



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

DATE: February 27, 2024

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.
Alexandria Bakeman, 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 – The resident at T0203012 was not present for their requested hearing so the Board reviewed the violations and made the following decisions.

1. For violation number 6530, the Board voted not to approve the walkway given it has been present for over 4 years.
2. For violation number 7805, the Board voted to continue pursuing this violation at the attorney’s office.
3. For violation number 8411, the Board voted to continue pursuing this violation.

A MOTION PASSED to approve the above made decisions (Motion – Tice; 2nd – Elmer; Unanimous).

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings – The following decisions have been made since the last meeting.

1. A decision was made to approve the settlement offer of \$2,000.00 from T0302007.
2. A decision was made to approve the January irrigation repair from Monarch Landscape in the amount of \$6,259.46.
3. A decision was made to approve the proposal from Texas Aquatic Enterprises to complete the preseason inspection in the amount of \$1,358.82.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the January 23, 2024 Board meeting minutes as presented (Motion – Elmer; 2nd – Kennedy; 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 Board will hold after further reviewing TAE’s proposal for the AED equipment proposal after requesting further information as to what was approved in the past. The Board requested additional bids for the replacement of two swing benches at Bransford Park; with the note it should be the same style or

better. The board will table the plant replacement on Westmoor and Eden Crossing, plant replacements at the Highland Oak Lane entrance beds and plant replacements at the Orchard Ridge LN entrance beds.

A MOTION PASSED to approve the bid from ABS to repaint 11 backflow cages in the community at a cost of \$1,190.75 (Motion – Kennedy; 2nd – Handshoe; Unanimous).

A MOTION PASSED to amend the Twin Oaks 2024 pool hours to Tuesday through Sunday, noon till 8 pm (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve Monarch's proposal for treating turf areas with special weed treatment at a cost of \$5,746.82 (Motion – Tice; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve Monarch's proposal for turf aeration at a cost of \$3,422.41 (Motion – Tice; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve Monarch's proposal to replace the backflow at Controller 9 at a cost of \$2,199.77 (Motion – Tice; 2nd – McDonald; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – Residents will receive a community-wide email with a flyer regarding Yard of the Month.

UNFINISHED BUSINESS

There was not any unfinished business presented during this meeting.

NEW BUSINESS

The next board of directors meeting was scheduled for March 26, 2024.

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 a couple of owner communications.

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 lawsuit authorizations for accounts receivable delinquencies on accounts T0502019, T0502025, and T0503011 (Motion – Elmer; 2nd – Kennedy; Unanimous).

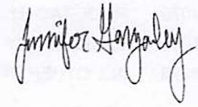
A MOTION PASSED to authorize sending a final deed restriction letter for the following Deed Restriction violations and then turn over to the Association's attorney if not cured [violations 7445, 8070, 8218, 7754, 8089, and 7072] (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to deny the variance requests for violation numbers 6460 and 7216 (Motion – McDonald; 2nd – Kennedy; Unanimous).

A MOTION PASSED to deny a 3-month extension on violation 7690 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve refund request for T0101047 under the condition that the pool card is returned prior to issue of refund (Motion – Tice; 2nd – Kennedy; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:03 p.m.

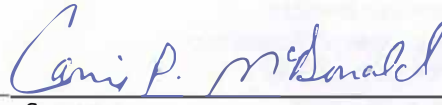


Prepared by:

Jennifer Gonzalez, Community Manager
C.I.A. Services, Inc.

Approved at the March 2024 meeting of the Board of Directors.

Approved by:


Secretary