



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

DATE: January 27, 2026
PLACE: 8900 Westmoor Drive, Richmond TX 77407
ATTENDING: Robert Tice, President
Sylvie Elmer, Vice President
Carrie McDonald, Treasurer
Adeyinka Koiki, Director
Jennifer Gonzalez, C.I.A. Services, Inc.
ABSENT: Danny Handshoe, Secretary

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:02 p.m.

HEARINGS BEFORE THE BOARD

The hearing for T1203005 regarding their account was called to order at 6:02 PM.

OPEN SESSION

Open Forum Discussions – None.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings – The following decisions have been made since the last meeting.

1. A decision was made to hold on the repair to the fence issue reported by the resident at 17950 Golden Canyon LN.
2. A decision was made to approve the contract renewal for Flags of Hope at a cost of \$1,000.00.
3. A decision was made to approve the Statement of Values for the associations insurance with the addition of allocating \$8,000 to the fountain, lights and vault category.
4. A decision was made to approve the proposal from Classic Trees for the tree removal at a cost of \$1,000.00.

A MOTION PASSED to approve the above made decisions since the last called Board meeting (Motion – Tice; 2nd – McDonald; Unanimous).

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the October 28, 2025 Board meeting minutes as presented (Motion – Elmer; 2nd – Koiki; 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. The Board requested an additional bid to install sod at Westmoor Drive and Ravens Call Lane.

A MOTION PASSED to approve the Monarch irrigation repairs from the December irrigation report at a cost of \$1,268.12. (Motion – Elmer; 2nd – McDonald; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – None.

Yard of the Month – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – The collection update was reviewed.

DR Recommendations for Last Chance Letters – The Board reviewed the recommendations for last chance letters.

Homeowner Correspondence – The Board reviewed a couple of owner communications.

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 settlement for account T0604069 of ½ the attorney fees due to the roofs slope not being fully corrected. Also, with the condition that if they replace it at any time, they will have to correct the slope to be within compliance. (Motion – Koiki; 2nd – Elmer; Unanimous).

A MOTION PASSED to deny the closure request for violation #6587 at the attorney’s office for account T0402001. The Board stated they would uphold the ACC’s decision and the resident will need to re-submit their application. (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to approve a waiver of \$79.23 in finance charges and \$100.00 in late fees for account T0203012. (Motion – McDonald; 2nd – Tice; Unanimous).

A MOTION PASSED to approve a counter offer of \$18.76 in interest and \$50.00 in late fees. (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve a six-month extension for the violation #9729 at legal but that they will not grant a variance. (Motion – Tice; 2nd – Koiki. Unanimous).

A MOTION PASSED to approve filing a lawsuit for judicial foreclosure for accounts T0401020, T0402028, T0102039, T0503030. (Motion – Elmer; 2nd – Tice; Unanimous).

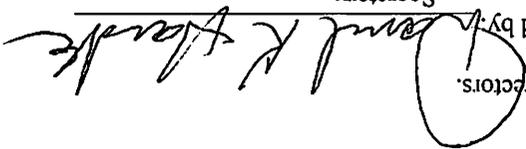
A MOTION PASSED to approve filing a lawsuit for violations 4, 6, 375, 2685. (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve closing violation #11447 on the condition that the white tub is removed. (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to deny the variance for violation #1570. The Board requested an ACC application to be submitted for each item. (Motion – Tice; 2nd – Elmer; Unanimous).

With no further business to come before the board, the open meeting adjourned at 7:46 p.m.

Approved at the February 24, 2026 meeting of the Board of Directors.

Approved by:  Secretary

Jennifer Gonzalez, Community Manager
C.I.A. Services, Inc.

Prepared by:



Twin Oaks Village Community Association, Inc.
Income Statement
 January 2026 (preliminary)

	Nov 2025	Dec 2025	Jan 2026	Year Total	Budget	Pct
REVENUES						
4010 ASSESSMENTS - CURRENT	1,852.87	3,482.36	638,825.76	638,825.76	855,941	75
4020 ASSESSMENTS - PRIOR YEARS	2,841.13	3,285.49	3,047.04	3,047.04	21,000	15
4040 INTEREST - ASSESSMENTS	47.97	625.29	370.91	370.91	7,500	5
4042 INTEREST - INVESTMENTS	43.27	3,166.99	734.15	734.15	15,000	5
4060 DR VIOLATION FEES/FINES	120.00	1,264.08	898.80	898.80	1,000	90
4070 POOL TAG REVENUE	48.00	108.00	30.00	30.00	1,500	2
4099 BANKRUPTCY PAYMENTS	426.59	72.73	326.18	326.18	0	-
4090 ALL OTHER REVENUES	0.00	0.00	0.00	0.00	0	-
	<u>5,379.83</u>	<u>12,004.94</u>	<u>644,232.84</u>	<u>644,232.84</u>	<u>901,941</u>	<u>71</u>
TOTAL REVENUES	5,379.83	12,004.94	644,232.84	644,232.84	901,941	71
EXPENSES						
SERVICES						
6110 MANAGEMENT SERVICES	5,550.00	5,550.00	5,550.00	5,550.00	66,600	8
6115 OFFICE EXPENSES RECOVERED	(70.00)	(589.74)	(1,144.86)	(1,144.86)	(12,000)	10
6142 CORPORATE LEGAL FEES	0.00	0.00	0.00	0.00	5,000	-
6144 BILLABLE LEGAL FEES	3,179.64	9,344.10	0.00	0.00	150,000	-
6146 LEGAL FEES RECOVERED	(1,999.50)	(5,188.61)	(5,591.33)	(5,591.33)	(75,000)	7
6180 MOSQUITO FOGGING	0.00	0.00	0.00	0.00	0	-
6150 AUDIT & TAX SERVICES	0.00	0.00	0.00	0.00	2,100	-
	<u>6,660.14</u>	<u>9,115.75</u>	<u>(1,186.19)</u>	<u>(1,186.19)</u>	<u>136,700</u>	<u>(1)</u>
COMMITTEES						
6230 COMMUNITY EVENTS	4,779.83	2,388.03	1,250.83	1,250.83	6,500	19
6250 SEASONAL DECORATIONS	0.00	0.00	0.00	0.00	5,729	-
	<u>4,779.83</u>	<u>2,388.03</u>	<u>1,250.83</u>	<u>1,250.83</u>	<u>12,229</u>	<u>10</u>
GROUNDS MAINTENANCE						
6510 GROUNDS MAINTENANCE CONTRACT	19,015.34	19,015.34	19,015.34	19,015.34	228,173	8
6512 SUPPLEMENTAL SERVICES	0.00	666.66	1,000.00	1,000.00	15,000	7
6520 PROPERTY MAINTENANCE	0.00	500.00	0.00	0.00	2,500	-
6522 MAINTENANCE RECOVERED	(75.00)	(400.00)	(381.19)	(381.19)	(2,000)	19
6374 FENCE REPAIRS	0.00	0.00	0.00	0.00	5,800	-
6376 ELECTRICAL REPAIRS	0.00	0.00	0.00	0.00	3,700	-
6514 IRRIGATION SYSTEM MAINTENANCE	633.00	14,353.64	633.00	633.00	30,000	2
6182 PEST CONTROL	0.00	0.00	105.92	105.92	550	19
6385 THIRD PARTY DAMAGE REPAIRS	0.00	0.00	0.00	0.00	0	-
6386 RECOVERED DAMAGE REPAIRS	0.00	0.00	0.00	0.00	(40,000)	-
6380 GENERAL MAINTENANCE	0.00	0.00	570.00	570.00	3,000	19
	<u>19,573.34</u>	<u>34,135.64</u>	<u>20,943.07</u>	<u>20,943.07</u>	<u>246,723</u>	<u>8</u>
SWIMMING POOL						
6310 POOL MANAGEMENT CONTRACT	85.09	85.09	1,522.22	1,522.22	24,445	6
6320 POOL SUPPLIES	478.87	478.87	490.84	490.84	18,500	3
6330 POOL MAINTENANCE	529.64	1,208.59	934.06	934.06	13,700	7
6336 POOL GATE MAINTENANCE/OPERATIONS	0.00	0.00	0.00	0.00	1,500	-
6332 POOL AREA IMPROVEMENTS	0.00	0.00	0.00	0.00	7,500	-
	<u>1,093.60</u>	<u>1,772.55</u>	<u>2,947.12</u>	<u>2,947.12</u>	<u>65,645</u>	<u>4</u>
COMMON AREAS						
6350 PARK/PLAYGROUND MAINTENANCE	0.00	750.76	0.00	0.00	4,000	-
6335 SPLASH PARK	0.00	0.00	0.00	0.00	500	-
6337 FOUNTAIN MAINTENANCE	232.75	232.75	241.67	241.67	2,900	8
6360 BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	3,000	-
	<u>232.75</u>	<u>983.51</u>	<u>241.67</u>	<u>241.67</u>	<u>10,400</u>	<u>2</u>
UTILITIES						
6410 STREETLIGHTS	8,086.39	16,768.08	0.00	0.00	90,000	-