

DATE:

November 22, 2022

PLACE:

16225 Park Ten Place, Suite 260, Houston TX 77084

ATTENDING:

Robert Tice, President

Jessica Kennedy, Vice President

Sonyan Stephens, Secretary arrived at 6:44 p.m.

Danny Handshoe, Director Kim Moore, C.I.A. Services, Inc.

ABSENT:

Sylvie Elmer, Treasurer

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 – Tice; 2<sup>nd</sup> – Kennedy; Unanimous)

# **OPEN SESSION**

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

Open Forum Discussions -

#### 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 irrigation repairs proposal from Monarch in the amount of \$7,200.47.
- 2. A decision was made to approve the masonry repairs at Highland Oaks monument in the amount of \$1,160,00.

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

Recap any Unannounced Meetings - None.

# Meeting Minutes

**A MOTION PASSED** to approve the October 25, 2022 Board meeting minutes with one correction (Motion – Tice; 2<sup>nd</sup> – 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 by the Board. Manager will have pool gate evaluated for any additional repairs needed.

**A MOTION PASSED** to approve the proposal from J&J to replace the sidewalk section needed at Lassiter Hollow Park in the amount of \$1.065.00. (Motion – Tice; 2<sup>nd</sup> – Handshoe: Unanimous).

A MOTION PASSED to tentatively approve TAE's contract proposal to maintain the monument fountains at a cost of \$221.53 per month. Pending information on monthly service specifications (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

A MOTION PASSED to approve the 2023 bid for 6 flag placements by Flags of Hope in the amount of \$450.00. (3 flags at Orchid Ridge entry/3 flags at Highland Oaks entry) (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

#### BIG OAKS MUD

An email will be sent to MUD to request they look into a light at Westmoor/Bellaire as the area is very dark. Sonyan reported on the erosion work taking place behind the school. She indicated the new Constables contract did start October 1, 2022. Also, they are working to install a total of 3 standby generators at the facilities.

#### **COMMITTEES REPORTS**

ARC - No report.

Social - No report.

Yard of the Month - No report.

#### UNFINISHED BUSINESS

Sidewalk Responsibility – The Board discussed the matter of who's responsible for repairs. Director Handshoe is still trying to obtain some information on the governing documents of a neighboring community.

CPA Audits 2020 and 2021 – The Board reviewed the draft CPA audits for 2020 and 2021 as prepared by O'Neal & Holmes.

**A MOTION PASSED** to approve the draft audits prepared by O'Neal & Holmes for 2020/2021 (Motion – Handshoe; 2<sup>nd</sup> – Tice; Unanimous).

### **NEW BUSINESS**

The next board of directors meeting was scheduled for January 24, 2023.

# **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 [957, 951, 3369, 2008, 2727, 1955, 2718, 1076, 2189, 1113, 119, 2228, 2233, 2339 and 2361] (Motion – Stephens: 2<sup>nd</sup> – Kennedy; Unanimous).

**A MOTION PASSED** to uphold the previous denial by the ACC of a double flag for T0202043 (Motion – Tice: 2<sup>nd</sup> · Handshoe: Unanimous).

A MOTION PASSED to respond to the variance request for T0604083 regarding the storage shed in the back yard; Building is well over 8ft max. It does not meet the guidelines. Cannot exceed 8ft at the peak of the roof. This is not approvable and we ask that at some point in the future the matter is brought into compliance (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

**A MOTION PASSED** to uphold the previous denial by the ACC of a side yard patio cover as it does not meet the guidelines (Motion – Tice:  $2^{nd}$  – Kennedy: Unanimous).

A MOTION PASSED to approve a 6-month extension for T0604039 regarding violation #5992 (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

A MOTION PASSED to approve a 6-month extension for T1202018 regarding violation #5467 (Motion – Tice;  $2^{nd}$  – Kennedy; Unanimous).

A MOTION PASSED to approve a 6-month extension for T1401035 regarding violation #5147 (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:44 p.m.

Prepared by:

Kim Moore

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C.I.A. Services, Inc.

Approved at the <u>01-24-23</u> meeting of the Board of Directors.

Approved by: