



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

**DATE:** August 22, 2023

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

**ATTENDING:** Robert Tice, President  
Jessica Kennedy, Vice President  
Sylvie Elmer, Treasurer  
Danny Handshoe, Director  
Kim Moore, C.I.A. Services, Inc.  
Stephanie Petzold, C.I.A. Services, Inc.

**ABSENT:** Carrie McDonald, Secretary

With quorum duly established and notice properly given, President Tice called the board meeting to order at 5:52 p.m.

**OPEN SESSION**

**Open Forum Discussions** – Discussions were held regarding sidewalk and driveway repairs, Enote and deed restriction violations. Also, compliments provided by the owner and his recent interactions with C.I.A. Services, Inc.

Guest, David Kocurek of Texas Aquatic Enterprises, Inc. provided an end of season wrap-up including: staffing, open/closing checklist, QR code resident sign-in, bather load reports and camera/security light suggestions.

**MINUTES, MEETINGS & DECISIONS**

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

1. A decision was made to approve the proposal from TAE for \$226.42 to replace a strainer basket and clamps at the pool.
2. A decision was made to approve the proposal from TAE for \$143.43 to replace the hose bib and two flowmeter clamps.
3. A decision was made to approve the proposal from TAE for \$143.98 to replace a capacitor at the pool.
4. A decision was made to approve the proposal from TAE for \$1,435.00 to replace the aluminum fountain pit cover.

**A MOTION PASSED** to approve the above-mentioned decisions since the last Board meeting (Motion – Elmer 2<sup>nd</sup> – Handshoe; Unanimous).

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the July 25, 2023, Board meeting minutes as presented (Motion – Elmer; 2<sup>nd</sup> – Handshoe; 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. Maintenance Coordinator will follow-up on height of light poles at Branford Park; receive additional bids for pergola at Orchid Ridge/Morning Bloom and include masonry needs; and painting of wrought iron fencing bids will list specific locations and specs.

**A MOTION PASSED** to approve a proposal from Monarch to re-landscape monument at SW Westmoor with dianella and lantana contingent upon no plants on back side of monument, postpone till cooler temps/rain and lower cost than existing bid of \$3,254.50 (Motion – Kennedy; 2<sup>nd</sup> – Elmer; Unanimous).

**BIG OAKS MUD** – No report.

## **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – Discussion was held regarding a Fall Festival on Saturday, November 4, 2023, from 4:00-8:00pm at field adjacent to the pool. Possible activities include bouncy house, balloon art, DJ, face painting and food truck vendors.

**Yard of the Month** – Prizes are being presented to winners.

## **UNFINISHED BUSINESS**

**Postcard Mailing Initiative for Owner Education** – Tabled to 2024.

**Concrete Violations** – Discussion occurred and deed restriction violations will begin on egregious concrete variances and 1<sup>st</sup> letter will have 60-day deadline.

## **NEW BUSINESS**

**Volunteer Appreciation Event** – Dinner will be held at Perry's on Friday December 8, 2023, at 7:00pm.

The next board of directors meeting was scheduled for September 26, 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 filing Deed Restriction lawsuits for violations 1255, 1569, 1570, 2228, 3369, 2361 and 262 (Motion – Kennedy; 2<sup>nd</sup> – Handshoe; Unanimous).


**A MOTION PASSED** to approve sending last chance deed restriction letters for violations 6522, 1529, 6339, 2012, 475, 5772, 1812, 7313, 7922, 5800, 2625, 350, 6691, 2598, and 6628 and then turn them over to the Association's attorney if not cured (Motion – Elmer; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to approve an extension request to November 30, 2023, for violation 6380 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve that once 2023 assessment is paid in full for T0503011, then the Board will reconsider the waiver request (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** stating violation 1125 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 patio cover and/or when needing repair or replacement (Motion – Kennedy; 2<sup>nd</sup> – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:47 p.m.

Prepared by:   
Kim Moore  
C.I.A. Services, Inc.

Approved at the 9/26/23 meeting of the Board of Directors.

Approved by:   
Secretary