PRO-CONCEPT
MANAGEMENT

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING: Wednesday, January, 28, 2026
BOARD MEETING START TIME: 5:45 PM
LOCATION: 5353 Institute Ln. #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. Chesley made a motion to approve, Morgan Anna, and all members agreed.

Benny Lambert, Gulf Coast Plumbing and Mr. Joe Alvarez attended the meeting to discuss the domestic plumbing issue, valve leak a (domestic plumbing issue) at the Institute property. Benny will provide the board with additional information to include cost, time line-(start and completion dates). Sandi will also provide the board with a second bid prior to a final decision.

THE President called the meeting to order at 6:01 P.M.

PRO -CONCEPT- MGMT REPORT: (Financials):

- Members reviewed an update of reserves, liabilities, and equity/retained earnings.
- **APG&E** (electrical usage) Amt. due by Jan 30, 2026 ($3,814.71).

OLD BUSINESS: Work for front doors, shutters and re-painting of North and South breezeway (Institute property) has begun.

NEW BUSINESS: Domestic Plumbing (boiler leak) Discussed.
APG&E Contract to expire in February, 2026.
The board members reviewed rates from Reliant Energy, Green Mountain, GeXa Energy and APG&E.
After discussion, there was a motion, (Ruth Webb) to continue with **APG&E** for a 24 month contract and at .0784 rate. A unanimous decision by all members was seconded by Anna Gratvol.

Pending Bids: Plumbing work on hold for the Dora property.

A possible re-election date to be set - HOA Attorney will draw up the agenda and proxy ballots unless matter is otherwise resolved.

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.

* 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

*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 16th, 2026** 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. 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 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).

*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.

*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

MEETING ADJOURNED: 7:05 P.M.
NEXT MEETING: February 25, 2026
LOCATION: TBA
TIME: 5:45 P.M.
Minutes prepared by: *Pat Baker, Secretary*

PRO-CONCEPT
MANAGEMENT

P C M

UNIVERSITY PARK PLACE BOARD MEETING

MONTHLY BOARD MEETING - FEBRUARY 25, 2026
BOARD MEETING START TIME: 5:45 P.M.
Location: Institute, Ln. Courtyard
Houston, TX 77005

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

PRO -CONCEPT- MGMT REPORT: (Financials):

- Members reviewed an update of reserves, liabilities, and equity/retained earnings.
- APG&E(electrical usage) For January, $3,814.71 (both properties)

RODENT CONTROL: Services will continue at both properties.

RE-INSTALLED BOARD MEMBERS:

Chesley Krohn- President
Ruth Webb-Vice President
Anna Gratvol- Treasurer
Patricia (Pat) Baker- Secretary
Morgan Piper- Member

There was a motion, (Chelsey) the re-installation of officers was completed and a unanimous decision by all members was seconded by Anna Gratvol.

- Benny Lambert, Gulf Coast Plumbing attended the meeting to outline and propose all plumbing work to be performed at University Park Place Dora property. (To replace corroded galvanized piping for all 18 units). Proposed total cost $161,875.
- Jerry Lambert, Jerry Lambert & Associates attended the meeting to outline and propose all materials and perform all the labor necessary for the completion of the water line replacement at all 18 units at the Dora property. Proposed total cost $91,100.
- Board members will review both proposals prior to making a final decision.
- Chesley Krohn called the meeting to order at 6: 10 pm

OLD BUSINESS: Painting of front doors and shutters at the Institute property are underway.

NEW BUSINESS: Domestic plumbing (boiler leak) New boiler/motor has been installed at the Institute property.

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.

* 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.

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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 16, 2026.** 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).

***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

MEETING ADJOURNED: 7:04 pm.
NEXT MEETING: March 25, 2026 at 5:45 pm
Courtyard at 5353 Institute Ln. Houston, TX 77005

Minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING
MONTHLY BOARD MEETING - FEBRUARY 25, 2026
BOARD MEETING START TIME: 5:45 P.M.
LOCATION: Institute, Ln. Courtyard
Houston, Texas 77005

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

Benny Lambert, Gulf Coast Plumbing attended the meeting to outline and propose all plumbing work to be performed at University Park Place Dora property. (To replace corroded galvanized piping for all 18 units). Proposed total cost $161,875.

Jerry Lambert, Jerry Lambert & Associates attended the meeting to outline and propose all materials and perform all the labor necessary for the completion of the water line replacement at all 18 units at the Dora property. Proposed total cost $91,100.

Board members will review both proposals prior to making a final decision.

Chesley Krohn called the meeting to order at 6:10 pm

MINUTES: The minutes were read by all board members. Chesley made a motion to approve the minutes. Morgan seconded.

FINANCIALS/ COLLECTIONS: Members reviewed an update of Liabilities, reserves, equity/retained earnings.

OLD BUSINESS: Painting of front doors and shutters at the Institute property are underway.

NEW BUSINESS: Domestic plumbing (boiler leak) New boiler/motor has been installed at the Institute property.

APG&E: January, Electrical usage $3,814.71 (both properties)

RODENT CONTROL: Services will continue at both properties.

RE-INSTALLED BOARD MEMBERS:
Chesley Krohn- President
Ruth Webb-Vice President
Anna Gratvol- Treasurer
Patricia (Pat) Baker- Secretary
Morgan Piper- Member
There was a motion, (Chelsey) the re-installation of officers was completed and a unanimous decision by all members was seconded by Anna Gratvol.

REMINDERS:
Keys to the Bike room door can be picked up at Institute #3.

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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 16, 2026. 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 your Lease Waiver by the President.

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www.proconceptmgmt.com

MEETING ADJOURNED: 7:04 pm
NEXT MEETING: March 25, 2026 at 5:45 pm
LOCATION: 5353 Institute Ln, Courtyard
MINUTES PREPARED By : Pat Baker, Secretary

❖**The Board did not meet in March.**

PRO-CONCEPT
MANAGEMENT

P C M

UNIVERSITY PARK PLACE BOARD MEETING

MONTHLY BOARD MEETING – Wednesday, April 29, 2026
BOARD MEETING START TIME: 5:45 P.M.
Location: Institute, Ln. Courtyard
Houston, TX 77005

Dear Residents,

Below is a summary of the recent University Park Place Board Meeting:
The meeting was called to order at 5:51 PM

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

PRO -CONCEPT- MGMT REPORT: (Financials):

- Board members reviewed updates on reserves, liabilities, and equity/retained earnings.
- APG& E electrical usage expenses were reported as follows:
  March: $3,419.60
  April: $3,590.60
- The Board did not meet in March.

*Guest: Benny Lambert of Gulf Coast Plumbing attended to provide an update on the Dora property. All plumbing work has not been completed.
* Jerry Perkins of Jerry Perkins and Associates will continue with dry wall and paint.

Operations Update: Rodent control services will continue at both properties.
Old Business: Painting of front doors and shutters at the Institute property has been completed.
New Business: A new boiler motor has been installed at the Institute property.

Notice was received from the City of Houston regarding an increase of 7, 8% for water and wastewater.
Lease Waiver of Right of First Refusal approvals:
#32 Institute $ 2, 000, 00
#15 Institute $ 2,200.00

The new date for Re-election will be held on May 18, 2026 at 6:00 PM Institute Courtyard.

The Board voted and approved the purchase of a tankless water pump, for the Dora property, total cost $7,500.

The plumbing work at the Dora property is being financed at 0% rate and is paid as follows:
Benny Lambert - $164.00
Jerry Perkins $91.000

Each company received a 25% down payment, with a projected six month completion date.

*Homeowners are encouraged to visit the community web site for more updates.

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.

* 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.
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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 June 16, 2026**. 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.
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- Pet Poop City Ordinance - Pick up after your Pet.
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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.

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RULES & REGULATIONS AND LEAVE COMMENTS AND/OR CONCERNS.
Board members would love to hear from you. www.proconceptmgmt.com

MEETING ADJOURNED: 6:56 pm
NEXT MEETING: May 18, 2026 at 6:00 pm
Courtyard at 5353 Institute Ln. Houston, TX 77005
Minutes prepared by: Pat Baker, Secretary

PRO-CONCEPT
MANAGEMENT

UNIVERSITY PARK PLACE

MONTHLY BOARD MEETING: Wednesday, May 26, 2026
BOARD MEETING START TIME: 5:45 PM
LOCATION: Courtyard 5353 Institute Ln. Houston, TX. 77005

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

PRO -CONCEPT- MGMT REPORT: (Financials):

- Board members reviewed updates on reserves, liabilities, and equity/retained earnings.
- **APG&E** electrical usage expenses $4,076.

Operations Update:
*Ba-Cor Roofing will conduct an assessment at both properties to determine possible leaks or needed repairs prior to **Hurricane season, they will also check the Dora properties #16 and #37.**

OLD BUSINESS:
*The hot water recirculation pump setting at the Institute and Dora Properties have been properly set and although the timer may be set to shut off for 2 hours it will not affect anyone from having hot water at any time.
*Everyone will still have hot water.
*Benny Lambert explained that setting a timer on hot water meters, often referred to as programming hot water recirculation schedules or using a smart water meter controller is an effective way for residents to reduce both energy consumption and utility bills.
*By only heating water when it is actually needed, residents can take advantage of the benefits;
(1) Lower utility bills.
(2) Reduced water waste & faster delivery.
(3) Extended equipment lifespan
(4)Eco-Friendly Living.

NEW BUSINESS:
Monthly updates to our web site will began soon. For additional concerns or questions please contact Sandi at Pro-Concept.
*Pet Owners, please read The City of Houston Ordinance, (Pet Poop). If any resident fails to follow the rules and is reported, they or the homeowner will be reported and fined.

*Hurricane season has begun, and we are reminding residents to be prepared. Please check your flood insurance policies, stock up on necessary supplies such as water, batteries, food and medicines.

*Rodent and pest control services are ongoing and will continue.

*Heavy Trash /cleanup is scheduled for Saturday June 24, 2026.

***Attorneys Fee's** cost incurred during the re-election for the open board position that was held back on 12/14/25. 1/29/26 $3,188.50- 2/2/26 $888.00- 3/31/26 $1,930.00-5/8/26 4,905.00 & $90.00- plus an additional invoice that was received 6/01/26 $6,721.00 Total = $17,723.00

***Benny Lambert Gulf Coast Plumbing**, cost for the re-plumbing on the Dora side was $164,875.00 1st draw at the start of the project $36,421.87 After 30 days of start of project $39,421.87 Balance $89,031.26 and Balance to be paid over a 12 month period less 10% retainage of $6,070.31 after the completion of the project, retainage of $16,187.54 paid 30 days after the final installment.
***Jerry Perkins** cost was for the Dora project was $91, 100, 00 —Water line replacement $5,800-Open sheetrock in ceiling and walls $58,300.00-Roof enclosure $18,500 Build opening in ceiling of soffit on balcony to get access to the roof —Draw 1 2 $22,775.00-Balance $45,000-Balance to be paid over a 6 month period (less retainage) of $6,833.33 after the completion of the project-retainage of $4,550.02 will be paid 30 days after the final installment, both Benny and Jerry have received a third draw toward the cost of the plumbing work at the Dora property.

*Homeowners are encouraged to visit the community website for updates and are also encourage to use the e-mail address for any community concerns at info@proconceptmgmt.com

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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 June 15, 2026.** Please mark your calendars.

*Reminder: Residents visitor parking spaces are for visitor parking **ONLY**. Towing is possible at your expense

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.

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MEETING ADJOURNED: 6:46 P.M.
NEXT MEETING: Wednesday, June 24, 2026
LOCATION: 5353 Institute Courtyard
TIME: 5:45 P.M.
Minutes prepared by: *Pat Baker, Secretary*

CITY OF HOUSTON CITY ORDINANCE

In Harris County, dog owners are legally required to pick up their dog's feces in public areas, with fines ranging from $75 to $500 for violations.

County Regulations

Harris County Public Health (HCPH) acts as the local animal control authority and enforces regulations to protect public health and safety, including rabies control and dangerous dog management. These regulations apply to all unincorporated areas of Harris County and to incorporated cities that adopt the county's rules through cooperative agreements. Dog owners are responsible for preventing their pets from causing injury or spreading disease.

Feces Pick-Up Requirements

Dog owners must **promptly pick up and safely dispose of their dog's feces** in public areas such as parks, sidewalks, and dog parks. This law does **not apply to private property**, such as the owner's yard . Failure to comply can result in fines ranging from **$75 to $500** . In Harris County dog parks, guardians are required to use provided bags at pet stations to clean up after their dogs.

Dog Park Rules

- Dogs must be at least **four months old**, vaccinated, and licensed.
- Owners must **monitor and control their dogs at all times** and leash them when entering or exiting the park.
- Aggressive dogs must be **removed immediately**, and dogs in heat are prohibited .
- Owners are responsible for filling any holes dug by their dogs and for cleaning up all waste.

Enforcement

Complaints about dangerous dogs, barking, or stray animals can be reported to **Harris County Animal Control Services**, which provides free assistance for domestic animal issues . HCPH VPH is authorized to issue citations in unincorporated areas to enforce these regulations .

Summary

Dog owners in Harris County must **clean up after their pets in public spaces**, follow leash and vaccination requirements, and comply with dog park rules. Violations can result in fines, and enforcement is handled by Harris County Animal Control and HCPH. These laws aim to protect public health, prevent the spread of disease, and ensure safe and enjoyable public spaces for all residents.

American Red Cross

Be Red Cross Ready
Prepare so you can protect.

Hurricane

Preparedness Checklist

Hurricanes and tropical storms are rotating storms that form over warm waters. These storms bring high winds, heavy rain, storm surge (rise in water level), flooding and tornadoes. Climate change has caused hurricanes to strengthen faster and bring heavier rainfall. The most common cause of death during a hurricane is from drowning. These storms are dangerous and can damage places far inland. But we can take action to prepare. Prepare now to protect yourself, your loved ones and your home.

What to Do: Before

Make Plans to Stay Safe

Determine your best protection from high winds and flooding. Have a plan to evacuate and a plan to shelter safely.



If advised to evacuate, do so immediately

- You may have to leave your home quickly and go to a safe place.
- Know where you will go, how you will get there and where you will stay.
- Plan well in advance if you will need help leaving or use public transportation.
- Mobile, manufactured, trailer homes and recreational vehicles (RVs) are not safe in high wind events. Plan ahead by preparing to evacuate to a safe location.



Plan to shelter safely

- Be ready to live without power, water, gas, phone and internet for a long time.
- Practice going to a designated safe shelter for high winds. The next best protection is a small room with no windows on the lowest level of a sturdy building that is not likely to flood.
- Be aware that flooding can happen quickly. Have a plan to evacuate fast before floodwaters reach you.
- Create a personal support team of people you may assist and who can assist you.



Plan to stay connected

- Sign up for free emergency alerts from your local government.
- Plan to monitor local weather and news.
- Have a backup battery or a way to charge your cell phone.
- Have a battery-powered radio during a power outage.
- Understand the types of alerts that you may receive and have a plan to respond when you receive them.
  - A WATCH means Be Prepared!
  - A WARNING means Take Action!
  - Alerts you may receive include: Hurricane Watch & Warning, Tropical Storm Watch & Warning, Extreme Wind Warning, Storm Surge Watch & Warning, Flash Flood Watch & Warning, Flood Watch & Warning.



Learn emergency skills

- Learn First Aid and CPR.
- Be ready to live without power. Utilities may be offline. Be ready to live without power, gas and water. Plan for your electrical needs, including cell phones and medical equipment. Talk to your doctor. Plan for backup power.



Gather emergency supplies

Gather food, water and medicine. Stores and pharmacies might be closed. Organize supplies into a Go-Kit and a Stay-at-Home Kit.

- Go-Kit: at least three days of supplies that you can carry with you. Include backup batteries and chargers for your devices (cell phone, CPAP, wheelchair, etc.)
- Stay-at-Home Kit: at least two weeks of supplies.
- Have a 1-month supply of medication in a child-proof container and medical supplies or equipment.
- Keep personal, financial and medical records safe and easy to access (hard copies or securely backed up). Consider keeping a list of your medications and dosages on a small card to carry with you.



Protect Your Home

Wind

- Secure or bring inside outdoor items, such as lawn furniture and trash cans, that could be picked up by high winds and hurt someone.
- Anchor objects that would be unsafe to bring inside, such as gas grills and propane tanks.
- Trim or remove trees close enough to fall on your home.
- Protect windows with permanent storm shutters or sheeting.

Protect Your Home

Now!

- Clean out drains, gutters and downspouts.
- Stockpile protective materials such as plastic sheeting and sandbags.
- Consider installing a sump pump with battery backup.
- Consider elevating the heating system, water heater and electric panel.
- Review insurance policies with your agency.

What to Do: During

If local authorities advise you to evacuate, go right away.

- Bring your Go-Kit.
- Follow evacuation routes and do not try to take shortcuts because they may be blocked.
- Check with local officials for shelter locations. Download the Red Cross Emergency App to find shelters near you.

Determine your best protection for high winds and flooding.

- Take shelter in a designated storm shelter or an interior room for high winds.
- Stay away from glass windows and doors.
- Move to higher ground before flooding begins.

Never walk, swim, or drive through floodwater. Remember, Turn Around! Don't Drown!

What to Do: After

Stay Safe

- Wait for officials to say it is safe before going back home.
- Avoid damaged or fallen power lines, poles and downed wires. They can electrocute you.
- Do not touch floodwaters because they may contain sewage, bacteria and chemicals that can make you ill.
- If power is out, use flashlights or battery-powered lanterns to reduce fire risk.
- Be aware of carbon monoxide poisoning. Prevent carbon monoxide poisoning. Gasoline, propane, natural gas or charcoal-burning devices should never be used inside a home, basement, garage, tent or camper – or even outside near an open window. Carbon monoxide can't be seen or smelled, but it can kill you fast. If you start to feel sick, dizzy or weak, get to fresh air right away – do not delay.

Stay Healthy

- When in doubt, throw it out! Throw out food that got wet or warm.
- Ask your healthcare provider or doctor about refrigerated medicines.
- Hurricanes and flooding can make drinking water unsafe. Monitor your local health department for information about drinking water safety.

Cleanup Safely

- Wear appropriate protective equipment including gloves, goggles and boots.
- Clean and disinfect everything that got wet.
- When cleaning heavy debris, work with a partner.
- Make sure that you have proper training before using equipment, such as chainsaws.
- Heart attacks are a leading cause of deaths after a hurricane. Be mindful of overworking.
- Cleaning up is a big job. Take breaks and take care of yourself.

Take Care of Yourself

- It's normal to have a lot of bad feelings, stress or anxiety.
- Eat healthy food and get enough sleep to help you deal with stress.
- You can contact the Disaster Distress Helpline for free if you need to talk to someone. Call or text 1-800-985-5990.

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Hazard and Protective Actions icons are used courtesy of FEMA and are available at community.fema.gov/ProtectiveActions/s/protective-actions-icons

HURRICANE SEASON IS HERE...HURRICANE PREPAREDNESS

A hurricane emergency kit should include water, non-perishable food, first-aid supplies, lighting, communication tools, personal hygiene items, important documents, and provisions for pets.

Essential Supplies

Water: Store at least **one gallon per person per day** for a minimum of three days, including water for drinking and sanitation. Consider water purification tablets or a portable filter for extended outages

Food: Stock **non-perishable items** such as canned goods, protein bars, trail mix, dried fruits, and ready-to-eat meals. Include a **manual can opener** if storing canned food .

First-Aid Kit: Include bandages, antiseptics, gauze, tape, scissors, pain relievers, and any **prescription medications** for several days

Lighting and Power: Keep **flashlights, headlamps, extra batteries**, and **portable power banks** for phones and essential electronics. Consider a **solar charger or portable generator** for extended outages.

Clothing and Bedding: Pack weather-appropriate clothing, rain gear, waterproof boots, and **extra blankets or sleeping bags**

Personal Hygiene: Include soap, toilet paper, wet wipes, feminine hygiene products, and hand sanitizer.

Important Documents: Store copies of IDs, insurance policies, medical records, and financial documents in a **waterproof bag or sealed container**. Keep **emergency cash** in small denominations.

Tools and Supplies: Include duct tape, plastic sheeting, tarps, multi-tools, and trash bags for minor repairs, waterproofing, or cleanup.

Communication and Alerts: Have a **battery-powered or hand-crank NOAA weather radio**, a whistle, and a list of **emergency contacts**. Maintain a **social media plan** for updates if cell service is available.

Pet Supplies

Include at least a **week's supply of food and water**, bowls, medications, leashes, carriers, and comfort items like toys or blankets.

Optional but Recommended

- **Emergency blankets or bivvies** for warmth and signaling
- **Portable solar generator** for powering medical devices
- **Emergency beacon lights** for visibility during rescues

See back side ->>

Storage Tips

Store your kit in **easy-to-carry containers** such as plastic bins or duffel bags. Keep items in **airtight bags** where possible and place **important documents and valuables high off the floor** to avoid flood damage. Regularly **check expiration dates** and update your kit annually or as family needs change .

By assembling a well-organized hurricane emergency kit, you can ensure your household remains safe, self-sufficient, and prepared for several days during and after a hurricane.

PRO-CONCEPT
MANACEMENT

P C M

UNIVERSITY PARK PLACE BOARD MEETING

MONTHLY BOARD MEETING - Wednesday, June 24, 2026
BOARD MEETING START TIME: 5:48 PM
Location: 5353 Institute Ln #3
Houston, TX 77005

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

PRO -CONCEPT- MGMT REPORT: (Financials):

- Members reviewed an update on reserves, liabilities, and equity/retained earnings.
- APG&E E-electrical usage expenses $4,941.44.

OLD BUSINESS:

Dora Re-Plumbing has been completed by Gulf Coast.
Dora- Sheetrock/painting completed.
Hot water heater timer has been set/everyone will still have hot water.

NEW BUSINESS:

*Heavy trash pickup was a success.
*Rodent Control services are ongoing and will continue.
*Income Tax 2025 audit by CPA Teresa Cox was completed- No money owed
*Hurricane season preparedness information has been sent to all residents and will be posted in laundry rooms and bulletin boards.
*City of Houston City Ordinance/Dog Feces pick-up/enforcement and fines ranging from $75.00 - $500.00 will also be posted on bulletin boards at both properties.
*Dustin Cook, Southland Electrician will walk with Sandi & Board to check all HOA Electric along with breaker boxes.
*Sandi will contact pest control to have the property sprayed for mosquitos and wasp.
Mosquito & Wasp Spray will be done within the next two weeks.
*Pest Control was voted and approved by all board members to go back to monthly Pest Control –Every 3rd Monday of each month will resume in August 2026.

*The company web site will be updated soon, so do provide the board members with feedback under ask questions section.

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.
- Residents' visitor parking spaces are for visitor parking **ONLY**. Towing is possible at your expense.

* 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.

* 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 August 17, 2026.** Please mark your calendars.

* Dates: **August 17, September 21, October 19, November 16** and **December 21, 2026.**

* Landlords please inform your tenants to please utilize the pest control service –**Time 9:30 AM- 11:30 AM.**

* If they cannot be home they can call Eric Darden at 832-578-0251 to leave a key under their mat or Call Sandi at 281-558-7644 or cell # 832-867-7415 for instructions of where they will leave their key. They can also leave a friend or neighbor. their key with

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 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. www.proconceptmgmt.com

*Homeowners are encouraged to visit the community website for updates and are also encourage to use the e-mail address for any community concerns at info@proconceptmgmt.com

MEETING ADJOURNED: 6:40 PM
NEXT MEETING: July 22, 2026 was CANCELLED and moved to **Tuesday July 28th, 2026**
TIME: 5:45 PM
LOCATION: 5353 INSTITUTE LN COURTYARD
Minutes prepared by: Pat Baker, Secretary

PRO-CONCEPT
MANACEMENT
P C M

UNIVERS ITY PARK PLACE BOARD MEETING

MONTHLY BOARD MEETING: Wednesday, JULY 28, 2026
BOARD MEETING START TIME: 5:57 PM
Location: 5353 Institute Ln #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 and approved by all board members. Chesley made a motion to approve the minutes and Ruth seconded the motion to approve the July board minutes.

*Benny Lambert in attendance to discuss topic of ac drain line of each unit on the Institute side could be teed off with new pipe to prevent ac lines from being clogged-Benny to provide a bid for this the board will discuss further once a bid is submitted. (Institute Building only -42 units.)

PRO -CONCEPT- MGMT REPORT: (Financials):

- Members reviewed an update on reserves, liabilities, and equity/retained earnings. Finances are in good standing.
- APG&E E-electrical usage expenses (June) **$4076.01**.

OLD BUSINESS:

*Dora Re-Plumbing: Completed.

*Dora- Sheetrock/painting completed.

*Hot water heater timer has been set/everyone will still have hot water.

*Work order for Wasp and Mosquito control has been done and residents were notified of dates and times.

*Orkin pest control "monthly" service to begin in August 17, 2026.The service was previously provided quarterly.

*Dustin with Southland Electric met with several board members to assess work needed on ground wiring in the north building. He will be submitting his bid soon.

NEW BUSINESS:

*Rodent control prevention monthly service will continue.

*Annual Insurance renewal was paid for year 2027. ($51,107.00).

*Benny Lambert repaired the ac drain line in unit 32 which was caused by clogged pipes. The cost to repair the drain line in Unit 32 was $282.48 the Board members discussed this topic and it was voted that this is homeowners responsibility.

*Benny Lambert will submit a bid for work to be done on all AC drain lines which ties into the sewer, which will prevent clogging in the drain pipes.

*Eric has been busy power washing the bricks in both courtyards. It has made a real difference in the appearance.

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.
- Residents' visitor parking spaces are for visitor parking **ONLY**. Towing is possible at your expense.

* 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.

* 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 August 17, 2026**. Please mark your calendars.

* Dates: **August 17**, **September 21**, **October 19**, **November 16** and **December 21, 2026**.

* Landlords please inform your tenants to please utilize the pest control service –**Time 9:30 AM- 11:30 AM.**

* If they cannot be home they can call Eric Darden at 832-578-0251 to leave a key under their mat or Call Sandi at 281-558-7644 or cell # 832-867-7415 for instructions of where they will leave their key. They can also leave their key with a friend or neighbor.

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 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. www.proconceptmgmt.com

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MEETING ADJOURNED: 7:39 PM
NEXT MEETING: Wednesday, August 26, 2026
TIME: 5:45 PM
LOCATION: 5353 INSTITUTE LN. INSTITUTE #3
Minutes prepared by: Pat Baker

PRO-CONCEPT
MANACEMENT

UNIVERS ITY PARK PLACE BOARD MEETING

MONTHLY BOARD MEETING: Wednesday, August 23, 2026
BOARD MEETING START TIME: 5:57 PM
Location: 5353 Institute Ln #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 and approved by all board members. Morgan seconded the motion to approve the August minutes.

PRO -CONCEPT- MGMT REPORT: (Financials):

- Members reviewed an update on reserves, liabilities, and equity/retained earnings. Finances are in good standing.
- APG&E Electrical (August billing) $6,103.32

OLD BUSINESS:

DORA PROPERTY

*Dora Re-Plumbing: Completed.

*Dora- Sheetrock/painting completed.

*Hot water heater timer has been set/everyone will still have hot water.

* Work order for mosquitos and wasp has been approved.

* Dustin with Southland Electric met with board members to assess work needed on ground Wiring in the north building. Bid not yet received.

NEW BUSINESS:

*Rodent control prevention monthly service will continue.

*Annual Insurance renewal was paid for year 2027. ($51,107.00).

* Benny Lambert repaired the AC drain line in unit #32 which was caused by clogged pipes. The cost to repair the drain line was $282.48. Board members discussed this problem with Benny and it was decided/voted that this cost is the homeowner's responsibility.

* Benny Lambert submitted a bid for work to be done on all drain lines which tie into the sewer and will prevent clogging, the board members voted to put this on hold. Home owners/tenants are encouraged to pour one cup of bleach monthly into the drain opening to prevent clogging.

* One bedroom condos located on Institute and above the carports will not have to do this because the ac access is above the bath tubs and not located in the hall closets.

REMINDERS:

*Next Pest Control Service date is **Monday September 21st, 2026**. Please mark your calendars for **every 3rd Monday** of each month.

* Dates: **October 19**, **November 16** and **December 21, 2026**.

* Landlords please inform your tenants to please utilize the pest control service -**Time 9:30 AM- 11:30 AM.**

* If they cannot be home they can call Eric Darden at 832-578-0251 to leave a key under their mat or Call Sandi at 281-558-7644 or cell # 832-867-7415 for instructions of where they will leave their key. They can also leave their key with a friend or neighbor.

- 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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- 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. www.proconceptmgmt.com

Homeowners are encouraged to visit the community website for updates and are also encourage to use the e-mail address for any community concerns at info@proconceptmgmt.com

MEETING ADJOURNED: 6:47 PM
NEXT MEETING: Wednesday, September 23, 2026
TIME: 5:45 PM
LOCATION: 5353 INSTITUTE LN. INSTITUTE #3
Minutes prepared by: Pat Baker, Secretary

HARBOR GREEN CONDO ASSOCIATION
C/O Pro-Concept Management
1505 Hwy 6 South Suite 190
Houston, Texas 77077
Phone: (281)558-7644 | Fax: (281)558-9464

Attention Residents:

September 22, 2026

Attention: Homeowners/Residents,

Sending this REMINDER to all residents that these matters mentioned below will not be Tolerated

We want to ask all residents to please keep an eye out for each other especially if the entrance/exit gate is not working, please call Pro-Concept Management immediately to report if the gate is not working properly or if it is stuck open. We want to ensure the safety of the community and the only way to do this, is by residents communicating to Pro-Concept Management.

Entrance/Exit Gates: We have been having a lot of issues with the middle gate this year and observed were residents that are forcing the gate open to exit the community, we understand that you may need to exit for work or etc, but forcing the gate open is NOT the answer the HOA just spent $2500.00 for a new motor back in May and June this year so please do not force the gate open Please call Pro-Concept Mgmt we are 24/7 at 281-558-7644 or my cell (Sandi) at 832-867-7415- this behavior will not be tolerated and if caught HPD will be called out and we will press charges for vandalism also $500 FINE will be applied to your account.

Not picking up after your pet: All residents are required to pick up after their pet while walking them in the community, anyone caught will be charged a fine. **Landlords** please get with your tenants on following the rules and regulations of the association. **Fine of $250.00** will be charged for anyone caught not picking up after their pet. **Note:** All pets must be on a leash when walking them in the community.(This is a City of Houston Ordinance Pet Ordinance.)

Heavy Trash: There has been lots of construction debris, appliances, furniture and mattresses that are being put in the dumpster area, there are signs on the dumpster door that this is **NOT** allowed, all this heavy trash needs to be hauled out of the community by the resident, Landlords please inform your tenants that this is not allowed anyone caught will automatically be fined $500.00

Car Washing or working on vehicles: It has been reported that there are residents that are being seen either washing their vehicle or working on it, Please note that this is not allowed in the community you will need to wash your car out of the community as well as work on it, if you are caught your account will automatically be fined $250.00.

Stealing water from the community: It has been observed that a resident is stealing water from the community by filling up a clear tank and then driving out of the community in their truck. This is theft and HPD will be called where the management will press charges on that individual and automatically be fined $500.00.
We will no longer tolerate this behavior of rules being broken or simply dismissed by those who do not care about the community rules and regulations.

We need to keep our eyes open and help each other out by reporting such incidents if you witness anything, the best thing you can do is call the proper authorities HPD or by calling 911 to ensure the culprit/s get caught. When reporting a crime or people trespassing as soon as it happens helps ensure for a safer community.
HPD non-emergency number 713-884-3131.

Note-Lights: If you see the mailbox light or any other light/s not working please call Pro-Concept Mgmt to report it, report the locations of the lights, pole light and or @ the covered parking.

Sandi's email address ssepul@sbcglobal.net or sandi@proconceptmgmt.com.

***Landlords:** Please get with your tenants to ensure they are aware of the community's rules.It is your responsibility to ensure that they follow Harbor Greens Rules and Regulations. (Notice delivered door to door)*