



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

DATE: June 28, 2022

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

ATTENDING: Robert Tice, President
Sonyan Stephens, Secretary *arrived at 6:54pm*
Danny Handshoe, Director
Kim Moore, C.I.A. Services, Inc.

ABSENT: Jessica Kennedy, Director
Sylvie Elmer, Treasurer

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:54 p.m.

EXECUTIVE SESSION

Hearings Before the Board of Directors (*please note, board accommodated the hearings below even though quorum was not achieved until 6:54 p.m.*)

Hearing One: The hearing for T0203018 was called to order at 6:04 p.m. and the owner was present to discuss violation 1230. The owner was thanked for their attendance and the hearing was adjourned at 6:24 p.m.

Hearing Two: The hearing for T0303005 was called to order at 6:25 p.m. and the owner was not present to discuss violation 582. The hearing was adjourned at 6:29 p.m.

OPEN SESSION

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

A MOTION PASSED to uphold the previous denial by the ACC regarding T0203018; violation 1230 (Motion – Stephens; 2nd – Handshoe; Unanimous).

A MOTION PASSED to uphold the ACC's previous denial for T0303005 regarding violation 582 and the owner will be notified that the Board is willing to work with the owner if additional time is needed to cure the violation (Motion – Stephens; 2nd – Tice; Unanimous).

Open Forum Discussions –None.

MINUTES, MEETINGS & DECISIONS

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

1. A decision was made to approve Monarch to do some additional Crape Myrtle trimming at the pool at a cost of \$653.45RA
2. A decision was made to approve the replacement of a mailbox unit near 18345 Austin Oaks at a cost of \$2,110.11.
3. A decision was made to approve irrigation repairs to be performed by Monarch, at a cost of \$4,340.87.
4. A decision was made to choose color palette #2 from Monarch for winter seasonal color.
5. A decision was made to recognize Association volunteers LaNoma and Carrie for the work they do on ACC with an award of a \$50 gift card.
6. A decision was made not to allow curbside address number painting in the community.
7. A decision was made to have TAE install an AED device at the pool for the upfront purchase cost of \$1,750.00 and then 3-year service of approximately \$800 per year.
8. A decision was made to approve Monarch to repair a main line irrigation valve at a cost of \$4,421.62 as an emergency repair.
9. A decision was made to finalize the pool access device costs at \$20 for one card, \$30 for two cards and a \$10 processing fee that goes to C.I.A. Services for processing.
10. A decision was made, after attorney consultation, to keep utilizing the pool waiver form for the season.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the April 26, 2022 Board meeting minutes and the May 31, 2022 Annual Meeting minutes as presented (Motion – Tice; 2nd – Handshoe; Unanimous).

MANAGEMENT REPORT

Financial Reports – The May 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 discuss the wrought iron fencing along the drainage area with vendor who performed work as it was not satisfactory. Manager will contact CRC and provide them the mark up that the Board did as they assessed what CRC said needed leveling along Highland Oak and ask vendor to rebid or provide feedback on the assessment. Manager will obtain additional information on the bid provided by A. Fuller for the underwater lighting project at the Highland Oaks main monument. The board desires a breakdown on the timeclock repair versus the lightbulbs to include part numbers and labor costs. Board decision to table the door jamb deteriorations at the pool, as they do not feel it is needed. Manager to seek additional bids on the fence repairs desired along Orchid Ridge/Westmoor to determine how far the repairs will be made. Manager will remind Monarch not to square up the Sunshine Ligustrum's, but rather let them grow to a natural look. Board reviewed the pool liability waiver and will allow the adult of the household to sign on behalf of all household members. Mr. Tice will have a no smoking sign installed at the pool. It was determined that the splashpad has a bad sensor and will need replacing. Several pool concerns were discussed.

A MOTION PASSED to approve JNG proposal option 2 for a cost of \$20,011.91 to install the perimeter fence just inside the park behind the existing owner's fencing. That fencing will be left in place and not removed, thus making this fence the sole responsibility going forward of the Association. Owners will be notified that they are welcome to leave their fence in place or remove if they choose. Vendor will be asked to set up an onsite meeting prior to beginning project to clarify a few things and ensure all are on the same page and ask that he send progress photos as they move through the project. (Motion – Handshoe; 2nd – Stephens; Unanimous).

A MOTION PASSED to approve the purchase of a premade sign for no trespassing at the splashpad parking lot at an approximate cost of \$50.00 (Motion – Tice; 2nd – Handshoe; Unanimous).

BIG OAKS MUD

Secretary Stephens reported that Big Oaks does not reflect Twin Oaks as being paid for the Sheriff's contract. Mrs. Moore will email them and advise that an invoice had not been received to date and to forward for payment.

COMMITTEES REPORTS

ARC – No report.

Social – No report.

Yard of the Month – No report.

UNFINISHED BUSINESS

NEW BUSINESS

The next board of directors meeting was scheduled for July 26, 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 [587, 934, 2023, 1988, 2166, 1094, 406, 1048, 1114, 1882, 806, 1000, 1251, 646, 989, 1255 and 669] (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve foreclosure measures for accounts T0905019 and T0101033 and disapproved foreclosure on T0905049 (Motion – Tice; 2nd – Stephens; Unanimous).

A MOTION PASSED to approve the filing of deed restriction lawsuits for violations 8, 9, 10, 11, 12 and 14 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to order a title search and then turn over all 2022 assessments that are still delinquent and not on a payment plan over to the Association’s attorney for demand letter (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to denied the requested variance by owner T0701009 regarding violation 3977 as the monetary obligation to correct the matter is not much (Motion – Handshoe; 2nd – Tice; Unanimous).

A MOTION PASSED to uphold the previous denial for owner T0102036 ACC application regarding violation 2992 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to conditionally approve the waiver for owner T010203 for finance charges only and will be happy to provide a payment plan through January 1, 2023 for the remaining and educate the owner that he’ll need to seek a payplan for 2023’s assessments to avoid penalties. (Motion – Stephens; 2nd – Tice; Unanimous).

With no further business to come before the board, the open meeting adjourned at 11:29 p.m.

Prepared by:



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

Approved at the 7/26/2022 meeting of the Board of Directors.

Approved by: _____


Secretary