

# *University Park Homeowners Association, Inc.*

## **Board of Directors Meeting Minutes**

**October 14, 2021**

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The El Paso County Health Department COVID-19 guidelines for businesses with inside meetings provide persons must socially distance, wear masks if not vaccinated, and any in-person meetings should be minimized if possible, so the meeting was held by telecommunication (Zoom) and called to order at 3:00 p.m. Present were as follows:

Judy Walton	President
John Smith	Vice President
Nancy Bunker	Secretary, ACC Chair
Ray Hendershot	Treasurer
Janet Butts	Director at Large, WC Chair
Lloyd Nordhausen	Director at Large, WM Chair
Russ Williams	Director at Large
Derek Patterson	Property Manager

Before the meeting, a board meeting packet with all correspondence, finances, photographs, etc., was issued by email. The Board and Z&R introduced themselves to the members present.

### **Owner's Forum / Hearings:**

A hearing was called for 4715 Seton Hall., considering a possible \$100.00 assessment fine and other enforcement actions for failing to submit an ACC request and receive approval before beginning work (port-o-let installed). The owners were present and provided the history of what the contractor did/said about this unit. Discussion followed. A motion was made to impose the fine, which had no second, the motion died. A motion was made not to impose the fine, which did not pass, 2-4 not in favor. A motion was made to place the fine in abeyance for 1-year, and if a future project is done without an ACC submittal, the initial fine and a second \$100.00 fine will be imposed. The motion carried 5-1 in favor. A motion was made not to enforce the Rules and ACC provisions which had no second, the motion died.

A hearing was called for 5485 Creighton Court., considering a possible \$100.00 assessment fine and other enforcement actions for failing to submit an ACC request and receive approval before beginning work (port-o-let installed). The owners responded in writing, and photographs were reviewed. Discussion followed. A motion was made to impose the fine, which had no second, the motion died. A motion was made to place the fine in abeyance for 1-year, and if a future project is done without an ACC submittal, the initial fine and a second \$100.00 fine will be imposed. The motion carried 4-2 in favor.

A hearing was called for 2050 Cornerstone Drive., considering a possible \$100.00 assessment fine and other enforcement actions for failing to submit an ACC request and receive approval before beginning work (landscaping project). The owners responded in writing. Discussion followed. A motion was made to impose the fine, which carried 6-0 in favor.

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

The September Board meeting minutes were approved.

## **Financial Report:**

Mr. Hendershot presented the finance report. The Balance Sheet, the Income and Expense Comparative statement and the History of Checks reports were reviewed. A question-and-answer period followed.

The AGED Receivables report was reviewed.

Mr. Williams joined the meeting.

Mr. Patterson presented the **Manager's Report**.

The Top 10 list was reviewed.

The LED ground lights updating has two areas left to be finished.

The water usage spreadsheet was reviewed.

Regarding the perimeter sidewalk that needs to be repaired; it was noted that Mr. Patterson could not find any professional management contact information or a website for The Villas at UP; he believes this HOA is self-managed. A letter was sent to the Association's registered agent/homeowner with no reply. Additional contact information will be sought.

Mr. Patterson reviewed a bid to update the landscaping at three (3) street center island areas. Photographs were shown. After discussion, a motion was made to approve the bid, which carried 6-0 in favor, noting this would be funded from Reserves.

Mr. Patterson noted the Association's law firm is working on a draft to update the Rules to comply with House Bills 1229 and 1310. The draft will be reviewed at the November Board meeting.

## **Committee Reports (ACC / Landscaping / Welcome):**

Activity for the month was reviewed for the ACC.

The owners of 5430 Creighton Court updated the Board that their deck post wraps are still on backorder.

Activity for the month was reviewed for the Landscaping Committee.

It was noted the October 12<sup>th</sup> compliance date is the last inspection time outside of a few homes which have an October 31<sup>st</sup> compliance date.

Activity for the month was emailed to the Board prior to the meeting for the Welcome Committee.

## **Old / New Business:**

It was noted that the Association is not renewing the contract with GFL, and the contract with Carefree Disposal will begin February 1, 2022, versus January 1.

The monthly crime report maps were reviewed.

The 2020 Audit report was reviewed with no discrepancies being noted.

There was discussion on the upcoming Annual Meeting and concerns with COVID-19 case numbers for El Paso County. It was agreed to conduct the meeting by Zoom versus in person.

It was noted that Mr. Walton and Mr. Edelman conducted a clean-up of the Common Areas and Houck Park, and more volunteers are needed for 2022.

There was discussion on the month the Annual Meeting is held and a requirement where the Board must deliver a summary of the budget to all owners 90-days before taking effect. It was agreed to move the Annual from November to October, and the notice would be issued in September, complying with the timeline. Tentative meeting dates are the Board meeting on October 11<sup>th</sup> and the Annual, October 13<sup>th</sup>.

There was discussion on the upcoming Annual Holiday Party and concerns with COVID-19 case numbers for El Paso County. It was agreed to cancel the event.

There being no further business, the meeting was adjourned at 4:58 p.m.



Derek Patterson  
Property Manager