

UNIVERSITY PARK IMPROVEMENT DISTRICT

**General Board Meeting**

**Cedar Hill Club House**

January 6, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

X Richard Seaton, President  
X Michaela Clossen, Treasurer  
X Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

It was discussed that the covenants are now in electronic format and Wendy will provide those to Toni Haukom so she can e-mail those out along with the next newsletter.

Wendy will also send them out on occasion with the monthly minutes.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

### Cedar Hill Club House

February 3, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

- Richard Seaton, President
- Michaela Clossen, Treasurer
- Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

The board discussed the requirement by KDHE to fix the stairs and hand-rail to the lift station on Redbud. The deadline for this is April 1, 2009. Richard mentioned he would get to the lift station and take a look at the project. Other residents mentioned helping as well.

Toni Haukom presented the board with a list of Fire Wise goals for 2009. She will present this list to Jason and Brian, and make sure they are aware of the goals.

The mention of burning fire-breaks around the golf course was brought up. This would allow a green "space" between the golf course and the farm ground surrounding the area.

Motion by Richard to have the volunteer fire persons burn the area around the golf course (15 feet) as a containment strip. Wendy seconded. Motion passed.

Gary McCabe mentioned he would bring this up at the next volunteer fire fighters meeting.

Toni Haukom will be starting on the next newsletter. She will send out as much as she can electronically. Mailings will also be sent if needed. She asked for suggestions and input as to what should go into the newsletter. Mention that a copy of the UP Covenants could be sent out as a reminder.

Toni Haukom presented the board with a check in the amount of \$2,503.50. This check was directed from FEMA as part of the clean up efforts related to the ice storm in December 2007.

The funds will be placed into the reserve account for UP. Ideas on the funds being directed back into the community should be discussed at the following meetings.

Toni worked very hard on communication with the appropriate parties and gathering all the required information for FEMA to reimburse the community.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

### Cedar Hill Club House

March 3, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

X Richard Seaton, President  
X Michaela Closson, Treasurer  
X Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

The stairs and hand-rail will be fixed within the month of March as a requirement by KDHE. Richard will look into the project (weather permitting) and make sure it gets done.

Andy Carson was present as a representative of Clayton Homes to seek approval for a home to be placed on Lot 91, UP. The address is on Lakeview Dr. He is seeking the approval for client Janine Pratt, from California. The home will be a single-family residential home with 3 bedrooms and a 1 car garage. It will be placed on the lot after an area is cleared and constructed for the home to be moved onto. There will not be a full size basement, but rather a foundation suitable for the home.

The home will have natural coloring close to beige. There will be a sidewalk and concrete drive-way up to the home. Landscaping will be included in the package for the owner and will be completed once the home is done. Andy supplied the board with adequate site placement of the home on the lot as well as a floor plan of the home. The home will be placed within the appropriate set-backs from the road.

Motion by Michaela to approve the project, Richard seconded. Motion passed.

Jason Burgess was present to seek approval for an addition to his home located on Redbud Dr. The addition will be attached to the existing structure. The addition will have the same paint and color as the current home. The addition is approximately 20 x 28. Jason has a contractor working on the project. The addition will remain within the lot size and ownership of the current home.

Motion by Richard, Wendy seconded. Motion passed.

Eric Woodard of 11306 Rimrock Dr. inquired about placing a carport on the north side of the home. The board went over the issues with a car port. He is interested in somehow making a breeze-way from the garage to the house. Richard went over the requirements and how to present the project to the board.

Jack McKee had a few questions about a few energy saving projects he is considering. He mentioned it would be further into the future, but wanted to see if the covenants or the board had any objections to a few of his ideas. No objection was found. The board requested that he present his projects as they come up. The board is in favor of energy saving projects within the community.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

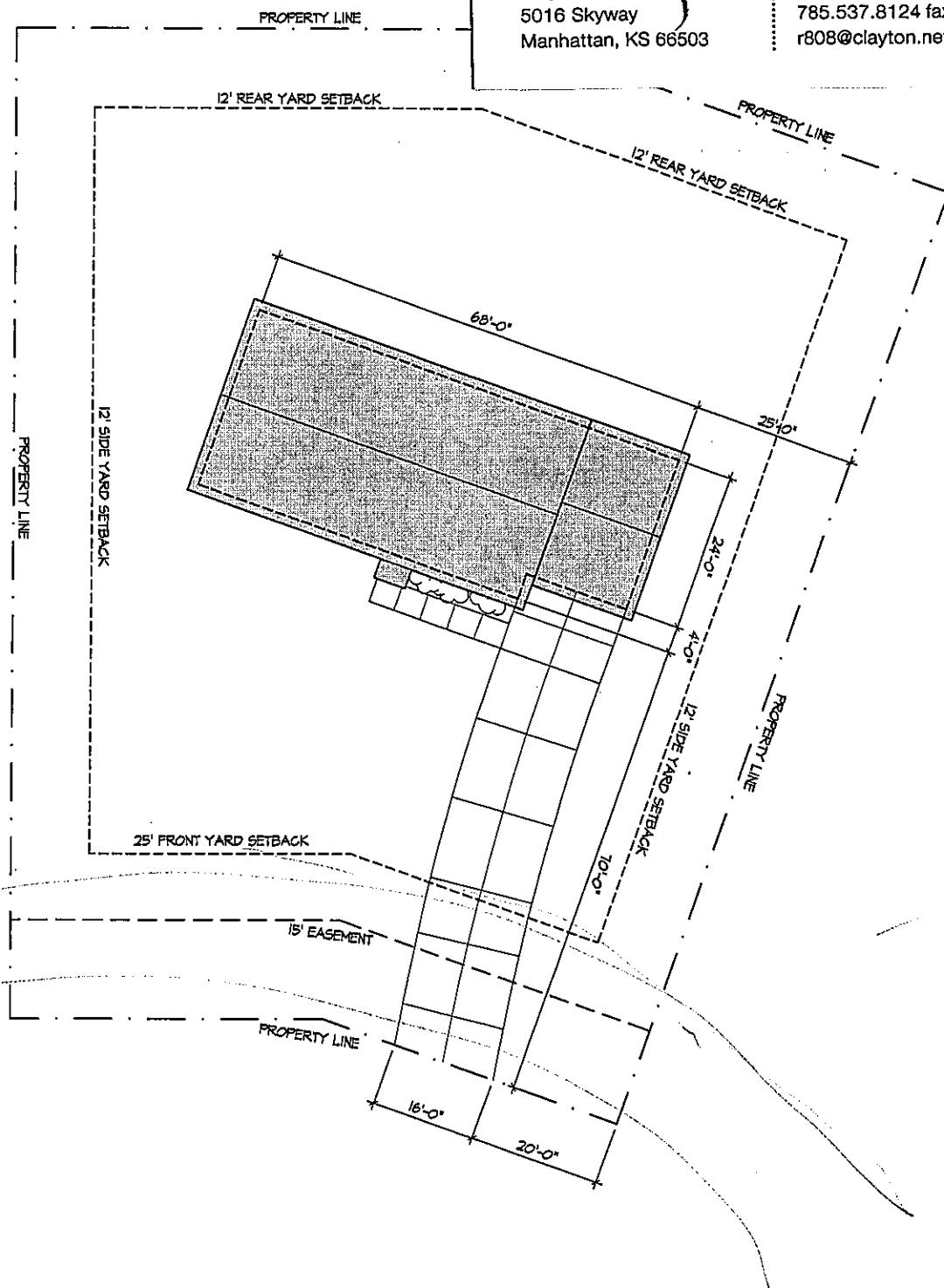


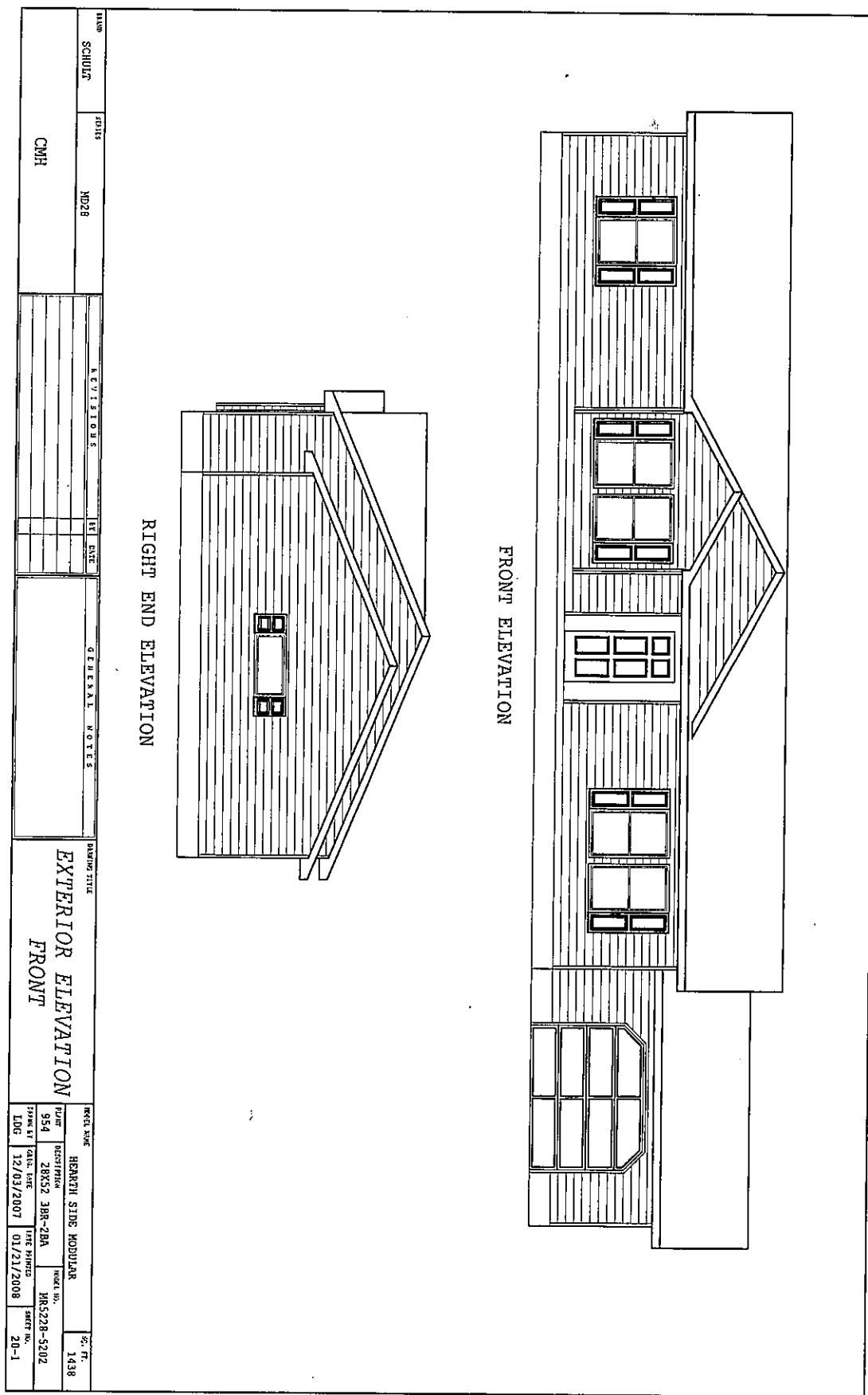
Andrew W. Carson  
General Manager

Clayton Homes  
5016 Skyway  
Manhattan, KS 66503

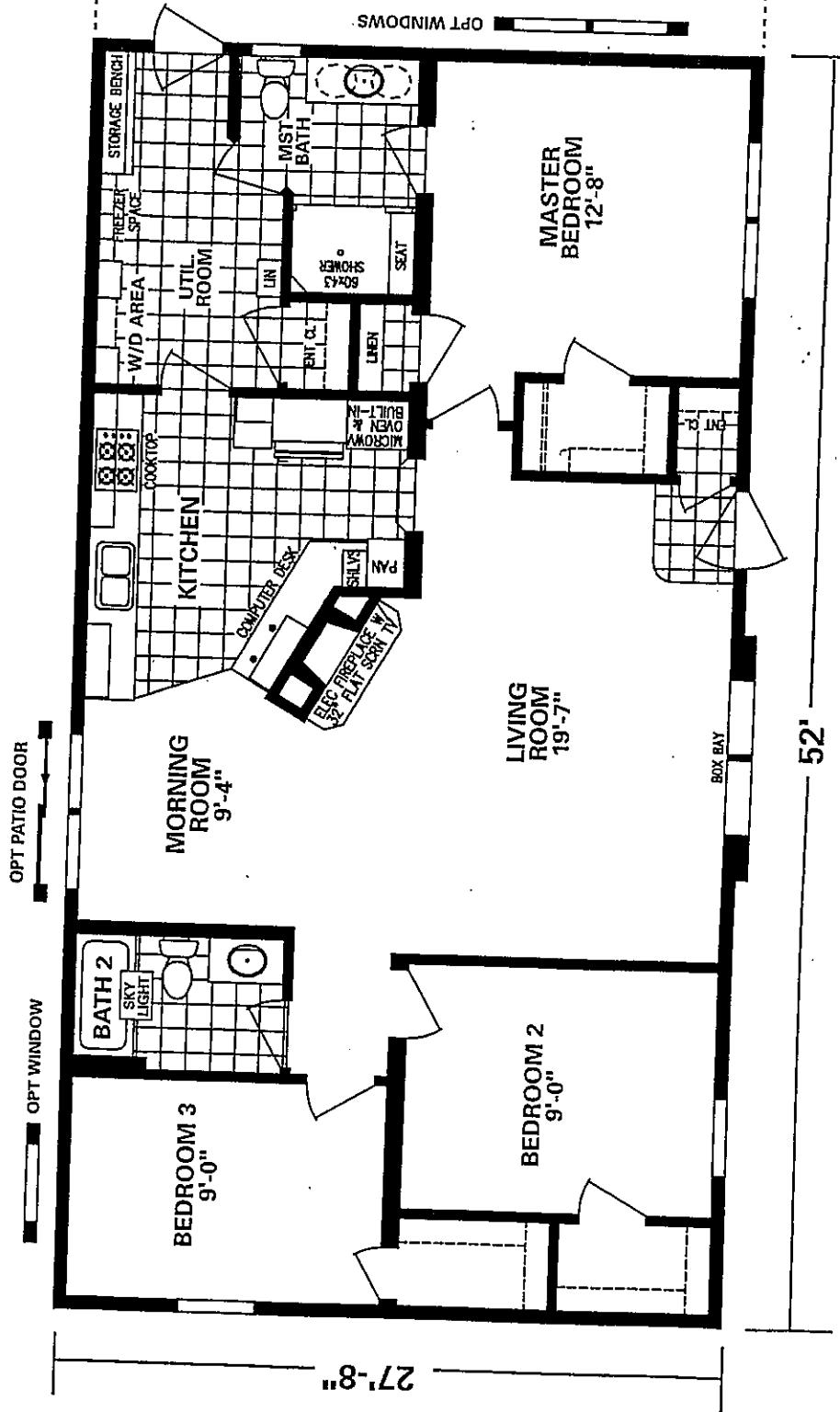
785.537.8111 phone  
785.537.8124 fax  
r808@clayton.net

LAKEVIEW DRIVE PLOT PLAN - LOT 91  
K. & C.





SITE-BUILT  
GARAGE AREA



## UNIVERSITY PARK IMPROVEMENT DISTRICT

### General Board Meeting

### Cedar Hill Club House

April 7, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

X Richard Seaton, President  
X Michaela Closson, Treasurer  
X Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Richard updated the board on the progress of the steps leading down to the lift station on Redbud. He will have these completed soon.

Michaela was able to get a sign completed for the burn site. It will be placed as you go into the burn area and states that only organic, burnable materials are allowed. The board discussed having a 2<sup>nd</sup> sign commissioned which will be done to specify what materials are allowed, and should have an orange "day-glow" color to it. This will help those which might not see the first obvious sign, to catch the 2<sup>nd</sup> sign.

Michaela brought a list of concerns up to the board, each concern was addressed. The concerns were related to obvious neglect or dumping of certain lots. The concerns will be mentioned to the Standards Committee to see if there are any situations which need notice given to the lot owners.

Michaela will be sending out the mowing letters soon to each lot owner. The board discussed the pricing for mowing each lot. Richard motioned to increase the price to \$45.00 per lot. Michaela seconded. Motion passed.

The Fire Wise work day will be Saturday, May 2<sup>nd</sup> at 9:00 a.m. An e-mail will be sent closer to this time.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

### Cedar Hill Club House

May 5, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

Richard Seaton, President  
 Michaela Closson, Treasurer  
 Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Michaela notified the board that the mowing letters have been sent out. The letters will come back to Michaela, and monies collected for lots to be mowed will be directed accordingly.

Michaela has received the signs for the burn pile, and they have been mounted on posts ready to be placed at the burn site.

The board discussed possibly acquiring a "cattle" gate to place across the road in order to prevent people from entering the burn site while burning is going on, and as a reminder that the burn site is used for natural materials only.

Richard notified the board that Matthew Schindler will be moving into the partially finished home on Lakeview with the intent of living in UP permanently. He will live in the home and finish the project.

Eric Woodard of 11306 Rimrock presented a request to build a breeze-way from his house to his garage. It will be a covered breeze-way. He wishes to start on the project within the month. He indicated that he would have the project completed by September of 2009. Richard motion to approve project, Michaela seconded. Motion passed.

Toni informed the board that the picnic season will begin on May 16 at 6:30 p.m. The board will supply the meats for the picnic for the month of May.

Toni will be re-scheduling the workday for University Park – Fire Wise. The initial day was postponed due to wet grounds.

Residents within the community were present to inform the board of a possible Nuisance at the residence of John and AnnMarie Kneis located at 11317 Rimrock Drive. The board informed the residents that the Standards Committee will need to be contacted and a formal request needs to be initiated by the Standards Committee.

It was requested by Jack McKee to recess the current meeting in order for the Standards Committee to complete the assessment of the property and possible recommendation of abating the Nuisance.

Jack McKee requested that the board consider having the University Park signs re-painted. He has indicated that he would contact Jack Ench about the cost and timing of painting the signs.

The board will recess the meeting, allowing time for Jack McKee to acquire the cost information and make a decision on painting the signs.

Toni H informed the board that she will be setting aside the duties of getting the newsletter out to residents. She has been involved in many aspects of University Park, and feels that it is time to step back. The board asked Toni to remain on the Fire Wise Committee, as her experience and passion for this is important to the community.

The meeting was recessed awaiting a report from the Standards Committee and also information from Jack McKee on the cost for painting the signs.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

UNIVERSITY PARK IMPROVEMENT DISTRICT

General Board Meeting

Cedar Hill Club House

The recessed meeting from May 5, 2009 was called to order and resumed.

Board Members present:

Richard Seaton, President  
 Michaela Closson, Treasurer  
 Wendy Sommers, Secretary

The Standards Committee presented a request for the board to consider the property located at 11317 Rimrock Dr, Manhattan, KS 66503 owned by John and AnnMarie Kneis to be considered a Nuisance. The board reviewed the information and report along with the pictures.

The Nuisance report and pictures were clear and show the violations.

Wendy Sommers made motion to approve the Nuisance. Richard seconded the motion. Motion passed.

The board will move forward with mailing out the certified letter with return receipt.

Jack McKee presented the board with a total cost for having Jack Ench repaint the University Park signs. The total cost would be \$350.00, with \$100.00 for paint and \$250.00 for labor and miscellaneous materials. This would include painting a total of 4 signs for the area.

Mr. Ench has stated that upon payment to him, he would in turn donate the labor cost (approximately \$250.00) back to the Cedar Hills Golf Club.

Motion by Wendy to approve proposed painting job, Michaela seconded. Motion passed.

There being no further business the recessed meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

### Cedar Hill Club House

June 2, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

Richard Seaton, President  
 Michaela Closson, Treasurer  
 Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

John and Annemarie Kneis were present to inform the board that Jack McKee and others from the Standards Committee had dropped by their residence and were happy with the progress and work that the Kneis's have done. There is improvement to the property.

John and Annemarie requested more time to complete the clean up project, as they have more plans to improve a few areas and also need time to acquire the funds to finish up. The board expressed the importance of continuing to finish out, but agreed to allow more time to accomplish the cleanup.

Dan Boutilier of 7101 Moundridge Rd was present to request approval of a 20 x 30 garage. The garage will be located next to the home. The garage will have a sliding door for access. The color scheme will be evergreen with a contrasting trim which will be neutral in color. Wendy motion for approval, Richard seconded. Motion passed.

Bob Leazenby notified the board that he will be going to a part time status for Bob Blume in regards to the water treatment/sewer duties. Bob Leazenby will work 4 days a week, which will be Monday through Thursday. The weekend days of Friday, Saturday, and Sunday will be done by Bob Blume and/or his family. If we need anything on the weekend days, we will need to contact Bob Blume.

Plans for Fire Wise clean are set for June 13<sup>th</sup> (weather permitting).

The June 20<sup>th</sup> picnic will have meat supplied by University Park.

Gary McCabe brought up an idea for Heywood Park. He suggested a Frisbee Course could be laid out nicely within the area. It would be a plan for the park which would not be so intrusive that other plans could also be made such as the walking paths, etc.

Richard Soash from 6827 Redbud submitted via e-mail a request to build a 24 x 36 garage across from his residence on Lot 216. The garage would be a wood frame building with a peaked roof. The plans are for vinyl siding and composition shingles.

The board discussed the location of the garage to the home. The covenants state that "accessory" buildings must be located adjacent or adjoining the personal residence. Given the location of the lot being across the street from the personal residence, the board will decline the proposed project. Wendy will email Mr. Soash and inform him of the decision.

Toni Haukom brought up the discussion of \$2,000.00 in grant monies received for Fire Wise purposes. Her suggestion was to inquire about having a contractor or company come into Heywood Park and remove some of the cedar trees. The trees are certainly a fire hazard, as they would cause the rapid spread of a fire within the park. Wendy made a motion for Toni to seek out and inquire about cost for removal of trees in Heywood Park. Richard seconded. Motion passed.

Richard Seaton has handed Wendy Sommers his letter of resignation from the University Park Board. Because there is not a full board present, we will officially vote on the acceptance of the Letter of Resignation at the July Board Meeting.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

## Cedar Hill Club House

July 7, 2009

The meeting was called to order at 7:30 P.M.

Board Members Present:

O Richard Seaton, President  
X Wendy Sommers, Secretary  
X Michaela Closson, Treasurer

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Richard Seaton has formally given his letter of resignation to the board effective with the June meeting. Motion by Michaela Closson to accept the resignation from Richard Seaton. Wendy seconded. Motion passed.

Motion by Wendy Sommers to appoint Gary McCabe as the replacement for the vacated position. Michaela seconded. Motion passed.

Motion by Wendy Sommers to elect Gary McCabe as the replacement for the now appointed position. Michaela seconded. Motion passed.

John and Annemarie Kneis were present at the meeting to give the board an update on their progress of cleaning up and maintaining their yard per the Nuisance Notice sent to them earlier. At the request of John and Annemarie, and with suggestion from Jack McKee from the Standards Committee, the board has agreed to give them 30 more days to continue their project.

There was a request in June for a building project of a garage to be built by Richard Soash across the road from his personal residence on Redbud Dr. After notifying Mr. Soash in June that it would not be approved per the covenants of University Park, the board agreed to open up more discussion about the project at the July meeting.

After speaking with Steve Higgins from Riley County Planning and Development, Wendy Sommers informed the board and the community members of the Riley County Regulation which stipulates that garages or accessory buildings must be built on a lot in which there is a personal residence. The County stipulates that since the area is zoned as "residential", any structure built must be built on contiguous lot(s) to the personal residence.

The road that separates the home from the desired building lot is considered a Separation of Road Right of Way and will not make it possible for Mr. Soash to gain a building permit.

Sondra Graham indicated that she had a garage built across the road from her home in the past and questioned why it was possible for her to obtain her permit. Wendy had asked Mr. Steve Higgins about this. The building permit for Sondra Graham was issued in 1991 which was prior to the change in the regulations.

Richard Soash asked the board who he should speak with at the County to inquire about the regulation. Wendy Sommers indicated that Steve Higgins is the person at Riley County Planning and Development to speak with.

Bob Vathauer inquired about building on contiguous lots which might have an easement. He asked the board if we would consider the same garage building project on a lot that would be contiguous to his lots, but could contain an easement. Wendy indicated to him that it would be best to inquire at the county about the easements, and the county's term of contiguous as it would pertain to his lots. Once the information had been inquired from the county, Wendy indicated that the board would be open for discussion on the project.

Toni Haukom reported that she had made a few phone calls about removing the cedar trees in Heywood Park. Her research and phone calls will go into August as the individual she is trying to contact will not be available until that time. Michaela Closson and Bob Vathauer both indicated they had a name of a person that would be good to call as well. This person would remove the trees verses "shaving" them off at the ground.

Jack McKee gave an update on the boat dock and the repairs needed. Michaela Closson indicated that Mike would call Paul Weidhouse with the Corps of Engineers to ask for another extension to complete the repairs. Jack indicated that Stan Glaum did not think the "arms" could be straightened. They will all get together over the next few weekends to work on it again and keep the board updated.

The steps to the lift station on Redbud Dr still need to be repaired. Wendy Sommers will contact Leon Hobson and have Leon contact a contractor to repair the steps. The deadline for the steps was in April.

Brian Shirley from 11313 Rimrock requested approval to "replace" his car port. The new structure will be a stick built garage with a cement floor. It will have the same look and color scheme as the home. It will be 24 x 30 in size. It will have one man door and three windows. Motion to approve by Wendy. Michaela Closson seconded. Motion passed.

Michael and Samantha Waggoner from Redbud Dr informed the board that they wish to build a deck from their home to their garage. It will be approximately 16 x 16 in size. The deck will allow for a level area from the house to the garage. The board granted them the "ok" as it was not a true addition to the home, but thanked them for informing us.

Cory Day inquired about the process of approval for building a garage. The board informed him of the information needed to review the plans and attend the meeting. He was given a copy of the covenants.

There being no further business, the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

## UNIVERSITY PARK IMPROVEMENT DISTRICT

### General Board Meeting

### Cedar Hill Club House

August 4, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

- Gary McCabe, President
- Michaela Closson, Treasurer
- Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Brian Lentz was present to inquire about approval to replace the sewer line to his house. The board indicated to him that he did not need approval from the board, and Bob Leazenby stated that a permit was not required.

A report that the boat dock repairs were complete was made to the board. UP had several residents show up and help out with the repairs. Many thanks from the board and other community members for everyone's help with the project.

There has been no activity on the steps going down to the left station on Redbud. Leon Hobson from Riley County has contracted Lowell Regher to complete the project for UP. This should start sometime in August.

Wendy started the discussion on the proposal from Bob Vathauer to build a garage on lot 216 which is contiguous to his personal residence.

Wendy informed the board of her discussion with Bob Vathauer about the project and the future possibilities to the project.

Michaela made mention that Bob Vathauer technically meets all the stipulations for approval. The project will be a wood frame building with a peaked roof. The siding will be a neutral tan color. The garage will be set back 25 feet from the road.

At the meeting in July there were residents present that are located on Redbud Dr., and gave the impression that they were in favor of the project.

Michaela moved to approve the project for Bob Vathauer. Gary seconded. Motion passed.

Annemarie Kneis came to the meeting to inquire on the boards thoughts about her residence and the clean up efforts. Gary indicated that he had been by and it looked nice. Annemarie indicated they were looking for a mower and to let her know if there is one that is for sell. She indicated that they would still need to do some more work.

The board agreed that they have satisfied the clean up efforts. The board encouraged Annemarie to keep up the work and make sure that if help is needed early on, to let someone know.

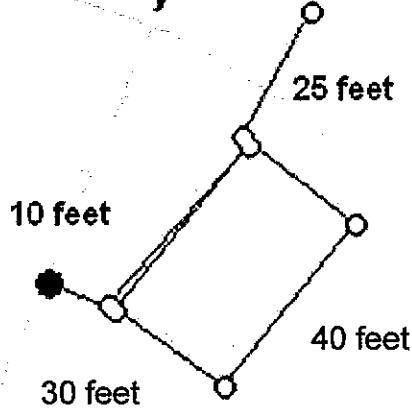
Michaela informed the board that Steve Higgins phoned her and stated that there is a violation for building permit on Bayview Cir. Rahim Borhani has purchased the former residence of Rich Powers. He has a crew at the house working on the inside of the home extensively. Steve Higgins indicated that no one has ever applied for a building permit on this house.

Nothing has come through the board for approval, however with the work being done on the inside of the home there is really no requirement for board approval.

The board agreed to let Steve Higgins pursue the charge of not having a building permit from the county's perspective. There is no violation of the UP covenants at this time.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers



We would like to build a garage on the lot 216 adjoining our house at 6816 Redbud. The garage will be a 30 x 40 feet wood frame building with a peaked roof. It will have metal siding and metal roof. The siding will be a neutral tan color.

The garage will be set back 25 feet from the road and 10 feet from the neighboring property as the covenants specify.

Thanks

*Bob Vathauer*  
Bob Vathauer

Give me a call if any questions

770-2462

*Bob*

## UNIVERSITY PARK IMPROVEMENT DISTRICT

### General Board Meeting

#### Cedar Hill Club House

September 1, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

- Gary McCabe, President
- Michaela Clossen, Treasurer
- Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Resolution 2009-01 was into the minutes regarding the published budget for the upcoming year. Motion by Wendy, Michaela seconded. Motion passed.

Toni Haukom has presented the board with plans to use the Fire Wise grant monies. At the suggestion of many residents and the board, Toni has contacted Jay White Excavating for a proposal to remove some cedar trees from Heywood Park.

The proposal would cost above the amount we will have from the grant. The additional costs would be approximately \$1,000.00.

Toni mentioned that Jay White has also offered to put in some of his own time into the project to help keep the costs down.

The board discussed at previous meetings the advantages of pulling the trees from the ground verses shaving the trees off at the bottom.

Once the trees are removed, they will be placed in large piles to be burned.

The volunteer fire department will be issued a one-time burn permit and use the burning of the trees as a practice exercise.

There was some discussion on which trees will be removed. Since the goal is to clean up Heywood Park, lessen the concern for fire hazards, and create an area for residents to walk and play sports, we will remove several trees which will promote any of these activates.

September 19<sup>th</sup> will be the last picnic for the season. Jason Hartman will be available at the picnic to visit about our Fire Wise Community and goals. He will also be there to answer any questions that UP residents might have.

October 10<sup>th</sup> will be scheduled for the annual Fire Wise Community Clean Up Day. We will meet at the club house at 9:00a.m.

Wendy will get out an e-mail about the up-coming events.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers

*SPECIAL DISTRICT RESOLUTION*

**RESOLUTION NO. 2009-01**

*A resolution expressing the property taxation policy of the Board of University Park Improvement District District with respect to financing the 2010 annual budget for University Park Improvement District, Riley*

Whereas, K.S.A. 79-2925b provides that a resolution be adopted if property taxes levied to finance the 2010 University Park Improvement District district budget exceed the amount levied to finance the 2009 University Park Improvement District except with regard to revenue produced and attributable to the taxation of 1) new improvements to real property; 2) increased personal property valuation, other than increased valuation of oil and gas leaseholds and mobile homes; and 3) property which has changed in use during the past year, or with regard to revenue produced for the purpose of repaying the principal of and interest upon bonded indebtedness, temporary notes, or no-fund warrants; and

Whereas, budgeting, taxing and service level decisions for all district services are the responsibility of the district board; and

Whereas, University Park Improvement District provides essential services to district residents; and

Whereas, the cost of provision of these services continues to increase.

NOW, THEREFORE, BE IT RESOLVED by the Board of the University Park Improvement District that is our desire to notify the public of the possibility of increased property taxes to finance the 2010 University Park Improvement District budget as defined above.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009 by the University Park Improvement District District Board, Riley County, Kansas.

University Park Improvement District District Board

Sam Ryn Cales  
Chair/President

Michael J. Closson  
Member

Wendy M. Morris  
Member

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(Attach a signed copy to the budget)

## UNIVERSITY PARK IMPROVEMENT DISTRICT

### General Board Meeting

### Cedar Hill Club House

October 6, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

Gary McCabe, President  
 Michaela Closson, Treasurer  
 Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Richard Soash presented plans to build a home located at 6827 Redbud Dr. The plans were emailed to all board members.

It was a site plan which showed the current lot(s) and where the new home will be built. The old home and garage will be torn down.

The home will be built by Prellwitz Construction of Topeka, KS.

It will be a two story home with a walk-out basement. Dimensions will be 87' x 60'.

Exterior of the home will be stone with beige vinyl siding, composition roof in a grey color.

The drive way will remain as is. Mr. Soash did not have pictures of the actual home from the street view, as he had not received them from the builder yet.

Bob Leazenby noted that there is currently an easement in between the two lots which the home will be constructed on.

Wendy called Richard Soash via phone and inquired about the easement. He was not aware of the easement.

Motion by Michaela to place the approval of the project on hold until Mr. Soash can provide a picture of the home and inquire about the possibility of moving the easement.

Wendy seconded. The meeting will be recessed until these items are presented to the board at a later date.

There being no further business the meeting was recessed.

Respectfully Submitted,  
Wendy Sommers

UNIVERSITY PARK IMPROVEMENT DISTRICT

General Board Meeting

Cedar Hill Club House

October 23, 2009

The recessed meeting was called to order.

Board Members present:

- Gary McCabe, President
- Michaela Clossen, Treasurer
- Wendy Sommers, Secretary

Richard Soash has provided the board with a picture of the home as it will look from the curb. He has also contacted the county and filed an application to move the easement over between two other lots on the property. Bob Leazenby helped him with this decision.

Motion by Wendy to approve the project subject to the county's approval of the easement change. Mr. Soash will need to supply the board with a copy of the approved application. Michaela seconded. Motion passed.

There being no further business the meeting was adjourned.

Respectfully Submitted,  
Wendy Sommers



**PLANNING & DEVELOPMENT**  
**Application for Permit to Build**

Property Owner: Richard L. Soash Daytime Phone: 316 542-3137 x2741  
Mailing Address: 6827 Redbud City, ST Zip: Manhattan, KS 66203  
  
Builder: Prellwitz Construction Daytime Phone: (785) 286-4116  
Mailing Address: 3333 NW 49th Terrace City, ST Zip: Topeka, KS 66618

**LOCATION DESCRIPTION**

241, 242, 243

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: University Park OR S-T-R: \_\_\_\_\_

Parcel Size .86 Acres Property Address: 6827 Redbud  
081-111-12-0-10-01-012-00-0-01

**BUILDING DESCRIPTION** 081-111-12-0-10-01-010-00-0-01

Type of Building:  Residential  Commercial  Agricultural  Industrial

Principle  Accessory

Proposed Use of Building: Single family dwelling

Will the building be used to house livestock?  Yes  No

If manufactured home: Width: \_\_\_\_\_ Year Built: \_\_\_\_\_ Roof Pitch: \_\_\_\_\_

Siding?  Yes  No Shingles?  Yes  No

**BUILDING INFORMATION**

Dimensions: Length 87' X Width 60' X Height 28' Estimated Cost: \$ 300,000

# Floors: 3 # Stories: 2 # Bedrooms: 5

If a commercial building: Parking spaces proposed: \_\_\_\_\_

Will a new entrance to the property be built?  Yes  No Plumbing:  Yes  No

Water Source:  Well  Rural Water  Central  Municipal Water Permit # \_\_\_\_\_

Sewage Disposal:  Septic Tank  Lagoon  Central  Municipal Sewage Permit # \_\_\_\_\_

**SETBACKS (from property line)**

Front: Proposed: 50 ' Left Side: Proposed: 30 '

Rear: Proposed: 15 ' Right Side: Proposed: 30 '

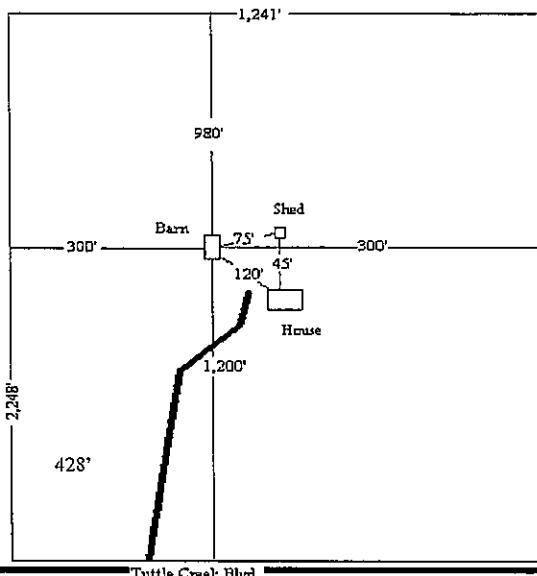
<b>OFFICE USE ONLY</b>		Township: _____	Zoning: _____	S-T-R: _____
Appraiser PID#		Road Maintenance: County <input type="checkbox"/> Township <input type="checkbox"/> State <input type="checkbox"/>		
Flood Map # 200298		E	Flood Zone: _____	FDP Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Classification		<input type="checkbox"/> Local	<input type="checkbox"/> Major	<input type="checkbox"/> Minor
is Any Property Line Affected By: <input type="checkbox"/> Major <input type="checkbox"/> Minor Trafficway?				

\*\*Note: Facsimiles will not be accepted\*\*

\*\*Note: Applicant shall submit all required information within 30 days or the permit shall be null and void.\*\*

# Plot Plan For Building Permit in Riley County, Kansas

## EXAMPLE



The following items must be included:

1. Draw parcel & indicate dimensions.
2. Indicate NORTH.
3. Identify location and dimensions of existing structures.
4. Identify existing or proposed streets, roads, and highways.
5. Identify location and dimensions of proposed construction.
6. Identify setback distances from proposed construction to all property lines and other structures.
7. Indicate location of driveway and it's distance from nearest property line.

**YOU CAN USE THE GIS WEBSITE TO PRINT MAPS**  
- just go to: <http://gis.rileycountyks.gov/>  
- at the bottom of the page: select  
"community Interactive Mapping Website"  
- read the disclaimer and select "Accept"

The home will be built on site by Prellwitz Construction of Topeka.

It will be a two story home with a walk-out basement.

Dimensions 87' x 60'. Square feet - Main 1833; 2<sup>nd</sup> floor 562; Basement 1630

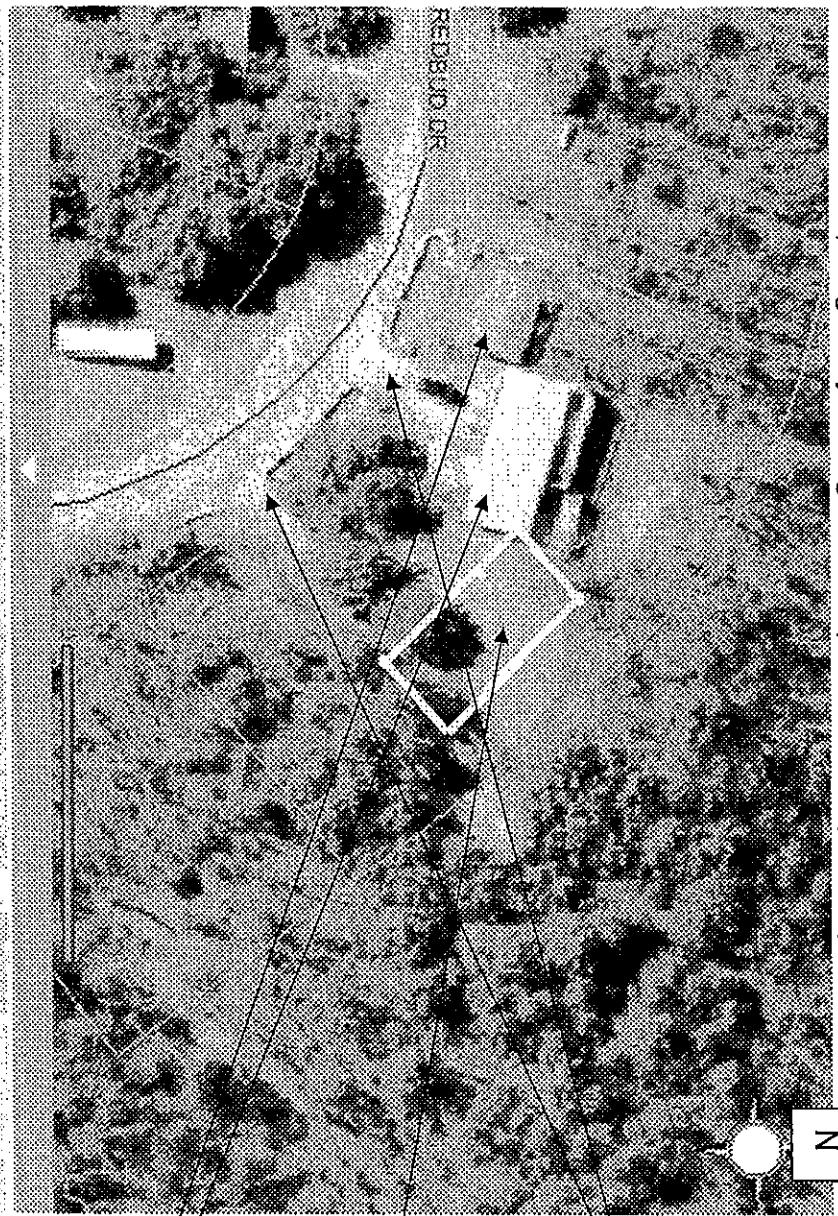
Exterior - stone, beige vinyl siding with composition roof, probably grey

N

Current  
driveways -  
unchanged for  
construction  
50' from  
property lines

Proposed construction  
Setbacks  
Front 50  
Sides 30  
Back 15

Current house &  
garage will be torn  
down.



Ownership Parcels							
REG#	OWNER 1	OWNER 2	ACREAGE	DIR 1	DIR 2	STRUCTURE	PERMIT#
241	SCOTT RICHARD L & LAURA M		.007			RESID. DR	26303

Dimensions Lots 241 & 242 approximately 150' x 120'  
Dimensions Lot 243 approximately 100' x 120'

## UNIVERSITY PARK IMPROVEMENT DISTRICT

### General Board Meeting

### Cedar Hill Club House

November 3, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

- Gary McCabe, President
- Michaela Closson, Treasurer
- Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Jack McKee introduced Al Alspach from Master Landscape. Jack asked Mr. Alspach to present a plan to the board for seeding the area in Heywood Park which will be cleared away once the removed cedar trees are burned or removed.

The plan would include knocking down existing roots, prepare bare areas for seed, drill seed mixture of native grasses, and mulch the area. The estimate was for \$845.00/acre and an additional \$120.00/acre to pick up surface rock. Once the estimate was discussed and questions were answered, Mr. Alspach left the estimate for the board to discuss.

Stan Glaum was present to give information from the Conservation District on the seeding of Heywood Park. Stan indicated that the Conservation District would have a "Forbes" mix which would include native grasses and wildflowers. The wildflowers would fill in and take root immediately in the spring, giving the grasses more chance to also take root. He indicated the best time to seed native grasses is December to January. The cost from the Conservation District is \$120.00 for 2 acre coverage. The Conservation District also has equipment you can reserve at no cost to drill the seed into the ground. UP would be responsible for getting the equipment to Heywood Park and returning it.

Bob Vathauer volunteered to help with the equipment and seeding.

The next step in the process is to get the cedar trees burned. Michaela will contact Jason Hartman with KFS to plan the burn. We are going to request that it be done within the month of November, as long as KFS and the volunteer firefighters can plan the time to make it happen.

Jack McKee voiced the follow concerns to the board:

1. The board or Toni Haukom has not produced a newsletter in a long time. The board should make sure that a newsletter gets put out to inform the community of projects such as Heywood Park. He mentioned the names of a few residents that did not know what was going on. He felt as though the newsletter was very important to get out to everyone.
2. The board does not send out the minutes in a timely manner. He indicated that it was "childish" of Wendy Sommers to send out the minutes the day of the meetings.
3. The board is not as involved in the community as we should be. Dave and Wendy Sommers had not attended any of the summer picnics, and were not available to help with the Fire Wise Community help work days.
4. When new residents move into the park, they are not getting a copy of the Covenants. The board should make it part of their responsibility to get a copy to every new person.

A response to Jack on the newsletter issue was that it was no longer Toni Haukom's responsibility to produce the newsletter. The board asked if there were any volunteers to produce the newsletters, as this is normally done by someone within the community. Bob Vathauer indicated that Richard Soash might be interested in helping with the newsletter. He will ask him.

A response to Jack on the Covenants from Michaela was that when a person purchases a new home in UP; it is the responsibility of the Closing Title Company to get a copy of the Covenants to the new home buyers at settlement.

An idea was brought forward to have several copies of the Covenants made for Bob Leazenby to have on hand since he is typically the first person to meet any new resident.

Gary McCabe excused himself from the meeting at this time.

Phillip Hebert of 11208 Hawthorne indicated that he was upset that the cedar trees in Heywood Park would be allowed to burn on site. Years ago he cleared his lots of cedar trees and was told that he could not burn them on site. He spent \$1,000.00 taking them to the dump to be burned. He asked why it was possible for the Heywood Park trees to be burned.

The board indicated that the Heywood Park trees would be burned under supervision of KFS and the volunteer firefighters. That burning by residents was not allowed.

He wanted a copy of the covenants to show where and when a fire could be made by a resident. The covenants were given to him. Burning is not allowed by residents. He wanted to know under what circumstances a fire pit or burning could be allowed. He stated that he noticed other residents which had fire pits and what enforcement did the board take to follow the covenants.

The board indicated that it is a community effort for residents to follow the covenants, and there was no way to "police" the area other than to call law enforcement if needed.

Phillip also asked about dogs in the area which are running loose and what the board could do about it. He had an incident with a dog which followed him into his garage and was aggressive with him. He is concerned about his children and having a dog like that in the area. The board informed him that aggressive dogs can only be handled by calling the police department and they would then summons Animal Control to help with the situation. The board went over other incidents of aggressive dogs in the area and has been told that getting law enforcement involved is the only way to handle the situation.

Phillip asked about a situation in which he had a vehicle sitting outside his home which was not tagged or registered. He was holding the vehicle for a friend and Riley County Planning/Zoning issued a ticket/citation for having it not tagged or registered. He asked if this was something the board enforced and who he needed to visit with about the situation. The board informed him that Steve Higgins from Riley County Planning/Zoning would need to be contacted as he has been enforcing more of the Riley County Zoning issues lately within the park.

Toni Haukom delivered her letter of resignation for the Chairperson of the Fire Wise Community. Her letter indicated that we will not receive accreditation for this year unless hour(s) of volunteer work are turned in by December 10<sup>th</sup>. She appreciated the support from the board during her tenure as the Chairperson, and hopes the program will continue for the sake of University Park.

There being no further business the meeting was recessed.

Respectfully Submitted,  
Wendy Sommers

November 3, 2009

To: University Park Improvement District Board Members

As of this date, I am resigning as the Chairman of the Firewise Committee for personal reasons.

I will submit the summary report to Firewise Headquarters at the end of this year to highlight this year's goals and accomplishments. However, as it stand now we will not receive accreditation for this year unless hours of volunteer work is turn in no later then 10 December. A special form was sent to all residents in the Spring 2009 newsletter and as of this date not one has been turned in. I have received the number of volunteer hours worked from 3 residents and have the workday hours but the combinations of these hours are not enough to qualify University Park for accreditation for 2009.

I appreciate the support from the current board and past board members and I hope the program will continue for all residents' sake.

Thank you for letting me serve you in this capacity for the past 4 years.

Sincerely,



Toni Haukom

# UNIVERSITY PARK IMPROVEMENT DISTRICT

## General Board Meeting

### Cedar Hill Club House

December 1, 2009

The meeting was called to order at 7:30 P.M.

Board Members present:

- Gary McCabe, President
- Michaela Clossen, Treasurer
- Wendy Sommers, Secretary

The minutes from the previous meeting were read and approved.

The bills for the month were presented and approved.

Jason Hartman from KFS (Kansas Forestry Service) was present to give the community an update on the burning in Heywood Park. Weather permitting; his crew will be out to chainsaw the remaining branches/stumps as much as they can. They will continue to burn the trees to the point that it is completed down to the root balls.

Some residents asked if they could help with the process. Jason indicates that residents can help with the cutting, but for the time being the burning should be done by KFS under their supervision. He indicated that Station 10 could also oversee some of the burning if the volunteers wanted to help.

Jack McKee stated that he got the electricity to the flag pole working again. He will be purchasing a new "eye" sensor for the light to turn on at the appropriate hour every evening. Stan will assist Jack in replacing the sensor.

Wendy informed the board that Richard Soash has agreed to help out in producing the newsletter.

There was discussion last month about the planting of grass seed in Heywood Park. After the discussion last month, Wendy made a motion to purchase the seed from the Conservation District at \$120.00/2 acre coverage. Michaela seconded the motion. Motion passed.

Michaela presented plans she received for Dustin Merrit. The home is located on Lakeside Dr. He is requesting a 20 x 20 addition to the home. The addition will reset the front door, while keeping the same roof line now present. It will also have the same log siding appearance as the existing structure. It will have a concrete foundation under the new addition. Motion by Michaela for approval. Gary seconded. Motion approved.

Jack McKee requested a flag be purchased for the flag pole. He has placed his personal flag on the pole for the time being. Michaela will inquire with Jeannie Duncan about getting anew flag.

There being no further business the meeting was recessed.

Respectfully Submitted,  
Wendy Sommers