

UNIVERSITY PARK PLACE BOARD MEETING

November 17, 2022

The meeting was called to order by the President, Chesley Krohn at 5:45 p.m. and was held at 5353 Institute Ln unit #3 Houston, Texas 77005.

ATTENDEES: Ruth Webb, Morgan Piper, Pat Baker, Chesley Krohn, and Sandi Sepulveda, Pro-Concept Mgmt Representative. Christopher Tunnel, Treasure was absent, but did email his report.

MINUTES: The prior meeting minutes were reviewed, approved, and seconded with no corrections. Byron, owner of Dora #18 requested time to meet with the board to discuss what progress have been made to get smart meters installed at the Institute property. Sandi said that she is still trying to meet with Center point representatives to find out what it would take to get meters installed, as well as the cost to do so.

FINANCIALS: The treasure's report showed: That in most categories we are having less coming in and more going out than we expected and that results in about a 5% overspend for YTD.

(1) Repairs and Maintenance: 64% high with \$28K overspend.

(2) Utilities: 18% high with 11k overspend

(3) Operating expense:(office, postage, legal, management) 10% high with \$2610 overspend. Discussion followed.

APG&E USAGE(electrical) October 2022 (\$3,831.74)

Dora Property units (electrical)with above average usage: the units are 1,2,3,4,5,6,7,12,14,16,17,and 18.

OLD BUSINESS: Key pad gate locks to Institute courtyard should be completed prior to year's end.

Sandi is in communication with the US Postal service in hopes to get new mail boxes installed at both properties. Sandi said five new washers and 2 new dryers have been ordered. The washing machines will be coin free. There was a unanimous vote by the board members to impose a \$500 fee if anyone other than residents are caught or reported using the machines. Signs will be posted in both Institute and Dora property laundry rooms.

Rodent control: We will continue with this service.

HOA - Washer/Dryer policy for in home units can be viewed on our web site. www.proconceptmgmt.com

PENDING BIDS: Front door painting, shutter replacement and paint, total for both complexes(\$15,701.49)Work to be done by Jerry Perkins & Associates. Down Pipe and dumpster door locks.

NEW BUSINESS: The board voted to renew our contract with APG &E electrical. The current 2 year contract ends in February. The board also voted to give Pro- concept employees the same holiday/year end bonuses. Sandi \$1000, Teresa \$1000 and Eric \$500.00.

PLEASE MARK YOUR CALENDARS; ANNUAL BOARD MEETING SATURDAY, DECEMBER 10,2022 at 3:00 p.m. 5353 Institute Ln. Courtyard

There was a unanimous vote by board members to purchase our own commercial coin-free machines. We hope to have them installed before year 2023.We will continue with the coin operated dryers for the time being.

PENDING BIDS:

Painting of doors, wood shutter replacement/paint

PARKING: Please get permission from the owners before parking in their assigned covered spaces. All homeowners have only ONE covered assigned space per unit. Without prior approval, owners could have your automobile towed at your expense.

Winter is coming, so please have your heating systems checked.

Pro- concept will be sending out voting ballots in November. Two positions will be opening up, Secretary and treasurer.

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.

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.

- 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: 7:10 pm

Next meeting: SATURDAY, DECEMBER 10, 2022

INSTITUTE LN. COURTYARD

Minutes prepared by; Pat Baker, Secretary