

The Peregrine Master Association, Inc.

Board of Directors Meeting Minutes

Location: Fire Station 18 Community Meeting Room

September 8, 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
Steven Garcia	Director at Large
Brad Helton	Director at Large
Kristen Petersen	Director at Large
Derek Patterson	Z&R Property Management
Kristie McKittrick	Balanced Bookkeeping
Excused Absence: David Fulton	Treasurer

*10 residents were in attendance

Owner's Forum:

No comments or suggestions were submitted.

Hearing(s):

There were none. Mr. Patterson provided updates on the nine hearings conducted last month, with four homes taking corrective actions.

President's Report:

Mr. Bird referenced some Nextdoor posts regarding the proposed budget, and he clarified that the 2022 Budget will be approved by the Board at this meeting and then submitted for member input at the Oct. 13 budget meeting. He further explained that Mr. Fulton presented three budget options, including reserve investment strategies, at the August meeting. The Board discussed several options at the August meeting and will provide an updated budget proposal later in the meeting.

There was a discussion on working with GFL to improve communications when service delay information is provided by GFL. Residents present at the meeting provided feedback such as possibly noting the streets impacted or stating more specific details in the communication.

There was a discussion on the upcoming Board member terms that are expiring this year. As of the 2020 Annual Membership meeting, the Peregrine Master Association had three board member terms expiring and one board member that resigned prior to the end of her term (scheduled to expire in 2021). Peregrine residents were provided a ballot within their Annual Membership meeting packet to vote for four board members out of a field of six candidates. Due to a clerical error, it was never specified that one of the terms would be a one-year vacancy. There was discussion regarding how to handle this situation and it was suggested that we honor all four board members that were elected at the meeting to a three-year term. Mr. Bird asked for Mrs. Petersen to review the situation again (Bylaws, Non-Profit Act, etc.) and report back. Discussion followed. A motion was made to have the fourth term expire in 2023 (which would leave only one term expiring for this year's meeting) and obtain a legal opinion regarding this action. This motion was seconded and carried 4-2 in favor (Mr. Bird and Mrs. McArthur voted no).

The Music in the Park event was very successful, and the food trucks were very well received.

There was discussion on the 2022 budget announcement along with wildfire mitigation updates and plans for work to be done this fall/winter. Mr. Garcia expressed the need for individual owners to conduct mitigation work on their lots.

Mr. Bird confirmed that we would have two guest speakers at the Annual Membership Meeting on Nov. 17. Mr. Corey Farkas, City of Colorado Springs Operations & Maintenance Division Manager, and Mr. Dave Donelson, District 1 City Councilman have both confirmed their attendance at the meeting.

Treasurer's Report:

The September Treasurer's Report was reviewed which included a 2022 Budget letter and the proposed 2022 Budget, which showed a \$10/year increase. Total assets were \$665,722.75, with an operating cash balance of \$320,288.72, and a reserve balance of \$347,798.18.

The draft 2022 Budget was discussed in length. A motion was made to approve the budget with an assessment of \$430 per year, which was seconded. With three votes in favor (Mr. Bird, Mrs. McArthur, Mr. Helton voted yes) and three votes against (Mrs. Petersen, Mr. Garcia and Mrs. Fenton voted no), the motion died. After discussion, a motion was made to approve the budget with an assessment of \$420 per year, which was seconded. With three votes in favor (Mrs. Petersen, Mr. Garcia and Mrs. Fenton voted yes) and three votes against (Mr. Bird, Mrs. McArthur, Mr. Helton voted no); the motion died. A motion was made to reduce Reserve Funding to \$35,000 and place \$10,000 into the Contingency line item. There was no second, the motion died. Discussion continued with input from the residents present and review of different line items and reserve funding. A motion was made to keep the assessment at \$420 per year, with the Contingency line item at \$3,000, Security/Extra Duty Patrols at \$32,000 and the Reserve Funding reduced to balance the budget. The motion was seconded, which carried 6-0 in favor.

The Aged Receivables Report was reviewed.

It was agreed that Mrs. McKitterick could re-allocate the monthly budget distribution expenses for Water to align with actuals to better track expenses throughout the year. For reference, the water line item showed a budget of \$8,700 for August when the actual expense was \$14,069.22. This change will provide a more accurate view of water trends throughout the calendar year.

Secretary's Report:

The draft August meeting minutes were reviewed, noting they were not approved by an Action Taken Without a Meeting vote. A motion was made to approve them as submitted, which carried 5-0 in favor and 1 abstention (Mrs. McArthur abstained).

Committee Reports:

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

It was noted there are reports of persons parking late at night and/or sleeping in vehicles on Sawback Trail near W. Woodmen Road. Mr. Garcia commented that he would look into the issue and consult with Officer Chris Ausec to see if anything has been reported.

Mr. Helton presented the Landscaping & Infrastructure Committee report. (Attachment #2)

There was discussion regarding a project to make numerous improvements to the La Bellezza walking trail, which the Peregrine Master Association acquired responsibility/ownership of in 2015. It was proposed that this should be completed this year versus next year and utilize surplus budget funds since it is tracking considerably under budget. Discussion followed regarding the specifics of the project, and it was noted that the cost would be \$7,500. A motion was made to approve the project for this fall, which carried 6-0 in favor.

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

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

The draft survey response for the community will be emailed to the Board, with plans to approve the format/notice prior to the next board meeting.

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

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

It was noted that the Alpine Glen Committee is finalizing the 2022 budget. Residents were presented with details of some potential upcoming projects that would warrant an increase in their assessment. Mr. Flanagan reported that a majority of residents voted in favor of the increase and their committee will make a final decision and present it to the Peregrine Master Association Board of Directors for final approval.

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.

It was noted that the private patrol times may be adjusted going into the fall, at Mr. Garcia's discretion. Police patrols will remain on the same schedule.

The monthly Lawn Care and Water Usage reports were reviewed.

The newly created Rental List was reviewed, noting there are 25 confirmed rentals and 3 homes still not responding to requests. There was a discussion of how we can connect with these renters, and it was decided that we would email the group and invite them to subscribe to PMA emails to stay informed of community activities. Mr. Patterson will provide the list of emails to Mrs. Fenton for her to send an email.

Old / New Business:

Mr. Bird reviewed the proposed updates to the Rules (from last month) to be in compliance with House Bills 1229 and 1310. A motion was made to approve the updates, which carried 6-0 in favor.

Mr. Bird reviewed the proposed update to the Inspection of Records Policy (from last month) to address numerous updates over the past 8 years. A motion was made to approve the update, which carried 6-0 in favor.

There was discussion on two projects (sidewalk replacement on W. Kittridge and removal of a stone pillar on Orchard Path); noting these could be completed in 2021 utilizing the 520 Landscaping line

item for funding, which is currently under budget. Discussion followed regarding the specifics of each project. The sidewalk replacement has an estimated cost of \$3,038.75 and the stone pillar removal has an estimated cost of \$985. A motion was made to approve both projects, which carried 5-1 in favor (Mrs. Fenton voted no).

The meeting was adjourned at 8:25 p.m.

Lindsay Fenton
Secretary

Attachment #1

Safety and Security Committee – August 2021

There is no report available.

Resident Name	Address	Hydrant #	Issue
Dan Knight	3285 Blodgett Dr		faded paint & rusting
Alicia Jumonville	2480 Kittridge		
	2460 Kittridge		
	Kittridge and Edgemont		
	Kittridge and Shiprock		
	8535 Vance Ct		
	2640 Holman Ct	no number	
	2670 Himalaya Ct	no number	
	8147 Table Mesa	no number	
	8075 Table Mesa	no number	
	Woodmen & Vantage	no number	Paint & rusting
	8110 Vantage Dr	no number	Paint & rusting
	8165 Routt Ct	no number	Paint & rusting
	8190 Spire Ct	no number	Paint & rusting
	2340 Vantage Dr	no number	Paint & rusting
	2370 Shiprock Wy		
	2480 Kittridge	no number	covered by tree
	2745 Kittridge		Paint & rusting
	8255 Loganwood Ct	no number	Paint & rusting
	8225 Loganwood Ct	no number	Paint & rusting
	8335 Bluffview		Paint & rusting
	7965 Heartland Way		Paint & rusting
	3010 Blodgett		Paint & rusting

Attachment 2 – Landscape and Infrastructure

Committee Members: Brad Helton, Jim Richards, Tony Condon

Recent Events & Next Steps:

- 8/31/21 - 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 is \$40,000.
- 2022-2024 annual L&I - Emergent Expense (formerly Operating Expense) projected budget remains at the same amount as 2021 at \$7,095.
- 2022-2024 L&I Project Plan and Budget Focus. The priority of L&I - Reserve budget spending in 2022-2024 shifts from improvement, standardization, and rejuvenation of lower Peregrine to upper Peregrine because the major projects for lower Peregrine have largely been completed through significant investment in recent years. However, investment in lower Peregrine is still an option when appropriate. The L&I Committee will vet and recommend projects based on their need and impact. Landscaping corners, erosion control, trail improvement, road verge landscaping, and common area improvements are some examples of the types of projects the budget will address.
- Wildfire mitigation is receiving more emphasis and a corresponding separate line in the budget.
- Funding for the annual neighborhood entrance color planting for 2022-2024 will shift from the L&I - Reserve to 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. 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 BUDGET

Project Name	Planned Year	2022 Project Estimates	2023 Project Estimates	2024 Project Estimates
Phase I: Upper Pegrine Landscape Standardization	2022	\$ 40,000.00		
Phase II: Upper Peregrine Landscape Standardization	2023		\$ 40,000.00	
Phase III: Upper Peregrine Landscape Standardization	2024			\$ 40,000.00
Annual Total Budget:		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00

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

September Compliance Committee

Report

Meeting Held Via Zoom Aug. 26, 2021

Those in attendance: Kristen Petersen, Chair, Lynne Zuluaga, Committee Secretary, Tom Keating, and Cindy Lua. Ericka Wills was absent due to medical reasons.

- **Residential Snow Removal Program-** Kristen discussed getting this program in place for this fall/winter snow season. The program is an opportunity for residents who need help clearing their sidewalks to connect with other residents who would like to volunteer to do this work. More information is forthcoming.
- **Letters/ Issues in the Neighborhood-** The committee discussed the various types of issues we are seeing across the neighborhood, specifically the number of yard and house paint-related violations. We have fewer first offense letters for the summer than we did last year. There are several dead tree or limb issues.
- **New Political Sign/Flag Policy Update-** Colorado HB 21-1310 Freedom of Speech will take effect on Sept. 8, 2021 and changes our neighborhood covenants related to timeframes on political signs and flags. The change was reviewed in the meeting with discussion on how this new law will impact the community.
- **New Solar Energy Policy Update-** Colorado HB 1270 related to solar energy was signed into law. Updates to our regulations to match these changes were reviewed and the committee discussed its relationship to our community.
- **Individual Residential Upkeep-** General improvement of an individual's yard or home and the need to encourage upkeep was discussed. Tom mentioned an idea to positively encourage and applaud home improvement projects. He stated that perhaps providing a sign at a recently-completed project or mentioning the positive improvement projects might encourage more individuals in the neighborhood to complete home improvements. These small forms of recognition for residential improvement projects might encourage others.
- **Block Parties/Events-** Tom thanked the Board for the community events schedule this summer. He stated that block parties are also a fun idea that several blocks enjoy during the fall months and wondered if the HOA could encourage this type of activity in some way to have neighbors get connected. This would help with watching each other's homes while on vacation and perhaps residents being more forgiving of their neighbors when there are issues that arise. Connections with other is important.

Communications Report - September 2021 Board Meeting

- 1) 2021 Peregrine Survey
 - a. Discussion of results
 - b. Delivery of results to the community
- 2) Communications Process & Standards
- 3) Communications – August
 - a. Email Communications:
 - i. Aug 31 – 2022 Board of Directors Elections call out
 - ii. Aug 30 – GFL Trash Collection – Aug 30
 - iii. Aug 24 – Peregrine Tree Hike – Sept 4
 - iv. Aug 21 – CSFD Wildfire Chipping email – Sept 2021
 - v. Aug 18 – Music in the Park – final reminder
 - vi. Aug 12 – Music in the Park – reminder #2
 - vii. Aug 11 – GFL Trash/Recycling Announcement
 - viii. Aug 9 – GFL Trash Collection – Aug 9
 - ix. Aug 9 – Peregrine Newsletter – Aug 2021
 - x. Aug 7 – Peregrine Tree Hike – Aug 11
 - xi. Aug 5 – August Board Meeting Agenda
 - xii. Aug 4 – Cinema in the Park – event reminder
 - xiii. Aug 2 – Cinema in the Park – rescheduled date reminder
 - xiv. Promoting in September:
 1. Family Tree Hike – Sept 4
 2. CSFD Chipping Event – Sept 20 (week of)
 3. Board of Directors Elections
 4. Board of Directors – upcoming meetings
 - b. Social Media
 - i. Instagram – 9 posts – 52 followers (+1)
 - ii. Facebook – 7 posts – 61 likes (+3)

Lindsay Fenton
Communications Lead

Attachment #5

- **Community Events**

Community Event Committee: Michelle McArthur (Chair) Oktoberfest David Fulton and Michelle McArthur, committee members, Shirley Cote, Lauren Rafferty, Michelle Helm and possibly Kasey Helton.

- **150 years of Colorado Springs**, next hike is being headed by the Landscaping committee September 4th, 10 a.m. till 11.30 a.m., event details not yet confirmed
- **Music in the Park:** Was a great success attendance was 300-350 people. The band and the food trucks were a great hit! Photos are posted to the gallery on the HOA website along with the specific gallery for Music in the Park. CSFD were able to attend unfortunately CSPD were not.
- **Scavenger hunt, CANCELLED**, date had been set for September 25th however as no other board member was willing to take the event on it will not happen this year
- **Suggested event!! Oktoberfest, CANCELLED** Date had been set as October 2nd, Woodmen Valley Park, various vendors had been contacted and David had the provisional budget breakdown as we will need a police presence and private security. Due to the length of time, the permits require at least 90 days, along with the requirements for security and medical personnel this event has been put on hold till next year. Cost will be approx. \$3000.00
- **Turkey Trot**, set for November 25th between Woodmen Roberts and the Tennis courts. No permits are required and very little planning, we have permission to use the green area between Woodmen Roberts and the Tennis courts. Plan for route is under way and has been submitted to the safety and security committee, along with CSPD. Prizes will be awarded and closer to the time I will send out a sign up genius for monitors to help direct people at certain parts of the route. Budget \$500

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Michelle McArthur- Community Events.

Alpine Glen Committee (AGC) Report – September 2021

Meeting Minutes, August 9, 2021

The Committee held an on-site meeting on Monday, August 9, 2021 at 7613 Sierra Pine Drive. The meeting started at 6PM and concluded at 7:00PM. The following minutes are provided for resident information.

Attendees

Harry Flanagan, AGC Chairman; Andy McArthur, AGC Budget Lead; Ron Finch, Committee Member; Michelle McArthur, Peregrine Master Association (PMA) Board of Directors (BOD) Vice President/Committee Advisor (via phone)

Unavailable/Absent

Peter Harding, Committee Member; Lynn Martinez, Committee Member;

Old Business

AG End of Summer BBQ (Michelle/Ron). Planning for the Alpine Glen September Luncheon Social continues. Flyer details were discussed and emailed to residents. Date remains Sunday, September 12, 2021, Noon-3PM. Michelle continues to coordinate a resource matrix for AGC members to bring selected items.

Interim Results - Annual Resident Survey (Harry). Our annual resident survey is on-going via Google Forms. To date, 28 resident households have responded with input. We extended the survey closure date to August 31, 2021 in order to gain the most resident input possible. Additional reminders have/will go out to query residents that have not yet responded.

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

- Scavenger Hunt – September 25th. Details to come.
- Possible Oktoberfest October 2nd- held at Woodmen Valley Park 2-8 p.m. this is still being finalized.
- 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 August 2, 2021. The AGC had no additional comments.

Budget Report (Andy). Budget remains on track and was reviewed by the Committee members present. No issues. Awaiting approval or any required updates of draft 2022 AGC budget previously submitted to PMA BOD.

Alpine Glen Committee (AGC) Report – September 2021

Meeting Minutes, August 9, 2021

2022 AGC Membership (Harry). This is the time of year we begin querying residents for their interest in joining the AGC. We have included a question regarding resident interest in joining the AGC within the 2021 survey. Formal queries for interest will be released in September.

Other Topics from Committee Members (All).

2022 ULS Contract. Reviewing scope and draft document. Want to ensure all common areas are included as well as recommendations based on survey input.

Wildfire Mitigation. Based on additional PMA BOD approval for funding for wildfire mitigation, we will contact the Landscape Committee to gain insight as to specific areas will be worked based on CSFD recommendations.

Key Upcoming Events and Dates

Next Alpine Glen Committee Meeting (All). The next AGC meeting for Monday, September 13, 2021, 6:00-7:35 PM. Location is 7613 Sierra Pine Drive.

Additional Documents and Enclosures.

The following documents were made available to residents via Google Docs and emailed meeting minutes.

- AG Committee Meeting Agenda – August 9, 2021
- AG Committee Report to PMA BOD– August 2, 2021
- AG Budget Sheets as of July 31, 2021
- AGC Meeting Minutes – August 9, 2021

For additional information and clarification, please contact the undersigned.

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