



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

**DATE:** June 24, 2025

**PLACE:** 8900 Westmoor Drive, Richmond TX 77407

**ATTENDING:** Robert Tice, President  
Carrie McDonald, Treasurer  
Sylvie Elmer, Vice President  
Danny Handshoe, Secretary (6:20 PM – 6:51 PM)  
Jennifer Gonzalez, C.I.A. Services, Inc.

**ABSENT:** Adeyinka Koiki, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:03 p.m.

**OPEN SESSION**

**Open Forum Discussions**

Discussions were held regarding sending links for various resources to the residents via email such as the Next Door page, resident website, CIA website, etc.

**MINUTES, MEETINGS & DECISIONS**

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

1. A decision was made to approve the associations tax return to be filed by Hinz CPA Firm at a cost of \$600.00.

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

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the April 22, 2025 Board meeting minutes as presented (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve the May 22, 2025 Board workshop minutes as presented (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve the 2025 Annual Meeting Minutes as presented (Motion – McDonald; 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. The Board agreed to hold on the pool camera system to get additional information from High Def and Pace Protection. Additionally, the pool coping/tile project and solar lights with stakes for the

2026 Budget. Additional bids were requested for the transition for DSL to Fiber project, dead tree and stump removal, pine tree deep root feeding and arbor health care hardwood and ornamental trees.

**BIG OAKS MUD** – No report.

## **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – None.

**Yard of the Month** – None.

**UNFINISHED BUSINESS** – None.

## **NEW BUSINESS**

### **2024 Officers**

**A MOTION PASSED** to appoint Robert Tice as President (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to appoint Sylvie Elmer as Vice President (Motion – Tice; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to appoint Carrie McDonald as Treasurer (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to appoint Daniel Handshoe as Secretary (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to appoint Adeyinka Koiki as Director (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

## **EXECUTIVE SESSION**

**ACC Committee & Board Meeting** – Discussions were held regarding the request to include Brownwood Algae, Brownwood and Rustic Hickory shingle colors.

**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 deny adding Brownwood Algae, Brownwood and Rustic Hickory to the approved shingle color list (Motion – Elmer; 2<sup>nd</sup> – Tice; Approved: McDonald).

**A MOTION PASSED** to approve red mulch throughout the community as long as is a natural-colored red. (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve the attorney to send a demand letter to the following accounts due to past due assessments: T0102039, T0401040, T0203030, T0502011, T0502023, T0605004, T0703064, T0801039, T0801039, T0905005. (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to provide a settlement offer to the residents for account T0604069 (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve sending a last chance letter and then turnover to the attorney if violation is still active for the following violations: 9188, 553, 9653, 10526, 9258, 8963, 3605, 9772, 8480, 8014, 10637, 10284 (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve holding on violation 10057 (Motion – McDonald; 2nd – Tice; Unanimous).

**A MOTION PASSED** to approve closing violations 1569, 989, 9241, 8614 (Motion – Elmer; 2nd – McDonald; Unanimous).

**A MOTION PASSED** to deny closing violation 9009 (Motion – Elmer; 2nd – McDonald; Unanimous).

**A MOTION PASSED** to approve an extension for violation 10203 (Motion – Elmer; 2nd – McDonald; Unanimous).

**A MOTION PASSED** to approve an extension for violation 10829 but deny the extension request for 10828 (Motion – Tice; 2nd – McDonald; Unanimous).

**A MOTION PASSED** to deny the waiver request from account T1202026 (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:50 p.m.



Prepared by:

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

Approved at the June 24, 2025 meeting of the Board of Directors.

Approved by: \_\_\_\_\_

DocuSigned by:



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Secretary