



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

DATE: October 26, 2021

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

ATTENDING: Robert Tice, President
Kathy Falkenbury, Vice President
Sonyan Stephens, Secretary
Sylvie Elmer, Treasurer
Jessica Kennedy, Director
Kim Moore, C.I.A. Services, Inc.
Ed Barnett, C.I.A. Services, Inc.

ABSENT:

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 – Elmer; 2nd – Stephens; Unanimous).

OPEN SESSION

Open Forum Discussions – A discussion was held regarding fencing behind Burning Oak and the commercial section being the responsibility of each owner to repair, 18 wheelers parking behind this fence as well in a fire designated no parking lane and vehicles with decals not allowed in community.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings

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 September 15, 2021 and September 28, 2021 Board meeting minutes as presented (Motion – Tice; 2nd – Falkenbury; Unanimous).

MANAGEMENT REPORT

Status of Transition from Sterling – Manager reviewed a memo outlining the things that were still not received from Sterling for the community. A decision was made to solicit a 2-year compilation audit for 2020 and 2021 from O’Neal & Holmes. Manager will email the board the final new management letter to all owners as well as the assessment breakdown letter intended to go out with the statements for 2022 after adding a reminder to owners regarding vegetation along the walls.

Deed Restriction Enforcement Process – Manager reviewed a memo regarding the normal process that C.I.A. Services takes with regard to enforcement of deed restriction violations. Manager will get with Holt & Young regarding a policy needed to chargeback the \$20 certified fee for DR violations. A copy of all standard DR letters will be sent via email to the board.

Agenda & Board Packets – Manager reviewed the proposed agenda format and will add Yard of the Month to committees.

MAINTENANCE REPORT

Mr. Barnett reviewed the maintenance report with the Board. Manager will inquire with attorney about demand letters for two homes that damaged the wall. Manager will survey the wall for other areas as well that may need repairs, so they can all be done at one time. Board reviewed a bid to fix the fountain and a decision was made to seek additional bids. Manager will follow up with Trident on the leaks and sand in the pool. A quote will be obtained to remove the Cypress trees that are producing knees in a neighboring yard. Grounds maintenance and pool contracts will be taken out to bid. A decision was made to bid out the tree pruning portion of a recent proposal from Monarch and the other two portions will be discussed via email, along with a bid for an irrigation leak on Orchid Ridge.

BIG OAKS MUD

Secretary Stephens gave an update regarding the MUD taking over the upkeep of the drainage ditch area, including landscaping.

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – It was noted that a Halloween decorating contest was going on currently.

UNFINISHED BUSINESS

2022 Assessment Rate and Budget – Manager presented an updated draft for 2022. The contracts for Sheriffs and mosquito fogging were discussed and those final numbers are needed from the MUD.

A MOTION PASSED to set the assessment rate at \$575.00 for 2022 and approve the draft budget pending finalization of those two key contracts under MUD (Motion – Elmer; 2nd – Tice; Unanimous).

NEW BUSINESS

Legislative Guidelines Needed – Manager present the board with three guidelines/policies that were missing that are needed due to the 2011 legislative session; Guidelines for Display of Flags, Rainwater Recovery Systems and a Payment Plan Policy.

A MOTION PASSED to approve the above three guidelines or policies as prepared (Motion – Elmer; 2nd – Tice; Unanimous).

The next board of directors meeting was scheduled for November 23, 2021.

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – Not available at this time due to transition in progress.

DR Recommendations for Last Chance Letters – None.

Homeowner Correspondence – None.

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 foreclosure action by Holt & Young for T0101024, T1201011 and T0502008 (Motion – Falkenbury; 2nd – Tice; Abstain - Stephens).

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 _____ meeting of the Board of Directors.

Approved by: _____
Secretary