



**UNIVERSITY
PLACE
CONDOMINIUMS**

Century 21, Beal Inc.

Brazos Valley Property Management
903 S Texas Avenue, College Station, TX 77840
Business (979)764-2500 Fax (979)764-0508

July 6, 2017

July 13, 2017 BOARD MEETING AGENDA

903 S. Texas Ave. College Station, Texas

1. Review Financials: January – June 2017
2. Update on Parking lot lights and building lights (external and internal to buildings)
 3. Parking Lot & Driveway update
 4. Landscaping update
 5. Contract for mowing with LUSA
 6. Update on Sprinkler system repairs
7. By-Law Changes: Pets & Ownership maximum
 8. Update on painting doors plan
 9. Update on stair rails being fixed - safety issue
10. Discuss purchase of storage unit to place on the facility
11. Other items

University Place Condominiums

Date: March 30, 2017

Time: 5:30 PM

Location Brazos Valley Property Management
College Station, TX

Board Member Present:

Roger Martinez- President
Laurie Rowland- Vice President
Terry & Lori Fry- Secretary

Member At Large Present:

Larry Hoff

Century 21 Representatives Present:

Terry Thigpin, Broker
Toni Myers, HOA Representative

Meeting began at 5:30

Items of Discussion

Evening Property Patrol- Due to auto break-ins in College Station, we have a temporary Security Patrol Service monitoring our complex until we feel comfortable the issue has gone away.

- Requesting data from CSPD on surrounding break ins. - Toni
- Continue to check fences around our complex
- Obtain bids on a video surveillance system.
- We have added LED lights and our property is one of the best lit in the city.

Parking Lot Resurface Proposal

- Cost \$325,000.00 to resurface Parking lot
- Loan of \$300,000.00 @ 6% for 6 years= \$2,532.00 per month payment.
- Cash Flow- 96 Units x \$25.00 (Monthly HOA increase beginning September 2017)= \$2,400.00
- Rene Ramirez will get two more bids by end of April or May.
- Review all bids to see what is best for UPC
- Meet with banker to discuss/show our cash flow

Building Updates

- All outside lights with the exception of two are working.
- Breezeway lights- exact light is no longer in production per Light Company. We have located and purchased 30 and will continue to try and locate more. This light is low profile as previous lights have been knocked off the walls due to tenants moving in/out.- Lauri Rowland

Storage Unit on Premises

- Discussed putting a storage unit around the current pool pump area – Terry T
- Size needs to leave room for space to house items such as lights, screens etc.

Landscaping

- Stump grinding complete
- Terry T, Roger and Rene have gotten bids for Landscaping, due to the bids all coming in at about \$40,000, we will work on one building at a time to add metal around lower trees, gutter extensions with popups, areas where the grade is causing erosion, add ground cover.

Lawn Service

- Changed lawn service to Matt Jones, currently no contract working month to month to make sure we are getting service we expect for the complex.
- Complex is to be mowed on Thursday's or Friday's by noon each scheduled mow.

Financials

- Electrical expense analysis- Comparing the cost effectiveness of new LED lights and water sensors sprinkler system.
- BVPM is requesting detailed breakdown from City of College Station Utilities for more detailed and thorough expense analysis.

Other Items

- Requesting two bids to have all doors on complex painted – Lori Fry
- Stair rails – manufacturer no longer makes the same size end cap. We are considering purchasing new rails for lower floors and recycle the good rails for upper levels that have issues. This will solve the missing end caps on lower level as well as repair any areas that cause a potential safety issue on upper levels.- Larry Hoff
- Basketball goals, take down? Replace net?

Meeting adjourned at 7:00 pm

Cash Flow

BVP Management, Inc.

Active Properties Owned By: University Place Condominiums

Date Range: 01/01/2017 to 06/30/2017

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
Homeowners Association Dues	106,314.50	100.00	106,314.50	100.00
Total Operating Income	106,314.50	100.00	106,314.50	100.00
Expense				
Phone Expense	836.68	0.79	836.68	0.79
Electrical Repairs	3,115.00	2.93	3,115.00	2.93
Fence Repair	209.22	0.20	209.22	0.20
Fire Alarm Repairs	338.29	0.32	338.29	0.32
General Maintenance	6,839.80	6.43	6,839.80	6.43
Insurance	13,239.51	12.46	13,239.51	12.46
Transfer to Reserves	11,520.00	10.84	11,520.00	10.84
Lawn/Property Maintenance	12,246.06	11.52	12,246.06	11.52
Special Projects	7,888.97	7.42	7,888.97	7.42
Management Fee	6,600.00	6.21	6,600.00	6.21
Misc. Property Expense	124.16	0.12	124.16	0.12
Monitoring Service	162.36	0.15	162.36	0.15
Mortgage/Note Payment	31,960.50	30.06	31,960.50	30.06
Office Expenses	36.08	0.03	36.08	0.03
Parking Lot Repair	3,300.00	3.10	3,300.00	3.10
Pest Control	649.50	0.61	649.50	0.61
Plumbing Expense	953.00	0.90	953.00	0.90
Porter Service	2,935.56	2.76	2,935.56	2.76
Pool Expense	3,100.07	2.92	3,100.07	2.92
Professional Fees	325.00	0.31	325.00	0.31
Security Expense	1,764.48	1.66	1,764.48	1.66
Telephone Service	125.66	0.12	125.66	0.12
Trash Pick-up	555.00	0.52	555.00	0.52
Utilities	12,028.13	11.31	12,028.13	11.31
Total Operating Expense	120,853.03	113.68	120,853.03	113.68
NOI - Net Operating Income	-14,538.53	-13.68	-14,538.53	-13.68
Total Income	106,314.50	100.00	106,314.50	100.00
Total Expense	120,853.03	113.68	120,853.03	113.68
Net Income	-14,538.53	-13.68	-14,538.53	-13.68
Other Items				
Prepayments	15,355.00		15,355.00	
Net Other Items	15,355.00		15,355.00	
Cash Flow	816.47		816.47	

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Beginning Cash	46,057.35		46,057.35	
Beginning Cash + Cash Flow	46,873.82		46,873.82	
Actual Ending Cash	46,873.82		46,873.82	



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UNIVERSITY PLACE CONDOMINIUM HOMEOWNERS
ASSOCIATION INC
903 TEXAS AVE S
COLLEGE STATION TX 77840-2228

Statement Date 6/30/2017
Account No 214020265
Page 1 of 4



STATEMENT SUMMARY

TX Prosperity Money Market Ind Account No 214020265

06/01/2017	Beginning Balance			\$54,278.30
	2 Deposits/Other Credits		+	\$1,931.48
	0 Checks/Other Debits		-	\$0.00
06/30/2017	Ending Balance	30	Days in Statement Period	\$56,209.78
	Total Enclosures			1

DEPOSITS/OTHER CREDITS

Date	Description	Amount
06/05/2017	Deposit	\$1,920.00
06/30/2017	Accr Earning Pymt Added to Account	\$11.48

TOTAL OVERDRAFT FEES

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Return Item Fees	\$0.00	\$0.00

DAILY ENDING BALANCE

Date	Balance	Date	Balance	Date	Balance
06-01	\$54,278.30	06-05	\$56,198.30	06-30	\$56,209.78

EARNINGS SUMMARY

** Below is an itemization of the Earnings paid this period. **

Interest Paid This Period	\$11.48	Annual Percentage Yield Earned	0.25 %
Interest Paid YTD	\$51.33	Days in Earnings Period	30

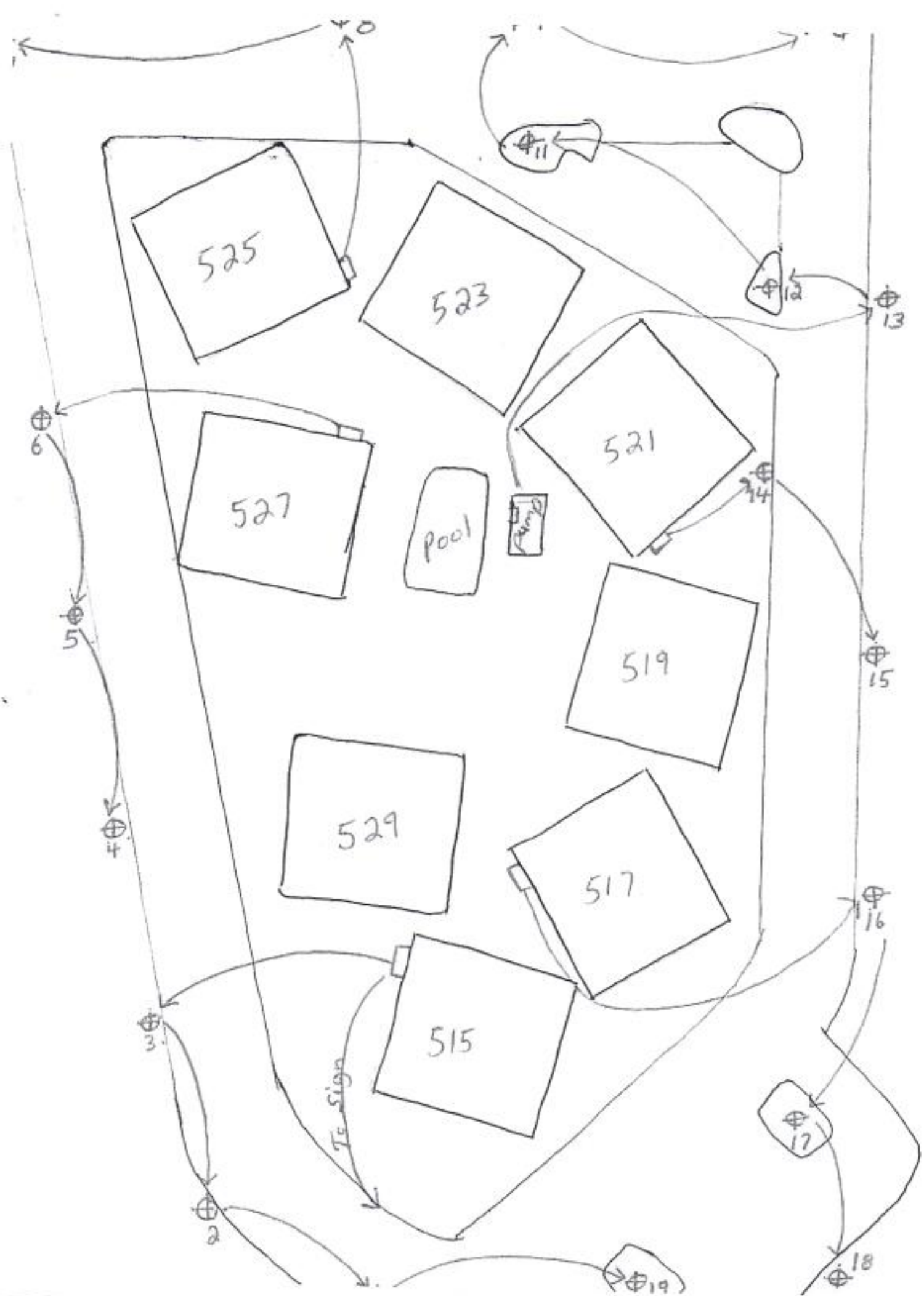
MEMBER FDIC



NYSE Symbol "PB"

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Landscapes usa

Bid for Landscape Maintenance

July 10, 2017

Toni
Bryan, Texas 77802

Property: Landscape enhancement for **University Place Condos**- Entrance/street

Entrance

Mulch 23 bags	\$ 172.50
1 yard bed mix island	\$ 90.00
15-1 gal Wedelia	\$ 210.00
Trees by front first building as you drive in mulch 13 bags	\$ 97.50

Street-Under crapes

2 yards bed mix	\$ 180.00
Mulch 25 bags	\$ 187.50
Lantana-15-1 gal	\$ 195.00
Irrigation	<u>\$ 250.00</u>
Sub-total	\$1382.50
Tax	<u>\$ 114.06</u>
Total	\$1496.56

Please let me know if you would like to do this so that I can schedule it.

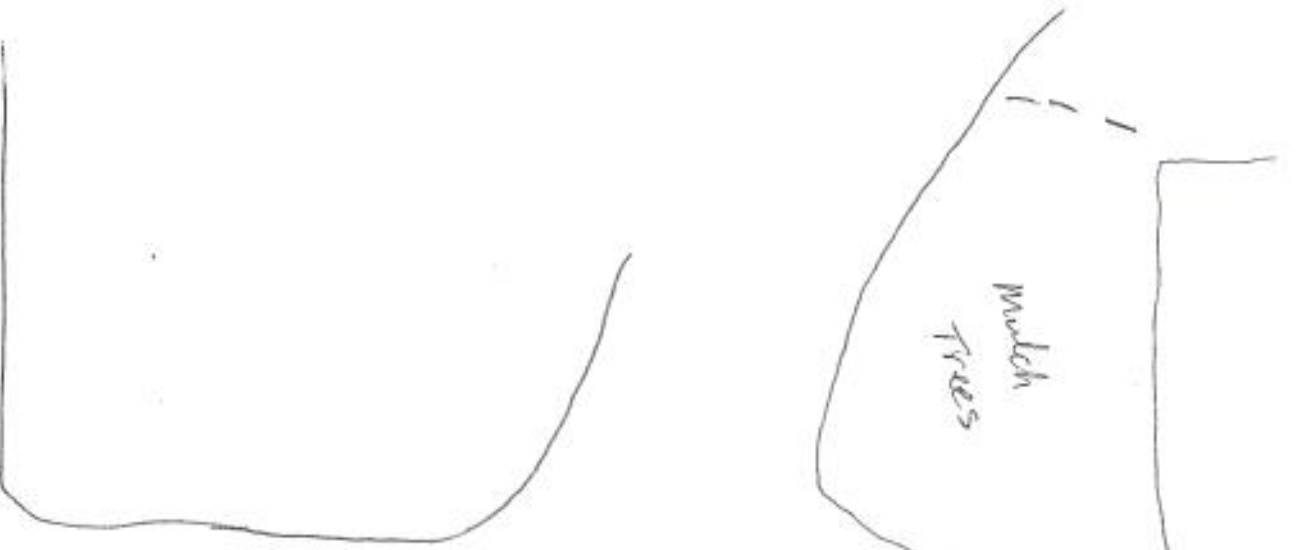
Thanks

Glen Conrad
Manager
TxLI #6678

Acceptance _____

Date _____

Univ. Place July 2017
Entrance / Street



- w - lg Medelia
- ⊙ - Existing Crops
- L - lg Lantana



Landscapes usa

Bid for Landscape Maintenance

July 10, 2017

Toni
Bryan, Texas 77802

Property: Landscape enhancement for **University Place Condos**- Volleyball area

We propose to create a shrub bed against the wall on Building by the volleyball area. We would add in an additional zone for watering new St. Augustine grass.

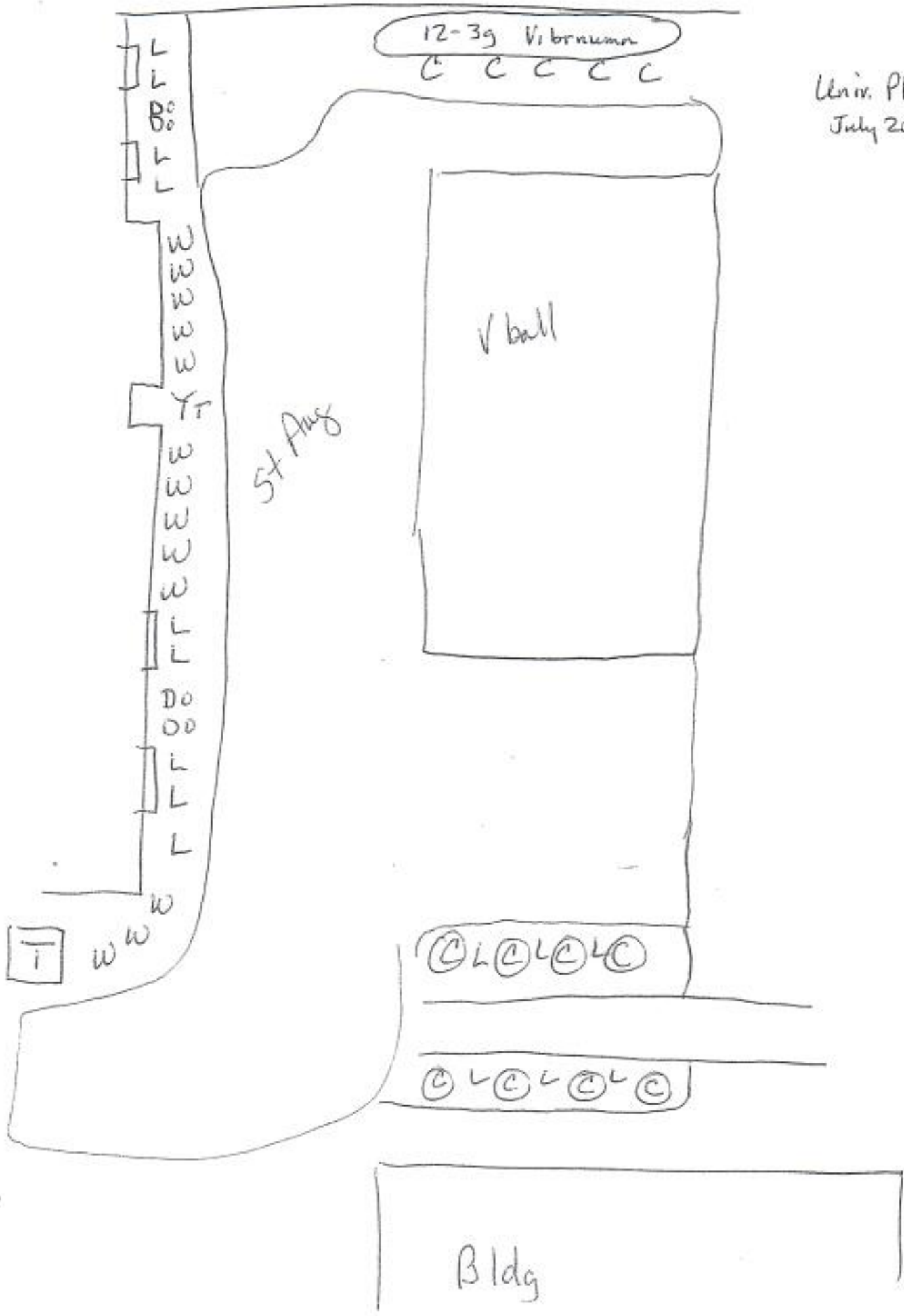
Irrigation add on	\$ 700.00
Grading	\$ 200.00
Grass-8 pallets St Augustine	\$1800.00
Mulch- 60 bags brown	\$ 450.00
6 yards Bed mix	\$ 540.00
9-3 gal Ligustrumns	\$ 193.50
4-3 gal Dwarf Oleanders	\$ 100.00
12- 3 gal Vibnumn	\$ 294.00
13-3 gal Wax myrtles	\$ 279.50
15 ga Yaupon Tree	\$ 135.00
30-1 gal Lantana	<u>\$ 390.00</u>
Sub-total	\$5082.00
Tax	\$ 419.27
Total	\$5501.27

Please let me know if you would like to do this so that I can schedule it.

Thanks

Glen Conrad
Manager
TxLI #6678

Acceptance _____ Date _____



Univ. Place
July 2017

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Landscapes usa

Bid for Landscape Maintenance

August 1, 2016

Toni
Bryan, Texas 77802

Property: Landscape services for **University Place Condos**

LUSA Austin LLC (dba Landscapes USA) will provide landscape maintenance services to the property referenced above according to the attached schedule and or specifications. **University Place Condos** will pay LUSA Austin **\$1742.83.00 including tax** per month. Monthly invoices will be sent on or before the beginning of each month and payment to LUSA Austin LLC will be expected by the 1st of the following month. Past due balances may be charged 1.5% per month.

Services can be cancelled by **University Place Condos** or LUSA Austin LLC by giving a thirty day written notice to the other party. If more service trips are provided than paid for, a final bill will be sent for the difference.

By signing below, **University Place Condos** authorizes LUSA Austin LLC to begin work according to the attached work schedule and the payment schedule outlined above. Services shall begin on _____ and continue until services are cancelled.

Agent for **University Place Condos**

Date

Glen Conrad

Glen Conrad
Manager

8/1/2016

Date

Full Service Maintenance Program

University Place Condos

Jan Feb Mar Apr May June Jul Aug Sept Oct Nov Dec Total

MANAGEMENT

Management Contact	1	1	1	1	1	1	1	1	1	1	1	1	1	12
Crew Site Trips per Month	1	1	4	4	5	4	5	4	4	4	2	1		39
Operation Manager Inspection	1	1	1	1	1	1	1	1	1	1	1	1		12
Annual Budget Review										1				1

SHRUBS

Trimming of Shrubs			1	1	1	1	1	1	1	1				8
Bed Cleaning (weeds)	1	1	4	4	5	4	5	4	4	4	2	1		39
Post-Emergent Treatment of weeds	1	1	4	4	5	4	5	4	4	4	2	1		39
Fertilize			1								1			2
Pest Inspection	1	1	4	4	5	4	5	4	4	4	2	1		39
Pest Treatment			treatments performed as needed											

TREES

Pest Inspection	1	1	4	4	5	4	5	4	4	4	2	1		39
Clean Basin Weed Control	1	1	4	4	5	4	5	4	4	4	2	1		39

TURF

Cut, Edge, Trim	1	1	4	4	5	4	5	4	4	4	2	1		39
Full Service Trips	1	1	4	4	5	4	5	4	4	4	2	1		39
Fertilize			1								1			2

PARKING LOTS

Line Spraying of Cracks	1	1	4	4	5	4	5	4	4	4	2	1		39
Blow Landscape Debris	1	1	4	4	5	4	5	4	4	4	2	1		39
Pick Up Trash	1	1	4	4	5	4	5	4	4	4	2	1		39

IRRIGATION

Complete inspection	1	1	1	1	1	1	1	1	1	1	1	1		12
Visual inspection	1	1	4	4	5	4	5	4	4	4	2	1		39

June __, 2017

Subject: Amendment to University Place Condominium Declaration Section 5.7

Dear University Place Condominium Homeowners Association members:

The University Place Condominium Homeowners Association Board of Directors has heard from numerous members that they desire to amend the University Place Condominium Declaration (the "Declaration") to allow for the possession of domestic pets, including dogs, cats, fish, and small birds.

Currently, the Declaration prohibits the ownership or possession of dogs or cats within our community. This restriction is made in Declaration Section 5.7 which states:

5.7 Pets. With the exception of domesticated fish and birds (which may be kept inside a Unit provided that they do not become a nuisance to any other Unit Owner), no pets, animals, livestock, or poultry of any kind shall be raised, bred, or kept on the property.

The Board of Directors is recommending to the University Place Condominium Homeowners Association members that the wording of section 5.7 be amended to allow for the ownership of dogs and cats within our community. Adoption of any change to our Declaration requires 67% of unit owners to vote in favor of the change.

Attached you will find a ballot with the current Declaration 5.7 wording and the proposed new wording. Please indicate your vote(s) in the space provided either for or against adoption of the proposed change and mail the ballot to the address shown in the letterhead. You may also hand deliver your ballot to any member of the University Place Condominium Homeowners Association Board of Directors.

Sincerely Yours,

University Place Condominium Homeowners
Association Board of Directors

By: [PRINTED NAME], President

[SIGNATURE]

Ballot for Amending University Place Condominium Declaration Section 5.7

I hereby cast my vote for or against changing the wording in the University Place Condominium Declaration 5.7 as follows:

Current wording:

5.7 Pets. With the exception of domesticated fish and birds (which may be kept inside a Unit provided that they do not become a nuisance to any other Unit Owner), no pets, animals, livestock, or poultry of any kind shall be raised, bred, or kept on the property.

New wording:

5.7 Pets. No kennel or other facility for raising or boarding dogs or other animals for commercial purposes shall be kept on any Unit or its appurtenant Limited Common Elements. The keeping of ordinary household pets, not to exceed two (2) in number per household, such as dogs, cats, fish, and small caged birds, is allowed, and the pups, kittens, or offspring of any such permitted household pets may be kept for a period not in excess of ten (10) weeks, provided, however, that no breeding, raising, or boarding of such pets for commercial purposes occurs. No poultry, livestock, or exotic animal may be kept on any portion of a Unit or its appurtenant Limited Common Elements. Pets must be confined to the pet owner's Unit and must not be allowed to roam free or be tethered. Pets must not be left unattended on patios or balconies. Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier. Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings in the trash. Cat litter may not be disposed of in toilets. Pet owners are responsible for any damage caused by their pets.

You are entitled to one vote for each unit you own. If you own multiple units please indicate your vote for each unit that you own. To be counted, ballots must be returned no later than _____, __, 2017.

Unit Number	[X] Vote For	[X] Vote Against

Signature: _____ Date: _____

Name (print): _____

Zimbra

terryt@century21bcs.com

RE: BVPM/University Place Declaration Amendment re restriction of unit ownership

From : Jana Beddingfield <j.beddingfield@rifelaw.com>

Tue, Jun 27, 2017 06:09 PM

Subject : RE: BVPM/University Place Declaration Amendment re restriction of unit ownership**To** : Terry Thigpin <terryt@century21bcs.com>

Terry,

I just finished researching the issue of whether University Place can have a restriction preventing owners from owning more than 9 units. It does not appear the Texas courts have ruled on the issue, but I did find a case out of Massachusetts that has allowed it. That court said that amending the documents to restrict the number of units an entity or individual can own is reasonable if its purpose is supported by a desire to impart a degree of continuity of residence, inhibit transiency, and safeguard the value of investment.

The one issue I was concerned with is that it would be forbidden as a restriction on alienability, but I did not see any cases where that issue has been raised. Generally speaking, alienability, or the ability to freely sell or otherwise transfer property, is inherent in the ownership of property. A restraint on alienation is a term in a conveyance of real property which seeks to prohibit or limit the ability of the recipient of the property to sell or transfer their interest in the property. I could see the potential for that argument to be raised with limiting unit ownership (in the case that a current owner wants to sale to someone already owning 9 units and is unable to because of the restriction). But since the condo's governing documents, the statute, nor case law prohibit it, I recommend trying to add the amendment in the same manner as the pet amendment. If it can get the votes and be formally added to the declaration, then if anyone has an issue with it, they can raise the issue with the court.

Talk it over with the board and let me know if you'd like me to prepare a letter and ballot for restricting unit ownership.

Jana

From : Jana Beddingfield [mailto:j.beddingfield@rifelaw.com]**Sent** : Friday, June 23, 2017 5:44 PM**To** : Terry Thigpin**Subject** : BVPM/University Place Declaration Amendment re Pets

Terry,

Article XII of the University Place Declaration requires the Declaration to be amended with strict compliance to the Condominium Act. Sec. 82.007 of the Condominium Act requires an amendment to be approved by the holders of at least 67% of the votes in the association. Sec. 82.007(a)(1) allows the amendment to be adopted by written ballot stating the exact wording of the amendment and the date by which the ballot must be received to be counted.

I have attached a draft of a letter to be sent by the board president to the unit owners with a ballot with proposed language. Read over this and let me know your thoughts. If you can provide me with the president's name I'll plug it in on Monday. I drafted this in Word Perfect, which is why I am sending it to you in PDF, but if they want to tweak the language some, I can convert it to Word and send it to you. Just let me know.

Have a good weekend!

Jana

The Clean Up Crew
 905 Cedar Circle
 Bryan TX 77803



Century 21
 Toni Meyers
 BVP Management, Inc.
 903 S. Texas Avenue
 College Station TX 77840

Bid #	000164
Bid Date	May 23, 2017
Bid Total (USD)	\$7,794.00

Item	Description	Unit Cost	Quantity	Line Total
Paint	Paint exterior door (outside) oilbase paint to match exterior siding	75.00	96	7,200.00
Labor & Materials	Oilbase paint, rollers, paper, plastic and tape	0.00	1	0.00
Subtotal				7,200.00
Sales Tax 8.25%				594.00
Bid Total (USD)				\$7,794.00

Terms

Bid valid for 30 days.

Notes

University place condominium
 College Station, TX 77840