



Virtual Board of Directors Meeting

Tuesday, November 14th, 2023

7:00 p.m. – 9:00 p.m.

Microsoft Teams Meeting

Meeting ID: 230 434 262 099

Passcode: ytRBC5

www.universityplacehoa.com

Meeting Conduct



All Owners that have called in during this meeting are attending for listening and viewing purposes only. Please keep in mind, as with any other meeting, an Owner may not speak without being recognized by the Board. The Board has allocated time towards the end of the presentation for a Homeowner Q&A.

Any questions during the meeting that did not get addressed can be submitted via the Association's website at www.universityplacehoa.com under the "Contact Us" tab.

Thank You For



Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
 - Sarah Weyandt, President
 - Elizabeth Fanini, Vice President
 - Brennan Weems, Secretary
 - Richard Abernathy, Treasurer
 - Michael Abrams, Assistant Secretary
- Introduction of Essex Association Management, L.P. Representatives
 - Al Silva, Community Association Manager
 - Christina Duarte, Assistant Association Manager
- Approval of September 2023 Townhall Meeting Minutes
- Financial Review
 - August 2023 Balance Sheet & Income Statement Summary
 - Review and Approve 2024 Proposed Budget
- Community & Board Updates
 - Old Business
 - New Business
 - State Mandated Policy Changes
- Adjourn Open Session
 - Homeowner Q&A
- Move into Executive Session
- Adjourn Executive Session

September 20th, 2023, Meeting Minutes

University Place Dallas Homeowners Association, Inc. Townhall Meeting of the Members September 20, 2023

Name	Title	Present
Sarah Weyandt	President	Y
Elizabeth Fanini	Vice President	Y
Brennan Weems	Secretary	Y
Mikey Abrams	Assistant Secretary	Y
Richard Abernethy	Treasurer	Y

Present from Essex Association Management, L.P. Representatives

Al Silva, Community Association Manager

Christina Duarte, Community Assistant Association Manager

Meeting Type and Time
Townhall Meeting of the Members
Virtual Microsoft Meeting
at 7:00 pm on 09.20.2023

Introductions: Al Silva introduced the Board of Directors and Essex Association Representatives.

Meeting called to order at 07:01 pm.

Al Silva presented proof of meeting notice and verified that quorum was met at (10%).

Community and Board Updates

Al and Sarah W. presented and discussed the following community and Board updates.

• Committees

- o Public Spaces-still opportunity to volunteer.
 - Help with creating steps/process allowing residents to reserve the pool or common areas. Help maintain all open spaces (landscaping, structures, etc.) and recommend improvements where needed.
 - If you are interested in getting more involved within your neighborhood, please submit your volunteer form through the Association's website at www.universityplacedallashoa.com.
- o Safety- speeding concerns
 - Maintain the safety and security of the Community (speeding, crime watch, etc.) by creating a partnership with local law enforcement, local government bodies, etc.
 - Essex to Coordinate / Communicate with City, PD, and any other options to help resolve.
 - Following up with County's Rules & Regs.
 - Requesting Speed Test with City Council Members.
- o Community Outreach
 - Host Community events, share information with residents through welcome packets, newsletters, etc. and partner with existing neighborhood networks. Ensure events and functions are inclusive to the Community at large.
- Dart Lawsuit-settlement includes consulting with HOA on restoration of the neighborhood entrance.
- Landscaping Replacements-planned for this fall.

University Place Dallas Homeowners Association, Inc. Townhall Meeting of the Members September 20, 2023

- Perimeter fence/wall- In progress
 - o Looking into other fence options- Same material, wood, brick fencing.
 - Increased height would need permit from the city.

Homeowner Q & A:

Q: Is there an update on the dog attack in the neighborhood?

A: The city has a process and rules about aggressive or dangerous dogs. Please use city services for this or other concerns where the city has authority.

Q: What are the plans for the empty lot on Vitex Road?

A: This lot was not fully finished by the builder, homeowner is trying to resolve with the builder.

Q: When will construction finish on Coit Road?

A: Construction is estimated to be completed in June 2025.

Adjournment:

With no other questions, or business to discuss with the Board of Directors. Al Silva Motioned to Adjourn the Open Session of the meeting. No further questions were brought up by the Board or Members present. Sarah motioned to adjourn, Brennan seconded, with all in favor motion so carried.

Meeting Adjourned at 08:45 pm

Signature of Secretary or Board President

Date

Minutes Prepared by: Christina Duarte, Essex Association Management, L.P.

August 2023 Balance Sheet

Balance Sheet Report UPD Homeowner's Association, Inc.

As of August 31, 2023

	<u>Balance Aug 31, 2023</u>	<u>Balance Jul 31, 2023</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	131,803.93	164,484.31	(32,680.38)
1013 - Cit Bank--Premium Money Market Reserves	890,485.58	889,956.34	529.24
Total Assets	1,022,289.51	1,054,440.65	(32,151.14)
Receivables			
1400 - Accounts Receivable	25,631.19	30,711.07	(5,079.88)
Total Receivables	25,631.19	30,711.07	(5,079.88)
Total Assets	1,047,920.70	1,085,151.72	(37,231.02)
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	2,473.32	3,860.49	(1,387.17)
2050 - Prepaid Assessments	12,133.51	11,829.31	304.20
4902 - Insurance Claim	14,279.69	14,279.69	0.00
Total Liabilities	28,886.52	29,969.49	(1,082.97)
Total Liabilities	28,886.52	29,969.49	(1,082.97)
<u>Owners' Equity</u>			
Equity			
3900 - Retained Earnings	445,242.16	445,242.16	0.00
Total Equity	445,242.16	445,242.16	0.00
Total Owners' Equity	445,242.16	445,242.16	0.00
Net Income / (Loss)	573,792.02	609,940.07	(36,148.05)
Total Liabilities and Equity	1,047,920.70	1,085,151.72	(37,231.02)

August 2023 Income Statement Summary

Income Statement Summary UPD Homeowner's Association, Inc.

August 01, 2023 thru August 31, 2023

	Current Period			Year to Date (8 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	2,870.59	1,982.00	888.59	866,535.85	598,616.00	267,919.85	605,550.00
Total Income	2,870.59	1,982.00	888.59	866,535.85	598,616.00	267,919.85	605,550.00
Total General & Administrative	5,268.90	5,882.00	(613.10)	82,736.57	49,211.00	33,525.57	73,865.00
Total Taxes	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Total Insurance	2,994.00	0.00	2,994.00	8,329.00	7,500.00	829.00	7,500.00
Total Utilities	10,545.56	6,480.00	4,065.56	46,057.46	51,815.00	(5,757.54)	77,720.00
Total Infrastructure & Maintenance	6,383.37	9,114.00	(2,730.63)	51,675.17	79,707.00	(28,031.83)	123,520.00
Total Pool	3,301.63	7,203.00	(3,901.37)	24,058.43	37,777.00	(13,718.57)	51,758.00
Total Landscaping	8,577.73	9,150.00	(572.27)	68,621.84	86,534.00	(17,912.16)	129,800.00
Total Irrigation Maintenance	1,947.45	2,812.50	(865.05)	11,265.36	19,100.00	(7,834.64)	30,350.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	90,437.00
Total Contingency	0.00	2,000.00	(2,000.00)	0.00	12,000.00	(12,000.00)	20,000.00
Total Expense	39,018.64	42,641.50	(3,622.86)	292,743.83	343,644.00	(50,900.17)	605,550.00
Net Income / (Loss)	(36,148.05)	(40,659.50)	4,511.45	573,792.02	254,972.00	318,820.02	0.00

Review and Approve Proposed 2024 Budget

	2024 Budget
Liabilities	
4902 - Insurance Claim	0.00
Total Liabilities	0.00
Total UPD Homeowner's Association Liabilities	0.00
Income	
4100 - Assessments	595,500.00
4195 - Transfer Fees	0.00
4200 - Late/NSF Fee	5,000.00
4250 - Collection Fee Charge	3,200.00
4300 - Misc Income	0.00
4350 - Violation charge	1,200.00
4410 - Demand Letter Income	600.00
4500 - Interest Income	3,000.00
4801 - CAP Fees	13,750.00
4831 - Pool Key Revenue	0.00
4836 - Rental Revenue	0.00
4901 - Collection Facilitation	0.00
Total Income	622,250.00
Total UPD Homeowner's Association Income	622,250.00
General & Administrative	
5100 - Administrative	1,200.00
5101 - Postage	5,400.00
5104 - Printing and Reproduction	1,400.00
5105 - Website Expense	1,000.00
5106 - Homeowner Functions	6,500.00
5109 - Licenses, Permits, & Fees	200.00
5110 - Professional Management	48,240.00
5120 - Collection Facilitation Billed back	3,200.00
5121 - Property Inspections	1,600.00
5122 - Annual Meeting Expenses	500.00
5170 - Bank Fees	0.00
5176 - Legal Fees	3,000.00
5177 - Legal Fees Billed Back	0.00
5180 - Audit & Accounting	1,500.00
5181 - Tax Preparation	465.00
Total General & Administrative	74,205.00
Taxes	
5201 - Property Taxes	600.00
Total Taxes	600.00
Insurance	
5310 - General Liability\Property Ins	8,750.00
Total Insurance	8,750.00
Utilities	
6000 - Telephone/Internet	5,220.00
6010 - Electric	16,500.00

Utilities	
6020 - Water/Sewer	56,000.00
Total Utilities	77,720.00
Infrastructure & Maintenance	
5192 - Signs	4,000.00
6018 - Security Equipment/Supplies	500.00
6201 - Amenity Center Repair/Maintenance	2,000.00
6205 - Alley Maintenance	2,000.00
6210 - Fence Repairs	250,000.00
6245 - Amenity Center Sports Equipment	2,000.00
6250 - Pest Control	1,500.00
6252 - Waste Management	0.00
6260 - Electrical Repairs & Maintenance	2,000.00
6261 - Grounds Porter	8,400.00
6262 - Play Ground Maint.-3	20,000.00
6264 - Holiday Decoration	5,000.00
6290 - Common Area Maintenance	12,000.00
6345 - Porter Service/Janitorial	18,600.00
6600 - Security	1,800.00
Total Infrastructure & Maintenance	329,800.00
Pool	
6310 - Pool Key Expense/Access System	0.00
6320 - Pool Contract Maintenance	35,000.00
6330 - Pool Supplies/Equipment	5,000.00
6340 - Pool Repairs	2,450.00
6350 - Pool Furniture and Fixtures	500.00
6360 - Pool Monitoring Service	0.00
Total Pool	42,950.00
Landscaping	
6400 - Landscaping-Contractual	109,800.00
6404 - Tree Maint & Replacement	10,000.00
6410 - Landscape Maint & Repairs	10,000.00
Total Landscaping	129,800.00
Irrigation Maintenance	
6500 - Irrigation	15,000.00
6505 - Lake Maintenance	6,000.00
6507 - Lake Maintenance (Chemicals/Supplies)	4,350.00
6510 - Fountain Maintenance	3,000.00
Total Irrigation Maintenance	28,350.00
Reserves	
6001 - Reserve Contributions	(70,000.00)
Total Reserves	(70,000.00)
Contingency	
8000 - Contingency Fund	75.00
Total Contingency	75.00
Total UPD Homeowner's Association Expense	622,250.00
Total Association Net Income / (Loss)	0.00

Community & Board Updates

- **Old Business**
 - **Dart Update**
 - **Perimeter Wall Update**
 - **Committee Updates**
- **New Business**
 - **Landscape Improvements**

Amendments / Adoption to Policies

Policies listed below were drafted with the protection of the Association and homeowners in mind.

State Mandated Policies to be Amended / Adopted

- Amend – Collections / Payment Plan Policy
- Amend – Enforcement Policy
- Adopt – Security Measures Policy



Office Information

Essex Association Management, L.P.

1512 Crescent Drive, Suite 112

Carrollton, Texas 75006

Office: (972) 428-2030

After Hours Emergency Line: (888) 740-2233

Monday - Friday

9:00 a.m. to 5:00 p.m.

Community Manager Al Silva: al@essexhoa.com

www.universityplacehoa.com



Homeowner Questions? One at a Time Please



Adjourn Open Session Move into Executive



For any questions, comments, or concerns please submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back shortly.

**Essex Association Management
1512 Crescent Drive, Suite 112
Carrollton, Texas 75006
Office: 972-428-2030
www.universityplacehoa.com**