

**MINUTES OF THE BOARD OF DIRECTORS MEETING
TWIN OAKS VILLAGE CAI, INC.
July 28, 2016
11201 Lake Woodbridge
Sugar Land, TX 77498**

CALL TO ORDER AND ADOPT AGENDA

A quorum having been established, Mr. Planz called the meeting to order at 6:24p.m. Board members in attendance were Brian Planz, President, Paula Urban, Vice President/Treasurer, Sonyan Stephens, Secretary, Rob Tice, Director and Max Olguin, Director. Also in attendance, Bernita Armstrong, PCAM, CMCA, AMS representing Sterling ASI.

Ms. Urban made a motion to accept the agenda, second by Mr. Olguin, all in favor, motion carried.

Monarch Landscaping- Alicia Abell, Andy Lumpkins and Anthony Johnnesmann with Monarch were in attendance. Brian Planz explained that there are some areas that are in doing well but some of them are not. The Board stated that when Twin Oaks signed the contract with Monarch they signed up with the premium plan but they don't feel like they are receiving premium service. Monarch explained the difference between the premium plan and regular plan. Ms. Abell stated that some of the areas are lacking because of the irrigation repairs that need to be done. The account manager is on the property every other week and he takes a map and if he sees issues he marks it on the map and will take pictures and send it to the crew. The Board suggested doing a walk-through of the property for everyone could be on the same page.

COMMUNITY FORUM

Sara Planz was in attendance to discuss the possibility of the association purchasing a Little Free Library. The concept of Little Free Library is the exchanging of free books and bringing the community together. The price to purchase to Little Free Library is approximately \$600.00 and it comes with \$200.00 worth of free books Mr. Tice suggested that Mrs. Planz find the location and let the Board know where she would like to install the Little Library. A motion was made, seconded and carried to approve the amount of \$600-\$650.00 for the purchase of the Little Free Library.

MINUTES REVIEW

The June 30, 2016 minutes were reviewed with several corrections. Mr. Tice made a motion to approve, Mrs. Stephens seconded the motion, all in favor, motion carried.

FINANCIAL REVIEW

The June 30, 2016 financials were reviewed in detail. There was a question regarding the depreciation expense in the amount of \$4,024.98.

OLD BUSINESS

Pool Repairs: The Board reviewed the proposal from McKenna Construction for the repairs at the pool. Mrs. Armstrong explained that she was waiting on another proposal from Property Services. The Board advised the managing agent to send over the other proposal via email.

NEW BUSINESS

Quorum Requirement and email voting: The Board discussed the requirements for voting via email. Managing Agent explained that the voting via email requires the vote of majority of the Board.

Tax Return & Audit: The managing agent presented the Board with a proposal from Joseph Stoller, CPA, LLC for the audit and preparation of the tax return. After much discussion a motion was made, seconded and carried to have Joseph Stoller perform the audit and tax return.

Fence- Mr. Olguin provided a sample of the Eco Stone he proposed using for the replacement of the wood fence. He will get additional information on the Eco Stone. The Board also advised the managing agent to contact Fencecrete regarding the fence and see if they would be willing to replace the fence in phases.

Broken Sidewalk- There was a discussion regarding the broken sidewalk on Morning Bloom off of Orchid Ridge, managing agent to obtain proposals for the broken sidewalk.

Parking: There was a discussion regarding the parking issue a homeowner is having with a neighbor blocking her trash can. Mrs. Armstrong explained this was a neighbor to neighbor issue and the homeowner should speak to her neighbor.

Pool Update: Brian provided the Board with the update of the pumps, he stated that (3) three of the four (4) pumps are running and the parts have come in to repair the fourth pump and it is covered under warranty.

Handyman: The Board discussed the possibility of hiring a handyman to do small repairs in the community. Managing Agent explained it was insurance requirements that would have to be followed.

EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:45pm.

- a. Delinquencies: Board reviewed no additional action at this time
- b. Deed Restriction Violations; Board reviewed, none at this time.

At 8:57 pm the Board adjourned from Executive Session and entered into General Business.

The next Board Meeting will be August 25, 2016 at 11201 Lake Woodbridge, Sugar Land, Texas 77498.

With no further business to come before the Board, Ms. Urban moved that the meeting be properly adjourned at 8:58 pm; with Mr. Tice second and the motion passed unanimously.

Sonyan Stephens, Secretary