



**TWIN ISLES PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 12, 2026 | 10:00 A.M. | Via Zoom**

Board members present: David Kassabian (President), Donald Baker (Vice President), Brad Kimmell (Treasurer), Harold Daniel (Secretary), Phyllis Nunez Sattler, Chris Rose, Tomm Patterson

1. Establish Quorum

David Kassabian called the meeting to order, noting this was the first quarterly meeting of the new board term with all board members present. A quorum was established.

2. Reading or Waiver of Reading of Board Minutes

David Kassabian moved to waive the reading of the last regular board meeting minutes since they are posted and available to the membership. Don Baker seconded. The motion carried unanimously.

3. Review of Committees

The board walked through the current committee list to confirm active members and dissolve inactive committees.

- **Architectural Review Committee:** Brian and Matt remain; Tom was removed upon becoming a board member, consistent with Property Code 209, which also requires the committee vacancy be opened to the general membership before appointment. Brian has listed his house for sale but will continue serving until it sells.
- **Treasury:** Brad Kimmell.
- **Violations:** Don Baker and David Kassabian; status of Oma and Randy to be confirmed once Oma returns.
- **Waterways:** Brad Kimmell, David Kassabian, Don Baker, David Allard, Matt Burson, and Oma (to be confirmed); David Allard confirmed he wishes to continue.
- **POA Management Committee:** David Kassabian moved to dissolve this committee, as there is no longer a manager or active volunteer. Chris Rose seconded. Motion carried unanimously.
- **Entryway Improvement Committee:** Barbara, Phyllis, and Steven.
- **Bylaws Committee:** Status pending confirmation from Oma and Randy.
- **Election Committee:** Susan Nye asked to be removed from all committees per her request; the board thanked her for her service. Status of Randy and Alice to be confirmed.
- **Website/IT Communications:** Harold Daniel; volunteers welcome.

Brad Kimmell also gave an additional waterways update (normally covered under this item). A shipment of muck blocks purchased by the POA failed to dissolve as expected; the supplier agreed to replace 100% of the order at no cost, saving the POA roughly \$3,600 this fiscal year. Brad plans to break up the old blocks and redistribute them alongside the replacements once temperatures cool, and will experiment with small-scale manual cleanup in one canal at his own expense. Recent algae growth appears to be subsiding.

4. Entryway/Roadways Committee Update

Phyllis Nunez Sattler reported that county funding has been secured for the acceleration and deceleration lanes near the entryway, though no timeline is yet available; she will keep the board updated. She confirmed the county-owned roads will be resurfaced once entryway work is complete.

A related discussion followed on the ownership status of several private roads (Highland Cut-Off, Live Oak, and one other). Chris Rose reported that research from a contact familiar with county records suggests these roads were dedicated to the county in the early 1990s and may not actually belong to the POA. The board discussed the potential benefit of requesting county repairs on these roads to help establish county ownership by precedent, but took no formal action.

5. Secretary/Treasurer Transition and PayHOA Status

Brad Kimmell reported on efforts to obtain records from the prior board. Outstanding items include the current membership list, dues payment status, this year's invoices, several unidentified bank deposits, a complete boat ramp key log (only 5 keys currently on hand, and an unidentified extra key), and ballots/election results for the most recent and prior elections. Two boxes of scanned historical POA records were confirmed received.

Harold Daniel noted the missing QuickBooks data includes property owner records and the boat ramp key log, and that he is scheduled to meet with Randee this week to retrieve it. Until that data is loaded and verified in PayHOA, the board agreed not to encourage general members to log in, to avoid conflicting changes.

Discussion also covered the still-outstanding election report and results. Deborah Allard noted a report is required by statute within a set period after the election and asked why it had not yet been filed. Brad and Harold confirmed they have been requesting the records since the prior meeting without success, and were told the information would be provided the following week. Verbally reported results (not yet backed by written records) were that Chris Rose, Brad Kimmell, and Tomm Patterson received the highest vote totals for the open board seats, and that the special assessment, dues increase, and CCR amendments did not pass. Harold agreed to post this verbal summary to the website for member reference.

6. Treasurer Review of Budget

Brad Kimmell presented a proposed budget reflecting bank data now loaded into PayHOA, showing proposed vs. actual income and expenses. Collections are currently about \$2,400 short of projections. The waterways line was restored to \$12,500 to reflect recent spending needs.

David Kassabian moved to approve the proposed budget. Don Baker seconded. The motion carried unanimously.

The board also discussed cost-saving measures. Brad noted PayHOA offers a 10% discount (~\$200/year) for annual rather than monthly payment. Brad moved to switch to annual payment; Don Baker seconded; the motion carried unanimously. The board also agreed to research an \$80/month PEC charge for entryway and boat ramp area lighting before making any changes; several members noted the lights serve a security purpose (school bus stop, boat ramp). No motion was made on the PEC charge.

Brad reported the current bank balance is approximately \$39,839, reflecting 5 deposits and 9 checks in August, with an estimated \$2,000/year in potential bookkeeping/accounting costs still to be finalized as the board transitions off donated volunteer time from Brad and Chris Rose.

7. Dues Increase — Path Forward

David Kassabian proposed a timeline for addressing a dues increase: at the next scheduled board meeting (December 12), the board will finalize a proposed amount and method based on updated financials. The board will then hold a Zoom/in-person town hall meeting in the new year to present the proposal and gather member input and alternative suggestions, followed by a special election on the increase, with an extended window for absentee votes and proxies. David emphasized this is a planning discussion only; no dues increase is being decided at this meeting.

8. Adjourn

Don Baker moved to adjourn. Harold Daniel seconded. The motion carried, and the board moved into Executive Session.

9. Executive Session

The board met in executive session to discuss POA violations and new and pending fines.