



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

DATE: February 22, 2022
PLACE: 16225 Park Ten Place, Suite 260, Houston TX 77084
ATTENDING: Robert Tice, President
Sylvie Elmer, Treasurer
Sonyan Stephens, Secretary
Lee Kent, Director
Kim Moore, C.I.A. Services, Inc.

ABSENT: Jessica Kennedy, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:28 p.m.

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

EXECUTIVE SESSION

Hearing Before the Board – The hearing regarding T1001015 was called to order at 6:29 p.m. and the owner was present to discuss his violation, #1612, with the Board. The hearing was adjourned at 6:45 p.m.

Hearing Before the Board – The hearing regarding T0701032 was called to order at 6:46 p.m. and the owner was present to discuss his violation, #223, with the Board. The hearing was adjourned at 7:01 p.m.

OPEN SESSION

Open Forum Discussions – Discussions were held regarding the owner's being responsible in most cases if their sidewalk is failing in front of their home unless it's a MUD issue. Further discussions regarding a parking need due to death in the family, why the meeting is held where it is, bidding out vendors, violations of the restrictions, cameras at the entrances, replacement of wooden fences in common areas, the recent increase in assessments was the first in 11 years, the desire to make all common fencing that of brick and a neighborhood basketball court.

Sym.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings; Below are the decision made since the last Board meeting:

1. A decision was made to contract with Flags of Hope to have 5 American flags installed at the entrances for all Flag Holidays at a cost of \$250.00.
2. A decision was made to accept a proposal from Monarch to do some stump grinding at various locations throughout the community at a cost of \$1,242.82.
3. A decision was made to pay up front an entire year's storage rental at Mini U Storage in the amount of \$1,825.50 (note, January already paid and not included in this amount).
4. A decision was made to replace the dual halide light fixtures with dual LED fixtures at Clarendon Park. Access Electric's proposal of \$1,680.00 was approved.
5. A decision was made to approve a repair to the Orchid Ridge entry lighting for approximately \$1,000.00.

A MOTION PASSED to approve the above made decisions since the last called Board meeting (Motion – Stephens; 2nd – Tice; Unanimous).

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the January 25, 2022 Board meeting minutes as presented (Motion – Elmer; 2nd – Tice; Unanimous).

MANAGEMENT REPORT

Financial Reports – The **January** preliminary financial report was presented and reviewed.

Deed Restriction Reports – were provided for Board review.

Architectural Control Reports – were provided for Board review.

MAINTENANCE REPORT

The maintenance report was reviewed by the Board. Board fine with Flags of Hope placement of one flag at each entrance. Manager will send the Board a copy of the bid specifications for grounds maintenance via email and obtain additional bids. The iron fencing project will be rebid to ask vendors to replace the entire fence line on both sides. Manager will find out if the bids for the Branford Park perimeter fencing include the newly erected fence on Poplar Canyon. All owners that surround the park will be invited to the next Board meeting to discuss. Manager will set up meeting with A.Fuller to discuss their proposal for the entry lighting on site. An on site walk thru of the pipeline easement will also be set up with Monarch regarding the trees and debris. Manager will follow up on the internet matter at the pool area. Manager will see what it will take to get the splashpad up and functional and maybe a good power wash. Manager will consult with both insurance and Association counsel regarding the logistics of operating the pool in off season without lifeguards.

A MOTION PASSED to approve the proposal from Urban Foresters to complete the Class II pruning of approximately 138 trees throughout the community at a cost of \$13,395.94 (Motion – Elmer; 2nd – Tice; 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 – No report.

Social – No report.

Yard of the Month – No report.

UNFINISHED BUSINESS

Missing Legislative Guidelines – The Board reviewed several legislative documents that were missing including;

1. Stand by Electric Generator
2. Rainwater Recovery
3. Solar Energy Devices
4. Xeriscaping
5. Flag poles

A MOTION PASSED to approve the above 5 missing guidelines (Motion – Elmer; 2nd – Tice; Unanimous).

NEW BUSINESS

The next board of directors meeting was scheduled for March 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. It was noted that the first late fee has been applied to each delinquent account and statement sent to each owner.

DR Recommendations for Last Chance Letters – Several deed restriction violations were reviewed.

Homeowner Correspondence – The Board reviewed correspondence from several owners 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 uphold the ACC's previous denial on the sidewalk to the rear gate at T1001015. The owner will be advised it needs to be removed and resodded as it is in an easement and a drainage issue. He is welcome to submit an ACC application for non-permanent pavers. The owner will be advised he needs to resubmit an ACC application just for the driveway extension portion and it will likely be approved (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to deny owner T0701032 request to keep the permanently installed basketball goal at the curb as this is too great a liability (Motion – Tice; 2nd – Kent; Unanimous).

A MOTION PASSED to approve the filing of two accounts receivable lawsuits for T0402013 and T0701001 (Motion – Tice; 2nd – Stephens; Unanimous).

A MOTION PASSED to send the following deed restriction violations (62, 458, 287, 262, 194, 330 and 124) a last chance deed restriction letter and turn over to association counsel for further demand if not cured (Motion – Tice; 2nd – Stephens; Unanimous).

A MOTION PASSED to have owner T0504022 submit an ACC application for violation 1929 and we'll get it approved and on record (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to advise owner T0302065 regarding violation 2053, that the Board will uphold the ACC's denial of his flagpole as it is and restate the guidelines (Motion – Elmer; 2nd – Stephens; Unanimous).

With no further business to come before the board, the open meeting adjourned at 11:17 p.m.

Prepared by:



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

Approved at the 3/22/2022 meeting of the Board of Directors.

Approved by: _____


Secretary

**Approved with the correction of
11 yrs. be corrected to 5 yrs.*