



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

**DATE:** September 24, 2024

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

**ATTENDING:** Robert Tice, President  
Carrie McDonald, Treasurer  
Sylvie Elmer, Vice President  
Danny Handshoe, Secretary  
Jennifer Gonzalez, C.I.A. Services, Inc.

**ABSENT:** Adeyinka Koiki, Director

With quorum duly established and notice properly given, President Tice called the board meeting to order at 5:55 p.m.

**OPEN SESSION**

**Open Forum Discussions** – Residents attended the meeting and discussed the start of the neighborhood watch program and several violations in the neighborhood.

**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 proposal from Monarch to repair the irrigation at a cost of \$1,275.10.
2. The Board approved a waiver of \$733.95 for T1001006.

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

**Recap any Unannounced Meetings** – None.

**Meeting Minutes**

**A MOTION PASSED** to approve the August 27, 2024 Board meeting minutes as presented (Motion – Handshoe; 2<sup>nd</sup> – 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. The Board requested that management contact Monarch again to get the status on the Kinetic irrigation repair photos. The Board also requested further pricing be gathered from ICSH and Gates in Motion regarding monthly fee for maintaining the database. Discussions were also held regarding removing items 1-3 from the deferred items list (Splash Pad Pressure Washing and Painting, Swing Gate for Pipeline Easement and Pool Shade Structures Have Rust) and to follow up with the Maintenance Coordinator regarding item 4 (Restroom Cleaning).

**A MOTION PASSED** to approve the proposal from Monarch to trim the trees at 7423 Lassiter Hollow LN at a cost of \$520.46. (Motion – Tice; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to approve the proposal from JNJ to replace the mailbox on Hanover Glen at a cost of \$500.00. (Motion – Elmer; 2<sup>nd</sup> – Tice; Unanimous).

**BIG OAKS MUD** – No report.

#### **COMMITTEES REPORTS**

**ARC** – No report.

**Social** – None.

**Yard of the Month** – None.

**UNFINISHED BUSINESS** – None.

#### **NEW BUSINESS**

**2024 Budget** – The Board reviewed the first draft of the 2024 budget. The Board elected for the Stone Veneer Tuckpointing and Clarendon Bend/Ravens Call Park Wooden Fence Repairs to be pushed back and revisited next year. Additionally, the amount budgeted for legal fees should be increased dramatically to account for the associations large docket of legal cases.

#### **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 the deed restriction lawsuit authorizations for violations 7445, 5808, 8070, 6138, 8197, 8516, 7969, 8465 and 2911 (Motion – Tice; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to approve the legal payment plan for T0303010 with the condition if a payment is missed then the plan is voided. (Motion – Elmer; 2<sup>nd</sup> – McDonald; Unanimous).

**A MOTION PASSED** to close the violation 9215 with the condition that the resident pay any attorney fees that have accrued. (Motion – Elmer; 2<sup>nd</sup> – Handshoe; Unanimous).

**A MOTION PASSED** to approve a waiver of interest only for T0504012. (Motion – Tice; 2<sup>nd</sup> – Elmer; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:30 p.m.



Prepared by:

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



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Approved at the October 2024 meeting of the Board of Directors.

Approved by:

  
Secretary