



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

DATE: November 23, 2021

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

ATTENDING: Robert Tice, President
Kathy Falkenbury, Vice President
Sonyan Stephens, Secretary
Kim Moore, C.I.A. Services, Inc.

ABSENT: Sylvie Elmer, Treasurer
Jessica Kennedy, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:39 p.m.

A MOTION PASSED to adopt the agenda as presented (Motion – Falkenbury; 2nd – Stephens; Unanimous).

OPEN SESSION

Open Forum Discussions – A discussion was held regarding year around pool access/un guarded pool and the desire for more social events in the community.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings;

1. A decision was made to approve two proposals from Monarch; a. Dead tree removals at a cost of \$4498.96 and b. Cypress tree removal at a cost of \$2112.4.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the October 26, 2021 Board meeting minutes as presented (Motion – Tice; 2nd – Falkenbury; Unanimous).

MANAGEMENT REPORT

Financial Reports – Not reviewed as accounting is still working to get the input completed from the Sterling records.

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 ensure costs are obtained to also paint the floor of the splashpad after cleaning and costs for repair to equipment and then have all cleaned and painted closer to summer. Manager will obtain costs for the rock climb at Clarendon Park, as well as kiddie cushion refill and have the other parks checked as well. Manager will follow up on costs to repair the fountain lights and get clarification from A. Fuller as it seems the collars may have fallen and possibly may not be broken and that one light was working out of four. Manager will table the pipeline easement bid from Acreage to get cost to also remove some trees and mow closely along fence line. Manager will get cost to repair/paint the metal fences along Oak Ridge Canyon as they are falling apart.

A MOTION PASSED to approve Parker's Pressure Washing to pressure wash Clarendon Park at a cost of \$974,25 (Motion – Falkenbury; 2nd – Stephens; Unanimous).

BIG OAKS MUD

Secretary Stephens gave an update regarding the MUD stating; The ponding between the pool and trails the operating is looking into and says this is not a meter leak, but could be irrigation lines. Mr. Tice offered to meet him out there as he believes he is looking at the wrong area. Ms. Stephens will follow up with the operator to arrange. The bonds were discussed and the MUD has plans for an open space master plan between the school and the trails. The MUD plans to put some pet waste stations along the trails and trim some trees in the trails area as well.

COMMITTEES REPORTS

ARC – Mr. Tice reported that the committee has been very busy reviewing applications for various improvements.

Social – No report.

Yard of the Month – It was noted that a Holiday decorating contest would be held and there will be six prizes awarded. A flyer will go out shortly.

UNFINISHED BUSINESS

O'Neal & Holmes CPA – The Board reviewed an engagement letter from O'Neal & Holmes, CPA to perform a 2020/2021 compilation audit at a cost of \$8535.00 and prepare the 2021 tax return at a cost of \$415.00.

A MOTION PASSED to approve the above proposal from O'Neal & Holmes (Motion – Tice; 2nd – Stephens; Unanimous).

NEW BUSINESS

Petty Cash Card with CiT – Manager discussed with Board the need for an Association petty cash card for online purchases, etc. A decision was made by the Board to allow the Branch Manager, Kim Moore, to hold in safe a petty cash card for the Association's use. The Board was not interested in having a card for a board member out in the community.

Volunteer Appreciation Dinner – Manager will reserve Perry's La Centerra for December 16th in the evening for this event.

The next board of directors meeting was scheduled for January 25, 2022.

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – The collection update was made available for Board review.

DR Recommendations for Last Chance Letters – None.

Homeowner Correspondence – The Board reviewed correspondence from one owner regarding an ACC appeal.

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 deny the requested appeal regarding T0302015 violation 561 and inform owner that the garage door will need to be painted to match the base color of the home. (Motion – Falkenbury; 2nd – Tice; Abstain - Stephens).

With no further business to come before the board, the open meeting adjourned at 9:18 p.m.



Prepared by:

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

Approved at the _____ meeting of the Board of Directors.

Approved by: _____
Secretary