

# *University Park Homeowners Association, Inc.*

## **Board of Directors Meeting Minutes Fire Station 14 (Vickers & Academy) August 8, 2024**

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The meeting was held in person at Fire Station 14 and was called to order at 3:00 PM. Present were as follows:

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

7 members were present:

5075 Stonehill - owner  
2670 Rockhurst - owner  
2611 Rockhurst - owner  
4764 Julliard - resident  
5550 Loyola – owner  
1925 Dennison - owner  
4857 Diabo Valley - Proxy given to visitor

The Board of Directors and RowCal introduced themselves to the members present. Members introduced themselves.

**OWNER’S FORUM / HEARINGS:** There were no Hearings.

**The owner of 2611 Rockhurst Drive** questioned why the Architecture Control Committee (ACC) had no meetings posted. The Chair of the ACC, Mrs. Bunker, did respond that the ACC has held no meetings and that all requests have been processed via email.

**The owner of 2670 Rockhurst** questioned Mr. Nordhausen regarding an email she sent to him complaining about Board member Nancy Bunker calls to encourage a number of members to attend the July 24 Bylaws Committee meeting. Mr. Nordhausen replied he did respond to the email stating that Mrs. Bunker had as much right to encourage members to attend committee meetings or Board meetings as any other homeowner. Mrs. Bunker also commented that she invited all members of the community to attend the Bylaw Committee meeting to observe the meeting and learn. It was noted that no one was turned away from the meeting and it was confirmed by the owner of 5550 Loyola and the owner of 1925 Dennison (who were present at the Bylaw Committee meeting) that there were empty chairs for more members to sit in and observe.

**OFFICER REPORTS:**

**Secretary’s Report:**

The July 11, 2024, Board meeting minutes were approved as submitted.  
The July 29, 2024, Board meeting minutes were approved as submitted.

## **Financial Report:**

Mr. Forman was absent on vacation, so Mr. Patterson presented the finance report, reviewing the June 30, 2024, finances. He further discussed the Reserve status and interest earned this year and reviewed a Reserve Analysis handout. Operating expenses are down to date (6-30-2024) against the budget due to lower water expenses. Mr. Scott asked if reports in the July minutes could be made in a larger format, note: the reference reports were contained in the email minutes from July 11, 2024. Will have Mr. Forman send better copies to Mr. Scott. Insurance expense comes due in December.

Discussion regarding Hidden Canyon budget: Mr. Patterson and Mr. Forman are working on it.

Discussion regarding Reserve Investment Accounts, Board does have a policy in place.

Aged Receivables must be discussed in executive session – deferred to time after the Board meeting.

Mr. Patterson led a discussion on Reserves and a Reserve study. A Reserve study is fluid and looks at the age of assets and remaining life of assets. The software UPHOA owns allows for adjustments of assets. More discussion during New Business.

**Manager's Report.** Mr. Patterson reviewed the 2024-2025 Project List.

The Collegiate project was discussed. Mr. Patterson is checking to see if it is possible to split into 3 projects over 3 years. It was suggested to complete the middle section first as that area has the most damage.

Discussed open/future projects.

The Hidden Canyon Park drainage project was brought up again. The project was voted NO at the July 2024 Board meeting. Mrs. Butts is concerned about liability and member safety. Mr. Patterson stated, again, UPHOA has no liability on city property. Mr. Patterson will obtain a legal opinion.

The Nominating Committee (see more in committee reports) was discussed. The Candidate Forum will be 8-29-24. Email notice of the Forum will be emailed to all members that have email and mailed to remaining members (approximately 62 members). The notice was edited.

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

## **Committee Reports:**

Mrs. Bunker reported for the **ACC – Architectural Control Committee.**

**Bylaw Committee** – no report by the chair. Mr. Nordhausen stated that the Board will host a pre-meeting as suggested by the Bylaw committee to review the new bylaws. No date has been set. A copy of the new bylaws will be mailed to all members prior to the mentioned meeting. No date for a member vote to accept the new bylaws has been set.

The **Landscaping Committee** monthly activity list was copied in the Board packet – no report.

**Nominating Committee:** Mr. Nordhausen provided updates:

The Nominating Committee approved 4 candidates for 2 open Board positions.

Committee member Wendy Miller will be the facilitator for the Candidate Forum Meet and Greet on 8-29-2024.

Mrs. Walton stated that the facilitator should be a neutral party and not a member of the Board or a member of the Action Team.

Mrs. Miller will bring the previously approved refreshments, Mr. Wilson and Mr. Nordhausen will be helping with the refreshments.

**Welcome Committee** – Mrs. Butts reported that the Welcome Committee was caught up.

The monthly crime report maps were reviewed.

### **Old Business:**

There was more discussion on the CPA firm Waugh and Goodwin of logistical issues with mail, proxies, postage. Mr. Patterson will work with Waugh and Goodwin to have the correct list of members to receive ballots.

Secretary Mrs. Bunker questioned Mr. Patterson regarding members that are not deed holders. Copies of Powers of Attorneys (POA's) to vote need to be presented either by Mr. Patterson or by the deed holders or the proxy holders prior to the list of members being forwarded to Waugh and Goodwin. Mr. Patterson will gather POA's. Discussion on valid proxies. Must have valid dates. Must have valid signatures. Must have valid officers if coming from the commercial properties. Mr. Patterson will work with the Secretary to verify.

Review the Annual & Budget meeting notice. Discussion on 2 separate meetings but back-to-back. Discussion on ballot samples.

Discussion on Annual meeting door prizes and committee chair/volunteer recognition gift cards. Board voted to stop committee member recognition gift cards. The Board voted to continue door prizes.

### **New Business:**

More discussion on the Reserve Study. Mr. Patterson included in the Board packet a proposal for a live person reserve study for \$3,500. The initial cost was over \$4,750 and Mr. Patterson worked the cost down to \$3,500. The study proposal was discussed. No study has been done since 2014. There is no local company to do a study. The new study will not be done in time to adjust the 2025 UPHOA budget. The Board discussed that, after the study is completed and the Smart Property Software updated, the results will need to be utilized in preparation of the 2026 budget and members notified of the Reserve Study results. All Board members voted to approve \$3,500 Reserve Study proposal.

Board reviewed an email from resident at 2192 Stanbridge requesting signage at the Houck Park and along the walkway to remind dog walker to leash dogs and pick up poop. No action was taken by the Board. Mr. Patterson will follow up with homeowner to suggest that homeowners place small signs on their property reminding dog walker of the leash laws and waste problems.

Mr. Patterson presented a proposal for work on the backflow preventers. He will obtain more bids to compare pricing. This is a time sensitive issue so that CSU does not turn off the water. Board voted to give Mr. Patterson authority to approve the backflow repair at the best price.

Mr. Patterson presented pictures of the current UP HOA garage sale signs. The signs do not match anymore because one of the signs was stolen a couple of years ago. Discussion on replacing the signs to provide flexibility on the days and times on the signs. Mr. Patterson will obtain bids and information and report back to the Board for approval.


METRONET: A new fiber optic company will be digging in the community.

Finance Committee: Mr. Nordhausen mentioned that Mr. Forman is working on a Charter to create a Finance Committee. All action is on hold until Mr. Forman returns from his vacation.

\*\*\* It was noted that the Board would go into an Executive Session to discuss the TWO items on the agenda.

There being no further business, the meeting was adjourned at 5:15 PM.

Respectfully submitted

  
Nancy Bunker  
Secretary