



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

DATE: September 26, 2023

PLACE: 16225 Park Ten Place, Suite 260, Houston TX 77084

ATTENDING: Robert Tice, President
Jessica Kennedy, Vice President
Sylvie Elmer, Treasurer
Kim Moore, C.I.A. Services, Inc.

ABSENT: Carrie McDonald, Secretary
Danny Handshoe, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 5:57 p.m.

OPEN SESSION

Open Forum Discussions – Discussions were held regarding sidewalk and driveway repairs and the communications sent to the community regarding CRC.

MINUTES, MEETINGS & DECISIONS

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

1. A decision was made to approve Monarch's proposal of \$3,222.40 worth of irrigation repairs in various locations around the community.
2. A decision was made to approve TAE's proposal of \$881.10 to repair bad bearings and impeller on the wader pool.
3. A decision was made to approve Classic Tree Service's proposal of \$3,800.00 to remove 5 large trees, grind stumps and haul debris near 7343 West meadow Ct. and the pipeline easement.
4. A decision was made to approve Autry Bros proposal of \$1921.44 for additional work needed on Branford Park light pole project (concrete bases).
5. A decision was made to approve Monarch's revised proposal of \$2,008.86 to re-landscape the SW Westmoor monument when temperatures get cooler.
6. A decision was made to approve TAE's proposal of \$1,003.80 to replace motor, impeller and seals on pump #2.

A MOTION PASSED to approve the above-mentioned decisions since the last Board meeting (Motion – Elmer 2nd – Kennedy; Unanimous).

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the August 22, 2023 Board meeting minutes as presented (Motion – Elmer; 2nd – Tice; Unanimous).

MANAGEMENT REPORT

Financial Reports – The 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 with the Board. The cameras at the pool project was tabled and request made for motion sensor flood lights instead at the pool.

A MOTION PASSED to approve a proposal from Certified Lights proposal for holiday lighting installation for a 3-year contract at a yearly cost of \$5,729.00 per year (Motion – Kennedy; 2nd – Elmer; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – Prizes are being presented to winners.

UNFINISHED BUSINESS

NEW BUSINESS

2024 Budget – The Board reviewed the first draft of the 2024 budget. A yearly sidewalk repair allowance of \$20K will be added for 2024 and forward. Board will take a look at some proposed replacement projects for 2024 and work to provide manager with any revisions prior to the next meeting.

The next board of directors meeting was scheduled for October 24, 2023.

EXECUTIVE SESSION

Legal Matters – The attorney status report was reviewed.

Collections Update – The collection update was reviewed.

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

Homeowner Correspondence – The Board reviewed correspondence from several owners. A variance request for violation 5800 was tabled for further board review and violation 6099 will be closed out.

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.

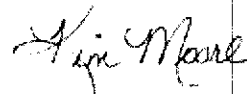
A MOTION PASSED to approve filing Deed Restriction lawsuits for violations 199 and 698 and a delinquent A/R lawsuit for T1003040 and close out violation 1270 (Motion – Tice; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve sending last chance deed restriction letters for violations 3762, 7211, 5648, 6965, 7772, 1376, 7117, 4384, 2216, 6089 and 1022 and then turn them over to the Association's attorney if not cured (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to deny the requested waiver request for T0503011 as owner did not pay the lien or attorney fees as Board requested (Motion – Elmer; 2nd – Kennedy; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:41 p.m.

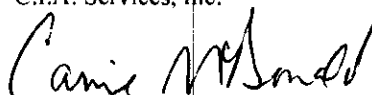
Prepared by:



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

Approved at the 10/24/23 meeting of the Board of Directors.

Approved by:


Secretary