

UNIVERSITY PARK PLACE BOARD MEETING

OCTOBER 6, 2022

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

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

MINUTES: The prior meeting minutes were reviewed, approved, and seconded with no corrections. Board meeting for 09/28/2022 was cancelled –Sandi from PCM Out due to Covid.

FINANCE: Board members reviewed the balance sheet as of 8/31/2022, which consist of assets, reserves fund balance, liabilities & equity, and cash disbursements.

APE&G - Electricity -\$3975.44

Electricity usage above average/normal: Dora complex #'s 1, 2,6,7,9,12,14,16,18.

HOA monthly assessment: Past due: only 1

OLD BUSINESS: Institute Courtyard key pad locks- In progress(key pad code is (5321) once installed.

Power wash breeze way: Dora property- work completed

Smart Meters installation cost: waiting for bid from Center point Energy

New Mail boxes: Waiting for reply from US postal service

RODENT CONTROL: Gotcha technician reported that bait traps were empty, but as long as bird seed and cat food is available, the rodent problem will continue to be a problem.

PEST CONTROL: Provided services to 22 households- Institute property AND, 6 households at the Dora property. Any one that would like to have this service, and is unavailable on the scheduled days, please contact Pro-Concept Mgmt to make necessary arrangements.

NEW BUSINESS:

An agreement between the owner of Institute #2 and Pro-concept lawyers has been reached for payment of repairs and damages caused by an ill functioning washing machine.

NEW WASHER/DRYER: REVISED INSTALLATION POLICY can be reviewed on our WEB site.www.proconceptmgmt.com

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.

Our homeowner's annual meeting will be held **December 10, 2022 at 3:00 p.m.** Reminder notices with date, time and location will be in November's meeting minutes and posted on our web site. Please mark your calendars...we hope to see you there.

Lease Waiver for Unit 21 Institute signed \$3000.00 mo.

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.

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: At 6: 50 p.m.

NEXT MEETING: November 17, 2022 Institute Courtyard, 5:30 p.m.

Minutes Prepared by: Pat Baker, Secretary