



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

**DATE:** October 24, 2023

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

**ATTENDING:** Robert Tice, President  
Jessica Kennedy, Vice President  
Sylvie Elmer, Treasurer  
Carrie McDonald, Secretary  
Danny Handshoe, Director  
Tra’Neshia Williams, C.I.A. Services, Inc.

**ABSENT:**

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:00 p.m.

**OPEN SESSION**

**Open Forum Discussions** – None.

**MINUTES, MEETINGS & DECISIONS**

**Ratify Decisions Between Meetings** – None.

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

A **MOTION PASSED** to approve the September 26, 2023 Board meeting minutes as presented (Motion – Elmer; 2<sup>nd</sup> – McDonald; 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 mailbox repair at Thistle Glen and Mayfield Meadow was tabled as the board wanted to revisit the area. The pine tree removal project at Highland Oak Ct and Highland Oaks was tabled and additional bids were requested to include the Cypress trees and Wax Myrtles trees at Westmoor Dr. The board requested additional bids for the stone restoration at Arbor at Morning Bloom. The board requested additional time to review the head count report for 2023 pool season.

A **MOTION PASSED** to approve a proposal from JNJ to paint 70 emblems with the possibility of painting the rest at a later time. Estimate cost is \$110 each or total \$7,700.00 (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

A **MOTION PASSED** to approve the proposal from Autry Brothers to paint the Arbor Beams at Morning Bloom at a cost of \$3,274.56 (Motion – Kennedy; 2<sup>nd</sup> – McDonald; 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 second draft of the 2024 budget.

**A MOTION PASSED** to set the 2024 assessment rate at \$575.00 and approve the 2024 budget (Motion – Kennedy; 2<sup>nd</sup> – Elmer; Unanimous).

The next board of directors meeting was scheduled for November 28, 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 an extension request from T1401012.

**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 2932 and 2074 (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve filing lawsuits for delinquent assessment for the following accounts: T0703038, T0502017, T0203027, T0401012, T0504012, T0503037, T0901007, T0301004, T0904001, T0502025, T0203012, and T0303007 (Motion – Handshoe; 2<sup>nd</sup> – Tice; Unanimous).


**A MOTION PASSED** to approve sending last chance deed restriction letters for violations 6819, 5189, 6686, 6923, 4483, 7623, 2896, 1135, 6658, and 6728 and then turn them over to the Association's attorney if not cured (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

**A MOTION PASSED** to approve a 6-month extension for violation 3504 and advise owner to lift the driveway instead of replacing the whole driveway. (Motion – Tice; 2<sup>nd</sup> – McDonald; Unanimous).

With no further business to come before the board, the open meeting adjourned at 7:20 p.m.

Prepared by:   
Tra'Neshia Williams  
C.I.A. Services, Inc.

Approved at the Board meeting of the Board of Directors.

Approved by:   
Secretary