

UNIVERSITY PARK PATIO HOMES ASSOCIATION
2025 ANNUAL MEETING MINUTES
May 19, 2025

The Annual Meeting was held at University Baptist Church, 16106 Middlebrook Dr., Houston, TX 77059, Room 103/105 on Monday, May 19, 2025. Board members present were Pat Farrell, Liz Louis, Sandra Wilson, Donna Roberts and David Kean. Rachel Castrilla, Association Manager was present representing Community Management Solutions, Inc. (CMSI).

CALL TO ORDER

Pat Farrell called the meeting to order at 6:05 p.m. Quorum was verified with the homeowners present and the mail-in/drop off proxies received. Pat Farrell led the group in the Pledge of Allegiance.

WELCOME ALL HOMEOWNERS & GUESTS

Rachel Castrilla, CMSI Association Manager

Hal Burke-City of Pasadena Neighborhood Network Manager & Norma Vergara, City of Pasadena Neighborhood Network Specialist – Hal did a review of upcoming City of Pasadena events including Shred Day 11.1.25, Hurricane Awareness Workshop 6.7.25 (details on City website), and Pasadena Citizens Advisory Committee. Folders outlining upcoming events were distributed to homeowners present. Norma went over the particulars of Pasadena's Matching Grant Program helping neighborhoods with beautification projects-stating they received 29 applications covering 52 projects totaling over \$200,000.00 and Pasadena would be reimbursing almost \$100,000.00 back to neighborhoods. She thanked UPPH for our meticulous submissions and confirmed that all our 2025 matching grants were applied for and approved.

Officer Garza – Did a review of most recent Police Department Call for Service Report, stating UPPH had very little crime-with only 5 reports dealing with minor issues. He went over the success of the Flock Camera System Pasadena PD was using to combat crime and catch suspects. He provided their non-emergency number-713-477-1221-for homeowners to call to report any suspicious activity in the neighborhood.

SECRETARY'S REPORT

Donna Roberts, Board Secretary, had board members review last year's May 20, 2024 annual meeting minutes. Liz Louis made a motion to accept the minutes and Pat Farrell seconded the motion, all in favor, motion passed.

TREASURER'S REPORT

David Kean, Board Treasurer, reviewed March and April 2025 Financials stating the community is in good shape and slightly under budget due to a reduction in our insurance rates.

ELECTIONS

Rachel Castrilla opened the election and asked for nominations from the floor. Board Member candidates up for re-election were Liz Louis and David Kean. Several homeowners present nominated a new resident, Jay Bice, to be added to the ballot and he accepted. Ballots were returned to homeowners to add the candidate and re-vote submitting their revised ballots. Rachel Castrilla tallied the votes, which were in favor of Liz Louis and David Kean, and made a motion to accept nominations by acclamation to fill the 2 positions, motion passed. The Board encouraged any and all residents interested in running for a board position to please let us know in advance of the annual meeting so their names could be added to the ballot.

COMMITTEE REPORTS

A. ARC Committee

Reminder to submit HIA forms when planning an outdoor project. ARC approval is required prior to starting the project.

B. Beautification Committee

University Park is again participating in the Boy Scout Flag Program. Homeowners are encouraged to also participate for \$50.00 per year-and can go to the community website to apply.

C. Social Committee

Recently, the community enjoyed a very nice dinner at Angelo's getting to know several new residents. Sandra Wilson asked homeowners for suggestions for a restaurant for the next Monthly Neighborhood Dinner. An email will be sent out confirming the location.

2025 ANNUAL MEETING-Pat Farrell, Board President

A. 2025 Grant Project Updates – three projects:

- Power Washing of Walking Paths in Park and at Entrances - Complete
- Tree Trimming on Bay Area Common Area - Ongoing
- Tree Trimming in Park - Complete

B. 2025 Activities Recap – in addition to the three Grant Projects:

- Annual Tree Maintenance in Park; removal of large diseased oak tree.
- Ant granules have been applied to the Park area.
- All entrance flower beds have been replanted with spring flowers.

COMMENTS FROM HOMEOWNERS

Homeowners mentioned the spotlights at the Park Shadows entrance needed to be repositioned, asked about the Board decision to no longer provide mulch-only front bed trimming once per year, about restrictions on color of mulch homeowners can use, how long we had been using our current landscape company, overnight parking on street, replanting trees that died and were removed, power washing neighborhood signs, and public use of community tennis courts.

FRIENDLY REMINDERS

- Please visit www.ourparkbench.com.
- Please refer to the **Architectural Review Guidelines** when planning home improvements and submit the Home Improvement Applications when required (e.g. painting, roof, fence, window replacement, generator installation, etc.)
- **Common Neighborhood Maintenance issues** include:
 - Power wash driveways/sidewalks/curbs
 - Clean or paint siding to remove mildew and replace rotted boards
 - Trim bushes, weed flower beds & trim trees over sidewalk

ADJOURNMENT

The meeting adjourned at 7:35 p.m. Next meetings are **Monday, August 11th and October 13th 2025**

EXECUTIVE MEETING

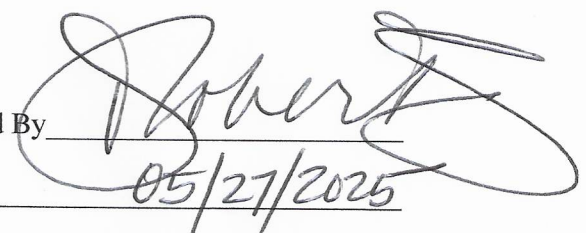
Rachel Castrilla made a motion to the Board to implement the fine policy for a basketball hoop violation-approved by David Kean, seconded by Liz Louis, all in favor, motion passed.

The executive session adjourned at 8:06 p.m.

Respectfully Submitted
Donna Roberts, Secretary

Signed By

Date


05/27/2025