

# East University Place Condominiums

## COLLECTION POLICY

Approved by The Board of Directors 8/18/04

- Homeowners' monthly assessments are due on the first day of each month, and late if payment is not received by the 10<sup>th</sup> day of the month due. Assessments not paid by the deadline will incur a late charge of \$35.00 per month. A statement of account will be sent advising the owner of the delinquent dues and late fees on the 16<sup>th</sup> of the month or soon thereafter.
- If monthly assessments are not received two months in a row by the 10<sup>th</sup> day of the second month, a collection notice or second statement of account will be issued. The notice/statement will be sent advising the owner of the delinquent assessments and late fees. The owner will have 10 days from the date of the notice to pay the full amount due, or the account may be forwarded to an attorney for collection.
- If the Association's Attorney issues a demand letter, it is the first formal step towards initiating non-judicial foreclosure action against the homeowner. The owner is hereby advised that any collection costs incurred by the association or its attorney will be charged to the owner's account.
- If the delinquency is not cured within 30 days from the date the demand letter is mailed, the Association's Attorney may be directed to pursue the right to non-judicial foreclosure as provided for in the Texas Uniform Condominium Act.
- All attorney's fees, collection costs, and other expenses incurred by the Association in recovery of unpaid assessments are the sole responsibility of the owner whose failure to make timely payment of assessments/dues necessitated the Association incurring such fees, costs and expenses.
- A \$25.00 charge will be made for any check returned unpaid from the bank for any reason.
- All funds received from an owner will be applied on the books of the Association in the following order:
  1. All attorney's fees
  2. All collection fees
  3. All other collection expenses incurred by the Association, whether or not the expense pertains directly to collection of assessments
  4. All late charges
  5. All interest charges
  6. All unpaid special assessments
  7. All unpaid regular assessments.

# East University Place Condominiums

## **REVISED WATER SHUT-OFF POLICY**

Approved by the Board of Directors 11/15/2017

East University Place Condominiums does not have individual water shut-offs for each building. Each home has water supply cut-offs installed under or next to each plumbing fixture in their homes. The maintenance and proper operation of these cut-offs is the responsibility of the homeowner. Any situation requiring a shut down to fix valves, pipes or fixtures in your home will interrupt water service to ALL homes on the property.

### **The following are required when a shutdown in your home is needed:**

1. Shut-offs may only be performed on the **3<sup>rd</sup> Wednesday** of the month and only between 9:00am to 2:00pm. **Management must be notified of the planned shut down by the Friday before the Wednesday shut down.** Required notification information is:
2. Name and phone number of the Plumbing service and the time range that your plumber will have the water turned off.
3. Once proper notification is received, Management will place a notice at each mail center on site at least 48 hours in advance of the proposed shut down. Management will also email all homeowners of the planned shut down at least 24 hours in advance.
4. Except in an emergency, shut downs may only be performed between 9:00a.m. and 2:00p.m. on weekdays.
5. The plumber you retain to perform the plumbing repairs in your home must be a licensed and insured plumber. He is responsible for shutting down and restoring starting water service to the community, and must contact the managing agent to obtain the proper procedure for shut-off and restoration of service. (This includes instructions on how to locate the main meters and the boiler room water cut-off valves.)

**If you must have the water shut off at any other time than the 3<sup>rd</sup> Wednesday of the month, the association charges a \$300 fee, payable to East University Place.**

Please follow the steps below should this be necessary:

- ◆ If the shut off is an emergency, your plumber must contact management for instructions on how to perform the shut off to the community.
- ◆ If your shut off is not an emergency, you must comply with notification steps 2 thru 5 above.

If a general property-wide shut-off is necessitated by the failure of cut-off valve to a fixture in your home, you must repair or replace the cut-off valve while undertaking the repairs to the fixture.

# East University Place Condominiums

## WASHER/DRY IN-HOME INSTALLATION GUIDELINES

East University Place Condominiums was built without provision for adequate drainage facilities for in-home washing machines and without access for water supply for them. The electrical wiring was not designed for in-home, high demand electric clothes dryers. Venting to vent dryer exhaust to the exterior does not exist. These utilities, which exist within common walls, must be modified or installed before laundry systems can be installed and used. **Written Board approval to make these modifications to the common areas is mandatory.**

The Board understands that you wish to proceed. In order to have your request considered by the Board please provide:

- Proof of liability insurance
- A copy of a City of Dallas Building permit for all aspects of the work
- A statement of your intent to use only Energy Star compliant equipment. (Reduces demand on common utilities such as water, gas, and waste drainage.)

If your request is approved by the Board:

- You must have the necessary plumbing alterations made by a licensed plumber
- You must have the necessary electrical wiring done by a licensed electrician.
- All modifications must be done according to existing building codes.

Further you agree, by virtue of your request, to accept all responsibility and liability for all damages resulting from the installation and operation of the equipment installed – including water leaks and overflows that may occur due in full or part to the installation and/or use of the equipment.

Written requests meeting all requirements above may be sent to the Board of Directors care of

Nolan Management Co.  
PO Box 720517  
Dallas, TX 75372

**Work may not commence until you have received the association's written approval.  
Please return this signed form as part of your request package.**

Signed \_\_\_\_\_ Unit # \_\_\_\_\_

# East University Place Condominiums

## DOOR AND WINDOW REPLACEMENT POLICY

Approved by the Board of Directors April 2011 (mailed to all 7/11/11)

Replacement windows and doors are available in metal, vinyl, fiberglass, wood, and metal-clad wood. Single pane, double pane and even triple pane glazing options are available. There are "low-e" coatings for the glass that increase energy efficiency. All of these options should be considered when making your selection for replacement doors and windows. The following standard "configuration" styles and colors have been established for the property. The specific manufacturer, material, and glazing options will be your choice.

### **Approval Process for Door and Window Replacement**

Under no circumstances shall work be performed on windows and/or entrance doors, without the written consent of the Association's Board of Administration. In accordance with the Association's By-laws, section 8.6, written consent from the Board of Administration is required prior to any alteration of these elements. No work on these elements shall begin prior to receipt of approval. Renovations undertaken that alter these elements without the Board's written consent are in violation of the Associations By-Laws.

Board review requires a minimum of 30-days depending on the date the application is received. Board meetings are held monthly. Applications received by the 5<sup>th</sup> of the month will be reviewed at the Board or Administration meeting held during the same month if the application is complete and pending unforeseen circumstances.

### **Application Requirements**

To obtain the Board's consideration, a written and/or graphic description of the proposed alterations must be submitted with a completed Alteration Application. Documents should be submitted to the property manager (Nolan Management Company) who will review and forward them to the Board for their review and approval.

### **Notification after Approval**

After Approval and prior to commencing work within a unit, unit owners shall notify the property manager of the proposed dates and times work will be performed in their units. Workmen shall maintain the security of the property perimeter at all times. Security gates shall not be propped open at any time during the performance of the work.

The following Standards have been set for doors and windows.

### **Windows**

Replacement windows may be of any material commercially available and meeting the following standards:

- 1) Frames shall be "almond" to match the brick color as closely as possible. Color names vary by Manufacturer, therefore, samples must be submitted with the application and approved by the Board of Administration.
- 2) Glazing shall be clear (not tinted or mirrored). Low-e coatings are acceptable if they do not significantly alter the color of clear glazing.
- 3) Glazing can be single pane, double pane or triple pane insulated units.
- 4) No muntins, grids, or grilles are allowed.
- 5) Bedroom windows shall be single-hung or double-hung units with equal upper and lower sash. The City of Dallas Fire Code, Section 1026.2 and current International Residential Code (IRC) require the net clear opening height to be a minimum of 24-inches and minimum net clear opening width to be a minimum of 20-inches.
- 6) Living room windows shall consist of a 60-40 Oriel window centered between two Picture windows. The lower sash of the Oriel window shall be approximately 29-inches high or 40% of the total height of the window. The Picture windows shall be approximately 18-inches wide. The total width of adjacent jambs shall not exceed 5.5-inches.

## Replacement Glazing in Windows

Glazing may be replaced in existing window frame. If replacing a single section, replacement glazing should match the existing glazing. If replacing all glazing within existing frames, glazing should meet the requirements for glazing in replacement windows and restated below.

- 1) Glazing shall be clear (not tinted or mirrored). Low-e coatings are acceptable if they do not significantly alter the color of clear glazing.
- 2) Glazing can be single pane, double pane or triple pane insulated units meeting current IRC.

**SPECIAL NOTE:** As a general rule, when a component within a building is replaced, the International Codes require the new component or addition to comply with the requirements of the current code for new construction. This is true for replacement windows, glazing, and doors. Both the 2009 IECC and 2009 IRC require replacement windows to comply with the energy conservation requirements for fenestration in new construction. This requirement applies whether the entire window unit, including frame, sash and glazing, is being replaced, or just the sash and glazing. Door and window flashing and hardware are also affected by the requirements of the International Residential Code. Consult with the City of Dallas for current requirements.

## Exterior Doors

Replacement doors may be of any material commercially available and meeting the following standards:

- 1) Foyer doors:
  - a. Shall be Fire-Resistance Rated (20-minute rated for One-hour Rated Construction)
  - b. Door materials may be metal, wood, fiberglass, or other materials in compliance with UL certification and City of Dallas Building Code and Fire Code requirements.
  - c. Shall be one of the following approved configurations:
    - i. Flush
    - ii. Six Panel
  - d. Painted True White.
- 2) Patio and Balcony doors:
  - a. Shall be one of the following approved configurations:
    - i. French door – Inswing or Outswing
    - ii. Single door (door width 32-inch minimum to 36-inch maximum opening) with fixed Side Lite
  - b. No muntins, grids or grilles are allowed.
  - c. Internal blinds are allowed if white or off-white in color.
  - d. Shall be painted semi-gloss, EUPCA approved green on the exterior surface. Pittsburgh Paints, 406-7 Royal Hunter Green is the basis of the green color standard.
  - e. The interior surface of doors may be painted a color of your choice.

**EAST UNIVERSITY PLACE CONDOMINIUM ASSOCIATION  
ALTERATION APPLICATION**

PLEASE MAIL OR FAX TO: Nolan Management Company, Inc  
P.O. Box 720517  
Dallas, Texas 75372  
Fax: (214) 828-2415  
Phone: (214) 824-1500

**FROM:** (Please type or print in ink.)

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_

**DESCRIPTION OF CHANGES DESIRED:** Give purpose and full details of changes being requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATIONS WILL NOT BE REVIEWED UNLESS THIS INFORMATION IS PROVIDED:

1. Manufacturer's product literature or brochure.
2. Color options, paint chip, and/or samples.
3. Drawings, sketches, or any other information clearly describing the products to be installed and/or the work to be performed.

IF YOU ARE YOUR OWN CONTRACTOR, CHECK HERE \_\_\_ Acting as your own Contractor means that you will be self-performing the work without the assistance of a licensed contractor. The City of Dallas limits the type of work allowed to be performed by the property owner without a licensed contractor. Please contact the City of Dallas before assuming the responsibility of self-performing work.

IF NOT, PROVIDE CONTRACTOR INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**Signature of Unit Owner** \_\_\_\_\_

Date \_\_\_\_\_

ACKNOWLEDGMENT OF APPLICATION RECEIPT INDICATES NEITHER APPROVAL NOR DISAPPROVAL.  
Owners may comment at open Board of Administrators Meeting.  
If you have questions, please call the Property Manager.

\*\*\*\*\*PLEASE NOTE\*\*\*\*\*  
**APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED INFORMATION WILL NOT BE APPROVED**  
NOTES:

1. Nothing herein shall be construed to represent that the alterations to land or buildings in accordance with these plans shall not violate any of the protective covenants or any of the

provisions of the Building and Zoning Codes of Dallas County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

2. Alterations commenced without written prior approval of the Board of Administrators are in violation of the By-Laws.
3. Complete applications usually take no longer than 30 days for review by the Board of Administrators.
4. The owner of the property referred to in this application also understands that unauthorized use of Open Space and Common Elements is prohibited. Contractors and/or Homeowners are responsible for damages done to Open Space and Common Elements resulting from storage of material, delivery of material, construction, etc.
5. Work as expressed on the Alteration Application must be completed within 120 days of start date. Failure to complete the work within the prescribed period of time may cause the approval to be rescinded and resubmittal will be required. Extenuating circumstances should be brought to the attention of the Property Manager and Board of Administrators.

### **RECOMMENDATIONS AND ACTIONS**

\_\_\_\_\_ APPLICATION POSTPONED  
Reason for postponement \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ RECOMMENDATION FOR RESUBMISSION

\_\_\_\_\_ APPLICATION APPROVED AS SUBMITTED

\_\_\_\_\_ APPLICATION APPROVED AS EXCEPTION TO GUIDELINE  
Exception \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ APPLICATION APPROVED WITH THE FOLLOWING PROVISIONS  
Provisions \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ APPLICATION DENIED FOR THE FOLLOWING REASON  
Reason \_\_\_\_\_  
\_\_\_\_\_

DATE OF REVIEW BY BOD \_\_\_\_\_

SIGNATURE OF DIRECTOR \_\_\_\_\_

If you disagree with the decision, a written appeal may be made within ten (10) days of receipt of this notice.

# East University Place Condominiums

## OLD WATER SHUT-OFF POLICY

Approved by the Board of Directors 6/15/05  
SUPERCEDED 10-2017

Each home has water supply cut-offs installed under or next to each plumbing fixture in their homes. The maintenance and proper operation of these cut-offs is the responsibility of the homeowner.

The property does not have individual water shut-offs for each building. In cases in which an individual home and/or an entire building is suffering from plumbing problems that require a water shut-down, the water service to some or all of the property may be interrupted.

The following are required when a non-emergency shutdown is warranted:

6. Non-emergency shut-offs may only be performed on the 3<sup>rd</sup> Wednesday of the month only between 9am to 2pm.
7. A notice must be placed at each mail center on site at least 48 hours and no more than 72 hours in advance of the proposed shut down.
8. Non-emergency shut-offs are not permitted under any circumstances between 2:00 p.m. and 9:00 a.m. on any day.
9. The plumber hired by the owner to perform the shutdown and plumbing repairs must be a licensed and insured plumber.
10. The plumber must contact the managing agent to obtain the proper procedure for the shut-off. (This includes instructions on how to locate the main meters and the boiler room hot water cut-offs.)

**Should you need to have the water shut off at any other time for any reason the following must occur:**

- ◆ **You must contact the managing agent for authorization. He will attempt to obtain approval from the Board.**
- ◆ **You must pay a utility cut off fee to the association of \$75.00 upon receiving permission for the unscheduled water turn off. Provisions 2, 3, 4 and 5 above still apply.**

If a general property-wide shut-off is necessitated by the failure of an individual unit's cut-off valve, the homeowner is required to repair or replace the cut-off valve while undertaking the repairs to the fixture.