



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

**DATE:** March 25, 2025

**PLACE:** 8900 Westmoor Drive, Richmond TX 77407

**ATTENDING:** Robert Tice, President  
Carrie McDonald, Treasurer  
Sylvie Elmer, Vice President  
Adeyinka Koiki, Director  
Jennifer Gonzalez, C.I.A. Services, Inc.

**ABSENT:** Danny Handshoe, Secretary

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:00 p.m.

**OPEN SESSION**

**Open Forum Discussions**

Brant Capilongo with Kinetic stopped by the Board meeting to provide his contact information and speak with the Board about any concerns they had. The Board asked for assistance with getting payment for the irrigation repairs that were due to boring damages. Brant Capilongo then informed the Board that Kinetic is interested in helping with a community event.

**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 following repairs for the Splash Park by TAE:
  - a. Repaint Splash Park Fixtures – \$3,425.00
  - b. Add mastic (caulk) to bricks in front of and surrounding the Splash Park painted area – \$1,755.00
  - c. Replace Bucket – \$950.00

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

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the February 25, 2025 Board meeting minutes as presented (Motion – Elmer; 2<sup>nd</sup> – McDonald; 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 agreed to hold on the work orders for filling plant material at the Orchid Ridge and Highland Oak entrance.

**A MOTION PASSED** to approve the quarterly contract from Gates in Motion for programming access device cards at a cost of \$160.00 per quarter for a maximum of 75 entries. (Motion – Elmer; 2<sup>nd</sup> – Koiki; Unanimous).

**A MOTION PASSED** to approve the tree trimming proposal presented by Classic Trees at a cost of \$3,800.00. (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**BIG OAKS MUD** – No report.

## **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – None.

**Yard of the Month** – None.

**UNFINISHED BUSINESS** – None.

## **NEW BUSINESS**

**2025 Annual Meeting** – Community Manager confirmed that the reservation at Barbara Jordan Elementary for the Annual Meeting has been completed. Also confirmed that the Board workshop will take place at Blue Agave one week prior to the meeting at 6 PM.

## **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 last chance letter and escalate to the attorney's office if not resolved by the expiration date for violation 9653. (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve closing violations 1173, 7014, 8990, 9280, 9415, 9658, 9807, 9808, 10159, 10244, 10327, 10328, 10330 (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to deny the settlement offer presented for T0601008. (Motion – McDonald; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve the legal payment plan requests for accounts T1201011 and T0101033. (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to approve the legal payment plan requests for accounts T0101033. (Motion – McDonald; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to deny the waiver request for the property T0302041 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to deny the waiver request for the property T1402014 (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

**A MOTION PASSED** to approve the waiver request for the property T0905061 (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve the waiver request for the property T0503027 (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to deny the variance request for violation 2012 (Motion – Tice; 2<sup>nd</sup> – McDonald; Unanimous).

With no further business to come before the board, the open meeting adjourned at 9:02 p.m.



Prepared by:

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

Approved at the April 22, 2025 meeting of the Board of Directors.

Approved by: \_\_\_\_\_

DocuSigned by:



Secretary 71A94AB...