

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
TWIN OAKS VILLAGE COMMUNITY ASSOCIATION, INC.**

**January 22, 2015  
11201 Lake Woodbridge  
Sugar Land, Texas 77498**

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**CALL TO ORDER AND ADOPT AGENDA**

A quorum having been established, Mr. Tice called the meeting to order at 7:000 p.m. Board members in attendance were Rob Tice, President, Paula Urban, Vice President/Treasurer and Brian Planz, Secretary. Also in attendance, Ry Reid, PCAM, CMCA, AMS and Nanci Flores, representing Sterling ASI.

Mr. Planz made a motion to accept the agenda, second by Ms. Urban.

**EXECUTIVE SESSION**

The Board convened into Executive Session at 7:05.

A Resident met with the Board to discuss waiving late fees, attorney fees and interest. The Resident stated he did not receive the Annual Assessment Statement and did not know to pay the statement as he was moving at the time. Resident stated he forgot to update his address with the Association and the first he knew that he owed the Fees is when he received the Attorney letter. The Board advised the owner he would receive a response within 7 to 10 days. The Board discussed this issue and advised Sterling to notify the owner that no fees would be waived.

Another Resident met with the Board to waive late fees, attorney fees and interest. Resident advised he had not provided an updated address to the Association and he had forgotten about the Assessments. The first time Resident was aware the Assessments were delinquent is when the Tenant notified the Resident about Foreclosure paperwork that was delivered to the owner. The Resident was advised that they would receive a response within 7 to 10 days. The Board advised Sterling to send a letter advising that no fees would be waived.

Resident met with the Board to discuss waiving \$100.00 in Deed Restriction Fines for Trash Cans left in public view and to restrain the front door. The Resident also stated he would like to see prior years of violations; however, the Board informed the Resident the Resident does not have the right to access other Residents' information. The Resident also stated he did not provide an updated address to the Association. The Resident was advised that they would receive a response within 7 to 10 days. The Board advised Sterling to send a letter advising the Resident that no fees would be waived.

The Board convened back into the General Business session at 7:45 p.m.

**MEETING MINUTES REVIEW**

The Board reviewed the November 20, 2014 Board Minutes and a motion was made by Ms. Urban, second by Mr. Planz to accept as amended with corrections.

**FINANCIAL REPORT**

The Financial report for December 2014 was reviewed.

The Board approved Sterling to move \$160,000.00 from Operating Account to the Operational Reserves.

## **OLD BUSINESS**

***Branford Swings:*** Mr. Tice stated that the swings in Branford Park and behind the pool had not yet been painted. Mr. Reid stated he would need to research to see if the Proposal was submitted and the invoice paid.

***Pavilion Repair:*** Mr. Tice also stated that the concrete pad for the column on the pavilion had not yet been repaired as well.

***Pool Gate System:*** Mr. Reid advised he would have all proposals ready for the February Meeting.

***Rock Climber (Clarendon Bend):*** Mr. Reid advised the vendor had ordered the wrong climber but should have the correct rock climber delivered by end of February 2015.

***Landscape Contract:*** The Board reviewed the final contract with Monarch Landscaping. Mr. Plantz made a motion to accept the contract and Ms. Urban second and the Board approved.

## **NEW BUSINESS**

***Association Calendar:*** The Board established the 2015 Calendar and requested Sterling place the calendar on the Twin Oaks Website.

The Board reviewed three proposals for the 2014 Audit. Joe Stoller, CPA, Audit \$4,320, tax prep \$380.00; O'Neal and Holmes CPA Audit \$4,550 plus tax prep at \$365; Brendan Doran CPA, \$4,000-\$5000 for Audit and \$400.00 - \$500.00 for tax prep. The Board selected Joe Stoller to provide the 2014 Audit and Tax Preparation. Mr. Plantz made a motion to accept Joe Stoller to prepare the 2014 Audit and Tax Preparation, Ms. Urban second and the Board approved.

The Board requested bids to have a new electrical outlet high on the wall to accommodate the Gate System Equipment.

The Board requested that bids be obtained to renovate the main esplanade fountain and the two side fountains.

The Board requested that the Highland Oaks esplanade fountain be drained.

The Board requested that Sterling contact the MUD to have them install low lighting along the walking trail next to the benches.

The Board moved into Executive Session at 9:05.

## **EXECUTIVE SESSION**

The Board reviewed the Attorney Status Report for the Month of January 2015.

The Board requested Sterling send a letter to a resident requesting they not park in front of owner's property and blocking the trash can with their vehicle.

The Board adjourned from Executive Session back to the General Meeting at 9:36 pm.

The next Board Meeting will be January 22, 2015, 6:30pm 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 9:36 pm; with Mr. Planz second and the motion passed unanimously.

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Brian Planz, Secretary