UPHOA November 12, 2025 Board Meeting Minutes

November 12, 2025, 3:00pm – 5:00pm, Remote meeting (Zoom)

Presented by Wilson Hitchings, Secretary

Call to Order

The meeting was called to order at 3:04pm by the Board President, Jim Mason, at the RowCal offices with attendees joining remotely via Zoom. A roll call was made, and a quorum was present. Board members present were Jim Mason, Jon Scott, Jim Forman, Tim Larson, Judy Walton and Wilson Hitchings. Gary Schmidt was absent at the beginning of the meeting but joined at 3:08pm.

Owner's Forum

The owner's forum was moved to the end of the meeting to facilitate Board business discussion.

Jim Mason called for a motion to approve the previous Special Meeting minutes for Nov. 7, 2025. Tim Larson made the motion, Judy Walton seconded. A vote was taken, the minutes were approved unanimously.

Jim Mason called for a motion to approve the meeting agenda. Jon Scott made the motion, Judy Walton seconded. A vote was taken; the agenda was approved unanimously.

Homeowner Penny Larson (2611 Rockhurst Blvd.) requested the Owner's Forum be moved later as she had not seen the meeting agenda. Jim Mason read the agenda to Ms. Larson.

Homeowner Steve Atencio (4757 Julliard Dr.) asked for a follow-up to an email he sent to the Board concerning Hidden Canyon maintenance and asked that the email be discussed at a later date by the Board. Jim Mason agreed to discuss the email at another meeting.

Homeowner Linda Sauer (2670 Rockhurst Blvd.) requested confirmation of an email concerning Fall Cleanup that she sent to the property manager. Jim Mason confirmed receiving the message and promised to discuss the email at a later date. Gary Schmidt confirmed the hole Linda Sauer had mentioned in a separate email had been filled in by the landscaping company.

Officer Reports

President: no report

Vice President: Judy Walton presented several items:

a) The Committee Listing and email contacts shown in the UPHOA Board Packet need updating; it shows Derek Patterson and other outdated information. The Secretary agreed to update the documents.
b) A Board Brief was requested by Judy Walton to remind the neighbors of the Traffic Calming presentation being made at the East Library on Thursday, November 13, 2025. She noted that the reminder did not go out as part of the Board meeting notice, so she requested a special Board Brief from Kerry Cantrell.
c) Some landscaping items were mentioned, specifically dead flowers, and Gary Schmidt was asked/designated as the liaison to BrightView Landscaping to address the issue.
d) Some entryway lights are out (Villanova and Rockhurst entry); Judy Walton notified Kerry Cantrell from RowCal about the issue. Kerry Cantrell sent someone to investigate the issue and stated that digging/trenching and some non-insignificant repairs are required to fix the problem. Gary Schmidt stated that there are other lighting issues, some involving a lack of electrical conduits at some stone monuments. Jim Mason made a motion to repair the lights mentioned, tie the other lighting repairs to the motion and proceed with the maintenance required. Jim Forman seconded the motion, a vote was taken, the motion was passed unanimously.
e) The ACC Charter document, as proposed by Nancy Bunker at a previous meeting, has never been approved/ratified. Judy Walton presented the ACC Charter, but had one objection – the Committee Organization clause, as stated, would have more members than the UPHOA Declaration (i.e., Master CC&Rs) permits. To be compliant with Section 3.1 of the UPHOA Declaration, that clause will need to be modified to state: “The UPHOA ACC shall consist of at least three members and not more than five members, including the chairman, appointed by the Board of Directors.” The ACC Charter discussion was tabled by the Board for discussion in a later meeting. Jim Mason mentioned the RowCal online queueing system for ACC requests, and Wilson Hitchings described the demo video he had viewed from RowCal. Wilson Hitchings offered, and was requested, to forward the RowCal demonstration video to Board members.

Secretary Report: Wilson Hitchings presented several items, the more noteworthy were:

a) The Bylaws adopted/approved in October 2025 were notarized and filed with the El Paso County Clerk.
b) The Master CC&R’s, as posted on the UPHOA websites, were missing a page. That page was recovered by the Secretary at the El Paso County Clerk’s office and

incorporated into the published CC&RE document. The Professional Center's CC&Rs were missing portions of the first page. That page was recovered by the Secretary at the El Paso County Clerk's office and incorporated into the Professional Center's CC&Rs document, to be posted on the website soon.

c) Proof of voter proxy for the 2025 Annual Meeting vote has yet to be received from The Resort's manager. Proof will be required prior to any future election.
d) The Secretary is collecting and cataloging all UPHOA governing documents, including sub-associations and commercial properties. The Secretary is also reverse-engineering the PDF documents back to a word processing format for future editing/amendments and a more printable copy. This is a self-assigned task, not requested by the UPHOA Board, but is being done for clarity (Secretary's note: some printing costs may be associated with this task, receipts will be presented to the Board at a later date for approval).
e) Some Election Buddy addresses, both email and USPS, were rejected in the October election. Wilson Hitchings offered to notify Kerry Cantrell of RowCal of the errors and request resolution.
f) It was discovered that the adopted Bylaws approved in the October 2025 election were not the latest version recommended by the Bylaws committee and UPHOA Board. The initial draft of the Bylaws was accidentally submitted to Election Buddy. The draft contained attorney's notes and lacked clarifying statements as to electronic voting and early election of UPHOA Board Members (i.e., elected prior to the annual meeting). The Secretary stated that an amendment to the new Bylaws will be required prior to the next election. Jim Mason stated that the UPHOA Board will vote to amend the Bylaws at the next scheduled meeting.

Treasurer's Report: Presented by Jim Forman. The September 2025 financials were included in the Board Packet, as the October 2025 financial statements had just been made available day-of-meeting. Jim Forman gave an overview of the financial statements.

Committee Reports

ACC Committee: the Committee Chair was absent; October Activity: 8 requests, 6 approved, 1 disapproved, 1 on hold for additional information.

Landscape Committee: the Committee Chair was excused absent, no report.

Social: Judy Walton stated that the UPHOA Holiday Party had 100% reservations, no more room for attendees. The count was 140 reservations.

Welcome Committee: Judy Walton stated that 2 Welcome Committee packets were given to new neighbors.

Finance Committee: Jim Forman stated that there is a tax issue being discussed. The UPHOA is a non-profit organization, but tax is potentially owed due to investment income. The Treasurer indicated the Finance Committee is working on a maintenance expense policy which will be submitted for approval at the next Board meeting.

Manager's Reports

There was no manager's report because Kerry Cantrell, UPHOA's assigned interim manager, was not in attendance. RowCal failed to provide an alternate to attend in his place.

Old Business

None

New Business

Board member Gary Schmidt presented his marked up copy of the Landscape Master Plan Survey results and discussed several points of interest. Gary Schmidt requested a vote in order to accept the Master Plan and authorize Carla Anderson (Landscaping Consultant, hired by UPHOA to develop the Master Plan) to use the remaining funds to take bids on some initial projects. A motion to accept the Master Plan Survey was requested, but too much discussion ensued to have the motion moved and seconded. The Board stated it would vote on accepting the Master Plan Survey at the next UPHOA Board Meeting.

Resumption of Owner's Forum

Homeowner Steve Atencio (4757 Julliard Dr.) asked for the Board to consider Colorado requirements for open and transparent committee meetings and communications. He supported an automated ACC request system (as previously described). Jim Forman asked Steve Atencio to define transparency in relation to a homeowner's private/protected information concerning building projects that the ACC would approve. Instead of answering Mr. Forman's question, Mr. Atencio responded that the ACC needs to define transparency in their charter. Steve Attencio also stated the UPHOA should review our insurance policies to confirm liability coverage for any property easement the HOA obtains from the City.

Executive Session

None

Adjournment

The meeting adjourned at 5:01pm.

Motion Summary

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