



**TWIN OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

DATE: January 25, 2022
PLACE: 16225 Park Ten Place, Suite 260, Houston TX 77084
ATTENDING: Robert Tice, President
Sylvie Elmer, Treasurer
Sonyan Stephens, Secretary
Jessica Kennedy, Director
Lee Kent, Director
Kim Moore, C.I.A. Services, Inc.

ABSENT:

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:36 p.m.

A MOTION PASSED to adopt the agenda as presented (Motion – Elmer; 2nd – Kennedy; Unanimous).

OPEN SESSION

Board Position – The letter of resignation from Kathy Falkenbury was reviewed and accepted.

A MOTION PASSED to appoint Lee Kent to fill the vacant Board position to serve until the 2022 Annual Meeting (Motion – Tice; 2nd – Kennedy; Unanimous).

Open Forum Discussions – None

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings; None

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the November 23, 2021 Board meeting minutes as presented (Motion – Elmer; 2nd – Tice; Unanimous).

MANAGEMENT REPORT

Financial Reports – The December preliminary financial report was presented and reviewed. Manager will email the Board some additional breakdowns regarding GL 1022 and 1019 for clarification.

Deed Restriction Reports – were provided for Board review. Manager will look at a violation labeled “mailbox” as a violation code to see if possibly mislabeled. Manager will also remove the Deed Restriction and ACC reports from the printed packet and include them instead in the email only.

Architectural Control Reports – were provided for Board review.

MAINTENANCE REPORT

The maintenance report was reviewed by the Board. Manager will revise color choices for President to poll community regarding color desire. Monarch will be invited to the next Board meeting. Manager to seek clarification on the iron fencing bids for drainage area to ensure this includes both sides, confirm linear feet and ensure price includes removal/haul off the old. Manager will seek cut sheets from the electrician’s who have proposals for the entry area lighting. Manager will ensure the vendors are quoting the entire Oak Ridge pipeline easement for their costs, as well as reach out to the pipeline owner to see if they can contribute anything to cleaning up the area. Manager will also contact the Association’s attorney to seek advise as to responsibility for this easement. Manager will look into the fence line around Branford Park to

see where the fence actually lies and seek attorney advice regarding responsibility for repair/replacement. Manager will seek cost from Fencecrete for a wall repair needed near 17903 Feather Field as well as have them inspect the entire wall line for additional repairs. Manager to look into signage for splashpad parking lot so that law enforcement can ticket violators.

A MOTION PASSED to approve McKenna Contracting's proposal to install fall surface at the Clarendon Bend Park at a cost of \$4004.00 for 77 cubic yards (Motion – Tice; 2nd – Stephens; Unanimous).

BIG OAKS MUD

Secretary Stephens gave an update regarding the MUD stating they are working to get the sidewalk collapse repaired near the school.

COMMITTEES REPORTS

ARC – Mr. Tice reviewed the 2021 review statistics.

Social – No report.

Yard of the Month – It was noted that in 2021, the community awarded \$725 in prizes to 12 houses.

UNFINISHED BUSINESS

Big Oaks MUD Sheriff Contract – The Board reviewed the proposed contract for Sheriff patrol in the district. A desire for random overnight shifts occasionally was also discussed.

A MOTION PASSED to approve and enter into the Big Oaks Sheriff Contract at an approximate cost of \$99,055.24 per year (Motion – Stephens; 2nd – Tice; Unanimous).

Mosquito Fogging – The Board reviewed several proposals that included the district contract from Big Oaks MUD, along with several other proposals for association street fogging only.

A MOTION PASSED to approve Excalibur Pest Control to fog the streets of the community this season and will start out with 32 sprayings at a cost of \$120.00 per application. Yearly cost will be paid upfront prior to March (Motion – Elmer; 2nd – Tice; Abstain – Stephens).

ACC Guidelines – It was noted that Holt & Young did file the existing ACC Guidelines on behalf the community.

Fining Policy & DR Enforcement Plan – Manager reported that Holt & Young advised that the fining policy in place for the community was not enforceable and they recommended repealing it formally. All agreed to remove any outstanding DR fines from all accounts. Manager will keep working with H&Y to come up with a best practice on enforcing the restrictions. Board will need to work on reviewing the old fine policy to see what guidelines within it they wished to move over and state in the ACC Guidelines and then refile those.

Email Distribution Lists – Manager will copy Monty on all eblasts sent out via C.I.A. Services so they can be eblasted there as well.

NEW BUSINESS

Update on 2021 A/R Adjustments – Manager reviewed a list of all accounts adjusted thus far where owners were able to provide proof of payment for 2021.

The next board of directors meeting was scheduled for February 22, 2022.

EXECUTIVE SESSION

Legal Matters – The attorney status report was reviewed. Several accounts were reviewed for lawsuit authorization.

Collections Update – The collection update was reviewed. Manager will send the community one additional eblast that 2022 assessments are now overdue and penalties will begin in February.

DR Recommendations for Last Chance Letters – None.

Homeowner Correspondence – The Board reviewed correspondence from one owner regarding an ACC appeal.

OPEN SESSION


The open session was called to order and a verbal recap of all executive session decisions was given and is as indicated below.

A MOTION PASSED to approve the filing of four A/R lawsuits for accounts (T0501015, T0302063, T0401011 and T0902002) (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve the filing of six DR lawsuits for violations (2, 3, 4, 6, 7 and 17) (Motion – Kennedy; 2nd – Tice; Unanimous).

A MOTION PASSED to uphold the ACC Committee’s previous denial of the front yard fountain at T0202001 (Motion – Elmer; 2nd – Stephens; Unanimous).

With no further business to come before the board, the open meeting adjourned at 10:57 p.m.

Prepared by: 

Kim Moore
C.I.A. Services, Inc.

Approved at the 2/22/2022 meeting of the Board of Directors.

Approved by: 
Secretary