



# ROYAL OAKS

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

Thursday, August 8, 2024, at 4:00 p.m.

Royal Oaks RCOA Office

11231 Richmond Ave., Suite D111 – Conference 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 August 8, 2024, at 11231 Richmond Ave., Suite D111, Houston, Texas. Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 4:05 p.m. by Board President John Martin.

#### Directors present

John Martin, President  
Larry Pain, Vice President  
Rodger Sumicek, Treasurer  
Maureen Singleton, Director

#### 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 May 14, 2024, and August 8, 2024.

- Approved estimate (75634) from Silversand Services for a three-year holiday decorations lease for the term (2024-2026) for an annual amount of \$31,350.50 to be paid from the operating funds.
- Approved emergency repairs following Hurricane Beryl for the following:
  - Purchase of six bridge light fixtures from M and M Lighting for an amount of \$4,050.00 to be paid from the reserve funds.
  - Replacement of damaged brick walls from LBJ Services for an amount not to exceed \$18,000 to be paid from the reserve funds.
  - Emergency landscape and tree maintenance clean-up from Silversand Services for an amount not to exceed \$10,000 to be paid from the reserve funds.

### III. Minutes Review and Approval – May 14, 2024

UPON a motion duly made and seconded, the Board approved the minutes of the May 14, 2024, meeting as revised.

### IV. Executive Session

The Board recessed the open Board Meeting at 4:08 p.m. and convened the initial Executive Session at 4:09 p.m.

The Board adjourned the Executive Session and reconvened the open Board meeting at 4:28 p.m.

### V. Open Forum

Two residents were present. The topics discussed were the hurricane clean-up process including the communication along with a modifications matter in view from the course. The Board appreciated the feedback and explained the modifications process and legality around the matter.

### VI. Financial Report

#### A. June 2024 Financials

Mr. Rodger Sumicek presented the June 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 June 2024 Financial Report as presented.

**VII. New Business**

**A. Consideration of additional safety pole and landscape lighting installation.**

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

**UPON motion duly made** and seconded, the Board approved additional safety pole lighting installation for an amount not to exceed \$15,000 to be paid from the reserve fund for three locations (Bonnebridge at Royal Oaks Club Drive and Louvre Lane median).

The Board agreed to table the discussion on the landscape lighting to review at a future meeting to see if needed after installation of pole lighting in the Louvre Lane median.

**B. 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.

**UPON motion duly made** and seconded, the Board approved the proposal from PSX for an amount not to exceed \$25,000 from the reserve fund to replace twenty-four cameras that will be upgraded to open eye products for better integration into the recently upgraded NVR system.

**C. Consideration of proposed administrative office space lease renewal 2024-2029.**

The Board discussed and reviewed the proposal from MC Management & Development on behalf of Westchase Corporate Park.

**UPON motion duly made** and seconded, the Board approved the proposed rate or less for renewing the office lease for a new five-year term effective October 1, 2024, with the upgraded improvements (option #2).

**VIII. Executive Session**

The Board recessed the open Board Meeting at 5:05 p.m. and convened the Executive Session at 5:06 p.m.

The Board adjourned the Executive Session and reconvened the open Board meeting at 5:31 p.m.

**IX. Reconvene to Open Session**

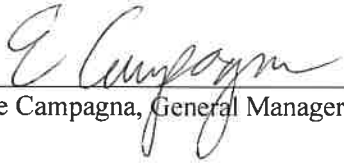
During Executive Session, the Board discussed private owner matters, enforcement matters, and personnel matters. The Board took the following actions in open session:

- Affirmed the deed restriction committee recommendations for fines assessed under the Fine and Enforcement policy as follows:
  - Approved the reduction of the fee for account 00493-3186 from \$389.90 to \$194.90. It comprises a reduction of the fine for \$250 to \$125 and waiver of the remaining fees by half.
- Approved by both parties to place a hold on the outcome of the modifications matter hearing request for account 00431-7320 for thirty days.

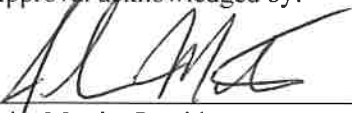
**X. Adjournment**

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

Respectfully submitted by:

  
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Elise Campagna, General Manager

Approval acknowledged by:

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

08/29/24  
Date