



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

**DATE:** October 25, 2022

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

**ATTENDING:** Robert Tice, President  
Sonyan Stephens, Secretary *arrived at 6:45 p.m.*  
Sylvie Elmer, Treasurer  
Danny Handshoe, Director  
Kim Moore, C.I.A. Services, Inc.  
David Berk, Association Counsel

**ABSENT:** Jessica Kennedy, Vice President

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:07 p.m.

**A MOTION PASSED** to adopt the agenda as presented (Motion – Elmer; 2<sup>nd</sup> – Handshoe; Unanimous)

**EXECUTIVE SESSION**

Hearings Before the Board of Directors

**Hearing:** The hearing for T0303005 was called to order at 6:15 p.m. and the owner was present to discuss violation 582. The owner was thanked for their attendance and the hearing was adjourned at 6:35 p.m.

**Hearing:** The hearing for T0501029 was called to order at 6:37 p.m. and the owner and their counsel were present to discuss violations 1989 and 2543. Association counsel was also present on behalf of the Association. The owner was thanked for their attendance and the hearing was adjourned at 6:45 p.m.

**OPEN SESSION**

**Recap Decisions Made in Executive Session** – The following decisions were made during executive session;

**A MOTION PASSED** to advise owner T0303005 that they will allow the existing patio slab to remain as is. However, the slope must be corrected to 4/12 and the position of the patio cover must be corrected so that it is not jutting above the roof of the home. The owner will also be asked to submit plans first before any changes are made (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to advise T0501029 that while the Association cannot approve the driveway extension of rocks (violation 1989), they will not pursue the matter due to when it was installed. However, if and when the modification becomes in disrepair and needs repair, the owner will need to submit an application to the ACC and bring the extension into compliance with the current guidelines (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to advise owner T0501029 that regarding violation 2543, a decision was made to uphold the guidelines and ask that the owner consider matching the garage door to the siding or change the color of the siding to match the garage (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

~~**Open Forum Discussions** – Police Chief Provost with Fort Bend Sheriff's Department was present to discuss why the contract with Big Oaks MUD had to be cancelled August 1<sup>st</sup>.~~

**MINUTES, MEETINGS & DECISIONS**

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

1. A decision was made to approve the proposal from Monarch to remove a cypress tree on Orchid Ridge at a cost of \$1,153.25.
2. A decision was made to approve the proposal from Monarch to do playground enhancements (new planting beds and irrigation) at the park by the pool in the amount of \$11,155.59.
3. A decision was made to approve the proposal from Monarch to prune 3 oak trees, add soil and sod at the Lassiter Hollow Park in the amount of \$2,497.91.

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

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the September 27, 2022 Board meeting minutes as presented (Motion – Handshoe; 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 by the Board. Manager will attempt to input the cost of supplemental security into the 2023 budget to see if it can be accommodated. If not, then it can be tabled for now.

**A MOTION PASSED** to approve the price proposed by Monarch for 2023 for \$227,721.00 and that the board will only pay \$175,000.00 for 2022, not the proposed increased rate of \$204,000.00 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve the proposal from J&J to repair and paint doors and jambs at the pool at a cost of \$2,222.50 (Motion – Handshoe; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve Monarch to clean the pipeline easement of debris at a cost of \$1987.78 (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

**BIG OAKS MUD**

No report.

**COMMITTEES REPORTS**

**ARC** – No report.

**Social** – No report.

**Yard of the Month** – No report.

**UNFINISHED BUSINESS**

**Sidewalk Responsibility** – The Board reviewed the second attorney opinion regarding who's responsible for sidewalk repairs given by Dylan Beason that favors owners being responsible for the repairs. The Board tabled the matter until Mr. Tice could ask West Oaks Village what their documents say regarding this matter.

## NEW BUSINESS

**2023 Budget** – The Board reviewed the 2023 draft budget. Several changes were made to the Asset list. GL 6512 will be increased to 25,000.00 for 2023. GL 6510 will be set at 227,721 for 2023.

**A MOTION PASSED** to set the 2023 assessment rate at \$575.00 and approve the 2023 budget with changes indicated by the Board (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

The next board of directors meeting was scheduled for November 22, 2022.

## 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 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 sending a last chance deed restriction letter for violations [3010, 3334, 2028, 508, 2932, 3224, 1102, 2428, 5490, 1728, 1732, 1320, 1400, 823, 2901, 1871, 1862, 632, 2827, 1610, 694 and 2357] (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

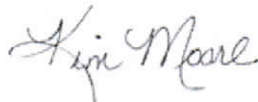
**A MOTION PASSED** to deny the amount of time requested by T1401007 for violation 1675 (Motion – Handshoe; 2<sup>nd</sup> – Stephens; Unanimous).

**A MOTION PASSED** to ask owner T0102034 to at least remove the stained portion of fencing that faces the street, taper down the fence to meet the wall height, and while the board cannot approve your non-good neighbor fence but the board won't pursue it. In the future, the owner will be advised to seek approval first before modifications (Motion – Elmer; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to deny the requested variance for T0604083 regarding violation 3368 (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

With no further business to come before the board, the open meeting adjourned at 11:00 p.m.

Prepared by:



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

Approved at the 11-22-22 meeting of the Board of Directors.

Approved by:

  
Secretary

*11/22 correction needed page(1)*