

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
TWIN OAKS VILLAGE  
December 6, 2016  
11201 Lake Woodbridge  
Sugar Land, TX 77498**

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**CALL TO ORDER AND ADOPT AGENDA**

A quorum having been established, Mr. Planz called the meeting to order at 6:35p.m. Board members in attendance were Brian Planz, President, Paula Urban, Vice President, Sonyan Stephens, Secretary, Rob Tice, Director and John Falkenbury, Director. Also in attendance, Bernita Armstrong, PCAM, CMCA, AMS representing Sterling ASI.

Ms. Urban made a motion to accept the agenda, second by Mr. Tice, all in favor, motion carried.

**MINUTES REVIEW**

The October 25, 2016 minutes were reviewed with corrections. Ms. Urban made a motion to approve, Mr. Tice seconded the motion, all in favor, motion carried.

**FINANCIAL REVIEW**

The November 30, 2016 financials were reviewed in detail.

**OLD BUSINESS**

**Fall Festival:** Brian provided the managing agent with a list of concerns regarding the Fall Festival. Those concerns are:

1. Provide the vendor with a correct number of people that we expect to be in attendance.
2. Need to have a sign-up sheet to identify the residents and the residents would need to show identification that they reside at the address. We will place this info on the invite.
3. A representative from Sterling should attend.
4. Drink and food tickets will be provided.
5. Contact the school to make sure they are aware of what is needed, and make sure all of the electrical outlets are working. Also see if the school will allow us to schedule a few months prior to the event.
6. Purchase additional trash cans.
7. Plan on renting a generator.

The spring party will be held on May 20<sup>th</sup> and the Fall Festival on October 28<sup>th</sup>.

**Christmas Decorations**

There was a discussion on purchasing Christmas decorations now. The garland needs to be replaced and the wreaths just need to be refurbished.

**NEW BUSINESS**

**Electrical Shortage Proposal**

The Board reviewed the proposal from LBJ Services to repair the electrical shortage on Orchid Ridge. Mr. Planz stated that a GFI breaker wasn't installed. The Board made a decision to table this.

**Holiday Party**

The Holiday party was discussed and scheduled for December 28<sup>th</sup> at 7:00pm at Del Frisco's in the Texan Room.

**Pressure washing/Fountains/Pergolas**

There was a discussion regarding the power washing and painting of the fountains, before the fountains are painted the board would like to discuss other color options. Brian Planz will provide the managing agent with specifications of the projects.

**EXECUTIVE SESSION**

The Board adjourned to Executive Session at 8:10pm.

- a. The Board reviewed the delinquency report and compliance report in detail.

At 8:15 pm the Board adjourned from Executive Session and entered into General Business.

The next Board Meeting will be February 23, 2017 at 11201 Lake Woodbridge, Sugar Land, Texas 77498.

With no further business to come before the Board, Ms. Urban moved that the meeting be properly adjourned at 8:17 pm; with Mr. Falkenbury; seconded and the motion passed unanimously.

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Sonyan Stephens, Secretary