

University Woods HOA – Board Meeting Minutes

Meeting Date: October 1, 2025

Location: Virtual (recorded)

Quorum confirmed (6 of 8 board members present).

Attendees

- Board: Mark, Lisa, Leondra, Justin, Asim, John
- Management: Crystal (Community Manager)
- Not Present: Jorge; Rip

Opening / Meeting Setup

Quorum achieved; meeting called to order around 5:30 PM.

New meeting time set: future board meetings will begin at 6:00 PM instead of 5:30 PM for better attendance.

Approval of Minutes

Leondra distributed draft minutes in advance; motion passed to approve.

Two earlier meetings still missing written minutes. Crystal to provide recordings; Leondra to draft before next meeting.

Financials & Budget

☑ Treasurer's Report Approved:

- Current funds: \$718,000 in cash and CDs.
- Recent expenses included insurance and other anticipated costs.
- The audit was completed and signed; results expected within 30 days.
- Association spent ~\$155,000 more than it took in this year, primarily due to improvement projects and insurance increases.

☑ Reserve Funding Discussion:

- 10% of dues are being transferred monthly into reserves, but this is done as a journal entry rather than a visible line item on the budget.
- Next year's (2026) budget will include a dedicated line item for the 10% reserve transfer to improve transparency for lenders and buyers.

Voted & Approved Motions

Approval of July Meeting Minutes

Approval of Landscaping Pruning Work + Additional Allowance

- Bloomsbury Landscaping to perform community-wide pruning for \$10,000, plus an extra allowance of \$1,500 for tree root trimming and related repairs.

Major Discussion Topics

1. Trash Dumping / Dumpster Cameras

- Ongoing issue with vendors and outsiders dumping large items (dishwashers, boxes, etc.).
- Board agreed it's worth investing in upgraded solar or Wi-Fi cameras to monitor and identify violators.
- **Action:** Crystal to work with Cody to price options and present at next meeting.
- **Goal:** Cameras at 2–3 key dump sites, with “Smile, You’re Being Recorded” signage.

2. Roofing Projects

- 18 total buildings; 5 roofs completed.
- Plan: Do 6–7 more roofs in 2026 to finish within two years instead of four.
- Leaks are increasing, indicating aging roofs need replacement.

3. Landscaping & Maintenance

- Landscaping overgrown; shrubs touching buildings, roots damaging slabs.
- Plan to:
 - Cut back and prune shrubs in Fall 2025 (approved).
 - Mulch in Spring 2026.
 - **Include annual pruning in future budgets.**
 - Add funds for root trimming and bush cutbacks.

4. Siding Discussion

- Leondra suggested considering new siding for improved appearance.
- Most members agreed siding replacement isn't urgent; focus remains on roofing and landscaping first.

5. Parking & Towing

- New blue parking tags issued annually each August.
 - All tenants must obtain new permits; old orange tags no longer valid.
 - Enforcement tightened after towing incidents.
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Other Administrative Notes

- Insurance deductible increased to **\$50,000**
 - Fire sprinkler replacements approved previously; waiting for installation date.
 - Crystal to create a 1–3–5 year budget plan **to** capture recurring projects like mulch, pruning, and capital improvements.
 - Noted demographic shift: fewer students, more young professionals moving in.
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Action Items

1. Crystal to contact Cody for options on solar/cellular cameras for dumpster surveillance and present findings at the next meeting.
2. Crystal to contact the water meter company to understand how they connect to the internet and explore if similar connectivity can be used for security cameras.
3. Crystal to work with Bloomsbury to schedule the reductive pruning and root removal work within the approved \$11,500 budget.
4. Crystal to create a 1-year and 3-year budget planning tool for the community.
5. Crystal to include a line item in the 2026 draft budget for regular pruning, mulch, and foundation bed installation.
6. Crystal to budget for 6-7 roof replacements in 2026 and have CTI or Roof Works evaluate which buildings are in most need.
7. Mark to check with an engineer regarding the holes in the slab and tensioning rods to determine proper repairs.