



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

DATE: January 23, 2024

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

ATTENDING: Robert Tice, President
Jessica Kennedy, Vice President
Sylvie Elmer, Treasurer
Carrie McDonald, Secretary
Danny Handshoe, Director
Candace Look, C.I.A. Services, Inc.
Alexandria Bakeman, C.I.A. Services, Inc.

ABSENT:

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:02 p.m.

OPEN SESSION

Open Forum Discussions – None.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings – None.

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the November 28, 2023 Board meeting minutes as presented (Motion – Tice; 2nd – 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 with the Board. Three additional bids will be sought to replaster the pool in search of better pricing; the bids need to be compatible to TAE's proposal. Board decided to table TAE's pool hours amendment until the contracts can be looked at side by side. Board hold after further reviewing TAE's proposal for the AED equipment proposal as the Board believed they were in a 3-year contract.

A MOTION PASSED to approve the bid from Autrey Brothers to install integrated LED floodlights on the back of the building by the pool after clarification on placement is received at a cost of \$1,867.31 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to deny TAE's pool decking proposal and reconsider in 2025 at a cost of \$20,227.00 (Motion – Tice; 2nd – Handshoe; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – Added new Member, Kerry Mitrani

Social – No report

Yard of the Month – Prizes are being presented to winners.

UNFINISHED BUSINESS

Follow up items – Assistant followed up with O’Neal & Holmes and was informed the process takes about six-months before any update is provided.

NEW BUSINESS

Meeting location for 2024 and forward – Board decided to have Meetings at West Office Location until location closes in March.

The next board of directors meeting was scheduled for February 27, 2024.

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 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 lawsuit authorizations for accounts receivable delinquencies on accounts T0604015 and T0702010 (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve the deed restriction lawsuit authorization for violations 5742, 1162, 4670, 6587, and 6493, (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to disapprove lawsuit authorizations for violations 6148 and 3293 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to disapproved lawsuits on 6148 and 3293 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to authorize sending a final deed restriction letter for the following Deed Restriction violations and then turn over to the Association’s attorney if not cured [violations 7798, 8062, 7950, 8372, 8214, 7042, 8197, 7860, 7261, 8637, 8465, 8632, 7756, 6896, 7841, 8480, 8187, 4289, 8516 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve closing violation 6193 after an application is submitted (Motion – Tice; 2nd – Kennedy; Unanimous).

A MOTION PASSED to approve a 3-month extension on violation 4262 (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to deny extension to pay assessment for T1401022 (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve the 3-ft. fence extension on the street side and a maximum of 6-ft. on neighbor side after an application is submitted with a lot survey for violation 3369 (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve closing violation 8363 (Motion – Elmer; 2nd – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 7:27 p.m.

Prepared by:

Alexandria Bakeman, Lead Administrative Assistant
C.I.A. Services, Inc.

Approved at the February meeting of the Board of Directors.

Approved by: _____

Secretary