

UPHOA November 24, 2025 Special Board Meeting Minutes

November 24, 2025, 6:04pm – 8:03 pm, Remote meeting (Zoom)

Presented by Wilson Hitchings, Secretary

Call to Order

The meeting was called to order at 6:04pm by the Board President, Jim Mason.

Roll Call

A roll call was made, and a quorum was present. Board members present were Jim Mason, Jon Scott, Jim Forman, Judy Walton, Gary Schmidt and Wilson Hitchings. Tim Larson was excused absent.

Approve the Agenda

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

Approve the Regular Meeting Minutes

Jim Mason called for a motion to approve the previous Meeting minutes for Nov. 12, 2025. Judy Walton made the motion, Gary Schmidt seconded. A vote was taken, the minutes were approved unanimously.

Homeowner's Forum

Homeowner Jerry Rosen (4979 Marrietta Ct.) stated he appreciated the effort made for the landscaping Master Plan and approved of passing it.

Old Business

Update on Underdrain Failure at Colgate Drive

Jon Scott presented a brief overview of the Colgate Drive Underdrain issue. The underdrain appears to be partially cleared, but leakage into the drain appears to be sanitary drainage. This indicates a puncture of the sanitary line, possibly made by the CSU fiber optic contractor during installation. There was evidence of bentonite intrusion into the underdrain, which was used as filler by the fiber optic installation contractor when installing the new data cabling. There are additional issues with the underdrain (as discovered by the plumbing company), including a low point in the drain as well as an inappropriate reduction in drain size from 6" diameter to 4". Jon Scott recommended the Board address the remediation of the drain after CSU determines the cause of the sanitary

line contamination. Jon Scott also recommended that the UPHOA request compensation from CSU immediately for the expenses incurred so far to inspect and clear the underdrain. Jim Mason agreed with the recommendation to delay any digging/trenching of the underdrain until CSU can determine the cause/fault of the contamination.

Review and Update of UP Master Plan

Gary Schmidt presented an overview of adopting the UP Common Areas Landscape Master Plan. Gary Schmidt made motion to adopt the Master plan; Judy Walton seconded. A vote was taken, the motion was approved unanimously. The motion was as follows:

Whereas:

- **The University Park HOA Board approved the creation of a five-year Landscape Master Plan to guide future maintenance and improvements within the community, and approved its Charter in May of 2025**
- **Hired Carla Andersen to help Gary Schmidt with the creation of the Master Plan by approving her proposal dated March 31, 2025 not to exceed \$12,900**
- **Approved a committee to work with Gary & Carla that included Dianne Mealey, Janet Butts, Nancy Bunker and Linda Sauer**
- **The Master Plan was completed and was presented publicly to the neighborhood at the East Library on October 29, 2025**
- **An accompanying survey regarding the Master Plan was conducted between October 30th to November 9th to collect feedback from at least 280 owners within University Park**

Therefore:

"IT IS HEREBY RESOLVED that the University Park HOA Board approves and adopts the Common Areas Landscape Master Plan, dated November 12, 2025 as the official Master Plan for the University Park HOA Board, to proactively guide future landscape maintenance and Improvement decisions for the University Park neighborhood."

Homeowner Linda Sauer (2670 Rockhurst Blvd.) expressed approval of the Master Plan. Homeowner Nancy Bunker (4826 Diablo Valley Ct.) stated the UP Charter states there are 9 areas under UP control, and that the UP Master Plan should be divided into two parts: a) portions the HOA has as an asset, and b) non-asset areas. Ms. Bunker did not recommend approval of the Master Plan due to the lack of separation into asset/non-asset coverage.

New Business

Update and review plan for Holiday Decorations: Judy Walton spoke about how holiday lighting and decorations are traditionally done; Jim Forman states there is no line item in the annual budget for holiday decorations, so it is paid for by a miscellaneous entry under the landscaping budget. Jim Mason recommended we follow our traditional decoration and lighting procedures for 2025, with future holiday decorations and lighting to be discussed in 2026.

Adjournment to Executive Session

Jim Mason called for a motion to adjourn the open meeting and begin an Executive Session. Judy Walton made the motion, Jim Forman seconded. A vote was taken, the minutes were approved unanimously.

Executive Session

The Property Management Quarterly Performance Review was discussed. The Executive Session ended at 7:40pm.

Resumption of Open Meeting

The open meeting resumed at 8:00pm. Jim Mason announced that no votes were taken during the Executive Session, requesting a motion to conclude the open meeting.

Adjournment

Jim Mason called for a motion to adjourn the open meeting. Jim Forman made the motion, Judy Walton seconded. The meeting adjourned at 8:03pm.

Motion Summary

- A motion was made, and approved unanimously, to approve the meeting agenda.
- A motion was made, and approved unanimously, to approve the regular meeting minutes.
- A motion was made, and approved unanimously, to adopt/approve the UP Common Areas Landscape Master Plan.
- A motion was made, and approved unanimously, to adjourn to Executive Session.