



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

DATE: October 28, 2025

PLACE: 8900 Westmoor Drive, Richmond TX 77407

ATTENDING: Robert Tice, President
Sylvie Elmer, Vice President
Carrie McDonald, Treasurer
Danny Handshoe, Secretary
Adeyinka Koiki, Director
Jennifer Gonzalez, C.I.A. Services, Inc.

ABSENT:

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:00 p.m.

HEARINGS BEFORE THE BOARD

The hearing for T1402011 regarding their account was called to order at 6:00 PM.

The hearing for T0203011 regarding their account was called to order at 6:13 PM.

OPEN SESSION

Open Forum Discussions

Discussions were held regarding if applications should be submitted for foundation repairs and how long the applications take.

Additionally, conversations were held regarding violations in the association and how major losses are addressed with residents in cases of a home being burnt down or damaged due to a disaster.

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 settlement offer for T1201011.
2. A decision was made to approve the legal payment plan for T0402013.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the August 26, 2025 Board meeting minutes as presented (Motion – Elmer; 2nd – Handshoe; 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.

A MOTION PASSED to receive confirmation that the cinch bug treatment was still needed and if so, pictures to be provided. In the case where it is still needed, the Board approved moving forward with the bid from Monarch at a cost of \$1,363.74 (Motion – Tice; 2nd – Elmer; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – None.

Yard of the Month – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

2026 Budget – The Board reviewed the second draft of the 2026 budget. The Board approved the budget and set the annual assessment at \$619.00 for 2026.

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 expedited foreclosure for account T0901007 due to accounts receivable. (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve the waiver request from T0101013 for interest and administration fees on the condition that they update the Fort Bend County Appraisal District website with their correct mailing address. (Motion – Koiki; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve the waiver request from T0302019 for the interest only and then approve the installment payment agreement. (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve proceeding with legal proceedings for the violation 10067 after hearing recommendations from Management Team and Attorneys opinion on the strength of the case. (Motion – Tice; 2nd – Handshoe; 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: 10120, 8819. (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to deny the variance request for violation 9204. (Motion – Handshoe; 2nd – Tice; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:55 p.m.



Prepared by:

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

Approved at the November 25, 2025 meeting of the Board of Directors.

Approved by: _____

DocuSigned by:



Secretary

082250EE71A94AB...