

*The Peregrine* Master Association, Inc.  
Board of Directors Meeting Minutes  
Location: Mt. Saint Francis Auditorium, 7665 Assisi Heights  
October 13, 2021

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

Andrew Bird	President
Michelle McArthur	Vice 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 Absence: Steven Garcia	Director at Large
*9 residents were in attendance	

**Owner's Forum:**

No comments or suggestions were submitted.

**Hearing(s):**

None

**President's Report:**

Mr. Bird reviewed the format for this Board meeting and the subsequent Budget meeting at 7:30 p.m. There will be three City presentations at the Annual meeting; Corey Farkas (City of Colorado Springs Operations & Maintenance Division Manager), Dave Donelson (City Council District 1 Representative), and a CSFD Fire Mitigation representative. There was discussion about whether the Association should send an email alert regarding an upcoming 2C ballot issue, with pros and cons noted. A motion was made to issue an email alert to the community to bring attention to the issue. There was no second; the motion died.

There was a discussion of legal opinions regarding the Board's terms resulting from 4 elected Board members at the 2020 elections. A draft resolution, submitted from the Association's law firm, was reviewed, which provided a solution to the term limit when a Director's seat was vacated prior to the expiration of the 3-year term. There was discussion regarding many of the items in the resolution. A motion was made to approve the Resolution, which would confirm Mr. Fulton's original 3-year term, ending November 2023, subject to ratification by the members at the Annual Membership Meeting. The motion carried 4-1 in favor with one abstention (Mr. Fulton) and one no vote (Mrs. Fenton).

Mr. Bird reviewed the Budget meeting, Annual Membership Meeting, and 2022 Dues billing timeline schedule.

**Treasurer's Report:**

The September Treasurer's Report was reviewed. Total assets were \$617,709.29, with an operating cash balance of \$275,396.54 and a reserve balance of \$344,601.90.

The current expenses for Safety & Security are under budget due to extra duty patrols not being filled per therequested schedule.

The Aged Receivables Report was reviewed.

There was discussion on possibly reducing the 2022 budget line item for Security/Extra Duty Patrols to better align with current expenses, thus allowing additional funding to be applied to Contingency. Discussion followed, and no changes were made to the 2022 annual budget.

### **Secretary's Report:**

The draft September meeting minutes were reviewed, but questions were raised if changes were incorporated into this version versus an emailed version before the meeting. The approval will be tabled, and an attempt will be made to finalize the September Board Meeting minutes via email (Action Taken Without a Meeting).

### **Committee Reports:**

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

There was a discussion on five proposed projects for 2022, which were detailed in the packet. A motion was made to approve the first three projects; the estimated expense is \$29,037. The motion carried 6-0 in favor.

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

The Alpine Glen Committee surveyed their 38 members and agreed to raise their secondary dues by \$52 per year for 2022. Mr. Flanagan submitted this increase for approval. A motion was made to approve the amended 2022 Alpine Glen Budget, which carried 5-0 in favor with one abstention (Mrs. Fenton).

### **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.

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

None.

The meeting was adjourned at 7:22 PM.

Lindsay Fenton  
Secretary

Attachment #1

## Safety and Security Committee

## **Attachment #2 – Landscape and Infrastructure**

Committee Members: Brad Helton, Jim Richards, Tony Condon

### **Recent Events Overview:**

- 9/13/21; 9/28/21 - Committee in-person working meetings
- Woodmen/Kittridge Sidewalk repair completed
- La Balleza Trail Renovation completed
- Leaning Tower of Rockledge removal (pending)
- 2022 L&I Project Plans drafted and bid

**Action Items: None**

### **Recent Events Summaries:**

- **Woodmen/Kittridge Sidewalk Repair:**



- **La Balleza Trail Renovation:**







- **Leaning Tower of Rockledge Removal: Pending**
- **2022 L&I Project Plans & Bids**

**Summary:**

The current recommendation of the L&I committee is that the projects below are completed in 2022 according to the priority in which they are listed and as the budget allows. These projects have been identified as an impactful way to begin the process of bringing derelict parts of upper Peregrine up to the standards of many of the recently completed areas in lower Peregrine as part of the continuing effort to protect the investment made by all homeowners in the neighborhood. ULS provided bids for projects 1-3 after a detailed walk-through on 9/28/21. Projects along Woodmen in the upper part of the neighborhood pose some important challenges. Some examples of these include the need to account for the usual unavailability of irrigation, address soil erosion along the upper side of the sidewalks, review and update easements, enable safe mobility for hikers to cross the road in all weather conditions, and provide paths wide enough for the snowplows that are used to clear the sidewalks. The projects are:

1. Ruststone Court/Woodmen Road Corner
2. Heartland Way/Woodmen Road Corner
3. Needlegrass Lane/Woodmen Road Corner
4. Tuscany Heights Sign (South side of Orchard Valley Road)
5. Upper and Lower Blodgett Drive/Woodmen Road Corners

### Project #1: Rustone Court/Woodmen Corner

- Install rock between curb and sidewalk from utility box west of Ruststone Court down to the intersection of Ruststone and Woodmen to include the corner triangle. Rock will match the existing rock on the SE corner.







## Project #2: Heartland Way/Woodmen Corner

- Install rock between curb and sidewalk from utility box west of Heartland Way to the corner, to include the corner triangle. Rock will match the existing rock on the SE corner.
- Install 40 feet of retaining stone (as installed at the top of Edenderry) to preclude erosion at the corner of Heartland Way and Woodmen
- Renovate existing landscaping on SE corner.







### Project #3: Needlegrass Lane/Woodmen Road Corner

- Install rock between the curb and sidewalk approximately 20 feet west of Needlegrass Lane to include the corner triangle.
- Also install 60 feet of rock retaining wall (as done at upper Edenderry) around the upper west corner of Needlegrass.
- Refurbish east corner of Needlegrass Lane and install rock from the corner down the hill approximately 20 feet.







#### Project #4: Tuscany Heights Sign (South side of Orchard Valley Road)

- Relocate existing plants so that they do not block the sign. Make additional improvements to landscaping if necessary per direction from Tony Condon.



## Project #5: Upper and Lower Blodgett Drive/Woodmen Road

- Install rock between the sidewalk and curb on the southeast corner of upper Blodgett and lower Blodgett where it intersects with Woodmen and on the corner surrounding the utility box and fire hydrant.



09/29/21

Unlimited Landscape Services, Inc.  
901 Yuma St. Units B & C  
Colorado Springs, CO 80909

Derek Patterson  
Z&R Property Management  
6015 Lehman Dr. Suite 205  
Colorado Springs, CO 80918

RE: CO. 0204: Peregrine Common Areas H.O.A.  
2021' Landscape Renovation Proposal-3 *intersections W Woodman*

Thank you for the opportunity to present our complete landscape construction proposal. With quality and service as our first priority, Unlimited Landscape Services, Inc., is committed to providing all of your landscaping needs at a competitive price.

This proposal is to renovate the areas listed below. The price for the rock includes: soil removal down to a 4-inch depth, the new rock, delivery of the rock, fabric, fabric pins, equipment fees and the labor to install the new rock. The price of the steel edging includes; removal of the old steel edging, dump fees, the new steel edging, delivery of the steel edging, edging pins and the labor to install the steel edging.

(1.) Renovate landscape-Rustone Court & W Woodmen	Qty
(a.) Demo-soil removal (4") & grading	1
(b.) Dump fee	1
(c.) Equipment fee	1
(d.) Labor-boulder retaining wall installation	1
(e.) 1'x 2' Boulders, Royal Granite	10 tons
(f.) 2"x 4" Rock, Arkansas Tan	25 tons
(g.) 2'-3' Ornamental Boulders, Red Granite	2.5 ton
(h.) Labor-rock installation	1

The total price for this area is \$10,986.00

(2.) Renovate Landscape-Heartland & N Woodmen	Qty
(a.) Demo-soil removal (4") & grading	1
(b.) Dump fee	1
(c.) Equipment fee	1
(d.) Labor-boulder retaining wall installation	1
(e.) 1'x 2' Boulders, Royal Granite	7 tons
(f.) 2"x 4" Rock, Arkansas Tan	27 tons
(g.) 2'-3' Ornamental Boulders, Red Granite	2.5 ton
(h.) Labor-rock installation	1

The total price for this area is \$9,700.00

(3.) Renovate Landscape-Needlegrass Lane & N Woodmen Qty

(a.) Demo-soil removal (4'') & grading	1
(b.) Dump fee	1
(c.) Equipment fee	1
(d.) Labor-boulder retaining wall installation	1
(e.) 4"x 10' Galvanized Steel Edging	5
(f.) 1'x 2' Boulders, Royal Granite	8 tons
(g.) 2"x 4" Rock, Arkansas Tan	17 tons
(h.) 2'-3' Ornamental Boulders, Red Granite	3 ton
(i.) Labor-rock installation	1

The total price for this area is \$8,351.00

The total price for this proposal is \$29,037.00. Unlimited Landscape Services, Inc. would again like to thank you for the opportunity to present our proposal. Feel free to call with any questions you may have. We look forward to working with you this season. You will be billed within a reasonable time after services are provided and payment is due upon receipt. Any amount due that is not paid within thirty (30) days shall incur interest at 1.5% per month and you will be responsible for all costs of collection including attorney fees.

Sincerely,



Gilbert J. Medina Jr.

on behalf of Unlimited Landscape Services, Inc.

Office: 719-475-9646/e-mail: [ulsincco@aol.com](mailto:ulsincco@aol.com)

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Client approval of the above proposal

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Date



09/29/21

Unlimited Landscape Services, Inc.  
901 Yuma St., Units B&C  
Colorado Springs, CO 80909

Derek Patterson  
Z&R Property Management  
6015 Lehman Dr. Suite 205  
Colorado Springs, CO 80918

RE: CO. 0204: Peregrine Common Areas H.O.A.  
2018' Dryland Grass Seed Proposal-*Sign area on Centennial*

Thank you for the opportunity to present our proposal. With quality and service as our first priority, Unlimited Landscape Services, Inc., is committed to providing all of your landscaping needs at a competitive price. Our proposal will be written out in detail so you will be able to see which services and materials are provided.

This bid is to install dryland low-grow seed in the sign area on Centennial. The price of the seed includes; equipment fees, grading, seed, delivery of the seed and labor.

(1.) Seed install-Sign area on Centennial	Qty
(a.) Cleanup of area	1
(b.) Dryland low grow seed mix	40 lbs.
(c.) Top Soil, Grade "AA" screened	6 yds.
(d.) Labor-seed installation	1

The total price for this proposal is \$1,885.00. Again, thank you for the opportunity to present our proposal. Feel free to call with any questions that you may have. You will be billed within a reasonable time after services are provided and payment is due upon receipt. Any amount due that is not paid within thirty (30) days shall incur interest at 1.5% per month and you will be responsible for all costs of collection including attorney fees.

Sincerely,  
  
Gilbert J. Medina Jr.

on behalf of Unlimited Landscape Services, Inc.

Office: 719-475-9646/Mobile: 719-499-3392/Fax: 719-475-7790/e-mail: [ulsincco@aol.com](mailto:ulsincco@aol.com)

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Client approval of the above proposal

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Date

Attachment #3

## Covenant Compliance Committee

## Communications Report - October 2021 Board Meeting

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- 1) 2021 Peregrine Survey
  - a. Discussion of results
  - b. Report to community
  
- 2) Communications – September Email Communications:
  - a. Oct 4 – October Board/Budget Meeting – change of location
  - b. Oct 2 – 2022 Board of Directors Elections – email reminder
  - c. Sept 27 – GFL Trash/Recycling Announcement
  - d. Sept 13 – September Newsletter
  - e. Sept 10 – CSFD Wildfire Chipping event – email reminder
  - f. Sept 7 – GFL Trash/Recycling Announcement
  - g. Sept 2 – Peregrine Tree Hike – Sept 4 – final reminder
  - h. Sept 1 – September Board Meeting Agenda
  - i. Promoting in October:
    1. 2022 Budget Meeting – Oct 13
    2. Board of Directors Elections – Nov. 17
    3. Annual Membership Meeting – Nov. 17
    4. Turkey Trot – Nov. 25

Lindsay Fenton  
Communications Lead

## Attachment #5

- **Community Events**

Community Event Committee: Michelle McArthur (Chair), Shirley Cote, Michelle Helm and Lauren Rafferty as committee members

- **Suggested event!! Oktoberfest, CANCELLED** Date had been set as October 2<sup>nd</sup>, Woodmen Valley Park, various vendors have 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, requirement for security and medical personnel this event has been put on hold till next year. Cost would be approx. \$3000.00
- **Turkey Trot**, set for November 25<sup>th</sup> 8.30 a.m. between Woodmen Roberts and the Tennis courts. No permits are required, Woodmen Roberts Assistant Principal has given permission for us to use the green space between WRE and the tennis courts for the sign in desk. Prizes have been organized along with the yard signs, a sign up form and waiver will be issued in all communications, which needs to be completed prior to taking part. The HOA will be collecting voluntary donations for our local Care and Share. I am currently awaiting approval of the routes from Safety and Security, CSPD have confirmed that as we are not closing any roads, they do not need to give approval. In the next few weeks I will be issuing a sign up genius request for 4-6 volunteers to help at the event. Budget \$500.00

,

Michelle McArthur- Community Events.



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

Meeting Minutes, September 13, 2021

The Committee held an on-site and virtual (Zoom) meeting on Monday, September 13, 2021 at 7613 Sierra Pine Drive. The meeting started at 6PM and concluded at 7:00PM. The following minutes were provided for resident information.

### **Attendees**

Harry Flanagan, AGC Chairman; Andy McArthur, AGC Budget Lead; Ron Finch, Committee Member (via Zoom); Peter Harding, Committee Member (post meeting phone call); Lynn Martinez, Committee Member; Michelle McArthur, Peregrine Master Association (PMA) Board of Directors (BOD) Vice President/Committee Advisor (via Zoom)

### **Unavailable/Absent**

None

### **Old Business**

**Annual Resident Survey.** Our 2021 annual resident survey is complete. Of the 38 homes in Alpine Glen, we received 30 responses. The survey results are attached as well as specific resident questions/Committee answers.

Regarding questions 2 and 5, as well as specific resident input; the Committee has made minor modifications to projects for years 2022-2026. They are outlined below.

#### **2022**

Alpine Glen Dr/Sierra Oak Entry Area/Orchard Valley Plant Refresh (Self Help Project) - \$1,000  
Wildflower Seeds/Planting along Sierra Pine - (Self Help Project) - \$50  
Mulch to Rock (if not deferred based on budget availability) - \$6,500  
Wall Cap Repairs/Spot painting - \$3,500  
Native/Turf irrigation repairs, including entry - \$2,000  
Plant 2 trees - \$1,500 (dependent on repaired irrigation lines and budget availability)

#### **2023**

Wall Cap Repairs/Spot painting (if deferred from 2022) - \$3,500  
Mulch to Rock (if deferred from 2022) - \$6,500  
Plant 2 trees - \$1,500

#### **2024**

Outer Wall/Fence Painting & Repairs - \$8-10,000

#### **2025**

Refresh Wall Plants - Sierra Oak/McKinnet (Self Help Project) - \$2,000  
Native Landscaping Options (TBD) - \$4,000  
Plant 2 trees - \$1,500

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

Meeting Minutes, September 13, 2021

### **2026**

Native Landscaping Options (TBD) - \$4,000

Plant 4 trees - \$3,000

Most costs above are estimated, but provide an initial budget framework. The Committee will be working over the next few months to gain specific contractor quotes and work scope requirements to better refine the costs.

Of particular note was question 3. 23 resident households were in favor of increasing the AG assessment from \$523 to \$575 for five years in order to accelerate neighborhood projects (as outlined above) and maintain a \$5-7,000 reserve. 6 resident households were not in favor of the increase. 9 households did not respond (1 answered survey but not this question). Based on the majority of residents in favor of the increase, we requested formal approval from the Peregrine Master Association Board of Directors (PMA BOD) to apply the new \$575 assessment on January 1, 2022.

**Tree Planting.** This month we purchased two replacement trees for planting in native areas. One maple tree has been planted along Sierra Oak and the second was planted near the pet waste stand on Sierra Pine. Both locations were selected based on resident willingness to water/nurture until established, as well as a confirmed and serviceable irrigation line in place. We plan future replacement trees, but will focus in 2022 on getting the irrigation lines repaired before investing in the trees.

The two dead trees in the native area of Sierra Oak/McKinnet were removed on Sunday, September 19, 2021 and staged for the Peregrine Chipping Event the week of September 20, 2021.

**Solicitation for 2022 AGC Membership.** An email soliciting resident interest in joining the 2022 AGC was sent out on September 8, 2021. Interested residents have been asked to fill out the simplified questionnaire and return it to the Committee by October 3, 2021.

### **New Business**

**Monthly BOD Report.** The September report was submitted to Z&R Management on August 29, 2021. The AGC had no additional comments.

**Budget Report.** Our budget remains on track and was reviewed by the Committee. We estimate an end-of-year balance between \$7,500 and \$8,000 depending on final annual invoices and remaining seasonal sprinkler/water impacts through the fall. This balance allows some financial space for both reserve funding and 2022 project initiation.

The 2022 Alpine Glen budget will be briefed for PMA BOD approval on October 13, 2021.

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

Meeting Minutes, September 13, 2021

### **Other Topics from Committee Members**

**2022 ULS Contract.** The contract is pending PMA coordination and approval.

**Wildfire Mitigation.** The PMA BOD has approved \$10,000 for 2021 and future years for mitigation activities. They will work with the Colorado Springs Fire Department (CSFD) to prioritize the areas within Peregrine for work. 2021 mitigation efforts are anticipated to start in early November. We have asked for another look at the area along Orchard Valley as a continuation of what was done last year.

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

Next Alpine Glen Committee Meeting (All). The next AGC meeting is scheduled for Monday, October 11, 2021, 6:00-7:00 PM via Zoom.

### **Additional Documents and Enclosures.**

The 2021 Alpine Glen Survey results are attached.

For additional information and clarification, please contact the undersigned.

Harry Flanagan, Alpine Glen Committee Chairman  
[alpineglen.committee@gmail.com](mailto:alpineglen.committee@gmail.com) [HDFlanagan@aol.com](mailto:HDFlanagan@aol.com)  
7613 Sierra Pine Drive  
719-650-4099

# 2021 Alpine Glen Resident Survey

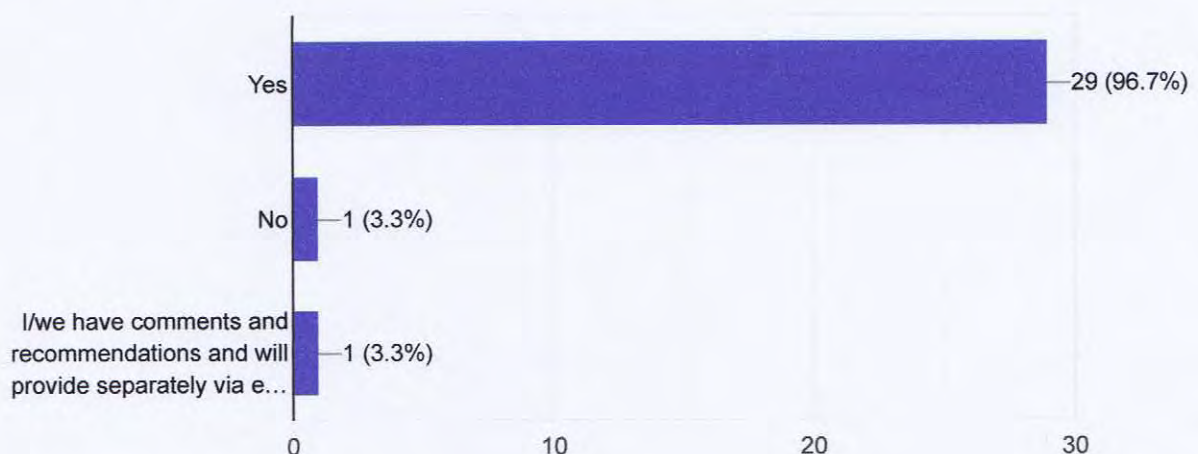
30 responses

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## Untitled Title

1. Alpine Glen has been successful in establishing a \$5,000 financial reserve over the last three years. While building this reserve, we have been able to also complete some infrastructure projects. This includes plants at the entry points to the sub-division as well as common area mulch-to-rock conversions with new plants. Based on our current annual dues allocation of \$523 per home we receive \$19.4K and spend approximately \$12-14K in fixed costs (landscaping contract, water, electricity, unscheduled maintenance, etc.). This current budget allows us to pay our recurring costs while allowing \$5-7K annually in infrastructure improvement projects, or increase our reserve. Do you support this continued approach to budget management?

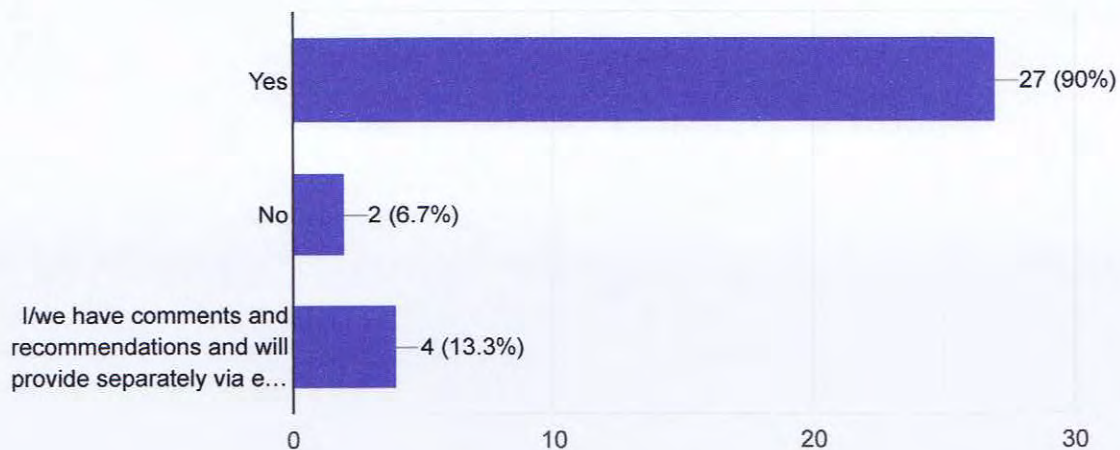
30 responses





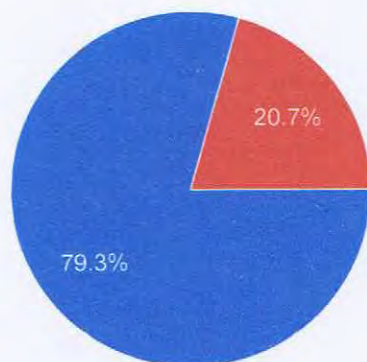
2. Remaining 2021 and future 2022/2023 infrastructure priorities include recurring fixed costs (i.e. water, electric for controllers), maintaining current contract requirements (i.e. landscaping and area maintenance), unscheduled maintenance (i.e. sprinkler system repairs), as well as continued focus on eliminating mulch and converting to rock in common areas. Out-year projects include repair/maintenance of the outer stucco wall/fence, sprinkler system water-wise upgrades, and tree replacements. Do you agree with these priorities executed within our approved budget?

30 responses



3. Consistent monitoring and negotiations of our expenses, combined with periodic neighborhood cost savings self-help projects, have saved us from an Alpine Glen dues increase for the past four years. Appearance (curb-appeal), timely maintenance, and enhancement projects within our community have realized increased home values of 20+% over the last couple years. While we have been able to maintain the Alpine Glen dues at the current levels for 4 years, labor and material costs are increasing. Most agree that it is important to maintain Alpine Glen aesthetics to ensure home values remain competitive. Our anticipated improvement projects in the 1-5 year range total approximately \$20-40K (remaining mulch-to-rock conversion, tree replacements, retaining wall stucco maintenance, etc.) as well as planning for unforeseen major infrastructure repairs/replacements of key items (i.e. sprinkler controllers, sprinkler upgrades, retaining wall painting, sidewalk repairs, etc.). Would you support up to a 10% (approximately \$52) Alpine Glen annual dues increase for five years to accelerate planned projects, improve and maintain infrastructure (i.e. sprinkler controllers, sprinkler upgrades, retaining walls, etc.) and maintain a contingency fund? If approved, this would increase available/reserve revenue across our 38 homes to almost \$2K/year or almost \$10K over five years.

29 responses

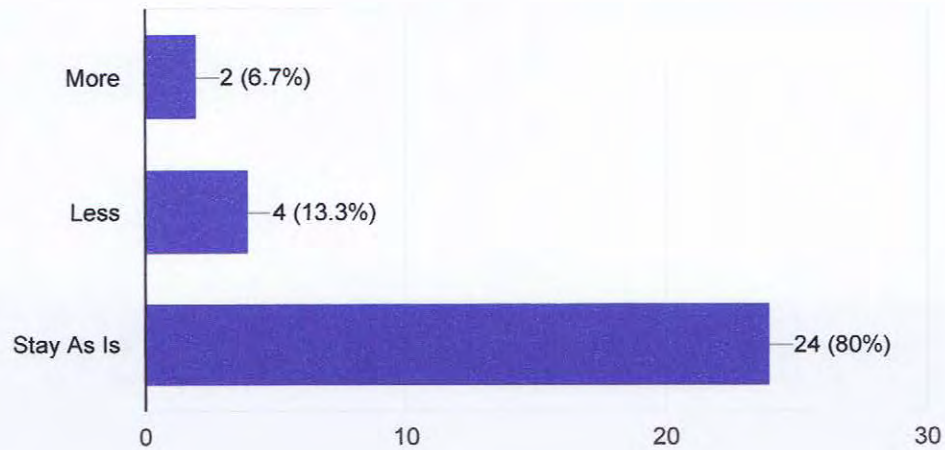


- Yes. I/we would be willing to increase the Alpine Glen dues assessment to \$575 annually for five years to accelerate projects or add to our reserve.
- No. I/we would not be willing to increase Alpine Glen dues assessment to \$575 annually and wish to complete projects within current anticipated annual budgets.



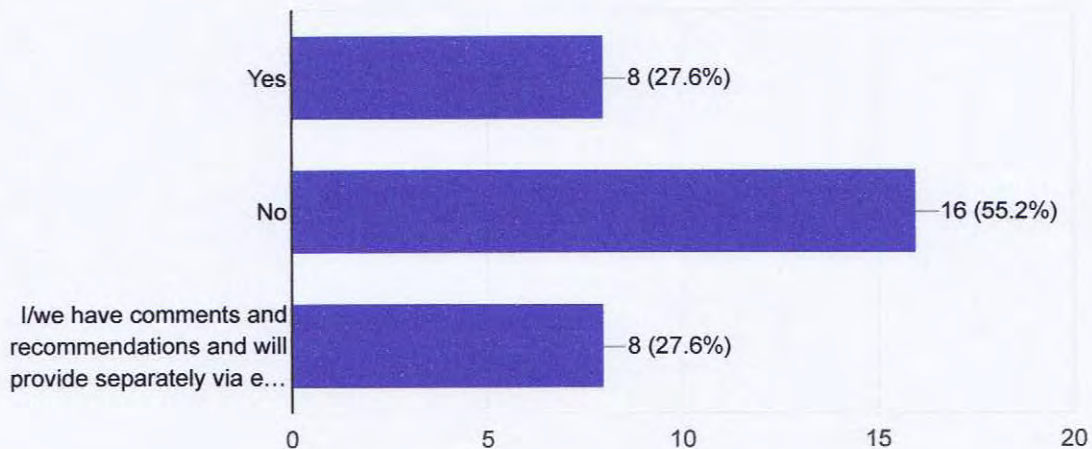
4. Based on the Peregrine approved maintenance plan being executed by Unlimited Landscaping Support (ULS), turf areas within Alpine Glen are cut weekly between the months of May and October. The common areas, between the months of May and October, are cut 3 times. As we develop the contract requirements for 2022, is this maintenance schedule adequate?

30 responses



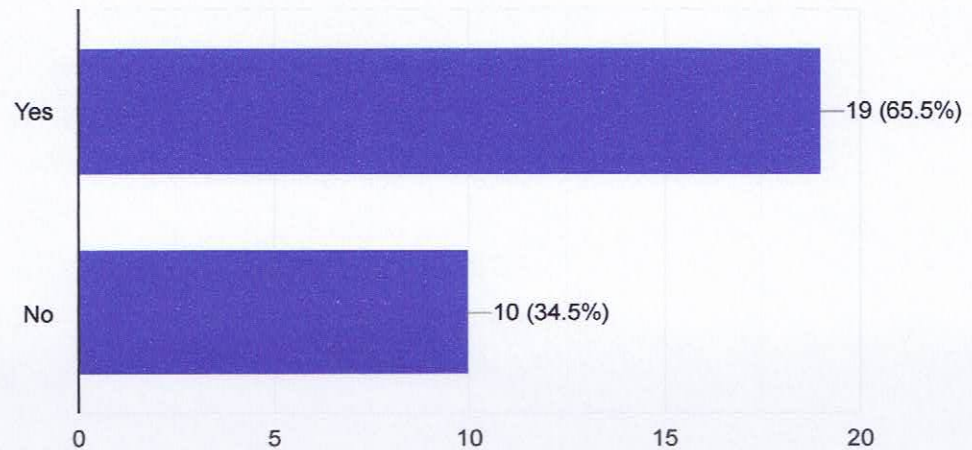
5. Are there areas within Alpine Glen that need maintenance or infrastructure improvement? If "Yes" is selected, please provide separate input to the Alpine Glen Committee via [alpineglen.committee@gmail.com](mailto:alpineglen.committee@gmail.com)

29 responses



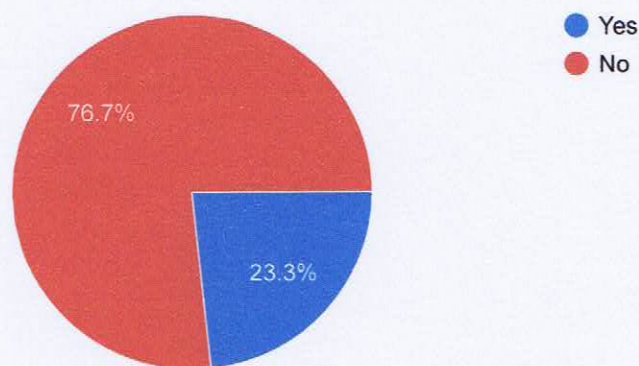
6. We may be able to offset some landscaping costs later in 2021 by continuing to execute our Alpine Glen self-help program (i.e. supporting flower bed weeding, planting, etc.). We would continue this in 2022. We envision this to be a 1-2 hour/once-a-month commitment in the summer months. Would you participate?

29 responses



7. Would you consider being a member of the Alpine Glen Committee under a one year commitment?

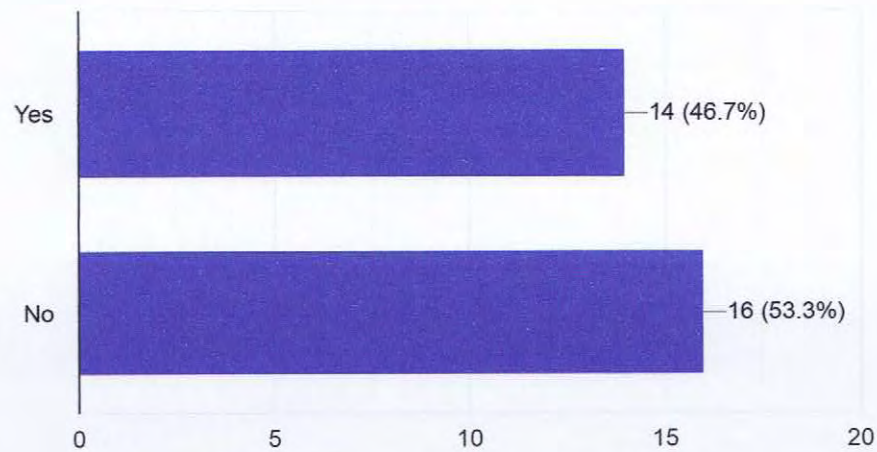
30 responses





8. Are you a member of the Alpine Glen Neighborhood Watch? This involves reporting suspicious activity to the Block Captain, exhibiting a Neighborhood Watch placard in a window, and providing contact information for distribution within Alpine Glen and with the Colorado Springs Police Department. If not currently a member, are you interested in being contacted to participate?

30 responses



## 2021 Alpine Glen Resident Survey

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