



## **BOARD MEETING NOTICE AND OWNER INPUT TIME POLICY**

**Sienna Community Association  
Sienna Residential Association  
Sienna Townhome Association**

STATE OF TEXAS           §  
                                          §  
COUNTY OF FORT BEND §

### **I.     PURPOSE**

Notice of Board Meetings: To establish the meeting notice content and the process for notifying Owners of regular or special Board meetings.

Owner Input Time at Board Meetings: To set aside a specific time at regular Board meetings for Owners to address the Board in a public (in person or virtual/electronic) forum, expressing their views and opinions on the affairs of the Association and other matters of interest.

### **II.    APPLICABILITY AND AUTHORITY**

This Policy applies to the following entities:

1. Sienna Plantation Community Association, Inc., sometimes doing business as Sienna Community Association (“SCA”) as referenced in the Sienna Plantation Amended and Restated Master Covenant (Sienna Plantation Community Association, Inc.), filed under Clerk’s File No. 2019035843 in the Official Public Records of Fort Bend County, Texas (“Covenant”), as same has been or may be amended from time to time and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Community Association, Inc.
2. Sienna Plantation Residential Association, Inc., sometimes doing business as Sienna Residential Association (“SRA”) as referenced in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.) recorded under Clerk’s File No. 2012104699 in the Official Public Records of Fort Bend County, Texas (the “Declaration”), as same may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Residential Association, Inc.

3. Sienna Townhome Association (“STHA”) as referenced in the Supplemental Declaration of Covenants, Conditions and Restrictions for Sienna Townhomes recorded under Clerk’s File No. 2019060447 in the Official Public Records of Fort Bend County, Texas (the “Supplemental Declaration”), as same may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Townhome Association

Any reference to “Board”, “Boards”, “Association” or “Associations” applies to all of the foregoing entities. Each Board is authorized by its respective dedicatory instruments to adopt policies pertaining to the governance of the Association that it serves. In the event of a conflict between the terms of this Policy and any previously adopted rules, regulations and/or policies addressing Board code of conduct, this Policy will control.

Invalidation of any one or more of the covenants, restrictions, conditions, or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions, or provisions which shall remain in full force and effect.

### **III. PROCEDURES**

#### **NOTICE OF BOARD MEETINGS**

1. The notice shall contain the date, hour, place and general subject of a regular or special Board meeting, including a general description of any matter to be brought up for deliberation in executive session;
2. The notice shall be posted on [www.siennanet.com](http://www.siennanet.com), or the designated Internet website maintained by the Association or other Internet media, at least 144 hours before the start of a regular Board meeting and 72 hours before the start of a special meeting;
3. The notice shall be e-mailed to each Owner who has registered their e-mail address at [www.siennanet.com](http://www.siennanet.com). Owners are responsible for keeping an updated e-mail address registered with the Association.

#### **OWNER INPUT TIME**

##### In Person Meetings

1. Owner Input Time will be set at at the commencement of each in person, regular Board meeting (unless otherwise determined by the President), and will last no more than 30 minutes. At the end of Owner Input Time, the Board will continue with the agenda items.
2. Any Owner (or other party at the President’s discretion) may address the Board once during Owner Input Time. Owners wishing to speak should complete the form provided for that purpose before the start of the meeting, or request permission to speak before Members’ Time ends.

3. The Owner must include their name, address, phone number, email and topic of discussion.4. Each Owner will be allowed approximately 3 minutes to speak. Depending on the number of Owners wishing to speak, the President may adjust the time allotted for each Owner. An Owner may not yield his/her allotted time to any other person.
4. No Owner shall otherwise speak at any meeting unless recognized by the President.
5. Owners shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the Owners's allotted time and may result in the Owners's expulsion from the meeting.

#### Virtual Meetings

1. Owner Input Time shall be set at the commencement of each virtual, regular Board meeting (unless otherwise determined by the Board President) and will last no more than 30 minutes. At the end of Owner Input Time, the Board will continue with the agenda items.
2. Any Owner (or other party at the President's discretion) may address the Board once during Owner Input Time. In order notify the Association of a request to address the Board during a virtual meeting, Owners must send an email message to their respective Board at [sraboard@clubsienna.com](mailto:sraboard@clubsienna.com), [scaboard@clubsienna.com](mailto:scaboard@clubsienna.com), or [sthaboard@clubsienna.com](mailto:sthaboard@clubsienna.com) no later than one hour before the start of the electronic Board meeting.
3. The email request to address the Board must include name, address, phone number and topic of discussion. The Owner may also include their comments related to the topic in the email or they will be provided the opportunity to state their input verbally. If the Owner prefers, the Association General Manager or Board President may read the Owner's emailed comments verbatim.
4. For those Owners wishing to speak, they should use the "Q&A" or "Chat" (or similar/ associated feature to present a question or comment) feature of the virtual meeting software and when their name is announced to speak, they may unmute their speaker, state their name and property address, and then state their question or comment. Each Owner shall be provided approximately 3 minutes to speak. Depending on the number of Owners wishing to speak, the President may adjust the time allotted for each Owner. An Owner may not yield his/her allotted time to any other person.
5. No Owner shall otherwise speak at any meeting unless recognized by the President.
6. Owners shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the Owner's allotted time and may result in the Owner's expulsion from the meeting.

#### Board's Role for Owner Input Time

1. The President may address an Owners's comments, or allow another Board member or Staff Member to address the comments as appropriate.
2. While some discussion between the Owner and the Board may take place, a lengthy dialogue will be avoided.

The Board may refer comments made during Owner Input Time to Staff for review or action, or to be placed on a future Board agenda for discussion and/or action.

Unless comments relate to matters already on agenda, or the Board adds the matter to the agenda, the Board will not address the topic at the Board meeting.

<b>Policy Name</b>	<b>Approved/Finalized</b>	<b>Revised</b>
Board Meeting Notice and Owner Input Time		July 26, 2021, July 28, 2021, August 25, 2021
Board Meeting Notice and Owner Input Time		April 26, 2021, April 28, 2021, May 26, 2021
Board Meeting & Member's Time at Board Meetings Notification Policy		October 17, 2011
Members' Time at Board Meeting Policy	May 9, 2005	

[SIGNATURE PAGES FOLLOW]



**CERTIFICATION**  
**SIENNA RESIDENTIAL ASSOCIATION**

I hereby certify that, as Secretary/treasurer of the Sienna Plantation Residential Association, Inc., the foregoing Policy was approved on the 26<sup>th</sup> day of JULY, 2021, at an electronic or in-person meeting of the Board of Directors at which a quorum was present.

DATED, this the 26<sup>th</sup> day of JULY, 2021.

By: *Derek Goff*  
Print Name: Derek Goff  
Title: Secretary/treasurer

STATE OF TEXAS                   §  
                                                  §  
COUNTY OF FORT BEND       §

BEFORE ME, on this day personally appeared Derek Goff, the Secretary/treasurer of Sienna Plantation Residential Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 26<sup>th</sup> day of JULY, 2021.

*Dana Leppoliti*  
Notary Public - State of Texas



