UNIVERSITY PARK PLACE BOARD MEETING
January 29, 2025

The Board meeting start time: 5:55 pm, called to order by the President, Chesley Krohn.
Board meeting location: 5353 Institute, Ln. # 3, Houston, Tx. 77005

IN ATTENDENCE:
Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker and Sandi Sepulveda, Pro Concept Mgmt.

MINUTES:
The President moved to accept the minutes, Morgan Piper seconded, and the motion passed unanimously.

FINANCIALS:
Replacement HOA payment booklets were mailed to all homeowners which shows a 5% increase.
APG&E Usage for December was $3,628.41
Board members reviewed the balance sheet, (as of 12/31/24) total assets, current liabilities, reserves, and retained earnings.

OLD BUSINESS:
NEW MAIL BOXES: Notices will also be posted on doors of each Condo Unit once the installation is completed. Days, times and locations to obtain new keys will be made available to all home owners/residents.

GUEST PARKING SIGNS: Has been installed in the Institute rear parking lot. This area is for GUEST/ TEMPORARY PARKING ONLY, AND IS NOT FOR LONG TERM PARKING.

LAUNDRY ROOM KEY PADS: has been installed. Bike room and pool areas will still use the same key's for entrance.

NEW BUSINESS:
The current contract with APG&E (electricity provider) will expire the end of February. After comparing rates of other companies, Sandi, (Pro-Concept Mgmt) presented the board with a recommendation and suggested that we continue with APG & E because of lower rates and good service provided by them within the past couple of years. The board unanimously agreed to continue with the company and to sign a 12 month agreement for 2025.

Board members unanimously agreed to purchase 4 LG Vended Laundry FL Washers, and 4 LG Vended Giant C Dryers from Scott Equipment LLC Laundry System. Total cost for Institute property ($22,747.66)
The Dora property will receive 2 LG Vended Laundry FL Washers and 2 LG Vended Giant C Dryers. ($10,361.70).
Notices will be posted on the doors of each Condo Unit with information prior to laundry room closures during installation period.

REMINDERS:
Keys to the Bike room door can be picked up at Institute #3.
Board voted to purchase a dryer to replace #7

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*IN AN EFFORT TO KEEP OUR PROPERTY AND RESIDENTS SAFE, PLEASE HAVE ALL DELIVERIES BROUGHT TO YOUR "FRONT DOOR". PLEASE DO NOT GIVE NON-RESIDENTS THE GATE KEY CODE. No one can enter your resident from the court yard and should not be given the code. HOME OWNERS PLEASE ADVISE YOUR TENANTS. THANK YOU.

HOMEOWNERS: "PLEASE REMEMBER THAT ANY INTERIOR REMODELING MUST BE APPROVED BY THE BOARD FOR APPROVAL AND INSPECTIONS"

- Next Pest Control Service date is Monday March 17, 2025 Please mark your calendars

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.

WATER SHUT OFF:
Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

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.

- Please remember to lock the laundry room doors upon leaving each time.
- 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 weight limit is 25/30 lbs. Owners make sure that you inform your tenants prior to leasing out.
- 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 – Monday, Wednesday, Friday (bagged & put out).
- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police. (Another reason for the gate keypads).

**If you are leasing out you condo please make sure your tenants are following the University Park Place Rules & Regulations.*
DON'T FORGET TO VISIT OUR WEBSITE FOR UPDATED INFORMATION, CONDO BI-LAWS, RULES & REGULATIONS AND LEAVE COMMENTS AND/OR CONCERNS.
Board members would love to hear from you.
www.proconceptmgmt.com

PENDING BIDS: Painting of Institute doors and plumbing work at the Dora property---On hold

NEXT BOARD MEETING
Wednesday, February 26, 2025 * LOCATION: NEXT MEETING -TBA
Meeting adjourned at: 6:55pm
Meeting minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

FEBRUARY 26 , 2025

GUEST : Teresa Sharrer, Accounting and Property Manager, Pro-Concept. , Jerry Perkins, Jerry Perkins & Associates, Benny Lambert , Gulf Coast Plumbing.

The Board meeting start time was 5:55 pm, called to order by the President, Chesley Krohn.
Board meeting location: 5353 Institute, Ln. Courtyard, Houston, Tx. 77005

IN ATTENDANCE: Chesley Krohn, Ruth Webb, Anna Gratvol, Pat Baker, Morgan Piper and Sandi Sepulveda, Pro-Concept Mgmt Rep.

THE MINUTES: The President moved to accept the minutes, Anna seconded, and the motion passed unanimously.

FINANCIALS: Sandi provided members with a update through January 31, 2025. Included in her report was the total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.
All HOA assessments are current.
APG& E: Electrical usage for the month of January $4,828.98 and charges for February $5,511.32

OLD BUSINESS: Laundry Room washer/dryers were installed at the Institute property.
Lighthouse Electric completed work on the roof at Institute Property.
New mail-box keys are available for pick-up at Institute #3.
Please call Chesley Krohn at 832-867-7727 to arrange a convenient time.
A signature will be required.

NEW BUSINESS: Rodent control services - will continue.
Pest control services - will continue

Please visit our Web-site to view Bi-Laws for any updates, questions or concerns. The management Company is also available to answer questions/ concerns.

Teresa Sharrer, Accounting and Property Manager with Pro- Concept attended the meeting to discuss the budget (fiscal yr 2025) and to share ideas for current and future expenditures/budget for any/all upcoming projects.

Benny Lambert/ Gulf Coast Plumbing and Jerry Perkins/Jerry Perkins & Associates attended the meeting to inform and discuss the plumbing work needed at the Dora property. Sandi will obtain two additional bids from plumbing and Electrical companies as required by our Bi-Laws.

REMINDERS:
Keys to the Bike room door can be picked up at Institute #3.
Board voted to purchase a dryer to replace #7

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HOMEOWNERS: "PLEASE REMEMBER THAT ANY INTERIOR REMODELING MUST BE APPROVED BY THE BOARD FOR APPROVAL AND INSPECTIONS"

- Next Pest Control Service date is Monday March 17, 2025 Please mark your calendars

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.

WATER SHUT OFF:
Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

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PENDING BIDS: Painting of Institute doors and plumbing work at the Dora property---On hold

MEETING ADJOURNED: 6:55 pm
NEXT BOARD MEETING, 5353 Institute Ln. Courtyard, Houston, Tx 77005
WEDNESDAY, MARCH 26, 2025
MEETING MINUTES PREPARED BY: Pat Baker, Secretary

PRO-CONCEPT MANAGEMENT

PCM

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING | Wednesday, March 26, 2025

BOARD MEETING START TIME: 5:55 PM, called to order by the Vice President, Ruth Webb

BOARD MEETING LOCATION: Courtyard at 5353 Institute Ln., Houston, Texas 77005

IN ATTENDANCE:	MINUTES:
Ruth Webb, Anna Gratvol, Morgan Piper Sandi Sepulveda and Joanna Pro – Concept Management Rep. Absent were Chesley Krohn and Pat Baker.	The Vice President moved to accept the minutes, Anna seconded, and the motion passed unanimously.

FINANCIALS:

- Sandi provided members with an update through February 2025. Included in her report was the total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.
- All HOA assessments are current with the exception of 2 delinquent accounts.
- APG& E: Electrical usage for the month of February $4,239.86

OLD BUSINESS:

- New Mailboxes installed for both Institute and Dora.
- With the new mailboxes comes new keys
    - Institute: Please call Chesley Krohn at 832-867-7727 to arrange a convenient time.
    - Dora: Please call Ruth Webb at 713-515-0626 to arrange a convenient time.
        - A signature will be required.

NEW BUSINESS:

- Rodent control services - will continue
- Pest control services - will continue
- Bids for Dora Plumbing from Gulf Coast Plumbing and Jerry Perkins & Assoc. - Pending

PROPERTY UPDATES:

- **AC Labeling:** Ruth discussed having the ac's labeled for both Institute and Dora.
- **Fire Incident at Dora North Side:** Ruth Webb discussed the fire next door to the Dora North side building that occurred March 15, 2025 evening, thankfully the fire was contained to the home next door. The Dora roofs were inspected by Ba – Cor Roofing to ensure that there was no damage. Ruth also mentioned to have the breaker boxes inspected by Lighthouse Electric for safety precautions.
- **Dog Incident:** There was a dog incident in the community that happened over the weekend while a homeowner was walking their dog when another resident was walking her dog and attacked the smaller dog – the homeowner with the smaller dog suffered hand injuries and his small dog had to be taken to a vet for his injuries, Please note that if your dog is aggressive you will need to muzzle your dog while taking your dog out into the community. This incident should have not even happened, all residents with dogs need to make sure that their dog is properly trained and muzzled if they know they dog may bite another pet or person. Landlords please get with your tenants and ensure that they are following the proper rules and regulations for the community.
- **Plumbing Bids:** Benny Lambert/ Gulf Coast Plumbing and Jerry Perkins/Jerry Perkins & Associates will submit bids for the plumbing work needed at the Dora property. Sandi will obtain two additional bids from plumbing and Electrical companies as required by our Bi-Laws.

PRO-CONCEPT MANAGEMENT

PENDING BIDS:

- Painting of Institute doors and plumbing work at the Dora property---On hold

REMINDERS:

- **Bike Room Key Pickup:** Keys to the bike room door can be picked up at Institute #3.
- **Deliveries**: In an effort to keep our property and residents safe, please have all deliveries brought to your "front door." Please do not give non-residents the gate key code. No one can enter your residence from the courtyard and should not be given the code. Homeowners, please advise your tenants. Thank you.
- **Interior Remodeling Approval:** Please remember that any interior remodeling must be approved by the board for approval and inspections.
- **Pest Control:** The next pest control service will take place on Monday, June 16, 2025. Please mark your calendars.
- **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.
- **Water Shut Off Notice:** Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.
- **Lease Waiver Requirement:** 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.

GENERAL REMINDERS FOR ALL RESIDENTS:

- Please remember to lock the laundry room doors upon leaving each time.
- 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 weight limit is 25/30 lbs. Owners make sure that you inform your tenants prior to leasing out.
- 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 – Monday, Wednesday, Friday (bagged & put out).
- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police. (Another reason for the gate keypads).

TENANT COMPLIANCE:

- If you are leasing out you condo please make sure your tenants are following the University Park Place Rules & Regulations.

WEBSITE AND BI-LAWS UPDATES:

- **Please visit our Web-site to view Bi-Laws for any updates, questions or concerns. The management company is also available to answer questions/concerns. Don't forget to visit our website for updated information, Condo Bi- Laws, Rules and Regulations, and leave comments and / or concerns. Board members would love to hear from you.** www.proconceptmgmt.com

BOARD MEETING ADJOURNED: 6:50 p.m.

NEXT MEETING: Monthly Board Meeting
Wednesday, April 30, 2025 @ 5:45 p.m.
Courtyard at 5353 Institute Ln., Houston, Texas 77005

Meeting Minutes prepared by: Sandi Sepulveda and Joanna, Pro – Concept Management Rep.

PRO-CONCEPT MANAGEMENT

PCM

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING | Wednesday, April 30, 2025

BOARD MEETING START TIME: 5:50 PM, called to order by the President, Chesley Krohn

BOARD MEETING LOCATION: Courtyard at 5353 Institute Ln., Houston, Texas 77005

IN ATTENDANCE:	MINUTES:
Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker, Sandi Sepulveda Pro – Concept Management Rep.	Chesley Krohn made a motion to approve the minutes that Anna Gratvol seconded. Motion approved.

IN ADDITION TO THE ATTENDANCE LIST:

- Residents/Homeowner #21 Institute attended the meeting with several concerns and suggestions.
  - (1) Cost of Cable service - the need for a second survey- homeowners feedback
  - (2) Equitable HOA assessments - next steps to get this done
  - (3) Monthly minutes to be emailed to owners (cost saving).
- Homeowner #18 Dora asked the board to consider putting in smart meters for the Dora side since they have their own meters.

FINANCIALS:

- Sandi provided members with an update through April 2025. Included in her report was the total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.
- All HOA assessments are current with the exception of 2 delinquent accounts.
- APG& E: Electrical usage for the month of April $3,473.29.

OLD BUSINESS:

- New mailboxes – Dora completed
- Dora breaker box inspection to be completed on 5/1/2025

NEW BUSINESS:

- Lease waiver, unit 32 Institute Ln. $1900.00
- A/C Inspection, unit 17 Institute Ln. – Done
- Gulf Coast Plumbing and Jerry Perkins Bids for Dora Plumbing – On hold
- Balleza Construction and Mac-Mechanical Bids for the Dora Plumbing – On hold
- Eric to power wash the Dora side windows per Ruth Webb. (Eric will notify homeowner's).
- Pat Baker reports wasps on the Institute side near her unit Sandi will create a work order for Claude from Gotcha Pest control.
- Sandi will get with Eric and Mike to coordinate to have the A/C's labeled on both sides of the properties.
- Sandi will follow up with Jerry Perkins regarding on the re-working of the ladder to the roof.
- Heavy Trash is scheduled for May 24, 2025. Time: 1:00 – 3:00 pm.
- Trees in courtyard need to be sprayed for roaches.

PROPERTY UPDATES:

- **Water Shut – Off:** Homeowners, please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

PENDING BIDS:

- Painting of Institute doors and plumbing work at the Dora property – On hold

PRO-CONCEPT MANAGEMENT

REMINDERS:

- **Bike Room Key Pickup:** Keys to the bike room door can be picked up at Institute #3.
- **Deliveries:** In an effort to keep our property and residents safe, please have all deliveries brought to your "front door." Please do not give non-residents the gate key code. No one can enter your residence from the courtyard and should not be given the code. Homeowners, please advise your tenants. Thank you.
- **Interior Remodeling Approval:** Please remember that any interior remodeling must be approved by the board for approval and inspections.
- **Pest Control:** The next pest control service will take place on Monday, June 16, 2025. Please mark your calendars.
- **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. There is a towing contract in place with Ideal Towing, 281.787.1401.
- **Guest Parking:** Guest parking is only for guests is not for everyday use for homeowners.
- **Water Shut Off Notice:** Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.
- **Lease Waiver Requirement:** 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.

GENERAL REMINDERS FOR ALL RESIDENTS:

- Umbrellas are to be closed after each use and if you move the patio furniture, please move it back where you got it from.
- Front door areas/Patio/Balconies: must have patio furniture and/or plants in them only. No other items should be stored in these areas.
- Please remember to lock the laundry room doors upon leaving each time.
- 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 weight limit is 25/30 lbs. Owners make sure that you inform your tenants prior to leasing out.
- 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 – Monday, Wednesday, Friday (bagged & put out).
- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police. (Another reason for the gate keypads).

TENANT COMPLIANCE:

- If you are leasing out you condo please make sure your tenants are following the University Park Place Rules & Regulations.

WEBSITE AND BI-LAWS UPDATES:

- Please visit our Web-site to view Bi-Laws for any updates, questions or concerns. The management company is also available to answer questions/concerns. Don't forget to visit our website for updated information, Condo Bi- Laws, Rules and Regulations, and leave comments and / or concerns. Board members would love to hear from you. www.proconceptmgmt.com

BOARD MEETING ADJOURNED: 7:15 p.m.

NEXT MEETING: Monthly Board Meeting

Wednesday, May 28, 2025 @ 5:45 p.m.

Courtyard at 5353 Institute Ln., Houston, Texas 77005

Meeting Minutes prepared by: Sandi Sepulveda and Joanna, Pro – Concept Management

PRO-CONCEPT MANAGEMENT

PCM

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING | Wednesday, May 28, 2025
BOARD MEETING START TIME: 6:12 PM, called to order by the President, Chesley Krohn
BOARD MEETING LOCATION: Courtyard at 5353 Institute Ln., Houston, Texas 77005

IN ATTENDANCE:	MINUTES:
Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker, and Sandi Sepulveda Pro – Concept Management Rep.	Chesley Krohn made a motion to approve the minutes, Ruth Webb seconded, Motion approved.

IN ADDITION TO THE ATTENDANCE LIST:

- Home owners # 21 Institute, Ln and Dora # 13 attended the meeting with several concerns/ request/ suggestions.
- Cost of Cable service (follow-up) Cost savings
- Monthly minutes mailed to home owners (follow-up/ cost savings.
- Proposed Historic Landmark (benefits to home owners) Hearing, Thursday June 5th at 2:30 pm 900 Bagby, St. City 77002
- Home owner # 13 Dora asked the board to research the cost (if any) for putting in smart meters at the Dora location, (which could significantly lower energy consumption cost for all residents). Meters are already located at the property.

FINANCIALS:

- Sandi provided members with an update through April, 30, 2025. Included in her report was total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.
- APG& E USAGE - April $4,058.58

OLD BUSINESS:

- Heavy trash pic-up was a success.
- Comcast survey- results still pending.
- Dora washer and dryer purchases- On hold
- Rodent control and pest control services- will continue
- Painting and plumbing work- on hold

NEW BUSINESS:

- Dora breaker box inspection- Light House Electric inspected the breaker boxes and found no safety liability issues. (Resident concerns since the fire next door).

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.

REMINDERS:

- Keys to the Bike room door can be picked up at Institute #3.
- Umbrellas are to be closed after each use and if you move the patio furniture please move it back where you got it from.
- Front door areas/Patio/Balconies: must have patio furniture and or plants in them only, no other items should be stored in these areas.
- Guest parking is only for guests is not for everyday use for homeowners.
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- We continue to encourage all residents to follow University Park Place By — Law notices that are placed in the laundry room and bulletin board.
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PENDING BIDS: Painting of Institute doors and plumbing work at the Dora property---On hold

BOARD MEETING ADJOURNED: 7:40 p.m.
NEXT MEETING: June 25th 2025 at 5:45 p.m.
Courtyard at 5353 Institute Ln. Houston, TX 77005
Meeting minutes prepared by Pat Baker, Secretary

❖ **The Board did not meet in June 2025.**

PRO-CONCEPT MANAGEMENT

PCM

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING | Wednesday, July 30, 2025

BOARD MEETING START TIME: 5:45 PM, called to order by the President, Chesley Krohn

BOARD MEETING LOCATION: Institute Ln Apt. # 3 Houston, TX. 77005

IN ATTENDANCE:	MINUTES:
Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker, and Sandi Sepulveda Pro – Concept Management Rep.	Chesley Krohn made a motion to approve the minutes, Anna Gratvol seconded, Motion approved.

IN ADDITION TO THE ATTENDANCE LIST:

- The home owner, Institute # 21, ask if it would be possible for the board to email a follow-up survey to homeowners requesting a vote /feedback for or against the continuation of basic cable/Comcast/Xfinity services. The cost for basic cable is currently included in the HOA assessment and is not being utilized by some homeowners because of other social media platforms which includes Web based or mobile applications which allow individuals to interact, share information, watch movies and create communities. The board members ask Sandi to email a questionnaire to all homeowners that have provided current addresses. This information hopefully, will provide information and allow board members to make a decision based upon homeowners input. For additional information regarding cost per household, or annual cost, please contact Sandi at Pro-Concept.

FINANCIALS:

- Sandi provided members with an update of Liabilities, Reserves, Equity/retained earnings.
- APG&E (electrical usage) $5,257.25

OLD BUSINESS:

- New washer/dryers were installed at the Dora property.

NEW BUSINESS:

- Rodent control services will continue.
- Pest control services will continue...and the spraying for wasp and bees will be included.

REMINDERS:

- Keys to the Bike room door can be picked up at Institute #3.* Guest parking is only for guests it is not for everyday use for homeowners.
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There is a towing contract in place with Ideal Towing Ph. 281.787.1401.

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- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police. (Another reason for the gate keypads).

*If you are leasing out you condo please make sure your tenants are following the University Park Place Rules & Regulations.

DON'T FORGET TO VISIT OUR WEBSITE FOR UPDATED INFORMATION, CONDO BI-LAWS, RULES & REGULATIONS AND LEAVE COMMENTS AND/OR CONCERNS.

Board members would love to hear from you.

www.proconceptmgmt.com

PENDING BIDS: Plumbing/ Dora property

Painting/entrance doors & shutters (Institute Ln.)..... Sandi will get bids from Jerry Perkins

MEETING ADJOURNED: 7:45 p.m.

NEXT MEETING: Next meeting Wednesday, 8/27/25

Courtyard at 5353 Institute Ln. Houston, TX 77005

Meeting minutes prepared by Pat Baker, Secretary

June's Meeting was cancelled.

PRO-CONCEPT
MANACEMENT

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING -Wednesday, August 27, 2025
BOARD MEETING START TIME: 5:45 PM
LOCATION: Institute Ln Apt. # 3 Houston, TX. 77005

IN ATTENDANCE:	MINUTES:
Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt.	Chesley ask for correction to the minutes. there were no corrections, the minutes were then declared as approved and were seconded by Ruth Webb.

FINANCIALS:

- Sandi provided members with an update of Liabilities, Reserves, Equity/retained earnings.
- APG&E (electrical usage) August $5,680.11

OLD BUSINESS: Rodent control, pest control, Lawn services, Pool services, Maintenance service, Cable Service and electrical will continue.

NEW BUSINESS: A new updated Comcast questionnaire/survey for Basic Cable continued use was emailed to home owners that provided email addresses. A vote to continue (FOR 34) - (AGAINST 8) A total of 42 homeowners participated .The service and the cost will continue to be included in the HOA monthly assessment.

LEASE WAIVER: A one year Lease Waiver for Institute Ln #21 was signed by the President ($3,400.00).

PEST CONTROL SERVICES: SEPTEMBER 15, 2025

UPCOMING MEETING DATES: Thursday, September 25, 2025
Wednesday, October 29,
Thursday, November 19, 2025
Saturday, December 6, 2025 (Annual Meeting- 3:00pm -Institute Courtyard).

REMINDERS:

- Keys to the Bike room door can be picked up at Institute #3 * Guest parking is only for guests it is not for everyday use for homeowners.
- Umbrellas are to be closed after each use and if you move the patio furniture please move it back where you got it from.
- Front door areas/Patio/Balconies: must have patio furniture and or plants in them only, no other items should be stored in these areas.
- Guest parking is only for guests is not for everyday use for homeowners.

*IN AN EFFORT TO KEEP OUR PROPERTY AND RESIDENTS SAFE, PLEASE HAVE ALL DELIVERIES BROUGHT TO YOUR "FRONT DOOR". PLEASE DO NOT GIVE NON-RESIDENTS THE GATE KEY CODE. No one can enter your resident from the court yard and should not be given the code. HOME OWNERS PLEASE ADVISE YOUR TENANTS. THANK YOU

HOMEOWNERS: "PLEASE REMEMBER THAT ANY INTERIOR REMODELING MUST BE APPROVED BY THE BOARD FOR APPROVAL AND INSPECTIONS"

- Next Pest Control Service date is Monday December 15th, 2025 Please mark your calendars.

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.

There is a towing contract in place with Ideal Towing Ph. 281.787.1401.

Water Shut Off Notice: Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

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.

- Please remember to lock the laundry room doors upon leaving each time.
- 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 weight limit is 25/30 lbs. Owners make sure that you inform your tenants prior to leasing out.
- 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- Monday, Wednesday, Friday (bagged & put out).
- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/trespassers on the property after hours, please call the police. (Another reason for the gate keypads).

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PENDING BIDS: Plumbing/ Dora property
Painting/entrance doors & shutters (Institute Ln.).... Sandi will get bids from Jerry Perkins

MEETING ADJOURNED: 6:56 p.m.
NEXT MEETING: Thursday, September 25, 2025 5:45 pm
Courtyard at 5353 Institute Ln. Houston, TX 77005
Meeting minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

UNIVERSITY PARK PLACE - MONTHLY BOARD MEETING
Wednesday August 27, 2025 - 5:45 P.M. Location-Institute #3

IN ATTENDANCE: Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt.

MINUTES: Chesley ask for correction to the minutes, there were no corrections, the minutes were then declared as approved and were seconded by Ruth Webb.

FINANCIALS: Sandi provided members with an update of liabilities, reserves, equity/retained earnings. APG&E (electrical usage) August $5,680.11

NEW BUSINESS: An new updated Comcast questionnaire/survey for Basic Cable continued use was emailed to home owners that provided email addresses. A vote to continue (FOR 34))- (AGAINST 8) A total of 42 homeowners participated .The service and the cost will continue to be included in the HOA monthly assessment.

LEASE WAIVER: A one year Lease Waiver for Institute Ln #21 was signed by the President ($3,400.00).

OLD BUSINESS:
Rodent control, pest control, Lawn services, Pool services, Maintenance service, Cable Service and electrical will continue.
PEST CONTROL SERVICES; SEPTEMBER 15, 2025

UPCOMING MEETING DATES: Thursday, September 25, 2025
Wednesday, October 29,2025
Thursday, November 19, 2025
Saturday, December 6, 2025 (Annual Meeting- 3:00pm -Institute Courtyard)

REMINDERS:
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* Umbrellas are to be closed after each use and if you move the patio furniture please move it back where you got it from.
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HOMEOWNERS: "PLEASE REMEMBER THAT ANY INTERIOR REMODELING MUST BE APPROVED BY THE BOARD FOR APPROVAL AND INSPECTIONS"

- Next Pest Control Service date is Monday December 15th, 2025 Please mark your calendars

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.
There is a towing contract in place with Ideal Towing Ph: 281-787-1401

WATER SHUT OFF:

Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

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.

- Please remember to lock the laundry room doors upon leaving each time.
- 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 weight limit is 25/30 lbs. Owners make sure that you inform your tenants prior to leasing out.
- 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 – Monday, Wednesday, Friday (bagged & put out).
- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police. (Another reason for the gate keypads).

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PENDING BIDS:
Plumbing/ Dora property
Painting/entrance doors & shutters (Institute Ln.)..... Sandi will get bids from Jerry Perkins

MEETING ADJOURNED: 6:56 pm
NEXT MEETING: Thursday, September 25,2025 5:45 pm
Meeting minutes: Prepared by: Pat Baker, Secretary

PRO-CONCEPT
MANACEMENT

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING -Thursday, September 25, 2025
BOARD MEETING START TIME: 5:45 PM
LOCATION: 5353 Institute Ln. Unit 3 Houston, TX. 77005

IN ATTENDANCE:	**MINUTES:**
Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt.	Chesley Krohn mad a motion to approve the minutes.

*Ruth Webb seconded with two corrections... Anna Gratvol was absent from the previous meeting and the November meeting will be Wednesday, 19th of November.

PRO -CONCEPT- MGMT REPORT: (Financials):

- Sandi provided members with an update of Liabilities, Reserves, Equity/retained earnings.
- APG&E (electrical usage) September $6,386.88.

OLD BUSINESS: All services will continue: electrical, maintenance, pool, lawn, basic cable, pest and rodent control.

NEW BUSINESS: Lease Waiver for a one year lease of Institute #21 was signed by the President ($3,400.00) monthly. Guest parking passes will be required PRIOR to parking in the assigned visitor parking spaces. These guest/ visitor parking passes will need to be requested from the management office. Please contact Pro- Concept for additional information.

RIGHT OF FIRST REFUSAL INSTITUTE # 12 was signed by the President and sold for $210,000 (2 bedroom/1 bath)

COMCAST CABLE CONTRACT RENEWAL - comes with 3 options per household.

(1)$55.00 for high speed internet

(2)$29.00 for High speed Internet Amenity

(3)$30.00 to renew current HD equipment

Board members will vote on this issue at the October meeting. (Resident Input welcomed).

Board members are researching ways to find equitable HOA fees. (More information will be provided at the Annual Meeting).

Board members will begin working on the new budget for 2026-2027(budget process/ status).

REMINDERS: All residents are encouraged to buy flood insurance. HOA fees does NOT cover individual flood damage to your residence. We are still in Hurricane season.

* Umbrellas are to be closed after each use and if you move the patio furniture please move it back where you got it from.
* Front door areas/Patio/Balconies: must have patio furniture and or plants in them only, no other items should be stored in these areas.
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HOMEOWNERS: "PLEASE REMEMBER THAT ANY INTERIOR REMODELING MUST BE APPROVED BY THE BOARD FOR APPROVAL AND INSPECTIONS"

- Next Pest Control Service date is Monday December 15th, 2025 Please mark your calendars.

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.

There is a towing contract in place with Ideal Towing Ph. 281.787.1401.

Water Shut Off Notice: Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

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.

- Please remember to lock the laundry room doors upon leaving each time.
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- Pet weight limit is 25/30 lbs. Owners make sure that you inform your tenants prior to leasing out.
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Board members would love to hear from you. www.proconceptmgmt.com

PENDING BIDS: Plumbing/ Dora property

Painting/entrance doors & shutters (Institute Ln.).... Sandi will get bids from Jerry Perkins & 2 more bids.

MEETING ADJOURNED: at 7:07 pm.

NEXT MEETING: Wednesday, October 29, 2025

Courtyard at 5353 Institute Ln. Houston, TX 77005 at 5:45 pm

Minutes prepared by Pat Baker, Secretary

PRO-CONCEPT
MANACEMENT

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING - OCTOBER 29, 2025
BOARD MEETING START TIME: 5:45 PM
LOCATION: Institute Ln Apt. # 3 Houston, TX. 77005 (Courtyard)

IN ATTENDANCE:	MINUTES:
Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt.	Minutes were read by all board members. Ruth Webb made a motion to approve, Morgan Piper seconded motion and all board members agreed.

FINANCIALS:

- Members reviewed an update of liabilities, reserves, equity/retained earnings.
- APG&E (electrical usage) October, $6,386.88

OLD BUSINESS: COMCAST CONTRACT RENEWAL- A 4/1 vote by board members to continue with the same Package currently being provided to residents. Three options were discussed:
(1)$55 for video high speed internet
(2)$29 for high speed internet amenity
(3)$30 for upgraded HD equipment proficient

NEW BUSINESS: BIDS FOR FRONT DOOR /SHUTTERS AND RE-PAINTING OF NORTH AND SOUTH BREEZWAY (Institute Property)
(1)Jerry Perkins/front doors & shutters/$8,200.00
(2)Jerry Perkins/north & south breezeway $12,750.00
(3)Balleza /front door & shutters/$10,860.00
(4)Balleza/north & south doors & shutters/ $13,922.00
(5)G&E Community Bids/front doors/shutters/$9,750.00
(6)Paint north & south breezeways/$14,826.00

After reviewing all three bids, board members voted to have the work done by Jerry Perkins & Associates. Work to begin in January weather permitting.

NEW BUSINESS:
Rodent control services will continue.
Lease Waiver- Institute # 15 - Twelve month lease ($1,870.00)

Board members discussed possible ways to an equitable solution of HOA fees based upon square footage of each individual unit, (2bed rooms-2 bath) (2 bed rooms-1 bath) (1 bed room-1 bath) Institute property and (1-1 Dora)
Information listed in the records of Harris County Appraisal District. Some calculations and possible ways were discussed as to how we might be able to proceed, with advice from the HOA Attorneys, and our current Bi-Laws.

Plumbing work on hold for Dora Property.
Roof leak at # 12 Institute being repaired.
Water leak issues into # 4 Institute bedroom closet being repaired.
Proposed Budget for 2026 was discussed and voted upon by board members. A unanimous vote with no increase in HOA assessments for the upcoming year.

REMINDERS:

- Keys to the Bike room door can be picked up at Institute #3 * Guest parking is only for guests it is not for everyday use for homeowners.
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HOMEOWNERS: "PLEASE REMEMBER THAT ANY INTERIOR REMODELING MUST BE APPROVED BY THE BOARD FOR APPROVAL AND INSPECTIONS"

- Next Pest Control Service date is Monday December 15th, 2025 Please mark your calendars.

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. There is a towing contract in place with Ideal Towing Ph. **281.787.1401.**

Water Shut Off Notice: Homeowners please note that before any plumbing repairs are performed in your condo you must inform the management company and give your surrounding neighbors at least 48 hours' notice that you will have to place on each door with the time and date of the plumbing repair.

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MEETING ADJOURNED: 6:51 p.m.
NEXT MEETING: Thursday, WEDNESDAY, NOVEMBER 19TH 2025
Courtyard at 5353 Institute Ln. Houston, TX 77005
MINUTES PREPARED BY: PAT BAKER, SECRETARY

*ANNUAL MEETING: SATURDAY, DECEMBER 6, 2025 (3:00 pm) INSTITUTE COURTYARD

PRO-CONCEPT
MANAGEMENT

P C M

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING -Thursday, November 25, 2025

BOARD MEETING START TIME: 5:55 PM

LOCATION: 5353 Institute Ln. Unit 3 Houston, TX. 77005

IN ATTENDANCE:	MINUTES:
Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker, and Sandi Sepulveda, Pro-Concept Mgmt.	Minutes were read by all members. Anna made a motion to approve, Morgan seconded, and all members agreed.

PRO -CONCEPT- MGMT REPORT: (Financials):

- Members reviewed an update of reserves, liabilities, and equity/retained earnings.
- APG&E(electrical usage) for Sept/October billing cycles totals $9,639.38
- Comcast Contract renewal was signed by the President. $31.00 for basic cable w/upgraded equipment cable is included in HOA assessment.

OLD BUSINESS: Bids for exterior doors/shutters and repainting of North and South Breezeways (Institute) Received from Jerry Perkins.

NEW BUSINESS: Orkin Termite inspection - No activity found.

APG&E contract to expire in February. (Sandi will get 3 bids from electric service providers) Proposed 2026 budget was reviewed, discussed and voted upon by members. All agreed and there was a unanimous vote. HOA Assessments (work in progress)

REMINDERS: All residents are encouraged to buy flood insurance. HOA fees does NOT cover individual flood damage to your residence. We are still in Hurricane season.

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Board members would love to hear from you. www.proconceptmgmt.com

MEETING ADJOURNED: 6:51 pm.

Courtyard at 5353 Institute Ln. Houston, TX 77005 at 5:45 pm

Minutes prepared by Pat Baker, Secretary

ANNUAL MEETING: SATURDAY, DECEMBER 6, 2025 (3:00 PM) INSTITUTE COURTYARD

PRO-CONCEPT
MANACEMENT

P C M

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING - Saturday, December 6, 2025

LOCATION: 5353 Institute Ln.

Houston, TX. 77005

IN ATTENDANCE:
Chesley Krohn, Ruth Webb, Anna Gratvol, Morgan Piper, Pat Baker, and Sandi Sepulveda, Pro-Concept Mgmt.

MINUTES:
Motion, Chesley Krohn, seconded, Ruth Webb. The December 14, 2024 minutes were unanimously approved with no corrections.

- Home-Owners: A quorum was achieved.
- Chesley Krohn, President, called the meeting to order at 3:09 p.m.

PRESIDENT'S REPORT- Chesley Krohn

+Electrical /conduit repairs at the Institute Property, completed.

*Guest parking signs installed at both Institute and Dora properties.

*Institute and Dora properties/ new washer /Dryers were installed.

+New mail boxes were installed at both Institute and Dora properties.

*Heavy trash pickup at both properties was successful.

*Bid for the painting of Shutters and exterior doors for the Institute property was approved.

NEW BUSINESS: Election for open position of a board member. A quorum was established, the election was held, the results/outcome/pending.

DISCUSSION/COMMENTS/CONCERNS:

Concern: Equitable HOA Assessments. A recommendation was made that

All 2 bedroom/ 2 bathroom units should pay the same assessment.

All 2 bedroom/ 1 bathroom pay the same assessment.

All 1 bedroom/ 1 bathroom pay the same assessment. (Dora property)

All 1 bedroom/1 bathroom pay the same assessment (Institute Property). Sandi will present the proposal to the Attorneys and report back to the board members.

Individual electric meters- Discussion followed.

Cable TV- Discussion followed.

Cost/breakdown per household for utilities - Discussion followed

PROPOSED BUDGET: Sandi presented the proposed 2026 budget. (Income, expense, utilities, contract services, Insurance, repairs and maintenance. All was reviewed by residents and approved.

OLD BUSINESS: Rodent Control services- to continue.

Pest Control services- to continue

All in attendance introduced themselves and the meeting adjourned.

Meeting Adjourned 4:16 pm

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.

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- NO one is allowed in the pool after 10:00 p.m. When we see or hear possible outsiders/nonresidents/ trespassers on the property after hours, please call the police. (Another reason for the gate keypads).
- All residents are required to place their trash out by the door early mornings of Mon-Wed-Friday these are the only days that there is a porter, the other days you will have to take the trash to the dumpster yourself. Landlords please inform your tenants of all the rules and regulations of the association.

2026 Goals:

- Dora Plumbing
- Amendments to Bylaw documents
- Build Reserves back up
- Equitable HOA Assessments

We would like to thank everyone who took the time to join the homeowners 2025 annual meeting. Also for those who turned in their proxies, your support and encouragement is greatly appreciated.

Next Meeting, Wednesday, January 28, 2026 - 5:45pm

Location (TBA)

Minutes prepared: Pat Baker, Secretary

HAPPY NEW YEAR EVERYONE!