



TWIN OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

DATE: July 26, 2022

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

ATTENDING: Robert Tice, President
Sonyan Stephens, Secretary *arrived at 7:00pm*
Sylvie Elmer, Treasurer
Jessica Kennedy, Director *arrived at 6:15pm*
Kim Moore, C.I.A. Services, Inc.

ABSENT: Danny Handshoe, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:15 p.m.

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

EXECUTIVE SESSION

Hearings Before the Board of Directors (*please note, board accommodated the hearing below even though quorum was not achieved until 6:15 p.m.*)

Hearing: The hearing for T1401029 was called to order at 6:05 p.m. and the owner was present to discuss violation 1021. The owner was thanked for their attendance and the hearing was adjourned at 6:27 p.m.

OPEN SESSION

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

A **MOTION PASSED** to advise owner T1401029 that the Board will grant him a 3-month extension on other violations due to circumstances of damage inside home. They further agreed that only one door camera can remain and others will need to be removed. Further, a decision was made to not pursue the front security door, but eventually he'll need to install one that meets the guidelines (Motion – Elmer; 2nd – Tice; Unanimous).

Election of Officers –

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

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

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

A **MOTION PASSED** to appoint Sonyan Stephens as Secretary (Motion – Tice; 2nd – Elmer; Unanimous).

Open Forum Discussions –Discussions were held regarding deed restriction matters, artificial plants not allowed in front yard, street name/stop signs down, speeding, home improvements, vehicles parked on streets causing dangerous situations on curve, cameras at entrances, manholes causing sidewalk buckling, social events volunteer and holiday décor in the community.

MINUTES, MEETINGS & DECISIONS

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

1. A decision was made to not allow "lime washing" of homes as an architectural improvement to their homes.
2. A decision was made to approve an additional irrigation repair at the entrance of Highland Oak on controller #3 for approximately \$700.00 by Monarch.
3. A decision was made to approve TAE's proposal for pool repairs needed to one of the pool motors at a cost of \$1,499.39.
4. A decision was made to clarify a previous decision on the Branford Park fence project to have the vendor use screws in place of nails on everything at a revised total project cost of \$20,175.57. Resulting in the cost of screws being \$2,327.32.
5. A decision was made to approve the irrigation proposal from Monarch in the amount of \$2,875.26.

6. A decision was made to approve a proposal from Kraftsman for \$10,423.32 to replace the controller and repair the activator wiring.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the June 28, 2022 Board meeting minutes and the May 31, 2022 Annual Meeting minutes as presented (Motion – Elmer; 2nd – Tice; Unanimous).

MANAGEMENT REPORT

Financial Reports – The **June** 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. Manager will seek cost from SEAL for non-commissioned. A meeting with CRC will be set up. Manager will seek attorney opinion regarding responsibility for sidewalk repairs in front of owner's homes.

A MOTION PASSED to approve option 1 of A. Fuller's proposal regarding lightbulb replacements at the fountain entry at a cost of \$883.28. Vendor will be notified that if they determine option 2 is needed to please let us know (Motion – Kennedy; 2nd – Elmer; Unanimous).

BIG OAKS MUD

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – No report.

UNFINISHED BUSINESS

NEW BUSINESS

The next board of directors meeting was scheduled for August 23, 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 [1913] (Motion – Tice; 2nd – Stephens; Unanimous).

A MOTION PASSED to approve foreclosure measures for account T0302049(Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to approve the filing of deed restriction lawsuits for violation 17 (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to advise owner T0303001 that regarding violation 1184; we'd at least like the shed moved out of the easement. The shed as it is built does not meet the guidelines and when a new one is needed, you'll need to build one in compliance with the guidelines of the community after ACC approval (Motion – Elmer; 2nd – Tice; Unanimous).

With no further business to come before the board, the open meeting adjourned at 10:15 p.m.

Prepared by:



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

Approved at the 8/23/22 meeting of the Board of Directors.

Approved by:



~~Secretary~~ President