

University Park Homeowners Association, Inc.

Board of Directors Meeting Minutes Fire Station 14 (Vickers & Academy) September 12, 2024

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
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
John Smith	Vice President - Absent

5 visitors were present:

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
Jim Furlong – 5605 Villanova – owner

President Lloyd Nordhausen presented ground rules for meeting discussion. The Owners Forum allows 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.

Linda Sauer (2670 Rockhurst) previously sent a letter. Mr. Nordhausen stated that the letter will be addressed in new business. A new letter with two (2) additional signatures was presented. Also, a question regarding the budget will be asked during the budget session.

Penny Larson-Hubbard (2611 Rockhurst) questioned who the check was sent to for the budget line-item security. Derek responded it is the Extra Duty Security company that runs the system. Also, Penny said a very nice thank you to Mr. Forman, the Board Treasurer, for the thorough analysis of the budget proposal, adding “be it late” to the compliment.

John Gardner thanked Mr. Forman for the nice job on the budget proposal.

OFFICER REPORTS:

Secretary’s Report:

The August 8, 2024, Board meeting minutes were approved as submitted.

The September 5, 2024, Board WORK SESSION minutes were approved as submitted.

Also: Reference Agenda item. ATWAM: Email vote to approve Collection Policy 8-3-2024 passed 7-0 in favor.

Financial Report:

Mr. Forman reviewed the finances for July 31, 2024. Mr. Forman reviewed the seven (7) page budget proposal he had prepared for the WORK SESSION. A few updates from the WORK SESSION proposal were included. He further discussed the Reserve status. The Reserve inspector will be on the property on September 26th to inspect UP HOA assets to update the Reserve Study.

Mr. Forman made the Motion to approve the draft budget, which results in a \$475 annual assessment. It was seconded. Discussion began. It is anticipated that a 15% dues increase every five (5) years will be needed to cover reserves only. The Operational budget may need to be adjusted at the same time. If the majority of the UP HOA members vote no on **ratifying** the budget, the prior year's budget will continue until a new budget can be proposed, submitted to the members, and voted to be ratified.

The last time dues were increased was in 2005, then in 2013, and then in 2022, going up to the current \$410 – a \$35 increase. Discussion of what is a Discretionary Expense and if there is any room to cut those expenses.

Jim Furlong (5605 Villanova) asked what past reserve funding amounts were; he also stated he felt the proposed budget was a complete failure to plan, the financial statements are worthless, and asked why the Board did not spend the **\$525** extra to the reserve study company for the rush fee to get the reserve study expedited.

John Gardner (proxy for Debbie Menza, 4857 Diablo Valley Court) asked what the contingency plan to adjust for the reserve study was. Mr. Forman, Board Treasurer, stated that the reserves will be adjusted in 2025. He also asked if the annual and budget meetings would be different. Mr. Forman stated they would be separate, but one after the other on the same night to save costs.

Linda Sauer (2670 Rockhurst) asked what could be cut or eliminated from the landscaping expenses and what items on the landscaping could be changed from time & material work orders. Mr. Forman explained time & material vs set contract amounts.

Janet Butts – Board member – stated that she is concerned about the extra expenses added to the 2024 budget due to Action Team demands.

Nancy Bunker – Board member – read figures from a temporary chart; if dues had been increased from 2012 to the present 2024 what different amounts would be versus the amount the Board is proposing for 2025. There being no further discussion, the vote was called. 4 votes to accept the proposed budget, 2 votes opposed. The proposed budget passed and will be added to the annual meeting packet.

Mr. Forman, the board treasurer, volunteered to lead a few ZOOM sessions to discuss the proposed budget so UPHOA members could ask questions and give input before the annual meeting. Mr. Forman will work with Derek to set up possible dates and times and send eblasts to UPHOA members.

Continued Financial Report: Cash in the RBC bank account. CD's came due. Mr. Forman and Derek will work on re-investing the funds into a new CD and report back to the Board.

Manager's Report. Mr. Patterson reviewed the 2024 Project List. The Collegiate project was discussed. Mr. Patterson is working with the contractor (Weisberg) on 3 projects over 3 years. It was decided to push to late winter (February or March) due to lateness in the season and any planting not guaranteed to survive winter AND that the Collegiate area is looking nice at this time due to extra rain.

- Discussed open/future projects.

- Painting-sealing will be pushed to 2025.
- More letters have been stolen from legacy signs and are fixed.
- There is still money in the Wildfire mitigation budget due to all the volunteer work accomplished in 2024. Thanks to the volunteers for their work.
- Discussion about the common ground between Bethany Court and Rockhurst – stumps. Derek will check on and possibly remove.

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

Committee Reports:

Mrs. Bunker reported for the **ACC – Architectural Control Committee – 8 requests reviewed in August.**

Bylaw Committee: no report by the chair. Reported the lawyer has looked at the proposed changes, and the Committee will now meet to discuss resolution of the legal issues. The UPHOA members will be sent the new bylaws explaining the changes. A meeting will be held sometime after the annual meeting to discuss the Bylaw changes.

Landscaping Committee: Mrs. Butts reported that the Landscaping Committee is emailing violations and using door hangers before letters go out.

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

Welcome Committee: Mrs. Butts reported that the Welcome Committee was caught up with only one new member.

Clean Up Committee: Will be doing a clean-up after October 1.

Wildfire Committee: Had a very successful volunteer day on the second Saturday of September along Anglo and Rockhurst.

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

The monthly crime report maps were reviewed.

Old Business:

Derek reported that Altitude Law is working on the CTA project. There is not a lot to know at this point. The Board decided to save the money that Altitude Law would charge us and submit the report DIY, which is due January 1. Recommended to look into CAI membership for the HOA, estimated to cost about \$375.00 a year.

Discussion on the Garage sale signs. The Board gave Derek the authority to purchase two (2) new signs.

Explanation on Proxys for the annual meeting. There will be different color pages for the full proxy, the half proxy, etc.

Lloyd will ask the CSFD to attend the annual meeting for the mitigation presentation.

New Business:

Linda Sauer (2670 Rockhurst) previously sent a letter asking for reimbursement for the trash pickup due to the clean-up of Tract A by a group of South Rockhurst neighbors. The Board agreed to reimburse Linda \$10 for her

trash bags.

It was noted that Unlimited does mow Tract A. The area that Linda and her group cleaned up is under the brush that the UPHOA does not pay to clean, and UPHOA does not pay to clean other native tracts in the North areas of UPHOA.

Penny Larson-Hubbard (2611 Rockhurst) wanted to know the proper protocol to speak and pass motions at the annual meeting. Mr. Nordhausen explained that the published agenda must be followed. The UPHOA members who are not at the meeting will be unable to vote on any changes to the agenda. Motions that are not on the agenda will not be accepted. Any motions or announcements will be treated as recommendations to the Board and addressed at the following board meeting. The annual meeting will be conducted to the agenda so that all UPHOA members (in attendance and not) can have a voice. The Board sets the agenda. The Association is managed by the Board.

Penny Larson-Hubbard (2611 Rockhurst) asked where the Board was regarding other property management and landscaping contract bids. It was explained that both items were being worked on and that contracts are a board issue, and no information was available at this time. Mr. Nordhausen requested that Mr. Patterson obtain 3 bids for landscaping and snow removal.

***It was noted that the Board would go into an Executive Session to discuss three (3) items on the agenda.

The Board reconvened the meeting. It was agreed that three Board members would meet with an owner regarding past-due assessments (since the owner has not responded to past-due notices or emails).

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

Respectfully submitted



Nancy Bunker
Secretary