

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**TWIN OAKS VILLAGE**  
**August 25, 2016**  
**11201 Lake Woodbridge**  
**Sugar Land, TX 77498**

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**CALL TO ORDER AND ADOPT AGENDA**

A quorum having been established, Mr. Planz called the meeting to order at 6:35p.m. Board members in attendance were Brian Planz, President, Paula Urban, Vice President/Treasurer, Sonyan Stephens, Secretary, and Rob Tice, Director Also in attendance, Bernita Armstrong, PCAM, CMCA, AMS representing Sterling ASI.

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

**OPEN BOARD POSITION**

Max Olguin resigned from his position on Friday, and Mr. John Faleknbury showed interest in the Board. A motion was made, seconded and carried to appoint Mr. Falkenbury to the open position.

**MINUTES REVIEW**

The July 28, 2016 minutes were reviewed with several corrections. Ms. Urban made a motion to approve, Ms. Stephens seconded the motion, all in favor, motion carried.

**FINANCIAL REVIEW**

The July 31, 2016 financials were reviewed in detail. There was a question regarding the depreciation expense in the amount of \$4,024.98. The Board advised the managing agent to recode the \$6,481.93 from pool repairs to the reserve account.

**OLD BUSINESS**

**Pool Repairs:** The Board reviewed the proposal from McKenna Construction & Property Services for the repairs at the pool. The proposals were reviewed in detail, and the board advised the managing agent to have Property Services remove the lighting for (6) Lithonia lighting and just provide the price to substitute the (4) 150-Watt Bronze Metal Halide Outdoor Wall-Mount Wall Packs with (4) 40-Watt Bronze LED Outdoor Wall-Mount Wall Packs.

**NEW BUSINESS**

**Proposal for Kiddie Cushion:** The Board reviewed the proposal from McKenna Construction to install 30 cubic yards of kiddie mulch at the playground use zone in the park and swing area. A motion was made by R. Tice and seconded by P. Urban to approve McKenna Construction to install the kiddie mulch at the playground use zones.

**Monarch:** The Board reviewed the proposal from Monarch to remove (6) dead trees and grind the stump 6” below ground level in different locations. A motion was made, seconded and carried to approve the proposal to remove the dead trees.

Mrs. Armstrong presented another proposal from Monarch to replace (2) two declining Dwarf Yaupon Hollies at the corner of Highland Oaks Drive and West Oak Village Drive. The Board advised the managing agent to table this proposal to contact Monarch to check on the size of the Dwarf’s.

The Board reviewed the proposal to refresh decomposed granite at Brandford Park. The Board advised the managing agent to obtain another proposal.

The proposal to trim back Wistera was reviewed, the board advised the managing agent to table this.

The Board reviewed the proposal to install 4” of premium soil around sidewalk at North side of Orchid Ridge entrance. The proposal was tabled.

The Board reviewed the irrigation report and proposal for repairs on various areas, a motion was made, seconded and approve

**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.

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Sonyan Stephens, Secretary