



ROYAL OAKS

ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS' ASSOCIATION MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 30, 2024, at 4:00 p.m.

Royal Oaks Country Club
2910 Royal Oaks Club Drive – Versailles 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 January 30, 2024, 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
Shay Bell, RORCOA Assistant General Manager
Dante Scott, RORCOA Operations Manager

II. Summary of Board Action Outside of Open Meeting

The Board took the following actions outside of an open Board Meeting between October 24, 2023, and January 30, 2024.

- Approved proposal (12261-1) from Urban Foresters for phase II of the Westpark Drive tree trimming for \$4,050.00 to be paid from the operating funds.
- Approved proposal (57297) from PSX for \$7,225.00 to be paid from the reserve funds to replace the Richmond right entry gate operator.

III. Minutes Review and Approval – October 24, 2023

UPON a motion duly made and seconded, the Board approved the minutes of the October 24, 2023, as presented.

IV. Open Forum

Three residents were present. The topic discussed was the recent security incident that had occurred two mornings prior. The Board provided an update on the information they had and stated the investigation was ongoing with HPD who was leading the matter.

V. Financial Report

B. Consideration and approval to update Community Bank now Stellar Bank signature cards

The Board discussed the current signature cards.

UPON motion duly made and seconded, the Board approved the resolution to update the Community Bank signature cards to add John Martin and Rodger Sumicek as Board representatives and add Karen Sanchez as the Management company representatives while removing Susan Parish and Danforth Tarpey old Board representatives from the account.

VI. New Business

A. Consideration of street raising, curb repairs, restriping fire lanes, and street replacement proposals

The Board reviewed the proposals (Turner Paving and Construction, Elite Concrete and Asphalt, Moreno's Construction, and LBJ Services) for each of the street maintenance items and detailed below are the outcomes.

- 1) **UPON motion duly made** and seconded, the Board approved Turner Paving and Construction to raise four areas for and amount not to exceed \$6,500 to be paid from the reserve fund.

- 2) **UPON motion duly made** and seconded, the Board approved Elite Concrete and Asphalt Services to remove and replace 52 locations for an amount not to exceed \$15,000 to be paid from the reserve fund.
- 3) **UPON motion duly made** and seconded, the Board approved Turner Paving and Construction to re-paint the fire lane and two new speed deterrents on Bonnebridge for an amount not to exceed \$1,200 to be paid from the operating fund.

The Board agreed to table the discussion on the street replacement proposals to the next meeting to have additional time to review and conduct an on-site visit at the proposed locations.

B. Consideration of parking project for patrol parking at main gate

The Board discussed and reviewed the proposals from Elite Concrete and Asphalt and Moreno's Construction.

UPON motion duly made and seconded, the Board approved the project to add patrol parking at the main gate by Moreno's Construction for an amount not to exceed \$6,000 to be paid from the reserve fund.

C. Consideration of proposal for updated reserve study conducted by Reserve Advisors

The Board discussed and reviewed the proposals from Reserve Advisors.

UPON motion duly made and seconded, the Board approved the proposal from Reserve Advisors to conduct an updated reserve study with on-site visit for \$4,250 to be paid from the reserve fund.

D. Consideration of Security Committee recommendations

The Board discussed and reviewed the recommendations from the committee.

- 1) **UPON motion duly made** and seconded, the Board approved the recommendation to implement an immediate family ez-tag program for up to 2 vehicles per house at \$35.00 a tag with access to all gate locations effective July 1st.
- 2) The Board agreed to table the implementation of the trial signage program as it is under the spending authority of the management team.
- 3) **UPON motion duly made** and seconded, the Board the recommendation to implement a \$250 fine for incidents that cause a security risk to the community due to a resident's intentional actions (example: purposely allowing tailgating).

E. Discussion of Annual Meeting and consideration of HOA now online voting site renewal.

The Board discussed and reviewed the Annual Meeting and online voting site renewal.

UPON motion duly made and seconded, the Board approved the proposal from Vote HOA Now to renew the on-line election voting site for \$1,075 for the upcoming 2024 Annual Meeting to be paid from the operating fund.

VII. Executive Session

The Board recessed the open Board Meeting at 4:44 p.m. and convened the Executive Session at 4:50 p.m.

The Board adjourned the Executive Session and reconvened the open Board meeting at 5:50 p.m.

VIII. 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:

- Affirmed the modifications committee conditional approval for account 00411-4688. The owner is required to add a 30-gallon tree to the front of the property to come into compliance

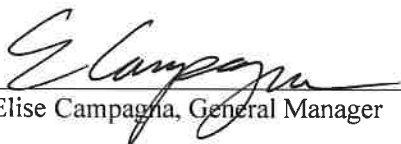
with Section 7.2.3 of the design guidelines.

- Reduced the deed restriction fines for account 00332-7340 assessed under the Enforcement and Fine Policy from \$575 to \$325 for three violations as recommended by the deed restriction committee.
- Denied increase of payment plan request from 12 to 24 for account 00323-8620. The proposed payment plan remains 12 months.
- Approved authorization of RMWBH to proceed with lawsuit authorizations for accounts 00404-0888 and 00280-5229.
- Approved crediting the remaining balance of \$25.00 to bad debt for account 00548-8009 and \$35.00 for accounts 00563-9735 and 00265-3772.
- Approved authorization of RMWBH to proceed with deed restriction litigation for accounts 00280-5229, 00328-3060, and 00196-6289.

IX. Adjournment

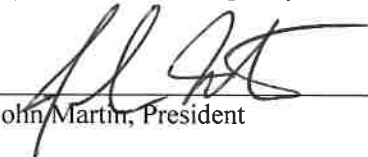
There being no further business to discuss, the Board adjourned the meeting at 5:53 p.m.

Respectfully submitted by:

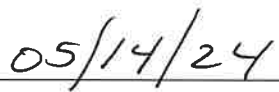


Elise Campagna, General Manager

Approval acknowledged by:



John Martin, President



Date