



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

**DATE:** March 26, 2024

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

**ATTENDING:** Robert Tice, President  
Jessica Kennedy, Vice President  
Sylvie Elmer, Treasurer  
Carrie McDonald, Secretary  
Danny Handshoe, Director  
Jennifer Gonzalez, C.I.A. Services, Inc.  
Deniece Reyes, C.I.A. Services, Inc.  
Alexandria Bakeman, 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.

**OPEN SESSION**

**Open Forum Discussions** – Guests, Remington Butts and John Rocha of Monarch Landscape Management provided proposals for several improvements throughout the community. Additionally, the Board was provided two proposals regarding irrigation repairs. One repair was for regular maintenance and one repair was due to boring damages by Kinetic.

A **MOTION PASSED** to approve two proposals from Monarch Landscaping Management for routine irrigation repairs at a cost of \$3,957.31 and another for irrigation repairs due to boring damages from Kinetic at a cost of \$2,365.15 (Motion – Tice; 2<sup>nd</sup> McDonald; Unanimous).

**MINUTES, MEETINGS & DECISIONS**

**Ratify Decisions Between Meetings** – None.

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

A **MOTION PASSED** to approve the February 27, 2024 Board meeting minutes as presented (Motion – McDonald; 2<sup>nd</sup> – Elmer; 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. Three additional bids were sought to replaster the pool in search of better pricing. All bids were compatible to TAE’s proposal.

A **MOTION PASSED** to approve the bid from TAE to replaster the pool and upgrade the material to 100% quartz at a cost of \$45,948.00 (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

**BIG OAKS MUD** – No report.

## **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – Discussions were held regarding the Spring Festival for TOVCA and what items are needed before the pool opening.

**Yard of the Month** – Discussions regarding the Yard of the Month communication that will be sent out this week.

## **UNFINISHED BUSINESS**

**Follow up items** – Assistant followed up with O’Neal & Holmes and was informed the process takes about six-months before any update is provided.

## **NEW BUSINESS**

**Meeting location for April 2024 and forward** – Board agreed to hold all future meetings at the Mission Sierra clubhouse.

The next board of directors meeting was scheduled for April 23, 2024.

## **EXECUTIVE SESSION**

**Legal Matters** –The attorney status report was reviewed.

**Collections Update** – The collection update was reviewed.

**DR Recommendations for Last Chance Letters** – Several deed restriction violations were reviewed.

**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 the hearing request for violation 2350. However, a 3-month extension was provided to allow the resident time to correct the violation (Motion – McDonald; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve lawsuit authorizations for accounts receivable delinquencies on accounts T0501008, T0503011 and T0401033 (Motion – Elmer; 2<sup>nd</sup> – Kennedy; Unanimous).

**A MOTION PASSED** to approve the deed restriction lawsuit authorization for violations 6411, 6139, 951, 3010, 4758, 6460, 6146 and 2911, (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to disapprove lawsuit authorizations for violation 2028 (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to authorize sending a final deed restriction letter for the following Deed Restriction violations and then turn over to the Association’s attorney if not cured [violations 5808, 7950, 2973, 8197] (Motion – Handshoe; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to deny sending a final deed restriction letter for the following Deed Restriction violation [violation 8326] (Motion – Handshoe; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve waiving community-wide any remaining previous management fees coded as Previous Mgmt Co – totaling \$10,209.94 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve a waiver of \$626.28 for T0301004 (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve a waiver of \$893.18 for T0502008 (Motion – Handshoe; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve the proposal from Brady Chapman Holland for the association's insurance coverage at a cost of \$26,800 (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

With no further business to come before the board, the open meeting adjourned at 7:44 p.m.

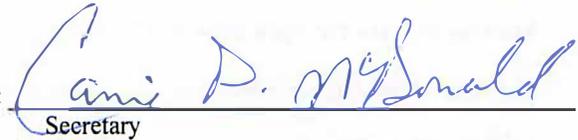


Prepared by:

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

Approved at the April 23, 2024 meeting of the Board of Directors.

Approved by:

  
Secretary