



ROYAL OAKS

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

Monday, February 24, 2025, at 4:30 p.m.

Royal Oaks RCOA Office
11231 Richmond Ave., Suite D111
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 February 24, 2025, 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 4:30 p.m. by Board President John Martin.

Directors present:

John Martin, President
Rodger Sumicek, Treasurer
Diana Durning Gladwell, Secretary (Phone)
Maureen Singleton, Director

Others attending:

Elise Campagna, RORCOA General Manager
Shay Bell, RORCOA Assistant General Manager
Dante Scott, Operations Manager
Joe Acuna, Maintenance Manager
Owners

II. Summary of Board Action Outside of Open Meeting

The Board took the following actions outside of an open Board Meeting between December 17, 2024, and February 24, 2025.

- Approved estimate (483) from Intel Renovations in the amount of \$8,600 to replace the breaker panel at the Country Club Golf Course bridge that operates lighting for the RORCOA and ROCC. The cost was agreed to be split between the RORCOA and the ROCC. The \$4,300 cost would be paid from the reserve funds.
- Approved the appointment of Kat Dohlmo to the Security Committee.

III. Open Forum

Two residents were present. The topics discussed with the residents were recent security incidents along with recommendations and the new gate entry system. The Board addressed all the items and appreciated the feedback on the agenda items.

IV. Minutes Review and Approval – October 29, 2024

UPON a motion duly made and seconded, the Board approved the minutes of the October 29, 2024, meeting as presented.

V. New Business

A. Acceptance of Board member resignation and approval of Board member appointment

The Board thanked Mrs. Singleton for her time on the Board and service to the community.

UPON motion duly made and seconded, the Board accepted the submitted resignation from Maureen Singleton and approve the appointment of Julie Gray to the open position for the remainder of Maureen's term.

*Julie Gray accepted her appointment and she was instated on the Board taking Maureen's position through the remainder of the meeting and term.

B. Consideration of the 2025-2026 Insurance Package

The Board discussed and reviewed proposal from BCH for the 2025-2026 insurance package.

UPON motion duly made and seconded, the Board approved the proposal from BCH to renew the 2025-2026 Insurance Package to be paid from the operating fund.

C. Consideration of proposal to renew VoteNOW for HOA Annual meeting voter platform

The Board discussed and reviewed the proposal from VoteNOW.

UPON motion duly made and seconded, the Board approved the proposal from VoteNow to renew the on-line election voting site for \$1,075 for the upcoming 2025 Annual Meeting to be paid from the operating fund.

D. Discussion of status update for the gate entry and consideration of any proposals for installation continuance

The Board discussed and reviewed the proposals for interior and exterior gate boring from Intel Renovations and Tyson Fogle LLC.

The Board tabled the matter of the exterior boring to discuss under vendor contracts in executive session.

The Board additionally tabled the interior boring discussion until the next meeting (anticipated May 2025). The gate entry project would be completed as a phased approach with the exterior completed first to make sure the system functions as designed and then review and decision on the interior gates would be finalized.

E. Discussion of rental registration and the CCI programs

The Board discussed and reviewed the rental registration and CCI programs from Associa – PMG Houston.

The matter of the rental registration program was tabled for a future meeting. The management team currently tracks the renters via the gate entry system.

The matter of the CCI program was reviewed and the Board agreed to continue with the current set-up as optional for resale purposes. The decision of the CCI requests would remain between the buyers and sellers and handled by the title companies until the Board could have a more in-depth discussion at a future meeting on community closing requirements.

F. Consideration of brick wall repairs

The Board discussed and reviewed the proposal from LBJ Services for interior and exterior wall repairs.

UPON motion duly made and seconded, the Board approved the approve engagement of LBJ Services at an amount not to exceed \$40,000 to be paid from reserve funds.

G. Consideration of proposals for Bridgeberry street repairs

The Board discussed and reviewed the proposals from Turner Paving, Mexcu Construction, and Elite Concrete and Asphalt.

UPON motion duly made and seconded, the Board approved to replace 2,968 square feet section of Bridgeberry and install 212 linear feet of new curb to match for an amount not to exceed \$40,000.00 to be paid from the reserve fund.

The Board appointed Rodger Sumicek as the Board liaison for the final selection after reviewing the scopes (psi levels) in further detail.

VI. Executive Session

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

The Board adjourned the Executive Session and reconvened the open Board meeting at 5:20 p.m.

VII. Reconvene to Open Session


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

- Approved Intel Renovations to proceed with the exterior gate entry boring locations for a cost of \$1.15 per square foot.

VIII. Adjournment

There being no further business to discuss, the Board adjourned the meeting at 5:23 p.m.

Respectfully submitted by:



Elise Campagna, General Manager

Approval acknowledged by:



John Martin, President

05/13/25

Date