



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

DATE: August 23, 2022

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

ATTENDING: Robert Tice, President
Sylvie Elmer, Treasurer
Danny Handshoe, Director
Kim Moore, C.I.A. Services, Inc.

ABSENT: Sonyan Stephens, Secretary
Jessica Kennedy, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 5:59 p.m.

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

EXECUTIVE SESSION

Hearings Before the Board of Directors

Hearing: The hearing for T0401013 was called to order at 6:00 p.m. and the owner was present to discuss violation 3607, 3610 and 2753. The owner was thanked for their attendance and the hearing was adjourned at 6:11 p.m.

Hearing: The hearing for T0801019 was called to order at 6:30 p.m. and the owner was not present. The board reviewed the case and then the hearing was adjourned at 6:32 p.m.

OPEN SESSION

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

A MOTION PASSED to advise owner T0801019 that the board is upholding the ACC's previous denial of the driveway extension (violation 1700) and it must be removed and resod (Motion – Elmer; 2nd – Handshoe; Unanimous).

A MOTION PASSED to advise owner T0401013 that none of his backyard improvements meet the guidelines. Regarding violation 3607; they agree not to pursue further if the corrugated roof is removed, repair damaged boards, paint to match base color of home and remove all plastic sheeting. Regarding violation 3610; board agrees not to pursue and close violation. Regarding violation 2754; board agrees not to pursue provided he paint the trim and ensure all PVC pipes are below the fence line, so as not visible. Owner will be reminded not to install anything exterior until he receives approval from the ACC first (Motion – Tice; 2nd – Handshoe; Unanimous).

Open Forum Discussions – None.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings - Below are the decision made since the last Board meeting:

1. A decision was made to approve a proposal from Monarch for \$2,683.01 for removal of dead trees, stumps and some pruning.

A MOTION PASSED to ratify the above made decisions since the last called Board meeting (Motion – Tice; 2nd – Handshoe; Unanimous).

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the July 26, 2022 Board meeting minutes as presented (Motion – Elmer; 2nd – Handshoe; Unanimous).

MANAGEMENT REPORT

Financial Reports – The July 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 Board tabled the proposal from Kraftsman for splashpad repairs, along with the proposal from J&J for door jamb replacement. The Board reviewed the private security proposal and Ms. Elmer and Mr. Handshoe will do further comparison against the Sheriff's contract. A discussion was held regarding the sidewalks in the community. Manager will reach out to the County to see if they have any responsibility.

A MOTION PASSED to approve the proposal from JNG for \$2480.00 for Orchid Ridge/Westmoor common area fence repairs (Motion – Elmer; 2nd – Handshoe; Unanimous).

BIG OAKS MUD

Ms. Elmer reported that the sidewalk repairs behind the elementary school was delayed due to partnership with ISD. A discussion was also held regarding the water main break and that no notice was given to the community regarding a boil notice.

COMMITTEES REPORTS

ARC – No report.

Social – A discussion was held regarding a desire to hold a food truck event this fall.

Yard of the Month – No report.

UNFINISHED BUSINESS

Review of Deed Restriction violation policy – The Board was joined by LaNoma Martin and Carrie McDonald to review the draft of the proposed changes to the policy.

A MOTION PASSED to approve the Deed Restriction policy with changes pending approval by the Association's attorney (Motion – Elmer; 2nd – Handshoe; Unanimous).

Revised Security Measures Guideline – The Board reviewed the changes to the guideline and made minor changes.

A MOTION PASSED to approve the revisions to Security Measure's Guideline pending approval by the Association's attorney (Motion – Elmer; 2nd – Tice; Unanimous).

NEW BUSINESS

Volunteer Appreciation Event – The event date was set for December 9th. After the meeting, the date was changed to December 16th.

Holiday Décor – A discussion was held regarding hiring someone to install Christmas Décor in the community. Manager will reach out to Certified for a revised proposal.

The next board of directors meeting was scheduled for September 27, 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 [1226, 5133, 2065, 1110, 2865, 1706, 2900, 1867, 1125, 1569, 1570, 1245, 1270 and 698] (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to disapprove the requested variance for owner T1402006 regarding violation 4932. Owner will be advised to seek a professional for advice to return the driveway to normal (Motion – Elmer; 2nd – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 11:06 p.m.

Prepared by:



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

Approved at the 9/27/2022 meeting of the Board of Directors.

Approved by: _____


Secretary