



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

DATE: March 28, 2023

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

ATTENDING: Robert Tice, President
Sylvie Elmer, Treasurer
Sonyan Stephens, Secretary (*arrived 6:55 p.m.*)
Danny Handshoe, Director
Kim Moore, C.I.A. Services, Inc.
Stephanie Petzold, C.I.A. Services, Inc.

ABSENT: Jessica Kennedy, Vice President

With quorum duly established and notice properly given, President Tice called the board meeting to order at 5:57 p.m.

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

OPEN SESSION

Recap Decisions Made in Executive Session – None.

Open Forum Discussions – A resident discussed his previous ARC submittals and would like copies of what the Association has on file regarding.

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 in the amount of \$420.41 for miscellaneous plumbing repairs in pump room.
2. A decision was made to approve the proposal from Monarch to prune trees around the pool in the amount of \$1,472.61.
3. A decision was made to approve the proposal from Monarch to remove a leaning Oak tree on Westmoor near Ravens Call, as well as prune dead wood off the large Oak at Branford Park for a cost of \$1,697.84.
4. A decision was made to approve a revised proposal from CertaPro Painters to include the pump room and storage rooms as well as the guard room and both restrooms at a total cost of \$3,921.90.
5. A decision was made to approve a proposal from TAE in the amount of \$3,652.81 for various compliance needs at the pool.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the February 28, 2023 Board meeting minutes as presented (Motion – Tice; 2nd – Elmer; Unanimous).

MANAGEMENT REPORT

Financial Reports – The preliminary financial report was presented and reviewed.

Deed Restriction Reports – were provided for Board review. Manager will send the board cost spent on certified letters in 2022.

Architectural Control Reports – were provided for Board review.

MAINTENANCE REPORT

The maintenance report was reviewed with the Board by Community Manager, Kim Moore. Board tabled the decision regarding rust on the pool shade structures and would prefer an additional bid. The decision on pressure washing and painting at the Splash Pad was tabled. Plant replacement at hill in Lassiter Hollow Park was tabled for further discussion and cost concerns. Plant replacement at Westmoor, Splash Pad & other entries are tabled until discussions with Monarch for replacement of Sunshine Ligustrums. Plant enhancement at Branford Park is tabled until April meeting. No decision was made on washouts at Westmoor as discussion included possibly including in CRC project and communications with Big Oaks MUD. Trash receptacles for splash pad area will be installed on a concrete pad. Four metal pet waste stations will be installed in early May.

A MOTION PASSED to approve a proposal from J&J Maintenance to repair and paint pool fence at a cost of \$5,362.00. Manager will ensure J&J knows the board's dissatisfaction on the pump room door project and seek possible discount as compensation (Motion – Stephens; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve Acreage Mowing for pipeline easement annual contract at a cost of \$4,330.00 pending clarification on pricing (Motion – Elmer; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve a refresh of crushed granite path in Branford Park with Monarch at a cost of \$1,361.61 (Motion – Elmer; 2nd – Stephens; Unanimous).

BIG OAKS MUD

Ms. Stephens reported the MUD is still working on a possible lighting project for Bellaire and that Monarch cut dead stalks off shrubs and stumps remain at Westmoor/Bellaire.

COMMITTEES REPORTS

ARC – No report.

Social – The Board discussed having Kona Ice and a DJ for annual Pool Festival on Saturday, May 27th 12:00-4:00 p.m. It was reported that the annual Community Garage Sale is April 22, 2023 on Earth Day.

Yard of the Month – No report.

UNFINISHED BUSINESS

NEW BUSINESS

Annual Meeting - The location was confirmed at Jordan Elementary May 30, 2023.

Prepared Publications Contract – The Board reviewed the contract with this vendor.

A MOTION PASSED to approve contract with Prepared Publications Inc. for website services at a monthly maintenance fee of \$75.00/month (Motion – Elmer; 2nd – Stephens; Unanimous).

The next board of directors meeting was scheduled for April 25, 2023.

EXECUTIVE SESSION

Legal Matters - The attorney status report was reviewed. Manager will follow up on outstanding documents creation follow up.

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 T0501015, T0203010, T0603014, T1402001, T0101062, T0101042, T0601008, T1102001, T0302030 and T1003044 for delinquent account balances (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve filing a Deed Restriction lawsuit for violations 989, 1255, 669, and 3877 (Motion – Elmer; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve sending a last chance deed restriction letter for violations 6445, 5437, 5445, 5389, 5536, 6146, 6139, 6272, 6442, 5697, 6039, 5083, 2220, 5826, 4819, 4844, 2604, 3923, 6661, and 6662 (Motion – Handshoe; 2nd – Tice; Unanimous).


A MOTION PASSED to communicate to owner that there was an architectural change to the shed around 2019/2020 and they would have needed to seek ACC approval for such change. Board approved a new TPC letter, last chance deed restriction letter and turn violation over to Association attorney if not cured for violation 2350 for T1402018 (Motion – Elmer; 2nd – Handshoe; Unanimous).

A MOTION PASSED to uphold the ACC's previous denial regarding violation 6829 for T0203029. However, the board agrees they will not pursue the violation, but when the sidewalk becomes in disrepair, please do not reinstall it, as it is not something that would be approved (Motion – Handshoe; 2nd – Elmer; Unanimous).

A MOTION PASSED to uphold the ACC's previous denial regarding violation 6727 for T1402020. However, the board agrees they will not pursue the violation, but when the fence addition around the AC unit becomes in disrepair, please do not reinstall it, as it is not something that would be approved (Motion – Elmer; 2nd – Handshoe; Unanimous).

A MOTION PASSED to deny the requested waiver of DR legal fees for T0604051 regarding violations 276 and 277 (Motion – Elmer; 2nd – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 10:09 p.m.

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

Approved at the 04-25-23 meeting of the Board of Directors.

Approved by: 
Secretary