



ROYAL OAKS

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

Tuesday, May 14, 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 May 14, 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 4:04 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
Joe Acuna, Maintenance Manager

II. Summary of Board Action Outside of Open Meeting

The Board took the following actions outside of an open Board Meeting between January 30, 2024, and May 14, 2024.

- Approved proposal (31896) from Urban Foresters for re-planting 4 trees in the amount of \$5,054.00 and proposal (31784) to remove nine dead trees and stump grind for an amount not to exceed \$4,425.00 to be paid from the operating funds.
- Approved the renewal of the 2024 -2025 insurance program through BCH Insurance for an amount of \$49,519.00 to be paid from the operating funds.
- Approved an amount not to exceed \$4,560.00 to be paid from the reserve funds to replace the Bistro column lighting (4 fixtures).

III. Minutes Review and Approval – January 30, 2024, and April 24, 2024

UPON a motion duly made and seconded, the Board approved the minutes of the January 30, 2024, meeting as presented.

UPON a motion duly made and seconded, the Board approved the minutes of the April 24, 2024, meeting as presented.

IV. Open Forum

One resident was present. The topic discussed was the recent accreditation Harris County MUD #372 obtained as a water smart partner and the recognition they will receive at the upcoming Summer Utility District Conference. The partnership between the RORCOA and MUD to get owners set-up for the program has been beneficial to both parties. Another table will be set-up at the October poker run again for a continued push for additional residents to sign up.

V. Financial Report

A. March 2024 Financials

Mr. Rodger Sumicek presented the March 2024 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 May 2023 Financial Report as presented.

B. Consideration and approval of year ending 2023 Audit

The Board discussed and reviewed the year ending 2023 Audit from Cox CPA Services.

UPON motion duly made and seconded, the Board approved the year ending 2023 Audit from Cox CPA Services.

C. Consideration of audit and tax engagement proposal – year end 2024

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 2024 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 (fifteen) delinquent accounts to the attorney, RMWBH, for collections.

VI. New Business

A. Consideration and approval of the below policies related to state legislative amendments affecting proper owners' associations.

The Board reviewed the policies as presented by RMWBH.

- 1) **UPON motion duly made** and seconded, the Board approved the Texas Property Code Section 209 Hearing Policy as presented.
- 2) **UPON motion duly made** and seconded, the Board approved the Security Measures Policy as presented.
- 3) **UPON motion duly made** and seconded, the Board approved the Collections Policy as presented.
- 4) **UPON motion duly made** and seconded, the Board approved the Bid Solicitation Policy as presented.
- 5) **UPON motion duly made** and seconded, the Board approved the Display of Religious Items Policy as presented.

B. Consideration of landscaping materials in beds affected by the drought and freeze.

The Board discussed and reviewed the proposals from Silversand Services and ProScapes Landscaping.

UPON motion duly made and seconded, the Board approved proposals from ProScapes Landscaping to replace landscaping materials in beds affected by the drought and freeze for an amount not to exceed \$26,000 from the operating fund.

UPON motion duly made and seconded, the Board approved the proposal from ProScapes Landscaping to complete the landscape bed fill-ins throughout the property for an amount not to exceed \$33,000 to be paid from the operating fund.

C. Consideration of tree trimming proposal for select interior and exterior locations.

The Board discussed and reviewed the proposal from Urban Foresters.

UPON motion duly made and seconded, the Board approved the proposal from Urban Foresters to trim selection interior and exterior locations for an amount not to exceed \$20,000.

D. Consideration of fencing proposal around Westpark South generator.

The Board discussed and reviewed the information and proposal presented for the proposed fencing around the Westpark South generator.

UPON motion duly made and seconded, the Board denied the purchase and installation of the fencing around the Westpark South generator.

E. Consideration of additional safety pole lighting installation.

The Board discussed and reviewed the information presented for additional lighting installation.

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

F. Consideration of camera upgrade replacements compatible with recently upgraded NVR system.

The Board discussed the current camera system and discussed the need to upgrade at several locations.

The Board agreed to table the discussion to allow for additional proposals to be obtained and additional time for committee review. This item was requested to be back on a future agenda for consideration in 2024.

VII. Executive Session

The Board recessed the open Board Meeting at 4:37 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 5:16 p.m.

VIII. Reconvene to Open Session

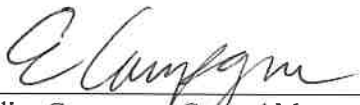
During Executive Session, the Board discussed private owner matters, enforcement matters, and personnel matters. The Board took the following actions in open session:

- Affirmed the security committee recommendations for fines assessed under the Traffic and Enforcement policy as follows:
 - Approved to suspend collections in the amount of \$25.00 for account 00536-9775 if no additional parking citations are received within the next six months. If no citations are received in the period, the balance will be waived and if one is received the amount will become due in full.
 - Approved the reduction of the fee for account 00560-7246 from \$175.00 to \$75.00 (Three to two violations. Removal of the failure to yield to officer violation as owner stopped and pulled over for guard thus leaving two violations of speeding and failure to present driver's license.
 - Denied the fee waiver request for Account 00427-9358. The \$25.00 for the speeding citation remains.
- Approved adding three new security committee members (Joris Verbeek, Todd Greene, and Leonard Scott) in place of the three outgoing oldest members of the committee.
- Approved crediting the remaining balance of \$50.00 to bad debt for account 00121-6369 and \$35.00 for accounts 00121-7960 and 00417-7308.
- Approved authorization of RMWBH to proceed with deed restriction litigation for account 00550-1740.
- Approved the reimbursement for the replacement of 224 linear feet of concrete road on Shirewood Lane completed by Turner Paving and Construction minus the tax in the amount of \$5,772.00 to the Royal Oaks Country Club.
- Approved the landscape contract addendum FCS# 4367.2 from Silversand Services to include Westpark Medians (Kirkwood Dr. to the end of the brick wall on Antibes Ln.) and mowing the Westpark South right of way (brick wall on Westpark) twice per month for an annual addition to the contract in the amount of \$6,480.00.

IX. Adjournment


There being no further business to discuss, the Board adjourned the meeting at 5:18 p.m.

Respectfully submitted by:



Elise Campagna, General Manager

Approval acknowledged by:



John Martin, President

08/29/24
Date