



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

DATE: July 25, 2023

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

ATTENDING: Jessica Kennedy, Vice President
Sylvie Elmer, Treasurer
Carrie McDonald, Secretary
Kim Moore, C.I.A. Services, Inc.
Stephanie Petzold, C.I.A. Services, Inc.

ABSENT: Robert Tice, President
Danny Handshoe, Director

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

OPEN SESSION

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 an additional \$2,276.00 proposal by CRC for additional concrete raising work near pool on Lassiter Hollow and on Westmoor.
2. A decision was made to approve a \$79.24 proposal from TAE to replace stem O-ring at the pool.
3. A decision was made to approve a \$2,050.83 proposal from Monarch for irrigation repairs in various locations.
4. A decision was made to approve a \$309.28 proposal from Monarch to remove a fallen tree limb of pear tree on Orchid Ridge.
5. A decision was made to approve a \$6,752.39 proposal from Monarch for irrigation repairs in various locations.
6. A decision was made to approve a \$779.62 proposal from Monarch to remove a damaged pear tree across from splash pad.
7. A decision was made to approve a \$6,500.00 plus out of pocket expenses proposal from O'Neil & Holmes to begin the work on obtaining tax exempt status for the community.
8. A decision was made to approve a \$3,607.45 proposal from Monarch for the damaged backflow repair on controller #8.
9. A decision was made to approve a \$4,937.59 proposal from Monarch for the removal of 5 damaged pear trees near Hallbrook (3) and the splash pad (2).
10. A decision was made to approve a proposal from Monarch to remove 17 Wax Myrtles and grind 25 stumps in the amount of \$3,785.48.

A MOTION PASSED to approve the above-mentioned decisions since the last Board meeting
(Motion – Elmer 2nd – Kennedy; Unanimous).

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the May 23, 2023 Board meeting minutes and May 30, 2023 Annual 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 decision on tree pruning in the community (total cost of \$44,542.21) was tabled to 2024. Pear tree pruning at Splash Park and across from it was tabled to 2024. Mrs. Stephens presented color photos of recently installed seasonal color within the community.

A MOTION PASSED to approve a proposal from Autry Brothers to replace light poles in Bradford Park at a cost of \$11,366.25 (Motion – Kennedy; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve Monarch's proposal to trim pear trees at Orchid Ridge between Hollow cost of \$10,931.07 (Motion – Kennedy; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve Monarch's proposal to reestablish and reposition stone at Highland Oaks, Morning Bloom and Orchid Ridge at a cost of \$6,455.79 (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve Autry Brothers' proposal to clean out drainage pipe and two basins at Highland Oaks north Wall Monument at a cost of \$1,623.75 (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to remove planters and bull rock after drainage is fixed and install ligustrums and lantanas with new enriched soil at a cost of \$6,662.69 (Motion – McDonald; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to remove several wax myrtles and grind stumps at a cost of \$3,785.48 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to add decomposed granite in walkways, remove and replace steel edging, remove a crepe myrtle at a cost of \$5,641.99 *less cost of installing a new crepe myrtle* (Motion – Kennedy; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to add a bend-a-board along the west side of playground at Ravens Call at a cost of \$1,275.59 (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to replace sod due to Kinetic damage from boring at a cost of \$1,565.07. Kinetic is being asked to reimburse this expense to the community. (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to trim trees at playground behind pool to help with shape, appearance, and safety at a cost of \$1,732.49 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve a proposal from Monarch to trim trees at Blossom Mist setback by pruning four oaks and one crepe myrtle at a cost of \$1,472.61 (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve a proposal from J and J Maintenance Services to re-level 9 posts and re-secure loose boards on fence behind 7306 Roundrock Park at a cost of \$1,250.00 (Motion – Elmer; 2nd – McDonald; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – No report.

UNFINISHED BUSINESS

Sidewalk Repairs and CRC Discount

A MOTION PASSED that it is owner's responsibility for sidewalk repairs in front of their home. Owners may contact Big Oaks MUD pertaining to a manhole/sewer. CRC will provide a discount for owners of a limited time frame. (Motion – Elmer; 2nd – Kennedy; Unanimous).

Postcard Mailing Initiative for Owner Education – Discussion tabled until the August Board Meeting.

NEW BUSINESS

2023 Officers

A MOTION PASSED to appoint Robert Tice as President (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to appoint Jessica Kennedy as Vice President (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to appoint Carrie McDonald as Secretary (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to appoint Sylvie Elmer as Treasurer (Motion – McDonald; 2nd – Kennedy; Unanimous).

The next board of directors meeting was scheduled for August 22, 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 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 a lawsuit for T0905012 for delinquent account balance (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve a foreclosure sale for T0502008 and T0402013 for delinquent account balances (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve filing a Deed Restriction lawsuit for violations 289, 1994, 1125 and 1270 (Motion – Kennedy; 2nd – McDonald; Unanimous).

A MOTION PASSED for all 2023 delinquent accounts to have a title search performed and then turn over to the Association's attorney for demand letter (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve sending a last chance deed restriction letters for violations 6769, 6460, 6071, 6193, 6189, 6154, 910, 3329, 6148, 6587, 5896, 6411, 6138, 6964, 2534, 6746, 6380, 2911, 6100, and 6558 and then turn them over to the Association's attorney if not cured (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve an appeal for violation 2575 contingent the fence matches existing fence and adheres to *Twin Oaks Village Security Measures Policy, Section 3: Front Yard Perimeter Fencing*. (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve an extension request to October 30, 2023, for violation 7690 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve a variance request contingent upon "placing the playset 10' away from the rear easement, removing awning from playset, and cutting the two (2) vertical post as indicated on attached photo" for violation 7401 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED stating violation 7343 will no longer be pursued but cannot be approved in its current condition. An ACC application must be submitted and approved for any future changes/improvements to the storage building and/or when needing repair or replacement (Motion – Elmer; 2nd – Kennedy; Unanimous).

A MOTION PASSED to deny variance request to use a car cover for violation 7027 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve the following waiver request for T0703006: Once roof is repaired/replaced, the Board approved to waive a total of \$49.54 (\$40.00 Late Fee + \$9.54 Interest). Owner must submit an ACC application and receive approval prior to repairing/replacing roof. (Motion – Kennedy; 2nd – McDonald; Unanimous).

With no further business to come before the board, the open meeting adjourned at 7:48 p.m.

Prepared by:

Kim Moore

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

Approved at the 8/22/2023 meeting of the Board of Directors.

Approved by:

James Kennedy
Secretary
Vice President