

University Heights Phase 1 Owners Association, Inc.  
ANNUAL GENERAL MEMBERSHIP MEETING  
University Heights Leasing Office  
3612 Kenyon Drive  
College Station, TX 77845  
May 27, 2025  
5:30 PM

**Minutes**

1. Preliminary matters:
  - Ms. Wall called the meeting to order at 5:35 pm
  - Ms. Wall introduced the current board members and Arena Group representatives in attendance. Board members: Ms. Margo Wall and Mr. Scott Ball were in attendance. The Arena Group representatives, Ms. Evagail Calvert and Ms. Natalie Farell, were in attendance.
  - Meeting attendance was recorded in person and via zoom.
  - A quorum of members was present
2. Review of 2024:
  - A change of ownership of Property Management and HOA Management took place in September 2024. Coleman & Patterson sold the Property Management business and the Leasing office to The Arena Group. Coleman & Patterson also assigned the HOA management contract to The Arena Group.
3. Status Reports:
  - Financials
    - i. Members were presented with the 3.5 months of FY24 financials plus the first 4 months of 2025 alongside the 2024 budget. Actual financial data prior to The Arena Group managing the HOA (First 3 quarters of 2024) was not available.
      1. The income and expenses of the HOA were presented, discussed, and questions were answered.
      2. It was noted that the split between the townhomes and single-family homes incorporates complex equations to allocate expenses as correctly as possible.
      3. Dues were increased effective 7/1/2025 to accommodate increases in expenses.
    - ii. FY25 board approved budget was presented.
4. Amenities Update.
  - The Pool is currently being evaluated for an unknown leak. It is the amenity that is the most popular and very well used during warmer months.
  - The Dog Park is fenced and often used. During periods of heavy rain, it can be flooded.
  - The Basketball Court is also striped for Pickleball.
5. Landscape.
  - Grass mowing & trimming is contracted for 8 months per year.
  - In fall of 2024 and spring of 2025, black mulch was added to all beds and bull rock was added to the townhomes. Large boulders were added as needed to protect irrigation equipment.
  - The Landscape company also monitors the neighborhood irrigation.

6. Roof/Hailstorm Update.

- HOA Manager requested a roofing company to inspect the roofs in University Heights after the 3/15/2025 hailstorm in Bryan/College Station.
- Emails were sent to single family homeowners to share the roofing inspector's assessment. Repairs and replacement of single-family roofs is the responsibility of the owners.
- Two groups of townhomes on Claremont sustained extensive damage and the HOA is currently pursuing if insurance claims are needed. If claims are made and the roofs are replaced, it will be handled by the HOA but the deductibles are shared by the owners of the affected townhomes and will be billed via special assessments.
- The HOA has obtained information on the original shingles used in University Heights. This information will be shared with owners so the neighborhood will maintain a uniform appearance. The shingles are CertainTeed, 30 year, 3 tab shingles in Weatherwood color.

7. Open Discussion Topics.

- Trash – The HOA pays for litter collection in common areas and has been collecting litter that does not make it into the trash trucks. The HOA manager is currently finding a more economical service.
- Pool – Pool Rules Signage is needed including “no dogs” in the pool area.

8. Election of one (1) Director.

- **Mr. Ball made a motion to approve Kelley Fisher for a three (3) year term as a director through 2027.** Ms. Wall seconded the motion. The motion passed unanimously.
- Mr. Ball remains on the board as a Director through 2026.
- Ms. Wall remains on the board as a Director through 2025.

9. Adjournment

- Ms. Wall adjourned the meeting at 6:39 pm.

Minutes by Ms. Margo Wall, 2024 HOA Secretary

Approved at the 6/20/2025 Board of Directors' meeting.