



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

**DATE:** April 25, 2023

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

**ATTENDING:** Robert Tice, President  
Jessica Kennedy, Vice President  
Sylvie Elmer, Treasurer  
Sonyan Stephens, Secretary (*arrived 6:23 p.m.*)  
Danny Handshoe, Director  
Kim Moore, C.I.A. Services, Inc.  
Stephanie Petzold, C.I.A. Services, Inc.  
Evan Ducote, C.I.A. Services, Inc.

**ABSENT:**

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:06 p.m.

**OPEN SESSION**

**Open Forum Discussions** – None.

**MINUTES, MEETINGS & DECISIONS**

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

1. A decision was made to approve a proposal from J&J to repair some rusted pickets at the pool at a cost of \$1,080.00.
2. A decision was made to purchase 3 new garage sale banners from Fast Signs at a cost of \$754.82.
3. A decision was made to paint the wrought iron at the pool agreeable gray.
4. A decision was made to approve an irrigation repairs proposal from Monarch at a cost of \$7,651.36.
5. A decision was made to approve an invoice to repair the backflow at the splashpad at a cost of \$2,262.59.
6. A decision was made to approve Kona Ice for the pool party event in May at a cost of \$876.56.
7. A decision was made to approve the repair of a main line break at a cost of \$797.94.

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

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the March 28, 2023, Board meeting minutes as presented (Motion – Elmer; 2<sup>nd</sup> – Tice; 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 by Maintenance Coordinator, Evan Ducote. The decision on pressure washing and painting at the Splash Pad was tabled as Evan gathers additional information on specific mastic product and the three bids are aligned. Plant Replacement at Lassiter Hollow "Hill" will be completed by Monarch at no cost. CRC will take a look at the washout areas along Westmoor and incorporate into their existing proposal. Monarch will install four pet waste stations at the parks and splashpad.

**A MOTION PASSED** to approve a proposal from Autry Brothers for a grey climber at Clarendon Park at a cost of \$2,841.56 (Motion – Elmer; 2<sup>nd</sup> – Stephens; Unanimous).

**A MOTION PASSED** to approve Monarch's proposal to replace plants at various entrances and Splash Pad at a cost of \$5,901.09 (Motion – Stephens; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to approve Monarch's proposal to enhance landscaping at Branford Park at a cost of \$7,483.52 (Motion – Stephens; 2<sup>nd</sup> – Kennedy; Unanimous).

**A MOTION PASSED** to approve Monarch's proposal to remove seven dead pine trees in the community at a cost of \$3,421.65 (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

**A MOTION PASSED** to approve a proposal from Monarch to trim 149 pine trees in various locations at a cost of \$17,151.64 (Motion – Tice; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve a proposal from CRC for sidewalk lifting at a cost of \$13,329.00 plus additional cost to address the washouts as well (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve a proposal from JNJ Maintenance to install a new drinking fountain at the pool at a cost of \$2,850.00 (Motion – Elmer; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to approve Access Electric's proposal to install monument lighting at South Westmoor monument at a cost of \$6,250.00 (Motion – Elmer; 2<sup>nd</sup> – Stephens; Unanimous).

**A MOTION PASSED** to approve a proposal from TAE to pressure wash the pool deck, sidewalks, and parking lot at a cost of \$1,500.00 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve a proposal from Autry Brothers to paint bench and swing frames at a cost of \$1,500.00 (Motion – Elmer; 2<sup>nd</sup> – Stephens; Unanimous).

**A MOTION PASSED** to approve a proposal from JNJ to power wash 60 columns and repaint the emblems with masonry type paint at a cost of \$9,900.00 (Motion – Elmer; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to approve Monarch to perform some safety pruning near 7231 Branford Park at a cost of \$1169.42 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**BIG OAKS MUD** – No report.

## **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – The Board recapped Kona Ice and a DJ for annual Pool Festival on Saturday, May 27<sup>th</sup> 12:00-4:00 p.m. Board authorized Ms. Elmer to exceed 300 small Kona Ice dinks and to purchase chips.

**Yard of the Month** – No report.

## UNFINISHED BUSINESS

### Amended Security Measures Policy

A MOTION PASSED to adopt the Amended Security Measure Policy (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

### Violation Policy

A MOTION PASSED to adopt the Violation Policy (Motion – Handshoe; 2<sup>nd</sup> – Tice; Unanimous).

## NEW BUSINESS

Annual Meeting is May 30, 2023 at Jordan Elementary.

The Board will hold a workshop to prepare for the annual meeting on May 23, 2023, at Blue Agave.

## EXECUTIVE SESSION

**Legal Matters** – The attorney status report was reviewed. Manager will follow up with attorney as to the status of the pipeline easement legalities, as well as fining for some violations such as inoperable vehicles.

**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 T1201011, T1001006 and T0302030 for delinquent account balances (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

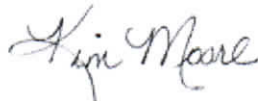
A MOTION PASSED to approve filing a Deed Restriction lawsuit for violations 2107, 5133 and 199 (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

A MOTION PASSED to approve sending a last chance deed restriction letter for violations 4206, 602, 3376, 2575, 2783, 5795, 4691, 2958, 5787, 6493, 6018, 6278, 5924, 5491, 4948, 6260, 120, 4289, 5460, and 5742 and then turn them over to the Association's attorney if not cured (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

A MOTION PASSED to approve Monarch's proposal to trim two trees near 7231 Branford Park Lane for a cost of \$1169.42 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

With no further business to come before the board, the open meeting adjourned at 9:20 p.m.

Prepared by:



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

Approved at the 05-23-23 meeting of the Board of Directors.

Approved by:

  
Secretary