



ROYAL OAKS

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

Tuesday, May 13, 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 May 13, 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
Larry Pain, Vice President
Rodger Sumicek, Treasurer
Diana Durning Gladwell, Secretary
Julie Gray, Director

Others attending:

Elise Campagna, RORCOA General Manager
Shay Bell, RORCOA Assistant General Manager
Dante Scott, Operations Manager
Joe Acuna, Maintenance Manager
Amanda Sisco, Associa PMG Houston
Owners

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

The Board took the following actions outside of an open Board Meeting between February 24, 2025, and May 13, 2025.

- Approved estimate (4919) from Silversand Services in the amount of \$2,500 to trim back the oleanders on Montmarte to half height to be paid from the operating funds.

III. **Minutes Review and Approval – February 24, 2025, and April 23, 2025**

UPON a motion duly made and seconded, the Board approved the minutes of the February 24, 2025, meeting as presented.

UPON a motion duly made and seconded, the Board approved the minutes of the April 23, 2025, meeting as amended.

IV. **Open Forum**

Two residents were present. The topics discussed with the residents were tree trimming, new gate entry system, and the AT&T fiber project. The Board addressed all the items and appreciated the feedback on the agenda items.

V. **Financial Report**

A. March 2025 Financials

Mr. Rodger Sumicek presented the March 2025 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 March 2025 Financial Report as presented.

B. Consideration and approval of year ending 2024 Audit

The Board discussed and reviewed the year ending 2024 Audit from Cox CPA Services.

UPON motion duly made and seconded, the Board approved the year ending 2024 Audit from Cox CPA Services.

C. Consideration of audit and tax engagement proposal – year end 2025

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 2025 fiscal audit and tax return for an amount not to exceed \$8,200 to be paid from operating funds.

VI. New Business

A. Consideration of curb repairs and program for owners

The Board discussed and reviewed the proposal from Elite Concrete.

UPON motion duly made and seconded, the Board approved the removal and replacement of 24 locations for an amount not to exceed \$6,500 to be paid from the reserve fund and offer a program for owners.

B. Consideration of annual common area tree trimming and program for owners

The Board discussed and reviewed 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 \$27,000 and offer a program for owners.

C. Consideration of renewal of fencing license – L256 on the CenterPoint fee strip

The Board discussed and reviewed the proposed fencing license renewal from CenterPoint.

UPON motion duly made and seconded, the Board approved the new fencing license agreement renewal from 2025-2030 from CenterPoint to be paid from the operating fund.

D. Consideration of gate maintenance proposals in accordance with the reserve study

The Board discussed and reviewed the proposal from PSX for gate operators.

UPON motion duly made and seconded, the Board approved the purchase of six gate operators for an amount not to exceed \$33,000 to be paid from the reserve fund.

The Board tabled the matter of removing and repainting the two main gate exit gates and the right entry gate to a future upcoming meeting. Information was being obtained on a possible material change from metal to aluminum.

The Board additionally tabled the matter of placement of a permanent generator at Westpark South to a future meeting once further evaluation of the need was documented.

E. Consideration of security committee recommendation

The Board discussed and reviewed the security committee recommendation to the Board from their April meeting.

UPON motion duly made and seconded, the Board approved the recommendation to implement 24/7 access via the resident lane at the Main Gate via the license plate readers once Proptia has been implemented.

VII. Standing Agenda Items (Action May Be Taken)

The Board discussed the three standing meeting items and only acted on one item VII. C. delinquency matters.

UPON motion duly made and seconded, the Board approved referring any owners who are delinquent in the payment of assessments or other charges to the Association over to the attorney to collect such past due amounts through lawsuit and foreclosure if necessary.

VIII. Executive Session

The Board recessed the open Board Meeting at 5:07 p.m. and immediately convened the Executive Session.

The Board adjourned the Executive Session and reconvened the open Board meeting at 5:40 p.m.

IX. 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 Turner Paving and Concrete to proceed with the change order to remove 6" of the existing subgrade and replace with cement stabilized sand for a cost not to exceed \$16,700 and pour 6" of concrete. The credit will be applied towards landscaping repairs for owners' yards.
- Agreed to the proposed amounts for the security officer's 1st half performance-based bonuses.
- Approved to credit the following remaining balances to bad debt:
 - Amounts in Full -
 - Settled account 00550-1740
 - Account 00290-6063
 - Account 00430-3813
 - Account 00121-6961
 - Partial Amounts with approved amounts -
 - Account 00326-8328 - \$25.00
 - Account 00421-5626 - \$25.00
 - Account 00341-7124 - \$25.00

X. Adjournment

There being no further business to discuss, the Board adjourned the meeting at 5:42 p.m.

Respectfully submitted by Elise Campagna, General Manager

Approval acknowledged by:



John Martin, President

10/05/25

Date