

08-May-2024

University Park HOA – Bylaws Committee meeting

Prepared by Janelle Lirette as Committee Secretary

Attendees:

Judy Walton
Janet Butts
Linda Sauer
Chuck Graham
Manny Navarro
Kathy Dolan
Janelle Lirette

Location of Meeting:

Judy Walton's home

Time Started / Ended:

6:30 pm to 8:25pm

Minutes:

1. Brief introductions including names, area of UP neighborhood residence, light background of career/experience/etc. Refreshments available (thanks Judy!)
2. Handout provided to the committee from Judy/Janet containing current bylaws, a 'first draft' of amended bylaws as suggested by legal council for UPHOA, and a Charter for this newly formed committee as provided by the UPHOA Board.
3. Free form round robin discussion took place with several questions asked by committee members. Judy informed the committee that two positions should be established fairly quickly for all future meetings –
 - a. A committee chair person to run the meetings, inform the Board as necessary, and possibly perform a presentation to the Board and/or an upcoming Members meeting
 - b. A committee secretary to help keep notes of discussions, document proposed revisions to bylaws, send meeting agenda's, etc.

✓ Janelle agreed to act as Secretary.
✓ Chuck agreed to act as Chair with Manny as his co-chair so they could share the responsibilities.
4. The operating framework for all future meetings was established as follows:
 - a. Meetings will be scheduled bi-weekly on Tuesday evenings beginning at 6:30pm. An exception to this schedule is that our next meeting will take place in one week on 14-May – then every other week after that.
 - b. An agenda will be sent out by Janelle approximately one week prior to the scheduled meeting.

- i. INPUT for the meetings to include the proposed bylaws (by number) that will be subject for review/discussion, revision suggestions from legal, as well as any input from the Action Team (if applicable) for those bylaws.
 - ii. OUTPUT from each meeting will be the completion of the detailed review and discussions, and producing a documented revised bylaw to pass on to the Board as per the committee Charter.
 - c. Committee members will perform due diligence prior to attending the meeting to come prepared for discussion. Due diligence may also include assembling input from neighbors, online research, etc.
- 5. The committee was informed that the current bylaw requiring the Board to form a 'nominating committee' in preparation for Board elections coming up this fall was recently deferred by Lloyd (Board president) until after our committee finished our work. The committee discussed and agreed that we'd prefer that the Board move forward with the current bylaw requirement and get this nominating committee going now. Judy and Janet agreed to take this suggestion back to the Board this week.