

The Peregrine Master Association, Inc.
Board of Directors Meeting Minutes
Location: Fire Station 18 Community Meeting Room
August 11, 2021

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

Andrew Bird	President
Lindsay Fenton	Secretary
David Fulton	Treasurer
Brad Helton	Director at Large
Kristen Petersen	Director at Large
Derek Patterson	Z&R Property Management
Kristie McKitterick	Balanced Bookkeeping
Excused Absences: Michelle McArthur	Vice President
Steven Garcia	Director at Large
*5 residents were in attendance	

The Board of Directors and the members present introduced themselves.

Owner's Forum:

No comments or suggestions were submitted.

Hearing(s):

A hearing was held for 1830 Starstone Court to consider an initial \$75.00 assessment fine and other enforcement actions for not complying with a whole home painting violation. The owner did respond. A motion was made to place the initial fine in abeyance and issue a new 30-day compliance date to either provide a copy of the contract or to complete the work. 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 2340 Kittridge Ave. with the consideration of an initial \$35.00 assessment fine and other enforcement actions for not complying with landscaping violations (2 items). The owner's property manager did respond. A motion was made to place the initial \$70.00 fine in abeyance and issue a new 30-day compliance date to either provide a date for scheduled work or have the work completed. 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 8143 Table Mesa Way to consider an initial \$35.00 assessment fine and other enforcement actions for not complying with a landscaping violation. The owners did not respond. A motion was made to impose the initial \$35.00 fine and provide a new two-week compliance date to remove the dead tree. If compliance is met within two weeks, no new fines will be imposed. The motion carried 5-0 in favor.

A hearing was held for 8235 Loganwood Court to consider an initial \$35.00 assessment fine and other enforcement actions for not complying with landscaping violations (2 items). The owners did not respond. A motion was made to impose the initial \$70.00 fine and provide a new two-week compliance date to have the front yard tree pruned and to remove the weeds in the rock beds. If compliance is met within two weeks, no new fines will be imposed. The motion carried 5-0 in favor.

A hearing was held for 8010 Applestone Trail to consider an initial \$50.00 assessment fine and other enforcement actions for not submitting and receiving approval from the ARC before beginning work for a landscaping project. The owner was present and updated the Board on the project, and an ARC request has been submitted. A motion was made not to impose the fine, which carried 5-0 in favor. It was noted that linearly planting trees near the property boundary is not permitted. The owner offered to plant additional trees to offset the linear design.

A hearing was held for 7707 Solitude Lane to consider an initial \$50.00 assessment fine and other enforcement actions for not complying with a document request violation. The owners did not respond. A motion was made to impose the initial \$50.00 fine and provide a new 30-day compliance date to have the documentation submitted. If compliance is met within 30-days, no new fines will be imposed. The motion carried 5-0 in favor.

A hearing was held for 7940 Ruststone Court to consider an initial \$50.00 assessment fine and other enforcement actions for not complying with a document request violation. The owners did not respond. A motion was made to impose the initial \$50.00 fine and provide a new 30-day compliance date to have the documentation submitted. If compliance is met within 30-days, no new fines will be imposed. The motion carried 5-0 in favor.

A hearing was held for 8110 Table Mesa Way to consider an initial \$50.00 assessment fine and other enforcement actions for not complying with a document request violation. The owners did not respond. A motion was made to impose the initial \$50.00 fine and provide a new 30-day compliance date to have the documentation submitted. If compliance is met within 30-days, no new fines will be imposed. The motion carried 5-0 in favor.

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President's Report:

Mr. Bird noted the Cinema in the Park event was a success, and the Tree Hike in Mt St Francis had 30 attendees. A third hike is planned, and Mr. & Mrs. Condon were thanked for their volunteer work on these three hiking events.

The GFL trash contract was renewed. Mr. Bird negotiated several significant updates to GFL's standard terms and conditions that will benefit Peregrine's five-year contract. The contract was finalized and communicated with the greater Peregrine community via email on Wednesday, August 11.

Mr. Bird reviewed the 2022 Budget and Annual Meeting timeline and discussed options for guest speakers at the Annual meeting.

Treasurer's Report:

Mr. Fulton provided a review of the July finances. Total assets were \$714,055.61, with an operating cash balance of \$366,787.54, a reserve balance of \$347,777. Variances for year-to-date were explained. We are currently \$45,450.29 under budget, with about 50% of the difference attributed to water usage.

The Aged Receivables Report was reviewed.

The draft 2022 Budget was discussed to include a 6-page Treasurer's Notes detail and reference guide. Mr. Fulton then reviewed a 16-page PowerPoint presentation detailing the proposed budget, multi-year reserve status, reserve funding, assessment recommendations, and an alternative investment strategy. A question-and-answer period followed. Mrs. Fenton asked that two-line items in the Chart of Accounts be left open for discussion at the next meeting, Community Events & Security/Extra Patrols. Mr. Bird reiterated that the 2022 Budget must be approved at the September Board meeting to meet the distribution deadline of September 10th to the Association's membership.

Secretary's Report:

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

Committee Reports:

Mrs. Fenton delivered a short summary of the 2021 Survey results and was asked to distribute all survey comments and responses to Board members. A draft Communications Process & Standards document was provided for Board review.

Manager's Report:

Mr. Patterson updated the Board on the status of the owner's work at 3360 Blodgett Drive and the Association's Right to Cure option currently in place. Repairs and painting should be completed next week without further intervention.

Being the meeting was already more than two hours, it was agreed to forward the remaining business to the September meeting.

The meeting was adjourned at 8:21 p.m.

Lindsay Fenton
Secretary

Attachment #1

Safety and Security Committee – July 2021
No meeting held in July 2021

Submitted fire hydrant spreadsheet for CSU for repairs. Spreadsheet is attached for all Peregrine members that were submitted.

Steven Garcia, Chair

Attachment #2 – Landscape and Infrastructure

Committee Members: Brad Helton, Jim Richards, Tony Condon

Recent Events & Next Steps:

- 8/3/21 - Committee in-person working meeting

Action Items:

- Present 2022-2024 Draft L&I Project Plan and Budget

2022-2024 L&I Draft Project and Budget Plan Outline:

- 2022-2024 annual L&I - Reserve projected budget remains at the same amount as 2021 at \$50,000.
- 2022-2024 annual L&I – Emergent Expense (formerly Operating Expense) projected budget remains at the same amount as 2021 at \$7,095.
- The priority of L&I improvements in 2022-2024 shifts from standardization and rejuvenation of lower Peregrine to upper Peregrine because the major projects for lower Peregrine have been completed in recent years.
- Erosion control receives more emphasis in 2022-2024 because it is an ongoing problem that has not yet received much attention. Addressing one erosion control project either in-part or in-full becomes a recurring annual goal. Erosion control projects will be reviewed and decided a year prior to execution. The 2018 erosion control study will be used to inform this decision. There are several potential erosion control projects to review and prioritize. Here are some examples and very rough cost estimates:
 - Tracts A, B, C, D, W. Woodmen (215' & 1700') – sidewalk = \$25,000.00
 - Tracts A: Blodgett at Cedar Canyon (260') = \$9,000.00
 - Tracts A & E: Dutchrock east side of the street = \$12,000.00
 - Tracts A, B, C: west Kitteridge south side of the street = \$13,000.00
 - Tracts A, B, C: end of Loganwood/turn-around (130')
 - Tract: Orchard Valley – Alphine Glen (1780') = \$25,000.00
 - Tract A: Dante Way south side (300')
- Wildfire mitigation is receiving more emphasis and a corresponding separate annual budget line.
- Annual neighborhood entrance color planting for 2022-2024 will be funded from the L&I Emergent Expense budget.
- A new goal for 2022-2024 is to fund holiday lighting for trees at the entrance to the neighborhood pending an acceptable quote approved by the board. This will be funded from the L&I – Emergent Expense budget.
- Miscellaneous repairs such as fence posts, irrigation, sign replacements, and deer protection will be funded from the General Maintenance fund.

L&I - RESERVE PROJECT BUDGET

Project Name	Planned Year	2022 Project Estimates	2023 Project Estimates	2024 Project Estimates
Phase I Upper Peregrine Landscape Standardization: Road verge improvement along Woodmen to replace native grass w/rock mulch	2022	\$ 30,000.00		
Phase II: Upper Peregrine Landscape Standardization	2023		\$ 40,000.00	
Phase III: Upper Peregrine Landscape Standardization	2024			\$ 40,000.00
La Bellezza trail repair and erosion control	2022	\$ 7,500.00		
Phase I: Common space improvements to Woodmen/Sawback and Woodmen/Kittridge	2022	\$ 10,000.00		
Phase II: Common Space Improvement			\$ 5,000.00	\$ 5,000.00
Erosion Control Project 2022: Hill at Woodmen/Sawback	2022	\$ 1,500.00		
Erosion Control Project 2023: TBD	2023		\$ 5,000.00	
Erosion Control Project 2024: TBD	2024			\$ 5,000.00
Annual Total Estimated Cost:		\$ 49,000.00	\$ 50,000.00	\$ 50,000.00
Annual Total Budget:		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00

L&I - EMERGENT EXPENSE BUDGET

PROJECT NAME		2022	2023	2024
Annual Expense	ALL	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Neighborhood Entrance Annual Color Planting	ALL	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Neighborhood Entrance Holiday Tree Lighting	ALL	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Annual Total Estimated Cost:		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Annual Total Budget:		\$ 7,095.00	\$ 7,095.00	\$ 7,095.00

Attachment #3

Communications Report - August 2021 Board Meeting

- 1) 2021 Peregrine Survey
 - a. Launched June 27; closed July 25
 - b. 375 responses received (267 in 2019; 326 in 2017)
 - c. Resident contacts made through social media, Nextdoor and email
 - d. Summary of responses

- 2) Communications – July
 - a. Email Communications:
 - i. July 30 – Music in the Park – initial email
 - ii. July 26 – Cinema in the Park – rescheduled date email
 - iii. July 24 – Cinema in the Park – cancellation email
 - iv. July 23 – Cinema in the Park – final email reminder
 - v. July 20 – 2021 Survey Deadline Extension email
 - vi. July 19 – Peregrine Alert – GFL Trash Update
 - vii. July 19 – Cinema in the Park – reminder email #2
 - viii. July 18 – 2021 Survey – reminder email #2
 - ix. July 14 – 2021 Survey – reminder email #1
 - x. July 11 – Cinema in the Park – reminder email #1
 - xi. July 8 – Peregrine July Newsletter
 - xii. July 7 – July Board Meeting Agenda
 - xiii. July 5 – Peregrine Alert – GFL Trash Update
 - xiv. Promoting in August:
 1. Cinema in the Park – August 4
 2. Hiking Series – August 11
 3. Music in the Park – August 20
 4. CSFD Chipping Event – week of September 20
 5. Scavenger Hunt – September 25

 - b. Social Media
 - i. Instagram – 9 posts – 51 followers (+4)
 - ii. Facebook – 4 posts – 58 likes (+5)

Lindsay Fenton
Communications Lead

Attachment #4

- **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**, next hike is being headed by the Landscaping committee August 11th, 10 a.m. till 11.30 a.m. at Mount St Francis. Meeting point to be determined
- **Cinema in the Park:** August 4th, 8.00 p.m.- 10.00 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 20th 6.30 p.m.-8.30 P.M. at Woodmen Valley Park. Special events and noise hardship forms have been submitted. 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 25th, fun family event where we can have residents searching all over Peregrine to find the answers to clues, the clues can be released on line and families wonder around peregrine taking photos when they find the answer to the clues. Cost approx. \$500. This would mean we do not need a park permit.
- **Suggested event!! Oktoberfest**, date October 2nd, Woodmen Valley Park, various vendors have been contacted and David has the provisional budget breakdown as we will need a police presence and private security. Permits will be requested when approved by the board. Cost approx. \$3000.00
- **Turkey Trot**, set for November 25th between Woodmen Roberts and the Tennis courts. No permits are required and very little planning, Woodmen Roberts Principal has been contacted for permission to use the green area between Woodmen Roberts and the Tennis courts. Plan for route is under way and will be submitted to the safety and security committee. Budget \$500

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Michelle McArthur- Community Events.

Compliance Committee Report

July 2021

Due to vacation schedules, the Covenant Compliance Committee did not meet in July. However, the Committee worked on the draft policy below for updating the Rules and Regulations based on a request at the July Peregrine Master Association meeting to do so. The attached document is a draft provided for the Board for review and discussion.

Peregrine Master Association Policy on Updating Rules and Regulations

Purpose: The purpose of this policy is to define the steps for Board review and approval of updates to the Rules and Regulations of the Peregrine Master Association.

1. Covenant Compliance Committee (CCC)

The CCC is comprised of a Board member and other approved residents. Part of the Committee's scope of work is to review and create suggested changes to problematic sections of the Rules and Regulations (R&Rs). When updating the R&Rs, the Board member serving as chair of the CCC will provide the following information to the board related to a rule change:

- a. Why the rule change is required, potential pitfalls and benefits of the change.
- b. Timeline of discussion/creation of an update to the R&Rs.
- c. Proposed schedule for the update, including potential Board review date.
- d. Planned publication date (see part 2).

The CCC will discuss and create a draft update to the R&Rs. This draft update will be created and edited by the Committee, then sent to the Board for review. During this stage, the Board members have the opportunity to give feedback on the update and make editorial changes. The CCC Chair will make the requested updates and prepare the final document for the following Board meeting for a final vote from the Board. Board members may choose not to respond to the draft version, though they will review the final version in the Board packet prior to the vote on the issue.

2. Rule Change Schedule

All changes to the R&Rs, regardless of when they are approved by the Board, will be published to the community twice per year, on April 30 and Oct. 31. Changes passed by the Board will be effective on either one of these dates, depending on when the rule change is approved by the Board. This ensures that changes are provided to the community twice per year, allowing clarification to the community on when changes take effect.

3. Cutoff Date for Rule Changes

All rule changes approved by the Board will fall into two cut-off periods to meet the April 30 and Oct. 31 effective dates.

If a change is approved Oct. 15-April 15, it will have an April 30 effective date.

If a change is approved April 16-Oct. 14, it will have an Oct. 31 effective date.

This provides approximately two weeks minimum to prepare final communication to residents.

Alpine Glen Committee (AGC) Report – August 2021

Meeting Minutes, July 12, 2021

The Committee held an on-site meeting on Monday, July 12, 2021 at 7613 Sierra Pine Drive. The meeting started at 6PM and concluded at 7:30PM. The following minutes are provided for resident information.

Attendees

Harry Flanagan, AGC Chairman; Andy McArthur, AGC Budget Lead; Ron Finch, Committee Member; Peter Harding, Committee Member.

Unavailable/Absent

Lynn Martinez, Committee Member; Michelle McArthur, Peregrine Master Association (PMA) Board of Directors (BOD) Vice President/Committee Advisor

Old Business

Additional Planting for 2021 (All). The AGC agreed to hold any additional planting, less the two replacement trees in native areas (planned if 2021 budget surplus allows), until spring 2022. This will allow a sufficient plant establishment period of 4-6 months. Tree planting is viable in the fall and not subject to the same risks as smaller plants and bushes.

Block Captain Neighborhood Contact Roster/Text Plan (Michelle). This is an initiative to augment email by text message to ensure we can expeditiously share important information within Alpine Glen. Notifications regarding fire, evacuations, wildlife (i.e. bears, mountain lions etc.), trash delays are some items of importance for those who don't have immediate access to their email. We now have 35 of 38 resident homes signed-up.

Upcoming Community Events (Michelle). The following community events are planned:

- Cinema in the Park – August 4th, 8:15 pm till 10.30 pm. Movie is Mamma Mia (PG). “Poppo” Popped Corn and Kona Ice will be there.
- Music in the Park – August 20th, 6.30 pm till 8.30 pm, Cari Dell Trio will provide the music. 4 food trucks are planned along with face painting, balloon twisting and other family-friendly activities.
- Scavenger Hunt – September 25th. Details to come.
- November 25th Turkey Trot – November 25th. Starts at 8.30 am.

AG End of Summer BBQ (Michelle/Ron). Planning for the Alpine Glen September Luncheon Social is well in progress. Flyer details were discussed. Date is Sunday, September 12, 2021, Noon-3PM, to socialize and share fun activities as we emerge from a year+ of seclusion and COVID limitations. Our last neighborhood get-together was in 2019. Details are still being finalized and will be published in the upcoming weeks. Grills will be available for resident cooking with the supporting items (condiments, water, soft drinks, paper products etc.) provided by AGC members. We would like residents will bring side dishes and desserts for

Alpine Glen Committee (AGC) Report – August 2021

Meeting Minutes, July 12, 2021

sharing. Games and activities will be provided for children and adults. Michelle is coordinating a resource matrix for AGC members to bring selected items.

New Business.

Quarterly Newsletter (Harry). The newsletter was released on July 14, 2021.

Monthly BOD Report (Harry). The report was submitted to Z&R Management on July 5, 2021. The AGC had no additional comments. (See enclosure).

Budget Report (Andy). Budget remains on track. We still anticipate a 2021 balance that will allow planting of two trees in native areas as well as the possibility to accelerate the remaining mulch-to-rock project from 2022 to 2021. We also anticipate being able to maintain a reserve of at least \$5,000. The draft 2022 budget was developed and submitted to the PMA treasurer on July 27, 2021 and is awaiting feedback to finalize.

Annual Resident Survey (Harry). Our annual resident survey was released to residents on July 31, 2021. Due date for responses and input is August 16, 2021.

2022 AGC Membership (Harry). This is the time of year we begin querying resident for their interest in joining the AGC. We will publish the position requirements in the upcoming newsletter and look forward to members of our community joining the Committee and helping us make Alpine Glen an even better place to live.

Other Topics from Committee Members (All). None

Key Upcoming Events and Dates

Next Alpine Glen Committee Meeting (All). The next AGC meeting for Monday, August 9, 2021, 6:00-7:35 PM. Location is 7613 Sierra Pine Drive.

For additional information and clarification, please contact the undersigned.

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