



VALPARAISO UNIVERSITY
INDIANA EPSILON HOUSE CORPORATION

Dear Brother,

I hope this letter finds you well and excited for the start to summer! I wanted be in touch and introduce myself and the Indiana Epsilon House Corporation (“House Corporation”, “Corporation”) to our newest members as well as provide those older initiates with several reminders regarding the Corporation’s activities and responsibilities. I’m excited for the start to summer and looking forward to the 2017/2018 academic year as are my fellow members of the Corporation.

As you are aware, the House Corporation owns and operates the physical chapter house at 801 Mound St. and sponsors alumni communications and events throughout the year. The Corporation is comprised of a group of volunteer alumni including five elected officers and several at large members. Additionally, the Corporation is recognized as a non-profit corporation in the State of Indiana.

You’ll most often be hearing from me as the organization’s President as well as Chris Ciupke, the Treasurer. The Corporation is operated as a business similar to a landlord tenant relationship. As such, the House Corporation is responsible for the physical upkeep and maintenance of the structure and all major systems of the facility. The cleaning of the facility and the day-to-day maintenance of the property is the responsibility of the chapter and the brothers living in the house. Our goal is to do the best we can to provide a living environment at an affordable cost so that all members can partake in the valuable learning experiences associated with living in a communal environment. For your reference, we do not utilize the services of a management company so please be understanding and patient as it may take us a day to respond to any questions, concerns or inquires.

I am also writing to inform you that the housing contracts for the upcoming year are available. A copy of this letter and the housing contracts are available online at www.ValpoPhiPsi.org under the “House Corporation” section. If you are planning on **living in the house** you **must** execute **all** sections of the 2017/2018 Housing Contract (In House). If you are planning on **living out of the house** you **must** execute **all** sections the 2017/2018 Dues Contract (Out of House). Any brother splitting the academic year between living in the chapter facility and living outside the facility must complete **both** agreements indicating the appropriate semester on each agreement.

Please note that returning members must be current on all bills. Anyone currently delinquent or past due must be paid in full for amounts outstanding by August 1, 2016. If an outstanding balance exists after this date any newly executed contract will be voided and housing will not be offered.

Both you and your parent(s) or guardian(s) must also execute copies of the appropriate agreement(s). **Please return the executed original agreement(s) on or before June 1, 2016.** A copy of the fully-executed contract will be returned to you for your records. The following parts of the agreement require completion by you:

- The first page (date and name)
- The paragraph titled “Academic Period” – please mark semesters that apply
- All lines on the signature page

PO BOX 80095
INDIANAPOLIS, IN 46280-0095



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The executed contract must be returned by June 15, 2017 to:

INDIANA EPSILON HOUSE CORPORATION, INC.
2885 SANFORD AVE SW #15251
GRANDVILLE, MI 49418

I also wanted to provide further insight into the breakdown in-house and out-of-house dues. The following is a general overview of the allocation of expenses. It is important to note that these costs are inclusive of nearly all member fees. This is important particularly when comparing costs to other chapters on campus which may have lower dues. However, these lower dues are supplemented by numerous charges throughout the semester/year for individual events you attend, services provided, etc. The inclusive nature of our dues structure actually saves members money in the long run.

	In House Dues	Out Of House Dues	Notes
Room and Board	\$ 1,800	\$ -	Includes all utilities, internet access, satellite TV, fire alarm monitoring, etc.
Food	\$ 1,400	\$ -	Continental breakfast 7 days/week and 10 meals/week cooked on site by professional chef
Activities/Events/Social	\$ 300	\$ 300	Intramural fees, brotherhood activities, homecoming, etc.
Chapter Operations	\$ 275	\$ 275	Recruitment, Fraternity Education, Supplies, Newsletters, etc.
Corporation Operations	\$ 200	\$ 200	Liability insurance, professional fees, website hosting, etc.
Housing Common	\$ 100	\$ 100	Access and usage of common areas of building including study room, main floor, parking, etc.
Fraternity Dues	\$ 125	\$ 125	Membership dues to National Fraternity and Valparaiso IFC
Total	\$ 4,200	\$ 1,000	

Please note that if 40+ brothers elect to live in the house for a given semester, In House Dues will be lowered to \$4,100 per semester per brother. In addition, if 40+ brothers elect to live in the house for both the fall 2017 and spring 2018 semesters, a \$3,000 home improvement/social event bonus will be distributed to the chapter during the spring 2018 semester.

In order to live in or visit the facility you must have an executed agreement on file by June 1, 2017. For older initiates again note that in addition to an executed agreement you must also be current on all payments/payment plans. Your billing will be sent in August and payment will be due prior to classes beginning. Please note that the Corporation utilizes a company named **OmegaFi**. (“Omega”) to collect house dues. Again, your first bill will be sent to you during August. If you have an issue paying the first payment on time because, for example, you are waiting for loan funds, please contact Chris Ciupke, the House Corporation Treasurer, at HCTreasurer@ValpoPhiPsi.org or 847-404-6893 or myself to arrange an alternate payment deadline. Please remit all payments directly to Omega. Also, for your reference, Omega allows payments via check or credit card, however, if possible please pay by check as it saves the chapter the 2-3% credit card processing fees. The first Omega bill of each semester you provide you with the opportunity to pay your dues for the entire semester up front, by doing so will receive a \$100 pre-payment discount.

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A few notes for members moving into the facility for the first time and as a reminder to others. Within the suite where you will be living the House Corporation will supply working doors, a sink, a DirecTV box and an air conditioner. Such that each suite can be customized/personalized, much like an apartment, we allow members to supply all other furnishings including a bed, mattress, desk, dresser, etc. We also encourage you to paint, replace carpet, build desks, bunk beds, etc. to customize your suite. Any built structures will be periodically inspected for safety.

Lastly, as a reminder, whenever school is not in session no one is allowed to occupy the facility unless a separate agreement is executed. This includes before classes begin, during thanksgiving break, winter break, spring break and after graduation in the spring. In certain cases the House Corporation may make an exception to this rule. Anyone wishing to stay in the facility when school is not in session must make a formal request to the House Corporation board well in advance of the break. There is no guarantee that the House Corporation will ever approve such request and will address and respond to each request on a case by case basis.

Thank you for your attention to this matter and please be in touch should you have any questions.

In the Bond,

Zach Albers
President, Indiana Epsilon House Corporation
zalbers@gmail.com
574.249.1611 (cell)

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