



# ROYAL OAKS

## ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS' ASSOCIATION

### MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 16, 2023, at 4:00 p.m.

Royal Oaks Country Club

2910 Royal Oaks Club Drive – Wine Room

Houston, TX 77082

#### I. Call to Order/Establish Quorum

A meeting of the Royal Oaks Residential Community Owners Association, Inc. Board of Directors was held on May 16, 2023, at 2910 Royal Oaks Club Drive, Houston, Texas. Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 4:00 p.m. by Board President John Martin.

##### Directors present

John Martin, President  
Larry Pain, Vice President  
Diana Durning Gladwell, Secretary  
Rodger Sumicek, Treasurer

##### Others attending

Elise Campagna, RORCOA General Manager  
Dante Scott, RORCOA Operations Manager  
Shay Bell, RORCOA Assistant Manager

#### II. Summary of Board Action Outside of Open Meeting

The Board took the following actions outside of an open Board Meeting between March 21, 2023, and May 16, 2023.

- Approved the proposal from LBJ Services in the amount of \$8,550 to repair the community brick wall on Montmarte.

#### III. Minutes Review and Approval – March 21, 2023

**UPON a motion duly made** and seconded, the Board approved the minutes of the March 21, 2023, as presented.

#### IV. Open Forum

One resident was present. The topics discussed were street sweeping and parking by security at the main gate. The Board stated the concerns with both items would be addressed with the vendors.

#### V. Election of Officers

**UPON motion** duly made and seconded, John Martin was unanimously elected as the Board President.

**UPON motion** duly made and seconded, Larry Pain was unanimously elected as the Board Vice President.

**UPON motion** duly made and seconded, Rodger Sumicek was unanimously elected as the Board Treasurer.

**UPON motion** duly made and seconded, Diana Durning Gladwell was unanimously elected as the Board Secretary.

#### VI. Financial Report

##### A. April 2023 Financials

Mr. Rodger Sumicek presented the April 2023 Financial Reports and answered questions from the Board related to current expenses, reserve CD program, and operating FDIC limits.

**UPON motion duly made** and seconded, the Board approved the April 2023 Financial Report as presented.

##### B. Consideration and approval of year ending 2022 Audit

The Board discussed and reviewed the year ending 2022 Audit from Cox CPA Services.

**UPON motion duly made** and seconded, the Board approved the year ending 2022 Audit from Cox CPA Services.

**C. Consideration of audit and tax engagement proposal – year end 2023**

The Board discussed and reviewed the proposal from Cox CPA Services.

**UPON motion duly made** and seconded, the Board approved the engagement of Cox CPA Services to prepare the 2023 fiscal audit and tax return for an amount not to exceed \$8,000 to be paid from operating funds.

**D. Consideration of turning delinquent owners to the Association's attorney for collection pursuit**

The Board discussed and reviewed the current Accounts Receivables report.

**UPON motion duly made** and seconded, the Board approved sending any remaining (six) delinquent accounts to the attorney, RMWBH, for collections.

**VII. New Business**

**A. Consideration and approval of excess insurance liability coverage**

The Board discussed and reviewed the proposal from BCH for excess liability coverage from the CRC group.

**UPON motion duly made** and seconded, the Board approve proceeding with binding 2 million in excess liability coverage for an amount not to exceed \$12,500 to be paid from the operating funds.

**B. Consideration of options for Bonnebridge entry and exit gates**

The Board discussed and reviewed the locations and options for the entry and exit gates.

**UPON motion duly made** and seconded, the Board approved proceeding with a new speed hump installation at the Bonnebridge entrance and removing the existing gates (entrance and exit) for an amount not to exceed \$4,000 to be paid from the operating funds.

**C. Consideration of proposal for partial sod removal and replacement in park area with approved turf**

The Board discussed and reviewed the proposal from Proscapes to remove the unapproved turf in the park area.

**UPON motion duly made** and seconded, the Board approved proceeding with Proscapes to replace the St. Augustine in the park with approved Bermuda Tiff 419 for an amount not to exceed \$7,500 to be paid from the operating.

**D. Consideration of proposals for replacement of street reflective markers and outline reflective options and speed bumps**

The Board discussed and reviewed the proposal from Turner paving to replace the street reflective markers and outline reflective options around speed bumps.

**UPON motion duly made** and seconded, the Board approved proceeding with Turner Paving to replace the street reflective markers and outline reflective material around the speed bumps for an amount not to exceed \$8,000 to be paid from the operating.

**VIII. Executive Session**

The Board recessed the open Board Meeting at 4:38 p.m. and convened the Executive Session at 4:40 p.m.

The Board adjourned the Executive Session and reconvened the open Board meeting at 5:09 p.m.

**IX. Reconvene to Open Session**


During Executive Session, the Board discussed private owner matters, enforcement matters, and personnel matters. The Board took the following actions in open session:

- Denied request for removal of the speed bump on Royal Oaks Club drive.
- Approved crediting account 00550-6677 a total of \$77.94 for interest leaving a balance of \$105.00.
- Approved authorization of RMWBH to proceed with foreclosure proceedings for accounts 00318-7580 and 00323-8620.
- Approved crediting the remaining balance of \$500 to bad debt for settled account 00196-2202.
- Conditionally approved the modification appeal for the 1<sup>st</sup> and 2<sup>nd</sup> floor additions for account 00431-7320. Conditions listed below:
  - *All finishes are required to match the existing finishes of the home.*
  - *City approval is required for final inspection.*
  - *Pool equipment must be screened from the golf course and located behind the side iron gate.*
  - *The building lines are required to be upheld and cannot encroach the requirements.*
  - *All drainage is required to be drain to the front of the property.*
  - *2 trees must remain in the backyard. If any additional landscape changes, please submit a detailed plan before proceeding with any changes.*

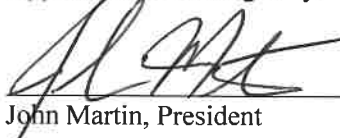
**X. Adjournment**

There being no further business to discuss, the Board adjourned the meeting at 5:12 p.m.

Respectfully submitted by:

  
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Elise Campagna, General Manager

Approval acknowledged by:

  
\_\_\_\_\_  
John Martin, President

  
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Date