



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

DATE: January 28, 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.

HEARINGS BEFORE THE BOARD

The hearing for T0301013 regarding violation 8056 was called to order at 6:01 p.m. and the owner was present. Owner petitioned to the Board to allow the conversion of a portion of his garage space, indicating that this was used as a gym space for his wife. The hearing was adjourned at 06:13

The hearing for T0401042 regarding violation 9204 was called to order at 06:14 p.m. and the owners were present. Owner petitioned to the Board to grant a variance for their roof. The hearing adjourned at 6:22 p.m.

The hearing for T1001001 regarding an ongoing issue with getting Big Oaks MUD to repair the sidewalks with manholes on his street and throughout the community. The meeting was called to order at 6:23 p.m. and the owners were present. The hearing adjourned at 6:44 p.m.

The hearing for T0203056 regarding violation 8052 was called to order at 6:45 p.m. and the owner was not present. The hearing adjourned at 7:00 p.m.

OPEN SESSION

Open Forum Discussions – None.

MINUTES, MEETINGS & DECISIONS

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

1. A decision was made to renew the contract from Flags of Hope at a cost of \$1,000.00 and to increase the amount of flags to 10.
2. A decision to pursue the full amount of damage which totals \$49,789.00 instead of the partial settlement for invoices with photos of damages.
3. A decision was made to approve the proposal from TAE which includes epoxy and crack treatment at a cost of \$7,771.00.
4. A decision was made to approve the tree pruning work proposed by Monarch at a cost of \$889.76.
5. A decision was made to renew the pool management contract for 2025 at a cost of \$41,696.92.

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

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the October 22, 2025 Board meeting minutes as presented (Motion – Tice; 2nd – McDonald; Unanimous).

MANAGEMENT REPORT

Financial Reports – The preliminary financial report was presented and reviewed. The Board approved waiving all remaining fees categorized under the 2019 & 2020 assessments and to alter the Collections Summary to show the first 6 items under assessments receivable.

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 that the insurance process begin for the fence repairs with the quote given by ABS. The Board also requested that we create a laminated sign to place outside the pool gates referring residents to C.I.A. Services if they have issues getting into the pool. The Board no longer will be utilizing JNJ for their community due to the lack of responsiveness. Lastly, the Board requested to put the project for replacing the wood fence at Westmoor on hold so they can get a better idea of what they would like to replace the fence. They did agree that they do not want plastic or composite materials for this fence.

A MOTION PASSED to approve the proposal from Gates in Motion to update the access device reader at the pool at a cost of \$2,449.29. (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve the proposal from Autry Brothers to replace the Two Swing Benches at Bransford Park at a cost of \$5,651.80. (Motion – Elmer; 2nd – Koiki; Unanimous).

A MOTION PASSED to approve the proposal from TAE to replace the pool decking with a multi-coat spray at a cost of \$521,414.00. (Motion – Koiki; 2nd – Elmer; Unanimous).

A MOTION PASSED to renew the grounds maintenance contract with Monarch for 3 years. (Motion – Koiki; 2nd – Elmer; Unanimous).

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 – 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 last chance letters and escalate to the attorney's office if not resolved by the expiration date for violations 9589, 9489, 9479, 9340, 9286, 6822, 9902, 9541, 9023, 4687, 9464, 2543, 6137, 9456, 9787, 9785, 8215, 1132, 9411, 7049, 9386, 6989 and 7681 (Motion – Koiki; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve closing violations 7950, 6521, 8221, 8553, 6597, 7817 and 6885 (Motion – Koiki; 2nd – McDonald; Unanimous).

A MOTION PASSED to hold on the last chance letters until hearing from the attorney for violation 9186 (Motion – Koiki; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve the last chance letter for 9324 but hold on turning over to the attorney's office (Motion – Koiki; 2nd – McDonald; Unanimous).

A MOTION PASSED to deny the settlement request proposed by T0601008. (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to approve filing a lawsuit and proceeding with foreclosure for accounts T0905020, T0501015, T0402028, T0905038, T0302013, T0302013 that are at legal for accounts receivables (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve an 18-month payment plan for T0701034 with the condition that if one payment is missed the plan will be voided. (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve joining the Mini U Storage insurance coverage program at a cost of \$9 per month. (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to tentatively approve the below 2025 event schedule:

- Spring Garage Sale – Saturday, April 19 from 8:00AM to 3:00PM
- Memorial Day Weekend Pool Party – Saturday, May 24 from 12:00 PM to 4:00 PM
- Judging for Halloween Decorating Contest – Saturday, October 25
- Fall Festival – Saturday, November 1 from 12:00 PM to 4:00 PM
- Volunteer Dinner – Friday, December 12 from 7:00 PM to 10:00 PM
- Judging for Christmas Decorating Contest – Saturday, December 20

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

With no further business to come before the board, the open meeting adjourned at 9:59 p.m.

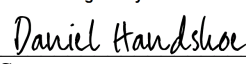


Prepared by:

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

Approved at the February 2025 meeting of the Board of Directors.

Approved by:

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Secretaries 71A94AB...