
UNIVERSITY PARK PLACE BOARD MEETING

April 28, 2022 Mtg canceled and changed to May 4, 2022
WEDNESDAY, MAY 4, 2022

LOCATION: The meeting was called to order by the Vice President, Ruth Webb at 5:30 p.m. and was held in the Courtyard at 5353 Institute Ln. Houston, Tx. 77005

ATTENDEES: Ruth Webb, Morgan Piper, Pat Baker, and Sandi Sepulveda, Pro-Concept Mgmt. Representative. Chesley Krohn and Christopher Tunnell was absent. No meeting was held in the month of April.

Homeowner of Institute #25 attended the meeting to discuss electrical issues. She will report findings after getting an inspection. The issue of HOA monthly assessments was also addressed. The owner suggested that all assessments be based on sq ft since the sq footage is the same for 2/2 and 2/1 and 1/1 rather than the current assessments which is unfair.

MINUTES: Approval of the prior meeting minutes was reviewed, and Ruth Webb, Vice President ask for approval of minutes. No corrections.
The minutes was approved, and was seconded by Morgan Piper.

FINANCES: The board members reviewed the balance sheet which consist of, assets, equity/retained earnings, current/liabilities and reserve fund balance, and income/Expense Statement. Collection Report with only 1 homeowner with the HOA Attorney.

Jerry Perkins & Associates was paid \$1,200 + for cleaning gutters at both properties.

APG&E (electrical) for the month of April \$2,406.60

APG&E included a letter about possible ROLLING BLACK-OUTS, during storms and severe weather. So be prepared and do your part. To find out more about this, the letter can be found on our web site.(proconceptmgmt.com)

The City of Houston increased the water rates by 4.3% as of April 1, 2022

OLD BUSINESS: Replacement of Azaleas will be planted in front of Institute #5,6,17 and 18. And, additional colorful flowers will be planted in the front Dora flowerbed.

NEW BUSINESS: Rodent control Report - stations were rebaited, and services will continue.

***Pest Control services** - Mark your calendar's -JUNE 20, 2022 (next service).

Key Pads for Institute Courtyard gates- Keypads will be installed on Institute courtyard entrance gates as a SECURITY MEASURE. So, please inform FOOD delivery and UPS delivery service personnel to enter the property from the Street/Front door. Please DO NOT give out the gate codes once they are installed.

Lease Waiver's were signed for Institute, unit #5 (\$2,100), unit #22 (\$2,050) and unit # 34(\$1,975).

HOA -Attorney is currently updating washer/dryer policies to include adopting an Insurance deductible policy.

HOA- web -site (proconceptmgmt.com) for updates and important postings.

New Laundry service-Sandi will research other possible laundry services

New mailboxes-Sandi will call the postal service to request new mailboxes

PENDING BIDS: Painting of entrance doors and shutters.(both properties) on hold.

Bid from Jerry Perkins of Re-painting the second floor landings \$19,100.00

PRO-Concept will continue to research options for electrical / individual meter installation cost per household, cable/streaming cost, and boiler maintenance cost . Sandi will also research HOA fees and ways to base the assessments on sq ft.(more uniform).

Ruth Webb requested several light covers and power washing of walk ways for the Dora property.

MEETING ADJOURNED: 7:15 p.m.

NEXT MEETING: Thursday, June 23,2022 at 5:30 pm Institute Courtyard

Minutes prepared by Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

Thursday, June 23, 2022

LOCATION: The meeting was called to order by the President, Chesley Krohn at 5:30 p.m. and was held in unit # 3 Institute Ln. Houston, Texas 77005.

ATTENDEES: Ruth Webb, Morgan Piper, Pat Baker, Chesley Krohn, and Sandi Sepulveda, Pro-Concept Management Rep. Christopher Tunnell Treasurer, was absent, but emailed his report . (see attachment).

Mrs. Dinorah, homeowner of Institute #18 attended the meeting to address several ongoing issues that have been previously addressed in the December Joint meeting and previous board meetings. (1) HOA Fees (2) Washer & Dryers (3) Individual electric meters. After some discussion the board members thanked Mrs. Dinorah for her suggestions and assured her that we would continue to investigate these issues in order to determine the best way to move forward.

MINUTES: The prior meeting minutes was reviewed, seconded and approved with no corrections.

FINANCES: The Treasures report (See attachment)
APG&E: Electric total for June \$3,757.56

OLD BUSINESS:

Sandi submitted a request to the US Post office for new mail boxes.
Key Pads locks for courtyard gates- pending-on back order.
Repairs at the Dora property- completed
Laundry service provider- Sandi is interviewing new company Rep.

NEW BUSINESS:

Lease Waiver was signed by the President -Institute #18 (\$1800.00)
Unit #2 washer/dryer issue- HOA Attorney is in communication with the owner regarding payment.
Rodent Control stations were re-baited.
Pest Control service is now done QUARTERLY. June 20th service completed.

Sandi will:

1. Interview Laundry service providers.
2. Have Ba-Cor Roof Company to check for leak at the Dora Property (#16).
3. Have Eric to water around the property's foundations.
4. Have an engineering company to check the property's foundations - preventive measure.
5. Have heavy trash (mattresses) removed from dumpster.
6. Have Eric check sprinkler system at Institute property/courtyard
7. Check with electric companies / City of Houston about cost to install individual electric meters at the Institute property.
8. Will check with Legal Dept to find out steps needed to amend Bi-Laws to get HOA fee assessments based on sq. ft. (more uniform).

PENDING BIDS:

Painting of entrance doors, shutter painting and replacement.

REMINDERS:

1. Lock doors, turn off lights and fan after each use in Laundry room.
2. Submit to Pro-Concept your annual AC Check-up report and change AC filters MONTHLY.
3. NO Bicycles on balconies, (against Bi-Law's) use bike room located rear parking lot.
4. Close curtains/ blinds during the hottest times of the day.
5. MATTRESSES are NOT allowed in the DUMPSTER...those items and other HEAVY TRASH items are to be disposed at OWNERS EXPENSE. TWICE YEARLY we have HEAVY TRASH pick up, but ONLY these designated dates and times are those items collected and disposed.
6. CHECK OUT OUR WEB-Site for up-dated information (www.proconcept.com)

OWNERS; EFFECTIVE September 1, 2021, Landlords will now have to provide proof that their tenants/occupants have received copies of University Park Place Rules/Regulations or Bi-Laws prior to getting a Lease Waiver of Right of First Refusal signed by the President.

MEETING ADJOURNED: 7:20 p.m.

NEXT MEETING: Thursday, July 27, 2022 5:30 p.m. Institute Courtyard

Minutes prepared by Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

Thursday July 27, 2022

LOCATION: The meeting was called to order by the President, Chesley Krohn at 5:30 p.m. and was held in unit 3 Institute Ln. Houston, Tx 77005

ATTENDEES: Ruth Webb, Morgan Piper, Chesley Krohn, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt. Representative. Christopher Tunnel Treasurer, was absent.

MINUTES: The prior meeting minutes was reviewed, seconded and approved with no corrections.

FINANCES: The assets, reserve fund balance, and liabilities was reviewed and all is on budget. APG&E previous payment was \$4,299.86 and the current amount is \$4,514.86

OLD BUSINESS: Courtyard key pads have arrived and should be installed late August or early September. Gate key codes will be given to all homeowners once installed.

- + Sandi is currently contacting laundry service providers, and US Postal service providers in an effort to update and/or replace old equipment and boxes.
- + HOA Attorney is in contact with homeowner (Institute #2) to resolve washer/dryer problem/issue. He is also updating our current policy, and have recommended adopting an insurance deductible policy. Once reviewed, approved, and amended by the board, residents will be notified.

NEW BUSINESS: The President have volunteered to (occasionally) walk the property with the rodent control employees to monitor and verify usage.

PENDING BIDS:

- Painting of doors, and shutter replacement is again put on hold.
- Sandi is still researching:
 - +The cost to install individual electric meters (Institute Property)
 - +Engineering companies to check property foundations
 - *HOA Fee assessments

REMINDERS:

OWNERS; EFFECTIVE September 1, 2021, Landlords will now have to provide proof that their tenants/occupants have received copies of University Park Place Rules/Regulations or Bi-Laws prior to getting a Lease Waiver of Right of First Refusal signed by the President.

CONTINUED REMINDERS:

- Please remember to lock the laundry room doors upon leaving each time. Thank you.
- We continue to encourage all residents to follow University Park Place By-Law notices that are placed in the laundry room and bulletin board.
- Pet Poop City Ordinance -Pick up after your Pet
- Lock Doors to Laundry Room after leaving (each time)
- No items are to be hung or draped over railings or from ceilings
- Trash/garbage days are Only -Mon, Wed, Fri (bagged & put out)
- NO one is allowed in the pool after 10:00 pm. There was an incident two weeks ago where at least 10 young women CLIMBED over the fence, because they had no pool key to enter the pool area. When a resident went out to their balcony to ask them to stop with the loud noise they noticed that they were in the pool. When they were ask which of them lived here, they quickly climbed back over the fence and left the premise. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police.(another reason for the gate keypads).

MEETING ADJOURNED: 7:10pm

Next Meeting: Wednesday, August 24, 2022 / 5:30 pm /Institute Courtyard

Minute Meeting prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

WEDNESDAY, August 24, 2022

The meeting was called to order by the President, Chesley Krohn at 5:37 p.m. and was held in Condo #3 Institute Ln. Houston, Texas 77005.

ATTENDEES: Morgan Piper, Ruth Webb, Christopher Tunnel, Chesley Krohn, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt. Rep.

MINUTES: The prior meeting minutes were reviewed, seconded and approved with no corrections.

FINANCE: The Treasure and members reviewed current assets, liabilities & equity, reserves, retained earnings and total liabilities & equity. Discussion: The increasing cost of electricity and the pros & cons of having individual electric meters installed at the Institute property and the cost of installation per household. (This matter is under consideration, but more due-diligence is needed).Dora property have electric meters APG&E current charges are \$4,198.11.One delinquent HOA monthly assessment - One HOA in collections(with Attorney)One delinquent assessment for damages that was paid for with community monies/funds.(with Attorney)The board members also voted (unanimously) to re-instate the \$5.00 late (HOA)fee for any payments received or post marked after the 15th of the month.

OLD BUSINESS: Institute court yard Key pads- coming soon
Replacement and repairs of old washer/dryers at both properties- work in progress
Power washing of Dora property breezeway - to begin soon
Painting of doors/shutters/ etc. Institute property - on hold until after hurricane season/2023 budget year.
Engineer to check property foundations- Preventive maintenance
HOA fee assessments- being researched by PCM
Replacement of mail boxes-has been requested by Sandi S.

NEW BUSINESS: Pro-Concept Mgmt will conduct a survey to determine the number of households that are actually using PEST CONTROL service on a regular basis before returning to a monthly service versus quarterly service. The board president will walk the property with the rodent control personal to determine if this service is still needed. The first Tuesday in October is MEET YOUR NEIGHBOR NITE OUT city wide, so add to your calendar and come out, introduce yourselves, and meet your neighbor. 6:00-pm UNTIL- Institute Courtyard. more information to come.

Lease Waiver was signed by the Board President of unit 15 Institute for \$1780.00
Ac Inspection report was submitted by homeowner in unit 6 Institute.

DONT FORGET TO VISIT OUR WEB SITE FOR UPDATED INFORMATION, CONDO BI-LAWS, RULES & REGULATIONS AND LEAVE COMMENTS AND /OR CONCERNS. Board members would love to hear from you.

Note: Please see flyer attached, all are invited to commemorate the 60th Anniversary of John F. Kennedy Speech!

PENDING BIDS:

Painting of doors, and shutter replacement is again put on hold.
Sandi is still researching:
+The cost to install individual electric meters (Institute Property)
+Engineering companies to check property foundations
*HOA Fee assessments

REMINDERS:

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Lock Doors to Laundry Room after leaving (each time)

No items are to be hung or draped over railings or from ceilings

Trash/garbage days are Only -Mon, Wed, Fri (bagged & put out)

NO one is allowed in the pool after 10:00 pm. There was an incident two weeks ago where at least 10 young women CLIMBED over the fence, because they had no pool key to enter the pool area. When a resident went out to their balcony to ask them to stop with the loud noise they noticed that they were in the pool. When they were ask which of them lived here, they quickly climbed back over the fence and left the premise. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police.(another reason for the gate keypads).

Meeting Adjourned: At 6:51 p.m

Next meeting: Wednesday, September 28, 2022(5:30)p.m. Institute #3

Minutes prepared by: Pat Baker, Secretary