

UNIVERSITY HILLS CONDOMINIUM OWNERS' ASSOCIATION
GENERAL SESSION MEETING MINUTES
November 17, 2025

BOARD MEMBERS PRESENT:

Ellen Mansour
Joe Harvey
Katie Pugel
Chrissy McCormick

BOARD MEMBERS ABSENT:

Andrea Canfield

MANAGEMENT REPRESENTATIVES:

Kim Hockings
Nina Salcedo

CALL TO ORDER

The meeting was called to order at 5:34 P.M. by Management in the ICHA Boardroom.

UNFINISHED/NEW BUSINESS

- A. **General Session Minutes** – A motion was made, seconded and carried to approve the minutes from the October 20, 2025 General Session meeting. Motion carried 4/0.
- B. **Ratify Approving Application for Re-Piping at 107 Schubert** – A motion was made, seconded, and carried to ratify the approved property improvement application from 107 Schubert to re-pipe their unit. Motion carried 4/0. This is not considered to be a capital improvement, and the Association will remain responsible for plumbing leaks as all pipes are considered common components (see Water Intrusion Policy). Management will reach out to legal counsel about developing a re-piping policy.
- C. **September Financial Statement/Check Register** – A motion was made, seconded and carried to accept the September 30, 2025 financial statement and check register. Motion carried 4/0.
- D. **Cleaning Organic Bins** – Management to contact Merchants Building Maintenance to research the cost of hiring them to clean the organic bins. Management will also verify the size of liners used in the organic bins.
- E. **Rain Gutter/Downspout Cleaning Proposal** – A motion was made, seconded and carried to approve the proposal from Prestige Roofing to clean the Association's rain gutters and downspouts for a cost of \$3,600.00. Motion carried 4/0. Management will ask Prestige

Roofing about replacing roof tiles if any break during the scheduled cleaning. Ellen Mansour will follow up with Jeff Beckwith regarding his gutter concerns.

- F. **Installation of Drain Proposal – 97 Schubert** – A motion was made, seconded and carried to approve the proposal from O’Connell Landscape to replace the current drainage pipe with a larger one for a cost of \$640.00. Motion carried 4/0. Management will schedule a walk with O’Connell Landscape and Board members to assess other drainage concerns in the community.
- G. **Proposed Planter & Private Yard Policy** – Management will set up a walk of the community with Katie Pugel and Joe Harvey to identify items that appear to be in violation of the proposed planter & private yard policy.
- H. **Additional Agenda Items** –
- **Hedges** – Management will ask O’Connell Landscape to trim the height of the hedges behind 65 Schubert by 50%.
 - **Groundcover** – Management will follow up with O’Connell Landscape about the Diamondia that didn’t take between 24 Schubert and 28 Schubert outside 69 Schubert’s patio and the missing roses outside of 3 Schubert and see if they can be replaced.
 - **Upper Schubert Trash Enclosure** – Management will ask O’Connell Landscape to check the drainage in the trash enclosure that faces Gabrielino because when it rains heavily, it floods and the trash bins sit in water.
- I. **Next Board Meeting** – A motion was made, seconded and carried to hold the next Board meeting on Monday, 1/12/26 at 5:30 P.M. Motion carried 4/0.

HOMEOWNER FORUM

No homeowners were present.

ADJOURNMENT

There being no further business to discuss, the General Session meeting adjourned at 6:40 P.M. to enter Executive Session.

ACCEPTED:  DATE: 1/12/26