

**UNIVERSITY PARK PATIO HOMES ASSOCIATION**  
**Minutes of Board of Directors Meeting**  
**REGULAR SESSION**  
**October 23, 2023**

The meeting of the Board of Directors of the University Park Patio Homes Association was held on Monday, October 23, 2023 at University Baptist Church, 16106 Middlebrook Dr., Houston, TX 77059, Room 103/105. A quorum was established by the presence of Pat Farrell, Liz Louis, Donna Roberts and David Kean. Rachel Castrilla was present representing Community Management Solutions, Inc. - University Park's Homeowners Association.

The meeting was called to order at 6:01 pm.

Pat Farrell opened the meeting with the Pledge of Allegiance.

**GUEST SPEAKERS**

There were no guest speakers in attendance.

**SECRETARY'S REPORT – BOARD MEETING MINUTES**

The minutes were reviewed by the board and Liz Louis made a motion to approve the August 14, 2023 minutes. Pat Farrell seconded the motion, all in favor, motion passed.

**TREASURER'S REPORT-FINANCIALS**

Pat Farrell reviewed the August & September 2023 Financials, stating that the community was on budget up through the end of September.

**COMMITTEE REPORTS**

- A. ARC Committee-no new issues.
- B. Beautification Committee-"Yard of the Month" awarded to Bertha Ortega & Jon Henderson.
- C. Social Committee-FUN "Neighborhood Night Out Event"-A big thank you to the 31 people who attended. It was a fun evening with gift card draws and Officer Robertson as our guest speaker.

**2024 BUDGET PRESENTATION**

Pat Farrell presented the University Park Homeowners Association 2024 Budget Proposal PowerPoint presentation, which included:

- The City of Pasadena 2023 Matching Grant Projects-Costs & Savings
- Additional Projects & Expenditures
- Recap of Annual Homeowners Assessments since 2017
- 2024 Homeowners Assessment Increase – Why the Increase?
- Cost Savings Measures
- Summary of 2024 Budget
- Capital Reserves
- The City of Pasadena Upcoming Events

The full presentation along with details can be found on our website at [www.ourparkbench.com](http://www.ourparkbench.com) .

**COMMENTS FROM HOMEOWNERS**

-A homeowner asked why we were raising the annual assessment in order to increase the Reserves instead of doing a Special Assessment when something is needed. It was explained that Special Assessments have very specific and limiting requirements, such as they must be used for a specific project within a limited time frame. As a community, inflation has caused an increase to all our costs. We need to increase the assessment as a proactive plan for keeping the community in good repair as it ages and requires additional maintenance.

-Another homeowner asked if we had ever bid out our landscaping contract to see if we could save there. We have bid out this contract in the past, and our current landscaping company was well over \$50,000 less than the next lowest bid.

-A homeowner asked if there were specific rules for the placement of generators in backyards since some were visible. The DCCR Guidelines found on our website [www.ourparkbench.com](http://www.ourparkbench.com) covers the rules regarding this.

-A homeowner asked if resurfacing the tennis courts was going to be a project for 2024. We are still gathering bids for this repair and will have more information at the next meeting.

**ADJOURNMENT**

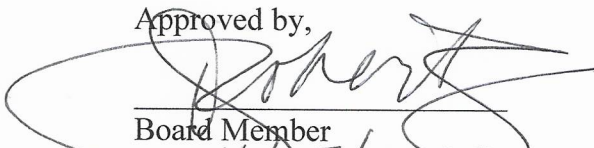
The meeting adjourned at 6:59 pm.

**EXECUTIVE SESSION**

- A. Review Delinquency Report
- B. Review Architectural Control Comprehensive Report
- C. The Board formally voted on the 2024 Homeowners Assessment Increase and it was approved and the motion passed.
- D. A motion was made to approve the August and September 2024 Financials-the Board were all in favor-motion passed.

The executive session adjourned at 7:06 pm.

Respectfully submitted,  
By Donna Roberts  
HOA Secretary

Approved by,  
  
Board Member  
Date 11/07/2023