (AGC) Report – July 2021**

Meeting Minutes, June 14, 2021

**AG End of Summer BBQ (Michelle/Ron).** Initial approach has been developed by Ron and Michelle. Detailed discussion deferred until July meeting.

### **Other Topics from Committee Members (All).**

None

### **Key Upcoming Events and Dates**

**Next Alpine Glen Committee Meeting (All).** The next AGC meeting for Monday, July 12, 2021, 6:30-7:15 PM. Location TBD.

### **Target Areas for PMA BOD Focus/Areas of Concern.**

None.

For additional information and clarification, please contact the undersigned.

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