ROYAL OAKS

ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS' ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
Wednesday, September 30, 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 Wednesday, September 30, 2026, at 11231 Richmond Ave., Suite D111., Houston, Texas. The meeting was called to order at 4:30 p.m.

Directors Present	**Others Present**
John Martin……..President	Erica Coleman……...General Manager
Rodger Sumicek……Treasurer	Shay Bell……Assistant General Manager
Julie Gray……Director	Dante Scott……Operations Manager
Diana Durning Gladwell……Secretary	Joe Acuna…….Maintenance Manager

II. Minutes Review and Approval – July 15, 2026

Upon a motion duly made and seconded, the Board approved the meeting minutes of the May 7, 2026, Board meeting.

III. Open Forum

No residents were present during Open Forum.

IV. Summary of Items Approved Outside of an Open Meeting

N/A

V. Financial Report

Board President, John Martin provided an overview of the Association's financial position as of August 2026. Martin reported that the Association's reserves currently total $2.7 million, however, according to the most recent Reserve Study, the recommended reserve balance should be $2.8 million.

VI. New Business

A. Topics of Discussion

- ***Common Area Tree Trimming:***
  Upon a motion duly made and seconded, the Board approved allowing homeowners to exercise their air and grounds rights by trimming portions of common area trees or neighboring trees that encroach upon or extend over their property. Any trimming must be performed in a manner that does not extend beyond their property or adversely affect the health, structural integrity, or stability of the tree(s).

- ***Soccer Field Reservations:***
  Upon a motion duly made and seconded, the Board approved revisions to the existing park reservation form to allow for recurring reservations. The revised policy will address the Board's right to cancel reservations with 48 hours' notice, increased usage fee, required deposit, complaints related to reservations, and requirements for outside attendees, insurance, and liability releases and waivers.

- ***Additional Patrol Officer for the Holidays:***
  Upon a motion duly made and seconded, the Board agreed to consider an additional

patrol officer for the holiday season, pending receipt of additional information regarding the associated costs and the number of daily escorts completed by patrol officers.

- ***Street Parking on Tudor & Stuart Manor:***
  Upon a motion duly made and seconded, the Board agreed to uphold the current traffic rules regarding street parking. Residents are expected to make every reasonable effort to park their vehicles in their driveways.

- ***Security Guard Incentive:***
  Upon a motion duly made and seconded, the Board approved reinstating the guard incentive program to recognize security guards who go above and beyond their regular duties. The cost shall not exceed $50.00 per recipient.

- ***Street Repairs:***
  Upon a motion duly made and seconded, the Board voted to table consideration of street repairs until Board President John Martin can conduct an inspection with Operations Manager Dante Scott.

- ***Workout Equipment at the Community Park:***
  Upon a motion duly made and seconded, the Board voted to table consideration of installing workout equipment at the community park until next year.

- ***Camera Installation at the Community Park:***
  Upon a motion duly made and seconded, the Board voted to table consideration of installing cameras at the community park pending further review of the installation costs.

- ***Proptia Passes:***
  Upon a motion duly made and seconded, the Board approved discontinuing the ordering of Proptia passes, contingent upon support from the Security Committee.

B. Mister Sweep Contract
Upon a motion duly made and seconded, the Board approved the contract increase for Mister Sweeper, effective 2027. The price will increase from $1,874.00 to $1,925.00 per service.

C. Allied Contract Renewal Options
Upon a motion duly made and seconded, the Board voted to table consideration of the Allied renewal options to allow Vice President Leonard Scott additional time to complete his analysis of the current contract and services.

D. Landscape Proposals
Upon a motion duly made and seconded, the Board approved the following landscape proposals submitted by Silversand Services,
- ***Proposal #19047***: Sod replacement at the corner of Tudor Crest & Royal Oaks Club Drive, behind 2626 Tudor Manor. Cost not to exceed $2,061.82.
- ***Proposal #19049***: Installation of new soil and sod at the community basketball court, with a gradual slope from the height of the basketball court to the brick wall. Cost not to exceed $2,229.16.
- ***Proposal #18221:*** Enhancements to the landscape beds between Legend Manor and Louvre Lane, at the cart entrance. Cost not to exceed $1,074.98.

E. Main Gate Paint Proposal
Upon a motion duly made and seconded, the Board approved the proposal to complete minor repairs and paint the interior of the main guardhouse at a cost not to exceed $4,600.00.

F. Park Restroom Proposal
Upon a motion duly made and seconded, the Board voted to table consideration of the proposal to paint the interior and exterior of the park restroom building pending receipt of comparative proposals.

G. Brick Wall Pressure Washing Proposals
Upon a motion duly made and seconded, the Board voted to table consideration of pressure washing and cleaning the community's exterior brick walls until the next Board meeting.

H. Acknowledgement of PMG Houston Exhibit A
Upon a motion duly made and seconded, the Board voted to table consideration of Exhibit A submitted by Associa PMG Houston, which outlines the proposed service pricing, to allow time to compare the proposed costs with the current costs.

I. 2025 Audit Draft & Rep Letter
Upon a motion duly made and seconded, the Board approved the presented 2025 audit draft and the 2026 representation letter authorizing audit services for the next two years.

J. 2027 Budget Review & Assessment Rate
Upon a motion duly made and seconded, the Board approved the 2027 budget, including revisions to GL5302 and GL6440, and approved the annual assessment rate of $3,545.00.

VII. Executive Session

The Board recessed the open Board Meeting at **5:35 p.m**. and immediately convened the Executive Session.

The Board adjourned the Executive Session and reconvened the open Board meeting at **6:08 p.m**.

During the Executive Session, the Board discussed private enforcement actions and conducted a hearing with a homeowner.

VIII. Adjournment

No further business was discussed, the Board adjourned the meeting at **6:16 p.m.**

Respectfully submitted by:

_____
General Manager

Approval acknowledged by:

_____ _____
Board President Date