



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

DATE: July 22, 2025

PLACE: 8900 Westmoor Drive, Richmond TX 77407

ATTENDING: Robert Tice, President
Sylvie Elmer, Vice President
Carrie McDonald, Treasurer
Adeyinka Koiki, Director
Jennifer Gonzalez, C.I.A. Services, Inc. (Arrived at 6:30 PM)

ABSENT: Danny Handshoe, Secretary

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:30 p.m.

OPEN SESSION

Open Forum Discussions

Discussions were held regarding fence guidelines and how to update ACC applications.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings – The following decisions have been made since the last meeting.

1. A decision was made to approve closing violation 10057.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A **MOTION PASSED** to approve the June 24, 2025 Board meeting minutes as presented (Motion – Elmer; 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 Board requested additional information regarding the pool camera system proposals. Specifically, if the proposals allow for more cameras to be added and how much it will cost per camera to be added. Additionally, the Board requested confirmation on if Monarch would revise their proposals to match the price of Classic Trees.

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – None.

Yard of the Month – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – The collection update was reviewed.

DR Recommendations for Last Chance Letters – The Board reviewed the recommendations for last chance letters.

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 the attorney to send a demand letter to the following accounts due to past due assessments: T0101001, T0101013, T0101019, T0101024, T0102007, T0102010, T0102033, T0202048, T0302019, T0302023, T0302029, T0302041, T0302058, T0401008, T0401020, T0401038, T0402002, T0501003, T0501023, T0501034, T0502004, T0502015, T0502020, T0502022, T0503012, T0604010, T0703067, T0801021, T0902005, T0903011, T0905012, T1002001, T1003015, T1102001, T1401013, T1401016, T1401034, T1402019. (Motion – Elmer; 2nd – Koiki; Unanimous).

A MOTION PASSED to come back with a counter offer for the settlement proposed for account T0101042 that consists of a waiver of the \$20.32 of interest, \$160.00 of late charges and \$32.75 of future processing attorney fees. Additionally, they will pay \$100 per month with a \$500 down payment. (Motion – Elmer; 2nd – Koiki; Unanimous).

A MOTION PASSED to hold on turning several deed restrictions over for last chance letters until they are non-responsive after two fines. (Motion – McDonald; 2nd – Tice; Unanimous).

A MOTION PASSED to approve sending a last chance letter and then turnover to the attorney if violation is still active for the following violations: 9729, 7068 (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve closing violations 622, 2107, 2896, 3865, 5133, 6429, 6989, 7681, 7805, 8373, 8465, 8395, 9286, 9386, 9541, 9891, 2992, 6193, 6916, 8567, 8580, 9561, 9571, 9617, 9624, 9629, 9656, 9684, 9817, 9848, 9881, 9910, 9933, 10319, 10325, 10614, 10867, 10897, 11009 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to escalate violation 10067 directly to legal (Motion – Koiki; 2nd – Tice; Unanimous).

A MOTION PASSED to approve an extension of 90 days for violation 11337 and 11394 (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve the variance request for violation #6562 (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to deny the waiver request from account T0801013 (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve holding on DR Violation Fines for the following cases:

- If there is an extension on the violation, would the Board approve holding on fines until the extension passes?

- If there is a pending ACC application, would the Board approve holding on fines until there is a decision for the ACC application?
- If the resident has a hearing for a violation, would the Board approve holding on fines until a decision is rendered?

(Motion – Tice; 2nd – Elmer; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:59 p.m.



Prepared by:

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

Approved at the August 26, 2025 meeting of the Board of Directors.

DocuSigned by:

Approved by:



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Secretary