ROYAL OAKS

ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS' ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
Thursday, May 7, 2026, 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 Thursday, May 7, 2026, at 11231 Richmond Ave., Suite D111., Houston, Texas. The meeting was called to order at 4:31 p.m.

Directors Present
John Martin
Rodger Sumicek
Julie Gray
Diana Durning Gladwell
Leonard Scott

Others Present
Erica Coleman.........General Manager
Shay Bell......Assistant General Manager
Dante Scott...........Operations Manager
Joe Acuna..........Maintenance Manager

II. Minutes Review and Approval – November 4, 2025

Upon a motion duly made and seconded, the Board approved the meeting minutes of the November 4, 2025, Board meeting.

III. Open Forum

One resident, Karen Brand, was present during Open Forum. Portable basketball goals were discussed.

IV. Financial Report

John Martin stated that the December 2025 financials were still being revised as several items required correction. He also mentioned the waiver request of the cyber fees charged to the monthly ancillary bills by Associa PMG.

V. New Business

A. Election of Officers

Upon a motion duly made and seconded, the following Board positions were unanimously elected,

- John Martin, Board President
- Leonard Scott, Vice President
- Diana Durning Gladwell, Secretary
- Rodger Sumicek, Treasurer
- Julie Gray, Director

B. Consideration of the Camera Licensing Proposal

Upon a motion duly made and seconded, the Board approved the proposal from PSX for a three-year renewal of the camera licensing for fifty (50) channels. Amount not to exceed $10,500.

C. Consideration of the Swing Optex Loop Proposal

Upon a motion duly made and seconded, the Board approved the proposal from PSX to install a loop sensor on the Kirkwood exit gate operator with the addition of the Westpark North exit gate operator. Amount not to exceed $3,000.

D. Consideration of the Tree Trimming Proposal
Upon a motion duly made and seconded, the Board approved proposal #37227 from Urban Foresters to trim all the exterior trees on Westpark and the removal of six (6) dead hardwoods. Amount not to exceed $17,775.

E. Consideration of the Community Curb Repair Proposal
Upon a motion duly made and seconded, the Board approved proposal #2620 from Elite Concrete to remove and replace twenty-four (24) concrete curbs throughout the community, as referenced in the proposal. In addition to several other curbs identified by the Association's Operation Manager, Dante Scott, that were not originally included in the proposal. Amount not to exceed $9,000.

F. Consideration of the Silversand Proposals
Upon a motion duly made and seconded, the Board approved proposal #16930 for turf treatment to eliminate invasive grass near the Centerpoint gate. Amount not to exceed $932.90.

G. Consideration of the Poker Run Funds
Upon a motion duly made and seconded, the Board approved the funding for the Poker Run in the total amount of $3,500 to be distributed in $500 increments to the seven (7) participating residents.

H. Items to be Discussed

- Brick wall gaps
  General Manager, Erica Parks Coleman shared that a request had been submitted to LBJ Services to provide a proposal to fill the gaps at the bottom of the brick walls along Wilcrest, Richmond, Westpark, and Kirkwood for Board review.

- Stop Long Lines Campaign
  Board Vice President, Leonard Scott presented to the tiered process for the campaign, which includes an eblast to all residents, customized letters to the top 150 residents, and reminder handout cards for the guards to distribute at the gates.

- Committee Assignments
  Upon a motion duly made and seconded, the Board unanimously elected,
  - Julie Gray as the DR Committee Liaison
  - Leonard Scott at the Security Committee Liaison
  - Rodger Sumicek as the Modifications Committee Liaison

- Green Waste Bags at the Curb
  Upon a motion duly made and seconded, the Board requested that the Deed Restriction Committee present a formal plan to enforce bags left at the curb of residences.

VI. Summary of Items Approved Outside of an Open Meeting

The Board took the following actions outside of an Open Board Meeting,

- Approved the proposals to repair the brick wall at 11422 Legend Manor, Gallant Ridge lift station brick wall, and Colony Crest. Amount not to exceed $8,000.
- Approved the installation of finials on the brick wall located on Colony Crest Court. Amount not to exceed $4,850.
- Approved the proposals to repair the Bistro entry gate. Amount not to exceed $28,273.

VII. Executive Session

The Board recessed the open Board Meeting at 5:40 p.m. and immediately convened the Executive Session.

The Board adjourned the Executive Session and reconvened the open Board meeting at **6:06 p.m.**

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

- Approved the transfer of several accounts to legal counsel for collections.
- Approved the waiver of late interest and handling charges for four (4) accounts (00174-1449, 00192-8408, 00421-5480, and 00587-4574) as their payments were submitted to the onsite office.

VIII. Adjournment

There being no further business to discuss, the Board adjourned the meeting at **6:07 p.m.**

Respectfully submitted by:

General Manager

Approval acknowledged by:

Board President

Date 2/15/26