



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

**DATE:** November 28, 2023

**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  
Kim Moore, 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** – Several owners present to discuss their accounts, so Manager took info and will contact them personally after the meeting to assist.

**MINUTES, MEETINGS & DECISIONS**

**Ratify Decisions Between Meetings** – The following decisions were made since the last called meeting:

1. A decision was made to approve the proposal from TAE to replace the sand filter at a cost of \$3,645.28.
2. A decision was made to approve the proposal from TAE to replace the additional two sand filters at a cost of \$5,068.82.
3. A decision was made to approve the proposal from Monarch for irrigation repairs in the amount of \$7,069.01.
4. A decision was made not to approve the sidewalk installed on the side of T0801035, however, it would not be pursued due to the age of installation.

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

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the October 24, 2023 Board meeting minutes as presented (Motion – Elmer; 2<sup>nd</sup> – Handshoe; 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. It was noted the total repairs due to Kinetic cable laying damage is around \$12,000.00 thus far. A bid will be sought from Monarch for ivy removal again. Clarification bids will be obtained regarding various tree work, so comparison bids will be sought from Monarch and Classic Trees. Clarification bids will be sought for the mailbox slab on Thistle Glen for something less than total slab replacement. Kinetic will be contacted regarding the junction boxes that are 4ft tall right in front of the monuments in some areas for possible correction.

**A MOTION PASSED** to approve the bid from Autrey Brothers for various wrought iron painting throughout the community at a cost of \$30, 255.88 (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**A MOTION PASSED** to tentatively approve Autrey Brother's proposal of \$4,950.00 for the Morning Bloom arbor work after a few items are clarified as to the number of columns on the proposal. Board will be emailed for final decision. (Motion – Elmer; 2<sup>nd</sup> – Kennedy; Unanimous).

**BIG OAKS MUD** – No report.

#### **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – No report.

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

#### **UNFINISHED BUSINESS**

Follow up items – Manager will follow up on the tax exemption work being done by O'Neal & Holmes.

#### **NEW BUSINESS**

**Meeting location for 2024 and forward** – Mr. Tice will contact Mission Sierra to see if the Board can utilize their clubhouse for the Board meetings.

The next board of directors meeting was scheduled for January 23, 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 T1401019, T0101056, T0801035, T0701002 and T0501008 (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).


**A MOTION PASSED** approve the deed restriction lawsuit authorization for violation 1076 and to hold for now on 6139 (Motion – Tice; 2<sup>nd</sup> – 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 2431, 7805, 6530, 6307, 2896, 7697, 3303, 1173, 5844, 4002, 7112, 6302, 6429, 8260, 4601, 7411, 4792, 4483, 1135, 8016, 3638, 6845, 6923, 4323, 7623, 7259, 6912, 7681, 7434, 7969, 5622, 3876, 6363, 6906, 3865, 5834, 6659, 3712, 8293, 6082, 7376, 6658, 8118, 1875, 6686, 6249, 5232, 4983, 6654, 4788, 5204, 6553, 4375, 8095, 7216 and 7250](Motion – Tice; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve a 3-month extension on violation 7919 for T0801024 (Motion – Tice; 2<sup>nd</sup> – Kennedy; Unanimous).

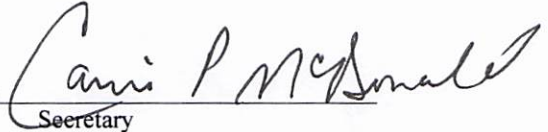
**A MOTION PASSED** to waive DR legal fees from T0302062 in the amount of \$513.80 (Motion – Handshoe; 2<sup>nd</sup> – McDonald; Unanimous).

With no further business to come before the board, the open meeting adjourned at 9:01 p.m.

  
Prepared by:  
Kim Moore, CMCA, AMS, PCAM  
C.I.A. Services, Inc.

Approved at the \_\_\_\_\_ meeting of the Board of Directors.

Approved by:

  
Secretary