



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

DATE: June 25, 2024

PLACE: 8900 Westmoor Drive, Richmond TX 77407

ATTENDING: Robert Tice, President
Danny Handshoe, Secretary
Adeyinka Koiki, Director
Jennifer Gonzalez, C.I.A. Services, Inc.

ABSENT: Carrie McDonald, Treasurer
Sylvie Elmer, Vice President

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:01 p.m.

OPEN SESSION

Open Forum Discussions – Guests John Rocha of Monarch Landscape Management provided updates regarding staffing changes within Monarch for the associations account. Additionally, the Board and vendor discussed methods going forward to ensure seamless communication.

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 proposal from TAE to power wash the pool parking lot and sidewalks at a cost of \$1,300.00.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the May 21, 2024 Board workshop meeting minutes with a correction to add Daniel Handshoe to the absent section (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve the May 28, 2024 Board meeting minutes as presented (Motion – Handshoe; 2nd – Tice; 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. The proposal from Monarch presented at the meeting will be sent via email to the Board for a decision to be made.

A MOTION PASSED to renew the contract with Acreage Mowing to renew the contract for \$360.00 a month. (Motion – Koiki; 2nd – Tice; Unanimous).

A MOTION PASSED to renew the contract with Cypress Creek Pest Control for quarterly treatments at a rate of \$105.92 per treatment. (Motion – Koiki; 2nd – Tice; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – None.

Yard of the Month – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

2024 Officers

A MOTION PASSED to appoint Robert Tice as President (Motion – Koiki; 2nd – Tice; Unanimous).

A MOTION PASSED to appoint Sylvie Elmer as Vice President (Motion – Koiki; 2nd – Tice; Unanimous).

A MOTION PASSED to appoint Carrie McDonald as Treasurer (Motion – Koiki; 2nd – Tice; Unanimous).

A MOTION PASSED to appoint Daniel Handshoe as Secretary (Motion – Koiki; 2nd – Tice; Unanimous).

A MOTION PASSED to appoint Adeyinka Koiki as Director (Motion – Koiki; 2nd – Tice; Unanimous).

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – The collection update was reviewed.

DR Recommendations for Last Chance Letters – None.

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 a partial waiver for the hearing request for account T0301008. (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve lawsuit authorization for accounts receivable delinquencies on account T0905049 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to deny the variance request for violation 9280 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve a partial waiver for account T0301003 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to deny the waiver request for account T0502053 (Motion – Handshoe; 2nd – Koiki; Unanimous).

A MOTION PASSED to deny the waiver request for account T1202026 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve the proposed payment plan at the attorney's office for account T0302030 (Motion – Handshoe; 2nd – Koiki; Unanimous).

A MOTION PASSED to proceed with the pursuance of violation 3369 at the attorneys office (Motion – Tice; 2nd – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:14 p.m.



Prepared by:

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

Approved at the July 2024 meeting of the Board of Directors.

Approved by:

DocuSigned by:



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Secretary