TWIN OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

DATE: September 27, 2022

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

ATTENDING: Robert Tice, President
Jessica Kennedy, Vice President
Sonyan Stephens, Secretary
Sylvie Elmer, Treasurer
Danny Handshoe, 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 6:18 p.m.

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

EXECUTIVE SESSION

Hearings Before the Board of Directors *(please note, board accommodated the hearing below even though quorum was not achieved until 6:18 p.m.)*

Hearing: The hearing for T0701033 was called to order at 6:02 p.m. and the owner was present to discuss violation 1074 and an ACC application. The owner was thanked for their attendance and the hearing was adjourned at 6:20 p.m.

Hearing: The hearing for T0501029 was scheduled and confirmed. However, hours before the meeting the owner's lawyer called and asked for it to be rescheduled. Therefore, the hearing was not held.

Hearing: The hearing for T0801039 was called to order at 6:22 p.m. and the owners were present. The owners were thanked for their attendance and the hearing was adjourned at 6:37 p.m.

OPEN SESSION

Recap Decisions Made in Executive Session – The following decisions were made during executive session;

A MOTION PASSED to advise owner T0701033 that regarding the walkway (violation 1074); the requested variance was denied as it seems the improvement was done about one year ago. It will need to be removed, but the board is willing to grant 30 days to provide time to complete it. You are also welcome to resubmit for something that is within the guidelines. (Motion – Elmer; 2nd – Stephens; Unanimous).

A MOTION PASSED to advise owner T0701033 that regarding the patio cover; a decision was made to uphold the previous denial by the ACC committee (Motion – Handshoe; 2nd – Tice; Unanimous).

A MOTION PASSED to advise owner T0801039 that regarding the requested waiver of penalties, the Board denies the request as these fees have been paid by the Association (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to advise owner T0801039 that regarding the patio cover (violation 17); The patio cover cannot be approved as is. At such time that the shingles become in disrepair, you must replace the shingles that match the main dwelling roof. The flashing must be painted now to match the main dwelling color. Otherwise, the association won't pursue the patio cover. (Motion – Tice; 2nd – Handshoe; Unanimous)

Open Forum Discussions –Police Chief Provost with Fort Bend Sheriff's Department was present to discuss why the contract with Big Oaks MUD had to be cancelled August 1st.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings - Below are the decision made since the last Board meeting: none

Recap any Unannounced Meetings – None.

Meeting Minutes

> **A MOTION PASSED** to approve the August 23, 2022 Board meeting minutes as presented (Motion – Elmer; 2nd – Handshoe; 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 by the Board. The bid for the door jamb replacements at the pool will be clarified as to the number of doors for the price given and which door(s) they intend to perform the work on. On the chemical room door, clarification will be obtained as to are they going to also priming and painting the door jambs too. Manager will seek additional bids to clean, prime and paint the wrought iron areas. Director Handshoe will analyze the cost to fill the gap of the patrol provided by the MUD district with private security.

Regarding the sidewalk repair responsibility, Manager will contact Association's attorney again to seek clarification on section 1.8 language.

BIG OAKS MUD

Secretary Stephens reported that the sidewalk erosion project behind the elementary school will begin shortly and last two to three weeks. She also stated that the MUD found out that the Association was being billed a flat rate for water but there is a rate change coming that will result in an increase of approximately $19,108.00.

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – No report.

UNFINISHED BUSINESS

NEW BUSINESS

2023 Budget – Manager reported the budget will be ready shortly and emailed to the Board for review.

The next board of directors meeting was scheduled for October 25, 2022.

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.

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 sending a last chance deed restriction letter for violations [52, 2074, 2107, 1994, 289, 276, 245, 327, 1669 and 1292] (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to grant an 18-month extension for T1401012 regarding violation 3504 (Motion – Handshoe; 2nd – Stephens; Unanimous).

A MOTION PASSED to uphold the ACC's previous denial for T0202044 regarding violation 1528 and reiterate the owner has the option to resubmit to reconfigure to meet the guidelines (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to denied the requested waiver of legal fees for T0202016 (Motion – Elmer; 2nd – Handshoe; Unanimous).

MOTION PASSED to disapprove the front patio for T0503003 (Motion – Handshoe; 2nd – Elmer; Unanimous).

With no further business to come before the board, the open meeting adjourned at 11:03 p.m.

Prepared by: Kim Moore

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

Approved at the 10/25/22 meeting of the Board of Directors.

Approved by: _____
Secretary