

# UNIVERSITY PLACE

Homeowners Association

## Virtual Board of Directors Meeting

Tuesday, March 26<sup>th</sup>, 2024

6:30 p.m. – 7:30 p.m.

Microsoft Teams Meeting

Meeting ID: 211 978 179 210

Passcode: r2i9iq



PROFESSIONAL PROPERTY MANAGEMENT COMPANY

[www.universityplacedallashoa.com](http://www.universityplacedallashoa.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.universityplacedallashoa.com](http://www.universityplacedallashoa.com) under the "Contact Us" tab.**

**Thank You For**



# Agenda

- **Establish Board Quorum 10%**
- **Call Meeting to Order**
- **Introduction of the Board of Directors**
  - Sarah Weyandt, President
  - Elizabeth Fanini, Vice President
  - Brennan Weems, Secretary
  - Richard Abernathy, Treasurer
  - David Rubin, Assistant Secretary
- **Introduction of Essex Association Management, L.P. Representatives**
  - Al Silva, Community Association Manager
  - Christina Duarte, Assistant Association Manager
- **Proof of Notice**
- **Approval of November 2023 Board Meeting Minutes**
- **Financial Review**
  - December 2023 Balance Sheet & Income Statement Summary
- **Community & Board Updates**
  - Old Business
  - New Business
- **Adjourn Open Session**
  - Homeowner Q&A
- **Move into Executive Session**
- **Adjourn Executive Session**

# Proof of Notice

Essex Association Management  
1512 Crescent Drive, Ste. 112  
Carrollton, TX 75006



## Notice of Virtual Board of Directors Meeting University Place Dallas Homeowners Association, Inc. Tuesday, March 26<sup>th</sup>, 2024, at 6:30 p.m.

Virtual Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 211 978 179 210

Passcode: r2i9iq

Call In Option (Audio Only)

Number: +1 323-433-2148 Conference ID: 876 295 085#

March 13<sup>th</sup>, 2024

Dear Homeowner(s),

As the Managing Agent for University Place Dallas Homeowners Association, Inc., we are pleased to announce that the Virtual Board of Directors Meeting has been scheduled for Tuesday, March 26<sup>th</sup>, 2024, at 6:30 p.m. Virtual meetings are open sessions for listening and/or viewing only. The purpose of this meeting is to discuss normal business of the Association.

If you are not able to attend the meeting in person, you may log in through your computer through Microsoft Teams, or use the call-in option any time during the meeting. We look forward to you joining us on Tuesday, March 26<sup>th</sup>, 2024.

Please take a moment to review the draft agenda posted to the Association's website at [www.universityplacedallashoa.com](http://www.universityplacedallashoa.com). Should you have any questions regarding the draft agenda or the upcoming Virtual Board of Directors Meeting, please contact Essex Association Management, L.P. via the web submission tool located under the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,  
On behalf of University Place Dallas Homeowners Association, Inc.

Cc: HOA File  
Enclosed: Draft Agenda

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006  
Phone: (972) 428-2030 Fax: (469) 342-8205  
[www.universityplacedallashoa.com](http://www.universityplacedallashoa.com)



Dallas TX 75252



# November 2023, Meeting Minutes (1 of 2)

**Board of Directors Meeting Minutes**  
**University Place Dallas Homeowner's Association, Inc.**  
**November 14<sup>th</sup>, 2023**

Name	Title	Present
Sarah Weyandt	President	Y
Elizabeth Fanini	Vice President	Y
Brennan Weems	Secretary	Y
Richard Abernathy	Treasurer	Y
Michael (Mikey) Abrams	Assistant Secretary	Y

**Present from Essex Association Management, L.P.:**  
 Al Silva, Community Association Manager  
 Julie Dodd, Community Account Manager  
 Christina Duarte, Assistant Community Association Manager

**Meeting Type and Location:**  
 Board of Directors Meeting  
 Virtual meeting via Microsoft Teams  
 November 14, 2023 @ 7:00 pm

Verified all present could hear and reply via Microsoft Teams; Established Board Quorum with three (3) Board Members present.

Meeting called to order by Al Silva at 7:06 p.m.

**Introductions:**  
 Al Silva introduced the Board of Directors and Essex Association Representatives who were present. An explanation of the meeting, structure, and process was given to the homeowners.

**Approval of September 20<sup>th</sup>, 2023, Townhall Meeting Minutes**

- Al Silva proposed to table the minutes for approval at the next meeting to allow additional time for review. Later, Brennan Weems motioned to approve the meeting minutes. Libby Fanini and Richard Abernathy seconded the motion. All in favor. Motion so carried.

**Financial Review:**

- The August 2023 Balance Sheet & Income Statement Summary was presented and reviewed in its entirety, explaining each line item, and clarifying any significant variances presented.

**Review & Approve Proposed 2024 Budget:**

- Al Silva reviewed the 2024 Proposed Budget explaining in its entirety, explaining each line item, and clarifying any significant variances presented.
  - Approved no increase effective January 1<sup>st</sup>, 2024.

**Board of Directors Meeting Minutes**  
**University Place Dallas Homeowner's Association, Inc.**  
**November 14<sup>th</sup>, 2023**

- Al Silva moved to approve the 2024 Proposed Budget, effective January 1, 2024; Sarah Weyandt motioned to approve; Richard Abernathy seconded the motion. All in favor. Motion so carried.

**Community & Board Updates**

- **Board Member Update**
  - Mikey Abrams resigned from position.
- **Old Business**
  - **Dart**
    - The current timeline is to complete Coit road by June 2025.
    - Train and Hike and bike trail will be completed in the future.
  - **Perimeter wall/fence update**
    - Fences and walls must comply with the planned development ordinance. CCR guidelines and community standards.
    - Perimeter areas with white pre-cast fence that are HOA maintained are planned to be replaced in phases with another material that is more cost-effective. Any iron fences that are HOA maintained are expected to remain the same.
    - Perimeter lots backing up to Yellow Bells, Vitex and Sarahville may be able to submit an ACC request to change white pre-cast fence. Changes must follow all relevant standards.
    - Perimeter lots backing up to A&M may similarly submit an ACC request and must follow all relevant standards.
    - Lots that back up to common areas (greenspaces, sidewalks, interior of Sarahville, lots backing to Coit) will retain the existing fencing.
  - **Committee Updates**
    - **Safety Committee-**
      - Working on having digital speedometer with a request from city to reduce speeding.
      - Have established communication with the City of Dallas.
    - **CCR Committee-**
      - Working on article 3 and have completed 1/3 of the updates.
      - Working on other CCR & Rules updates
    - **Social Committee-**
      - Reviewing Timing for Neighborhood Events
      - Will solicit specific events that homeowners want to have.
- **New Business**
  - **Landscape Improvements**
    - Progress has begun throughout the community.
- Next year the board will begin to consider options for another management company.

**State Mandated Policies to be Amended / Adopted Policy Review:**

- Policies listed below were drafted with the protection of the Association and homeowners in mind. It would be in the best interests of the Association and owners to approve the following policies. Adopt or amend certain policies on behalf of the Association to comply with local House Bills and

# November 2023, Meeting Minutes (2 of 2)

## Board of Directors Meeting Minutes University Place Dallas Homeowner's Association, Inc.

November 14<sup>th</sup>, 2023

Texas State Legislature passed in September 2021 (often referred to as "SB1588") and recent legislation passed in 2023.

- Amend – Collections / Payment Plan Policy
  - Extended Time Frame from 30 days to 45 days
- Amend – Enforcement and Fine Policy
  - Extended Time Frame from 30 days to 45 days
- Adopt – Security Measures Policy
- Al Silva moved to amend SB1588 policies. Sarah Weyandt moved to table approval of the policies until questions regarding Policy overlap are addressed.

### Homeowner Q & A:

**Question:** Clarity on Fencing on homeowner's lots.

**Answer:** If the lot backs to the perimeter, fencing is the homeowner's responsibility. Fences beyond homeowner property (for example, along alleyway) will be the HOA responsibility.

Libby Fanini motioned to adjourn the open session; Brennan Weems seconded motion. Motion so carried. Meeting Adjourned at 7:44pm.

Adjourn Open Session at 7:44pm

\_\_\_\_\_  
Signature of Secretary or Board President

\_\_\_\_\_  
Date

Minutes Prepared by: Christina Duarte, Essex Association Management, L.P.,  
On behalf of University Place Dallas Homeowner's Association, Inc.

# December 2023 Balance Sheet

**Balance Sheet Report**  
**UPD Homeowner's Association, Inc.**  
 As of December 31, 2023

	<u>Balance Dec 31, 2023</u>	<u>Balance Nov 30, 2023</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	348,479.27	211,875.23	136,604.04
1013 - Cit Bank--Premium Money Market Reserves	892,571.42	892,040.94	530.48
<b>Total Assets</b>	<b>1,241,050.69</b>	<b>1,103,916.17</b>	<b>137,134.52</b>
<b>Receivables</b>			
1400 - Accounts Receivable	21,990.31	20,294.84	1,695.47
<b>Total Receivables</b>	<b>21,990.31</b>	<b>20,294.84</b>	<b>1,695.47</b>
<b>Total Assets</b>	<b>1,263,041.00</b>	<b>1,124,211.01</b>	<b>138,829.99</b>
<b><u>Liabilities</u></b>			
<b>Liabilities</b>			
2000 - Accounts Payable	52,463.60	1,060.99	51,402.61
2050 - Prepaid Assessments	176,497.43	16,938.92	159,558.51
4902 - Insurance Claim	15,279.69	15,279.69	0.00
<b>Total Liabilities</b>	<b>244,240.72</b>	<b>33,279.60</b>	<b>210,961.12</b>
<b>Total Liabilities</b>	<b>244,240.72</b>	<b>33,279.60</b>	<b>210,961.12</b>
<b><u>Owners' Equity</u></b>			
<b>Equity</b>			
3900 - Retained Earnings	445,242.16	445,242.16	0.00
<b>Total Equity</b>	<b>445,242.16</b>	<b>445,242.16</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>445,242.16</b>	<b>445,242.16</b>	<b>0.00</b>
<b>Net Income / (Loss)</b>	<b>573,558.12</b>	<b>645,689.25</b>	<b>(72,131.13)</b>
<b>Total Liabilities and Equity</b>	<b>1,263,041.00</b>	<b>1,124,211.01</b>	<b>138,829.99</b>

# December 2023 Income Statement Summary

## Income Statement Summary UPD Homeowner's Association, Inc. December 01, 2023 thru December 31, 2023

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	1,780.18	1,734.00	46.18	1,049,100.35	605,550.00	443,550.35	605,550.00
Total Income	1,780.18	1,734.00	46.18	1,049,100.35	605,550.00	443,550.35	605,550.00
Total General & Administrative	5,869.65	6,074.00	(204.35)	103,941.98	73,865.00	30,076.98	73,865.00
Total Taxes	0.00	600.00	(600.00)	370.14	600.00	(229.86)	600.00
Total Insurance	0.00	0.00	0.00	8,329.00	7,500.00	829.00	7,500.00
Total Utilities	3,986.23	6,475.00	(2,488.77)	88,115.30	77,720.00	10,395.30	77,720.00
Total Infrastructure & Maintenance	5,832.40	8,958.00	(3,125.60)	66,782.78	123,520.00	(56,737.22)	123,520.00
Total Pool	3,220.44	2,626.00	594.44	39,480.30	51,758.00	(12,277.70)	51,758.00
Total Landscaping	54,552.59	9,150.00	45,402.59	149,405.31	129,800.00	19,605.31	129,800.00
Total Irrigation Maintenance	450.00	2,812.50	(2,362.50)	19,117.42	30,350.00	(11,232.58)	30,350.00
Total Reserves	0.00	90,437.00	(90,437.00)	0.00	90,437.00	(90,437.00)	90,437.00
Total Contingency	0.00	2,000.00	(2,000.00)	0.00	20,000.00	(20,000.00)	20,000.00
Total Expense	73,911.31	129,132.50	(55,221.19)	475,542.23	605,550.00	(130,007.77)	605,550.00
Net Income / (Loss)	(72,131.13)	(127,398.50)	55,267.37	573,558.12	0.00	573,558.12	0.00



# Community & Board Updates

## ➤ Old Business

- Landscaping Update
- Ongoing Irrigation Maintenance
- Fountain Repairs
- Mirror Maintenance
- Amenity Center Equipment Maintenance

# New Business - Fence Replacement Estimates



## ➤ Estimates:

Vendor	Amount
Tin Star Fencing	\$149,689.74
Fastlane	\$121,728.23
D&D	\$89,970.91

## ➤ Scope of Work:

- 6 Feet, Board on Board, Cedar, Stained, 2 3/8 metal posts, set 2 feet in the ground with 80 lbs. of concrete per post.
- Pressure treated rails using 4-inch pickets, installed side by side with coated, shanked nails. 2x6 Top Cap. 2x6 pressure treated kickboard.

# Drainage Culvert Repairs





# Classic Construction Estimate

## Scope of Work:

We are proposing to remove all of the existing stones (and set aside for relocation/re-usage) and install a new concrete spillway. We will grade the drainage swale from approximately the top of the hill at the brick wall corner that runs down to the pond. This new concrete spillway will be approximately 37 feet wide by 87 feet long. All concrete will be 3500 psi, approximately 4 inches thick with rebar throughout. There will be approximately 10 monolithic piers with monolithic rebar that are approximately 8 feet deep each to serve as anchors. There will be a 3 foot deep by 4" perimeter beam all the way around the perimeter of the spillway, that will help with surface and subsurface erosion. The surface of the concrete will also have water breaks to slow the speed of flowing water.

At the very south end of the pond/just west of the new spillway, we will create a new dirt berm that will help direct some of the field water over to the spillway.

All of the removed stone will be placed strategically around the new spillway as possible. Any remaining stone can be placed elsewhere on the property as needed.

There is one tree and one bush/tree that will need to be removed due to being in the path of the new spillway.

Relocation/replanting of these trees are not included. Please let us know if you would like us to give you an estimate for this.

Clean, remove and dispose of all job related debris.

Please note, there will be slight damage done to the surrounding grassy areas due to heavy machinery and construction access.

Repairs to any of the surrounding areas is not included in this estimate.

One year labor only warranty.

Please note, this design has not been created by an engineer, nor does it have an engineer stamp/approval. If you would like for an engineer approval/stamp, we can have this done by one of our engineers that we use. There will be an associated cost for this.

There is no cost for engineering in this estimate, nor is there a cost for permitting. It is likely the city will require a permit. The cost for this is unknown at this time.

**Total Labor and Materials: \$58,800.00**

# D&D Estimate

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/01/2024	<b>Concrete</b> Remove Existing Rip Rap and dispose, Grade and create a drainage swale to direct all incoming water from neighboring property into the existing pond. Layout for a concrete flume to run approximately 87'x38' with curbs on both sides to contain all water. The sab will be 4" tied in rebar, with a grade beam of 3'. Piers will be installed throughout to anchor all concrete and be at a depth of 8'. Concrete will be designed at 3500psi. 1 Cedar Elm and 1 Eastern Red Cedar will need to be removed to achieve the area needed for the concrete flume.  Sod repair will be required as access is only from Coit Rd. All irrigation will be tested as well for any damage and repaired after work is completed. We will lay plywood down for equipment access to try and limit damage.  We can provide an engineer stamp if required but this estimate does not include that cost. That will be billed separately if deemed a requirement.  All sod repair and irrigation repair is included in the price.	1	46,985.00	46,985.00T

Your Estimate is attached. Please review at your earliest convenience.  
Thank you for your business - we appreciate it very much.

SUBTOTAL 46,985.00  
TAX 3,876.26

**TOTAL \$50,861.26**





### **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](mailto:al@essexhoa.com)**

**[www.universityplacedallashoa.com](http://www.universityplacedallashoa.com)**



# Homeowner Questions? One at a Time Please



**Adjourn Open Session Move into Executive**

**Thank You For**

**A T T E N D I N G**

**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  
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