UNIVERSITY PARK PLACE BOARD MEETING

THURSDAY JANUARY 25, 2024

The meeting was called to order by the President, Chesley Krohn at 5:45 pm and was held at 5353 Institute Ln #3 Houston, Tx. 77005. In attendance were Ruth Webb, Morgan Piper, Anna Gratval, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt Rep.

MINUTES: December 2023 homeowners annual meeting were read and approved.

FINANCIALS: Sandi provided the members with an update through December 2023 to include the special assessment collection, assessment delinquencies, and current assets/liabilities.

APG&E (Electricity usage) Down for the month of December
HOA Delinquencies (one)

OLD BUSINESS: Comcast /Xfinity: Service will continue.
New mail boxes: Pending.
Electric meters: For the Institute property-- A No vote by residents at the annual meeting.

NEW BUSINESS: Rodent control service/ to continue.
Pest control service :To continue: 2024 Schedule: March 18, June 17, Sept 16, and December 16, 2024.
Two Dora plumbing bids: $177,000 and from J. Perkins Bid. $101,460 (on hold).
Painting of entrance doors: (on Hold)

REMINDERS:

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

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 hour's 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 -Mon, Wed, Fri (bagged & put out)
- NO one is allowed in the pool after 10:00 pm. 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.*
DONT FORGET TO VISIT OUR WEB SITE FOR UPDATED INFORMATION, CONDO BI-LAWS, RULES & REGULATIONS AND LEAVE COMMENTS AND /OR CONCERNS. Board members would love to hear from you.
www.proconceptmgmt.com

+ PENDING BIDS: Painting of doors and shutters

Meeting Adjourned: 6:52 pm
Next Meeting: Thursday, February 29, 2024
Time: 5:45 pm Location, Institute # 3
Meeting minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

Thursday * February 28, 2024

The meeting was called to order by the President, Chesley Krohn at 5:45 p.m. and was held at 5353 Institute Ln. #3 Houston, Tx. 77005. In attendance was Ruth Webb, Anna Gratval, Morgan Piper, and Sandi Sepulveda, Pro-Concept Mgmt. Rep.

MINUTES: January Meeting minutes were read, seconded by Ruth Webb and approved by all in attendance.

FINANCIALS: Sandi provided members with an update through January, 2024 to include: Total Assets, Current Liabilities, Reserve Fund Balance, Retained Earnings and Total Liabilities & Equity.

APG&E (electrical usage) $4,476.81 due Feb28th) - Previous amount $3,950(January billing).

OLD BUSINESS: New mail boxes- Pending
Key Pad for Institute Laundry Room -Pending
Painting (Institute doors) on hold
Dora Plumbing work- on hold

NEW BUSINESS: Waiver of Right Of First Refusal - (Lease Waiver) was signed by the Vice President- Apt. # 32 Institute Ln. $1,900.00/ month

Pest Control Reminder: Monday March 18, 2024 –Please make sure the technician has access to your unit if you will not be home.

REMINDERS:

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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 hour's 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 doors and shutters

Meeting Adjourned: 6:45 P.M.
Next Meeting: Wednesday, March 27, 2024
Time: 5:45 Pm Institute # 3
Meeting Minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

March 27, 2024

The meeting was called to order by the Vice President, Ruth Webb at 5:45 pm and was held in the Court Yard at 5353 Institute Ln. Houston, Tx 77005. In attendance was Ruth Webb, Anna Gratval, Morgan Piper, and Sandi Sepulveda, Pro-Concept Mgmt. Chesley Krohn was absent.

MINUTES: February meeting minutes were read seconded by Morgan Piper and approved by all in attendance.

FINANCIALS: Sandi provided members with an update through February,2024 to include total assets, current liabilities, reserve funds balance, residential earnings, retained earnings and total liabilities & equity.

APG&E (electrical usage) $3,158.82 Current charges

OLD BUSINESS: Mail Boxes---Pending
Institute Keypad---Pending

NEW BUSINESS: Rodent Control---Services will continue
New Nexus Contract---No increase
City of Houston---Water & waste water ---there will not be an inflationary increase based on the rate of inflation which is applied April 1st of every year.

COMING SOON: HEAVY TRASH PICK UP - DATE TO BE DECIDED
MONTHLY COMMUNITY ACTIVITIES- Institute Courtyard
"BRIGHTEN" UP the LAUNDRY ROOM -

REMINDERS:

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 17, 2024 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 ON HOLD: Painting of doors and shutters)

MEETING ADJOURNED: 7:12 pm
NEXT MEETING: APRIL 25, 2024
TIME:5:45 PM INSTITUTE COURTYARD
MEETING MINUTES PREPARED BY: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

April 24, 2024

The meeting was called to order by the President, Chesley Krohn at 5:45 pm and was held in the Courtyard at 5353 Institute Ln. Houston, Tx, 77005
In attendance was Anna Gratval, Morgan Piper, Ruth Webb, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt Rep.

MINUTES: March meeting minutes were read, seconded by Ruth Webb and approved by all in attendance.

FINANCIALS: Sandi provided members with an update through March, 2024 to include total assets, current liabilities, reserves fund balance, residential
earnings, retained earnings and total liabilities & equity.

APG&E (current electric usage) $3,158.82 (PLEASE ADD APG&E 'S MESSAGE ABOUT ROLLING BLACKOUTS TO THE MINUTES IF APPLICABLE).

OLD BUSINESS: Institute Key Pad for Laundry room (pending)
New mail boxes (pending)

NEW BUSINESS: Rodent control services- to continue
New Nexus Contract- No increase/2024
City of Houston- water & waste water- There will not be an inflationary increase based on the rate of inflation which is applied April 1,st of every year.
Lease Waiver- Institute # 27 ($1400) signed by the President
Lease Waiver- Institute # 19 (3298) Signed by the President

***ANNUAL HEAVY TRASH PICK-UP: SATURDAY, MAY 29,2024 (1-3) pm REAR PARKING LOT AREA**

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 .

ALL WASHER & DRYERS ARE IN WORKING CONDITION. PLEASE REPORT ANY PROBLEMS TO Sandi Sepulveda , PRO-CONCEPT MGMT.

Bike room key's are available for residents, and can be signed out .Please contact Chesley Krohn, President Institute #3 9

Coming Soon: MONTHLY COMMUNITY ACTIVITIES- Institute Courtyard
"BRIGHTEN" UP the LAUNDRY ROOM –

REMINDERS:

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

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PENDING BIDS:
Painting of entrance doors: Woods shutter replacement, and painting of wood shutters.
Dora Plumbing: On Hold

MEETING ADJOURNED: 6:25 pm
NEXT MEETING: Wednesday, May 29th 2024
TIME: 5:45pm
MINUTES PREPARED BY : Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

May 22, 2024

The meeting was called to order by the President, Chesley Krohn at 5:45 p.m. and was held in the Courtyard at 5353 Institute Ln. Houston, Tx.77005
In attendance was Morgan Piper, Anna Gratval, Ruth Webb, Pat Baker and Sandi Sepulveda, Pro-Concept Management Rep. Board meeting was changed from May 29th to May 22nd due to Sandi w/ PCM who had an appointment come up.

MINUTES: April's meeting minutes were read, seconded by Anna, and approved by all in attendance.

FINANCIALS: Sandi provided members with an update through April, 2024. Included in her report was the total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.

APG& E (current electrical usage) $3,759.91 (PLEASE REMEMBER TO HAVE YOUR AC UNITS SERVICED AND CHANGE FILTERS MONTHLY.
HOME OWNERS, PLEASE REMIND YOUR TENANTS TO DO THE SAME.

OLD BUSINESS: Mail boxes, and key pad for Institute laundry room , painting of entrance doors and shutters. (all still pending).

NOTE: HOME OWNERS, HURRICAIN SEASON IS UPON US. NOW IS THE TIME TO CHECK YOUR HOME OWNERS INSURANCE POLICIES/COVERAGE, AND OTHER HURRICAIN PREPARDNESS ITEMS: Batteries, can goods, water, medications, documents etc.

THANKS TO ALL OF THE RESIDENTS THAT PARTICIPATED IN THE HEAVY TRASH PICK-UP, IT WAS A SUCCESS.

GAME DAY/ COMMUNITY EVENT: June 9th, 2024 5:00pm Institute Courtyard come out, play games, meet your neighbor and enjoy some delicious treats. Bring your own game(and chair) if you like, and teach/learn something new.

$47.61 was refunded to Morgan Piper for purchases: Institute Laundry room.

A Lease agreement was signed by the President for Institute # 24.($2, 200.00)

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ALL WASHER & DRYERS ARE IN WORKING CONDITION. PLEASE REPORT ANY PROBLEMS TO Sandi Sepulveda, PRO – CONCEPT MGMT.

Bike room keys are available for residents, and can be signed out.
Please contact Chesley Krohn, President Institute #3.

Coming Soon: MONTHLY COMMUNITY ACTIVITIES – Institute Courtyard
"BRIGHTEN" UP the LAUNDRY ROOM

REMINDERS:

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WATER SHUT OFF:
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Meeting Adjourned: 6:40 pm
NEXT MEETING : Wednesday June 26,2024 (5:45)pm
Meeting Minutes Prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING
June 26, 2024

The meeting was called to order by the President, Chesley Krohn at 5:45 pm and was held at unit #3, 5353 Institute, Ln. Houston, Tx 77005.
In attendance was Anna Gratval, Ruth Webb, Pat Baker, and Sandi Sepulveda. Pro-Concept Management Rep. Morgan Piper was absent.

MINUTES: May's minutes were read, seconded by Ruth, and approved by all in attendance.

FINANCIALS: Sandi provided members with an update through May, 2024. Included in her report was the total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings. One home owner is in arrears with monthly (HOA) fees.

APG&E: (current electrical usage) $4,543.31 (HOME OWNERS PLEASE REMEMBER TO HAVE YOUR CONDO AC UNITS SERVICED ANNUALLY. AND, PLEASE REMIND YOUR TENNANTS TO TO CHANGE FILTERS MONTHLY.

OLD BUSINESS:
New mail boxes, key pad lock for Institute laundry room, and painting of entrance doors and shutters are all still pending.

The heavy trash pickup and game night were both successful. Thanks to all that participated.

NEW BUSINESS:
An AC Inspection report was submitted by homeowner in Unit 17 Institute
A 12 month lease agreement for a 2/2 bedroom was signed by the President, Institute #24. ($2,200.00).

Home owner #18 Institute Ln. met with board members to discuss concern's about Xfinity/comcast and the laundry room appliances. She was given information and phone numbers to call if and when addition information or assistance is needed.

Board members discussed hurricane preparedness, condo insurance coverage and resources. A flier checklist has been mailed.

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Please contact Chesley Krohn, President Institute #3.

* The next Community Activity to be held possibly in September when it's not so hot outside - Institute Courtyard-

REMINDERS:

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Meeting adjourned: 6:30 pm
NEXT MEETING: Wednesday, July 24th 2024 (5:45 pm)
Meeting Minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

Wednesday, July 24, 2024

The meeting was called to order by the Vice President, Ruth Webb at 5:50 p.m. and was held in the Courtyard located at 5353 Institute, Ln. Houston, Tx. 77005

In attendance was Ruth Webb, Anna Gratval, Morgan Piper, Pat Baker, and Sandi Sepulveda, Pro-Concept Mgmt. Rep. Chesley Krohn was absent.

MINUTES: June's minutes were read, seconded by Anna, and approved by all in attendance.

FINANCIALS: Sandi provided board members with an update through June, 2024. Included in her report was the total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.

APG&E ELECTRICAL USAGE: $5,735.17

Collection: One home owner is in arrears with monthly HOA fees.

OLD BUSINESS: Mail Box replacements – Pending
Institute Laundry room key pad should be installed within the next two weeks.

NEW BUSINESS: The board members discussed power-outages, damages and needed repairs as a result of hurricane Beryl. A survey of the damages and photo's has been compiled by our management company staff, and has been submitted to our Insurance carrier. The board also discussed possible ways to keep residents cooler during summer months, and will invite a roofing company/expert to meet with members to discuss options. Some ideas that was discussed was "Cool Roof's", which reduce energy use, reduce air -pollution and greenhouse gas emission, something that is now mandatory in California on all new construction. Board members also discussed solar panels, solar reflective shingles, generators and other ideas. Residents will be kept informed about possible options.

Rodent control - will continue with service
AC inspection was completed -and sent to Pro-Concept- Institute # 32

NEW BUSINESS:
Sandi will contact Pest control to Spray around both properties for mosquito's during the months of August and September. Ruth informed Sandi of the ants at the Dora courtyard.
Dora light pool out was also reported by Ruth Webb.
#37 Institute has light bulb out front door area

PENDING: Painting of doors at Institute property

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Please contact Chesley Krohn, President Institute #3.

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MEETING adjourned at 6:40 p.m.
Next meeting: Wednesday, August,28,2024 (5:45) pm
Meeting minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

Wednesday August 28, 2024

The meeting was called to order by the President, Chesley Krohn at 5:55 p.m. and was held at 5353 Institute Ln. #3 Houston, Texas 77005.

In attendance was Ruth Webb, Anna Gratval, Morgan Piper, Pat Baker and Sandi Sepulveda, Pro-Concept Mgmt Rep.

MINUTES: August minutes were read, seconded by Ruth Webb and approved by all in attendance.

FINANCIALS: Sandi provided the board members with an update through July 2024. The report included: Total assets, current earnings, retained earnings, current liabilities, reserve fund balance and residential earnings.

APG&E ELECTRICAL USAGE: $4,761.77

OLD BUSINESS: Institute laundry room door keypad: pending
New Mail boxes: pending

NEW BUSINESS: Institute Courtyard umbrellas: pending
Institute Lawn Chess set: pending
Dora Property brick wall (carport area): work completed
Painting of entrance doors, wood shutter replacement & painting (Institute property):On hold
Plumbing work (Dora property) On hold

Residential Lease Waivers were signed by the President:
5353 Institute Ln. Houston, Tx. # 39 ($2000.00) per month
5353 Institute Ln. Houston, Tx. #33 ($2,050.00) per month
5353 Institute Ln. Houston, Tx. #29 ($1,550.00) per month

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*ALL WASHER & DRYERS ARE IN WORKING CONDITION. PLEASE REPORT ANY PROBLEMS TO Sandi Sepulveda, PRO – CONCEPT MGMT.

*Bike room keys are available for residents, and can be signed out.
Please contact Chesley Krohn, President Institute #3.

* The next Community Activity to be held possibly in September when it's not so hot outside - Institute Courtyard-

REMINDERS:

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 16, 2024 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

Meeting Adjourned: 7:09 pm
Next Meeting: Wednesday, September 25, 2024
Meeting Minutes prepared by: Pat Baker, Secretary

UNIVERSITY PARK PLACE BOARD MEETING

September 24,2024

The meeting was called to order by the President at 5:45 p.m. and was held at 5353 Institute Ln. #3 Houston, Tx. 77005
In attendance was Chesley Krohn, Anna Gratval, Morgan Piper, Ruth Webb, Pat Baker and Sandi Sepulveda, Pro Concept Management Rep,

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MINUTES: Minutes were emailed to all board members (July)

FINANCIALS: Sandi provided board members with a balance sheet which included Assets, Liabilities & Equity, Reserve Fund Balance and retained earnings. She also provided Income/expense statements, cash disbursements and a 2025 Proposed Budget. Board members will review the proposed budget and make recommendations prior to final approval.

APG&E USAGE: August $5,735.17

OLD BUSINESS: Mail Boxes- Sandi and Chesley will meet with representatives from US Postal services to access the need for repairs or replacements,

Laundry room door key pad for Institute property (to be installed early October)

NEW BUSINESS: Rodent control service - will continue.

Quarterly Pest Control service - will continue (Owners please encourage your tenants to make arrangements for this necessary service).

Federal Pacific Electric (FPE) is requiring the replacement of the Stab-Loc circuit breaker at the Institute property.

The 2023 Audit was included in the packet for review by board members. Sandi will schedule a service for Ant extermination.

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

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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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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.

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* The next Community Activity to be held possibly in September when it's not so hot outside - Institute Courtyard-

REMINDERS:

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

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

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Board members would love to hear from you.

www.proconceptmgmt.com

MEETING adjourned at 7:00pm

Next meeting date: Wednesday, October 232024 (5:45)pm

Meeting Minutes: Prepared by Pat Baker

PRO-CONCEPT MANAGEMENT

PCM

UNIVERSITY PARK PLACE

BOARD MEETING | Wednesday, October 23, 2024

BOARD MEETING START TIME: 5:45 PM, called to order by the President, Chesley Krohn
BOARD MEETING LOCATION: Courtyard at 5353 Institute Ln., Houston, Texas, 77005

IN ATTENDANCE:		MINUTES:
President: Chesley Krohn	*Treasure: Anna Gratval*	September meeting
Vice President: Ruth Webb	Board Member: Morgan Piper	minutes were sent *via*
Secretary: Pat Baker	Sandi Sepulveda, *Pro-Concept Management Rep.*	*email.*

FINANCIALS:

- Sandi provided board members with a balance sheet which included Assets, Liabilities & Equity, Reserve Fund Balance and retained earnings. She also provided Income/expense statements, cash disbursements and a 2025 Proposed Budget. Board members will review the proposed budget and make recommendations prior to final approval.
- APG&E ELECTRICAL USAGE: $6,342.46

OLD BUSINESS:

- New mail boxes – Installation pending.
- Keypad for Laundry Room: Pending – Notices will be sent to all residents prior to installation.

NEW BUSINESS:

- Rodent control service – will continue.
- Board members approved a 5% increase for HOA fees for fiscal year 2025.
  Four members voted for the increase | One member voted against the increase

PENDING BIDS:

- [Institute] Painting of doors – On hold
- [Dora] Plumbing Replacement – On hold

NOTE:

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

REMINDERS:

- 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. Homeowners, please advise your tenants.
- All washers and dryers are in working condition.
  Please report any problems to Sandi Sepulveda, Pro – Concept Management.
- Homeowners: "Please remember that any interior remodeling must be approved by the board for approval and inspections"

PRO-CONCEPT MANAGEMENT

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.
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- 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).

LEASING:

- If you are leasing your condo, please ensure that your tenants adhere to the University Park Place rules & Regulations

SAVE THE DATE:

- Wed., November 20, 2024: Next Board Meeting – Institute Courtyard 5:45 p.m. (bring a lawn chair)
- Sat., December 07, 2024: Annual Board Meeting – Institute Courtyard 3:00 p.m. (bring a lawn chair)
- Mon., December 16, 2024: Upcoming Pest Control Service Date

Remember to visit our website for updated information, Condo By – Laws, Rules & Regulations, and feel free to share your comments or concerns! The board members would love to hear from you!
www.proconceptmgmt.com

BOARD MEETING ADJOURNED: 6:50 p.m.
NEXT MEETING: Wednesday, November 20, 2024 @ 5:45 p.m., Institute Courtyard
Meeting Minutes prepared by: Pat Baker, Secretary

PRO-CONCEPT MANAGEMENT

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UNIVERSITY PARK PLACE

BOARD MEETING | Wednesday, November 20, 2024

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

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

IN ATTENDANCE:		MINUTES:
President: Chesley Krohn	*Treasure: Anna Gratval*	Minutes were read and approved by the board members, seconded by Anna Gratval, and stand approved as read.
Vice President: Ruth Webb	Board Member: Morgan Piper	
Secretary: Pat Baker	Sandi Sepulveda, *Pro-Concept Management Rep.*	

FINANCIALS:

- The board members reviewed the financials and discussed the delinquent HOA monthly assessments, the budget, and how to meet the current unexpected expenses for future cost, and for work yet to be done without having an increase in HOA assessments. After much discussion a 5% increase was proposed by Pro-Concept Management and a vote of 4 to 1 approved the increase for fiscal year 2025.
- APG&E ELECTRICAL USAGE: $6,342.46
- APG&E ELECTRICAL USAGE: $5,398.02

OLD BUSINESS:

- New mail boxes – Ordered, installment should take place early December.
- Keypad for Laundry Room: Pending – Notices will be sent to all residents prior to installation.

NEW BUSINESS:

- Guest parking signs will be ordered and installed in the real parking lot. NO long term parking is allowed.
  - Pro-Concept Management signed a contract with a towing company which will allow residents to have cars towed for parking in un-assigned spaces without prior permission from the owner.
- Bicycles should be parked in the bike room or in front of the owners unit.
  Keys to the bike room can be picked up at Institute #3.
- APG&E: (The current provider-electrical contract will expire in February) Pro-Concept Management is researching companies for lower rates. The current contract rate is 7.5%.
- Board members are also reviewing 10 items prior to 2025 to aide in goal(s) setting/future plans and solutions.
- Rodent control service – will continue.
- Lease waiver for Institute #15 was signed by the President, Chesley Krohn ($1,870.00).
- Laundry Room: Board members voted to purchase a dryer to replace #7. Sandi will look into the cost of purchasing new washing machines. Apologizes for any in-conveniences caused by non-operable machines or dryers. We do ask residents not to over load the machines or use the wrong detergent. Do contact Pro–Concept Management with any issues or concerns or visit our web site.
- A schedule of holiday work schedules will be posted on our web site. Our Porter Eric Darden does not pick up the door to door trash the day after the holidays of Thanksgiving and Christmas should it fall on Mon – Wed or Friday.

PENDING BIDS:

- [Institute] Painting of doors – On hold
- [Dora] Plumbing Replacement – On hold

PCM | PRO-CONCEPT MANAGEMENT

NOTE:

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

REMINDERS:

- 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.
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- Homeowners: "Please remember that any interior remodeling must be approved by the board for approval and inspection"

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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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LEASING:

- If you are leasing your condo, please ensure that your tenants adhere to the University Park Place rules & Regulations

SAVE THE DATE:

- Sat., December 07, 2024: Annual Board Meeting – Institute Courtyard 3:00 p.m. (if able, bring a lawn chair)
- Sat., December 14, 2024: Games & Refreshments – Institute Courtyard 3:00 p.m. *or until you win!*
- Mon., December 16, 2024: Upcoming Pest Control Service

Remember to visit our website for updated information, Condo By–Laws, Rules & Regulations, and feel free to share your comments or concerns! The board members would love to hear from you!

www.proconceptmgmt.com

BOARD MEETING ADJOURNED: 7:07 p.m. | Meeting Minutes prepared by: Pat Baker, Secretary

NEXT MEETING: Homeowners Annual Board Meeting

Wednesday, November 20, 2024 @ 5:45 p.m., Institute Courtyard

PRO-CONCEPT MANAGEMENT
PCM

Happy New Year to you!

UNIVERSITY PARK PLACE

HOMEOWNER'S ANNUAL MEETING | Saturday, December 14, 2024

BOARD MEETING START TIME: 3:17 PM, called to order by the President, Chesley Krohn

BOARD MEETING LOCATION: 5353 Institute Ln., Unit #3 Houston, Texas 77005

(The meeting date was moved from December 07, 2024 to December 14, 2024 due to weather.)

IN ATTENDANCE:
A total of 12 Homeowners were in attendance.

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

REPORT FROM THE PRESIDENT:

- Lifted up landing on north side of the property.
- Due -Diligence on smart meters for the Institute property.
- Lower rates for new electric contract.
- Gutters cleaned at Dora & Institute properties.
- Gate keypads locks were installed at the Institute property the Laundry room.
- Installed a new pump at the Dora property.
- New coin operated washer/Dryers has been approved for purchase by the board (both laundry rooms) and is currently on order.
- Washer/dryers are permitted in first and second-floor condos if installation follows the Bi-Laws.

FINANCIALS:

- HOA payment booklets were mailed to all homeowners for 2025 (which shows a 5% increase).

RESIDENT CONCERNS: (Q&A)

1. Why was there an increase in HOA assessment again this year? *Discussion followed.*
2. What is being done about the inequities in HOA assessments? *Discussion followed.*
3. When will we get new mail boxes? *Discussion followed.*
4. Assigned Parking issues? *Discussion followed.*
5. Cable TV? *Discussion followed.*
6. Individual electric meters? (for Institute Property) *Discussion followed.*
7. Towing of vehicles? If parked in assigned covered spaces without owner approval. *Discussion followed.*

BUDGET:

- The 2025 Budget (income, expenses, utilities, contract services, insurances, repairs, and maintenances) was reviewed by residents and approved.

OLD BUSINESS:

- Rodent control services will continue.
- Pest control services will continue on a quarterly basis.

NEW BUSINESS:

- Pro Concept's new mailing address:

University Park Place HOA
c/o Pro Concept Management
1505 Highway 6 South, Suite #190
Houston, Texas 77077
P: 281.558.7644 | F: 281.558.9464

PRO-CONCEPT MANAGEMENT

BOARD ROLES CONTINUATION DUE TO LACK OF QUORUM:

Because no quorum was established;

- Chesley Krohn will continue to serve as President
- Ruth Webb as Vice President
- Pat Baker as Secretary
- Anna Gratval as Treasury
- Morgan Piper as a board member

HOA COMMITTEES FOR BOARD SUPPORT:

A list of HOA Committees comprised of volunteer residents can help share the board's workload (identify project or areas that need additional oversight and form committees to offer support and guidance). *Please contact any of the board members with your choice in serving. THANK YOU!!!*

Popular HOA Committees include:

1. Social Committee
2. Welcome Committee
3. Architecture review committee
4. Neighborhood watch committee
5. Budget Committee

NOTE:

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

HOA RULES AND REGULATIONS:

- Tenant/Lease Requirements
  - ✓ Effective, September 01, 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.
- Laundry Room Guidelines
  - ✓ Please lock laundry room doors when leaving.
  - ✓ Follow By-Law notices posted in the laundry room and bulletin board.
- Pet Poop City Ordinance
  - ✓ Pick up after your pet(s).
- Pool Hours & Security
  - ✓ Pool access is restricted after 10:00 pm.
    - There was an incident two weeks ago where at least 10 young women CLIMBED over the fence, because they had no pool key to enter the pool area. When a resident went out to their balcony to ask them to stop with the loud noise they noticed that they were in the pool. When they were ask which of them lived here, they quickly climbed back over the fence and left the premise.
    - When we see or hear possible outsiders/nonresidents/trespassers on the property after hours, please call the police. (Another reason for the gate keypads.)
  - ✓ Please report any non-residents or trespassers to the police.
- Trash/garbage Procedures
  - ✓ Trash must be bagged and placed out on Monday, Wednesday, and Friday by early mornings.
  - ✓ On non-collection days, residents are responsible for taking trash to the dumpster.
- General Safety and Security Rules
  - ✓ No item(s) should be hung or draped over railings or ceilings.

Landlords, please inform your tenants of all the rules and regulations of the University Park Place Association.

2025 GOALS:

- Dora Plumbing
- Amendments to the B-Law Documents
- New washers and dryers for both Laundry Rooms Amendments to the B-Law Documents
- Build Reserves back up

BOARD MEETING ADJOURNED: 5:15 p.m. | Meeting Minutes prepared by: Pat Baker, Secretary

NEXT MEETING: Monthly Board Meeting
Wednesday, January 29, 2025 @ 5:45 p.m., (Location, TBA)