

University Park Homeowners Association, Inc.

Board of Directors Meeting Minutes

RowCal Office

October 8, 2024

The meeting was held in person at the RowCal office and was called to order at 3:00 PM. Present were as follows:

Lloyd Nordhausen	President
John Smith	Vice President
Nancy Bunker	Secretary
Jim Forman	Treasurer
Janet Butts	Director at Large
Jon Scott	Director at Large
Judy Walton	Director at Large
Derek Patterson	Property Manager

10 visitors were present:

Wilson Hitchings – 5075 Stonehill – owner

Patricia DeGeorge – 5530 Loyola – owner

Diane Mealey – 4932 Stonehill – owner

Stephane & Lisa Atencio – 4757 Julliard - owners

Linda Sauer - 2670 Rockhurst - owner

Penny Larson Hubbard - 2611 Rockhurst – owner

John Gardner – Proxy for Debbie Menza 4857 Diablo Valley Court

Janelle Lirette – 4734 Julliard – owner

Julie Seeger – 4764 Julliard - resident

President Lloyd Nordhausen presented ground rules for meeting discussion. The Owners Forum allows for one homeowner per address to present an issue for 3 minutes. After the owner's forum, the residents must be respectful, not interrupt the meeting and not speak out of order.

The owners may speak if a motion is made – after the Board's discussion period.

OWNER'S FORUM / HEARINGS: There were no Hearings.

Penny Larson Hubbard (2611 Rockhurst – owner)

Requested a copy of the slides used in the Budget Information Zoom meetings – specifically the list of future reserve projects. Mr. Forman – Board Treasurer asked Derek to post on the RowCal website.

Julie Seeger (4764 Julliard - resident)

Asked for an explanation of the Collegiate rejuvenation project, ie: grass, rock, etc. Derek Patterson, UPHOA Property Manager stated it is replacing turf grass for rock, boulders, native grass and xeriscaping materials. The middle portion of the project will not begin until spring of 2025.

Wilson Hitchings (5075 Stonehill – owner)

Requested the board to address an email that was sent to an undisclosed number of residents by Penny Larson Hubbard where she wrote that the board was in violation of the law. Mr. Hitchings stated he believed Ms. Hubbard's email to be a baseless false allegation without merit. Mr. Hitchings requested the board send a response as an eblast with the UPHOA attorney findings that would cover the same distribution that Ms. Hubbard's email was sent to. Mr. Nordhausen responded that the board will discuss.

Janelle Lirette (4734 Julliard – owner)

Requested an exact accounting from the board of all expenses that were not budgeted for 2024 in response to the 1. Petition managements, 2. extra meetings expense, 3. attorney assistance to the board and any other expenses that would be referred to the “Action Team”. Mr. Forman stated this information would be covered in the Treasurer report section of the meeting today.

OFFICER REPORTS:

Secretary’s Report:

The September 12, 2024, Board meeting minutes were approved as submitted.

Treasurers - Financial Report:

1. Mr. Forman reviewed the August 31, 2024, finances. He also gave a very brief summary of the year end result of approximately \$15,000 surplus that will be transferred to the Reserve account.
2. At the request of several Board members, Mr. Forman also presented a work sheet containing unbudgeted expense items UPHOA has incurred through 8/31/24. He stated that it doesn’t contain any unbudgeted expenses incurred after 8/31/24, such as the Reserve asset survey and the cost for 3rd party vote administration and audit. Item descriptions in the work sheet were transcribed from vendor invoices. Through 8/31/24, these expenses total \$8,732.23. Please see the work sheet at the end of these minutes.
3. Mr. Forman reviewed the “Budget Information Zoom Meetings” held on Tuesday October 1 and Monday October 7. At the October 1 meeting there were 14 attendees (11 homeowners and 3 board members – Mr. Forman, Mrs. Bunker and Mr. Nordhausen) At the October 7 meeting there were 11 attendees (9 homeowners and 2 board members – Mr. Forman and Mrs. Bunker) The purpose was to help Owners learn about the UPHOA budget, and what Reserves are, how Reserves are used, how Reserves are funded and how Reserves effect the budget and therefore, what homeowners pay in dues. Due to the extremely low number of participants, it is recommended to not have these presentations next year.
4. Mr. Forman reviewed the Reserve cash accounts and reported the CD’s interest rates.

MANAGER’S REPORT: Mr. Patterson reviewed the 2024 Project List.

The Collegiate project was discussed again.

Mr. Patterson is obtaining bids for the landscape and snow contracts with Weisberg and Robertson. Mrs. Walton requested Mr. Patterson obtain a bid from Brite View also.

The **2024 Water Usage** spreadsheet was reviewed.

There was discussion on the clean-up that was done and areas that need to be addressed. Mr. Patterson will add those areas to the Project list for 2025. More in committee reports.

COMMITTEE REPORTS:

ACC – Architectural Control Committee: – 15 requests reviewed in August.

Bylaw Committee: no report.

Clean Up Committee: 4 volunteers did a cleanup on October 9. There was an enormous amount of trash this year. Board member Mr. Jon Scott recommended that the committee send out an eblast a day or few days before they are going to do the clean up to invite the neighborhood to assist. Mr. Scott feels it is possible that neighbors would like to participate. Mrs. Yolanda Mason from the committee took pictures of the event and will be posted soon.

***** The Clean Up Committee is seeking more volunteers for the 2025 season. Contact Derek if you are interested.

Landscaping Committee: Mrs. Mealey was in attendance. She stated the season is done for 2024. There was a big improvement in all the yards this year. The Eblast that was sent out prior to inspection weeks was a big help.

***** The Landscape Committee is seeking more volunteers for the 2025 season. Contact Derek if you are interested.

Nominating Committee: Mr. Nordhausen stated that the committee is seated until the annual meeting.

Social Committee: is working on a date for the Holiday Party in December.

Welcome Committee: Mrs. Butts reported that the Welcome Committee was caught up with only one new member. Mrs. Butts will submit her report to all future boards with a list of the homeowners, addresses and date they received the welcome visit/book.

Wildfire Committee: Will have the Colorado Springs Fire Department Wildfire Department at the Annual meeting for a short presentation as is the annual tradition.

The monthly crime report maps were not reviewed as the crime reporting system “is not up and running at this time according to Janet Butts”.

OLD BUSINESS:

Mr. Patterson again discussed the process for obtaining bids for landscaping/snow.

Mr. Forman brought to the board that he is working on the draft charter for the Finance Committee. Following a motion to adopt the charter and a second, and Board discussion, Mr. Atencio asked what will be the qualifications to be on the Finance Committee. Ms. Seeger stated that it would be appealing to an Accountant or Bookkeeper to be on this committee. Mr. Forman stated that all interested will be interviewed and vetted by himself and at least one other Board member, for their financial qualifications. Following the acceptance of several edits, the Board voted unanimously to adopt the Charter.

NEW BUSINESS:

Mr. Nordhausen discussed the agenda for the annual meeting. It was decided that the results from both the Annual meeting and the Budget meeting would be announced at the same time and the end of the evening.

The Door prize event will be held while the Budget votes are being counted.

The board Treasurer will present the 2025 Budget in the Budget section of the evening.

There will be some homeowners that will want to ‘observe’ the counting of any proxies. This must be in all confidentiality, and no one will be allowed to access the people from Waugh and Goodwin. All observers must be at a distance depending on where W&G wants to set up. W&G may want to limit the number of observers.

Derek will need assistance at the check in desk – Mr. Nordhausen will arrange with Mrs. Walton and Mr. Scott working at the desk with Derek.

Several questions followed: Mrs. Sauer wanted to know how to vote a proxy, Mr. Gardner wanted to know what color the commercial proxies are, Mrs. DeGeorge felt this entire voting was over kill, Mr. Atencio wanted to know how the check in desk was going to be set up and Mr. Patterson stated that today (October 9) is the deadline for all proxies to be in W&G office to be counted.

The Reserve Study update: The physical inspection was done the week of September 23rd. The new report should be available in mid-November.

At this time, the Board announced that Mr. John Smith will be retiring from the Board, and this will be his last meeting as a Board member.

All in attendance clapped and thanked Mr. Smith. FYI – Mr. Smith has served the University Park Neighborhood as a Board member for 12 years!!!

***It was noted that the Board would go into an Executive Session to discuss the items on the agenda and the Aged receivable report.

The Board reconvened the regular Board meeting.

Last month (September) it was agreed that three Board members will meet with the owner regarding past due assessments (since the owner has not responded to past due notices or emails). The three Board members did indeed meet with the homeowner. The homeowner has agreed to a payment. A motion was made by Mr. Scott: 1.to accept the payment, 2.the payment must be made prior to December 31, 2024, 3.for the agreed amount. If condition #2 and #3 are met, the Board will remove the Lien and all remaining fees. Motion seconded, discussed and unanimously approved.

There being no further business, the meeting was adjourned at 5:35 PM.

Respectfully submitted

Nancy Bunker

Nancy Bunker
Secretary

2024 Unbudgeted Expense Item, through 8/31/24	Amount	Date
Altitude Law: Draft response Letter, 2023 Election	\$ 1,716.00	12/21/2023
Altitude Law: Response Letter to Penny Hubbard, 2023 Election	\$ 111.00	1/16/2024
Altitude Law: Phone conference re: Penny Hubbard response	\$ 111.00	1/17/2024
Altitude Law: Review petition; review Board comments; draft responsive letter to Board of Directors	\$ 851.00	1/17/2024
Altitude Law: Phone conference re: Petition response	\$ 74.00	1/23/2024
Altitude Law: Draft revised by-laws	\$ 1,295.00	1/24/2024
Altitude Law: Review and phone conference re: Bylaws revision	\$ 222.00	3/4/2024
Altitude Law: Email to Community Manager re: response to owners	\$ 74.00	3/5/2024
Altitude Law: Email response to Board re: Special Meeting	\$ 222.00	3/7/2024
Altitude Law: Draft response to Penny Hubbard re: demand for new meeting notice	\$ 444.00	3/13/2024
Altitude Law: Review and respond to board questions re: Special meeting	\$ 111.00	3/13/2024
Altitude Law: Attend Board mtg to discuss upcoming Special Meeting	\$ 444.00	3/27/2024
Ace Print: Special meeting packet printing	\$ 402.23	4/1/2024
Altitude Law: Attend meetign of owners to discuss bylaw revisions	\$ 1,110.00	4/4/2024
Bethel Mennonite Church, petitioned Special meeting	\$ 75.00	4/4/2024
Altitude Law: Call from Linda: asked if she has BOD permission to talk to Altitude; complains DAF is not responding to Committee	\$ 37.00	6/3/2024
Altitude Law: Review email re: owner discussions at meetings; Review conduct of meetings policy re: CCIOA	\$ 350.00	6/18/2024
Altitude Law: Review and respond to email from BOD re: operation of committees	\$ 74.00	6/18/2024
Altitude Law: Review and respond to BOD re: issues with committee meetings	\$ 74.00	7/1/2024
Altitude Law: Review and respond to questions re: ACC meetings open attendance	\$ 420.00	7/1/2024
Altitude Law: Draft response to bylaw committee questions	\$ 385.00	7/2/2024
Behel Menonite church re: meet the candidates	\$ 150.00	8/29/2024
Total, Unbudgeted Expenses:	\$ 8,752.23	