

- g. Ratified Electronic Decision to Accept Hearing Advisory Committee’s Recommendation to Appoint Ezekiel King as a New Member.
- h. Ratified Electronic Decision to Approve Funding (\$200K) for Pickleball Court Project.

4. CONSENT AGENDA ITEMS

- a. Acknowledged advance receipt of Board package.
- b. Appointed 2023 SCA Board of Directors Members and Officers–The SCA Board of Directors appointed Jimmie Jenkins as Board President; Alvin San Miguel as Board Vice President; and Steven Brumfield as Secretary/Treasurer.
- c. Approved 2023 SCA Board of Directors Meeting Schedule–The SCA Board approved the dates for their Board meetings through the end of 2023: May 4th, August 3rd, September 20th and October 23rd.
- d. Approved 2023 Sienna Associations Pool Schedule–The SCA Board of Directors approved the 2023 Pool Hours which are the same as in 2022.
- e. Approved 2023 Event Schedule–The SCA Board accepted the 2023 Community Events Schedule.
- f. Appointed 2023 Committee Members, Chairs and Vice-Chairs:
 - i. Finance Advisory Committee–Paul Albert, Bilesh Ladva, Vipul Parikh, Brooke Reed, Kevin Talbot, Justin Walton, Gary Yuen and Pete Zovath.
 - ii. Hearing Advisory Committee–Michael Barakat, Andrew Barry–Chair, Ezekiel King, Ramona Mishaga–Vice Chair, Frank Welsh and Kyle Weynand.
 - iii. Landscape Committee–Nancy Brock, Casondra Burkley, Ron Gruber, Sharon Meeks, Leah Menken, Nurith Schonberger, Adrienne Streckfus and Londa Wright–Chair.
 - iv. Modifications Sub-Committee–Camille Costa, Benton Minges, Byron Polk–Chair, Truitt Raun–Vice Chair, Andrew Richards, Pete Saulino and Nicole Warren.
- g. Appointed Village Representatives to Fill Vacancies:
 - i. Christopher Auld, Village of Sawmill Lake
 - ii. Patrick Colyer, Village of Sienna Oaks
- h. Approved Revised Charter for Hearing Advisory Committee and Modifications Sub-Committee–S. Denton stated that the charters needed a few small revisions. Staff will handle and then send documents out for signature.
- i. Acknowledged 2022 Annual Meeting Minutes–The SCA Board of Directors acknowledged the draft of the 2022 Annual Meeting Minutes.
- j. Authorized Association Management Staff & RMWBH to Take Action Per Collection Policy–The SCA Board authorized the Association Management Team to Take Action in 2023 per the current SCA Collection, Board Hearing and Payment Plan Policy.
- k. Appointed RMWBH as Agent & Trustee–The SCA Board appointed Roberts Markel Weinberg Butler and Hailey as Agent and Trustee for SCA.

A MOTION WAS MADE to approve the consent agenda. (On motions duly made, seconded and carried, the motion was passed)

5. ACTION ITEMS

- a. Report on Executive Session Action, if any–There was no Executive Session action on which to report.
- b. Financial Reports
 - i. Reviewed Preliminary December 31, 2022 Financial Statements–M. Dei presented the information and fielded questions from the Board. J. Jenkins asked that the graphs be included with the next set of financial statements. There was some discussion about the formatting of the financial data. S. Denton noted that Staff is working with the software provider to improve the reporting capabilities.

- ii. *Update on Collections*–M. Dei reported that SCA is 98.86% collected for 2022; and 81.3% collected for 2023.

A MOTION WAS MADE to accept the preliminary December 31, 2022 financial statements. **(On motions duly made, seconded and carried, the motion was passed)**

- iii. *Approved Estimated Allocation of 2022 Excess Operating Funds*–M. Dei detailed the amount of excess operating income in SCA and stated that, typically, it has been recommended that the total be transferred into reserves. The Board discussed funding some of the excess to capital.

A MOTION WAS MADE to transfer \$300K of excess operating income to the capital fund and the remainder to the reserve fund. **(On motions duly made, seconded and carried, the motion was passed)**

- iv. *Reviewed Summary of Grants*–D. Ippoliti presented the 2022 year-end summary of grants and noted that, once the year-end is fully reconciled, there will be changes to this report.
- c. Approved Contractors and Authorize S. Denton to Sign Contracts for:
 - i. Professional Services with Ralph & Ralph for the 2022 SCA Audit & Tax Return–M. Dei presented the audit engagement letter. J. Jenkins asked that Staff request an engagement letter now for the 2023 SCA audit & tax return.

A MOTION WAS MADE to authorize S. Denton to engage Ralph & Ralph to perform the SRA 2022 Audit and prepare the SCA 2022 Tax Return; and to engage them now for the same services in 2023. **(On motions duly made, seconded and carried, the motion was approved)**

- d. Discussed/Adopted Policies:
 - i. **Amenity Access Policy**–C. Hernandez presented this policy and explained that it was written to detail guidelines for the new Sienna amenity access/credential use by residents. Board questions were answered.

A MOTION WAS MADE to adopt the Amenity Access Policy. **(On motions duly made, seconded and carried, the motion was approved)**

J. Jenkins closed Owner Input Time at 9:46 a.m.

- ii. **Applicability of SRA Purchasing & Contracting Policy**–S. Denton explained that the SRA Purchasing & Contracting Policy has been followed for SCA actions, via the management agreements between SRA and SCA. Recently, Associations’ legal counsel has advised the adoption of the SCA Applicability of SRA Purchasing & Contracting Policy to formally document the authority.

A MOTION WAS MADE to adopt the SCA Applicability of SRA Purchasing & Contracting Policy. **(On motions duly made, seconded and carried, the motion was approved)**

- iii. **Association Contracts with Board Members Policy**–D. Ippoliti presented this policy and explained that it was previously a stand-alone SRA Policy and had been revised to make it apply to all Sienna Boards. Additionally, this policy was revised to bring it into the current policy format.

A MOTION WAS MADE to adopt the Association Contracts with Board Members Policy. **(On motions duly made, seconded and carried, the motion was approved)**

- iv. **Certificate of Compliance Procedures-New Homes (Builder to Homeowner)-D.** Roberts presented this policy and noted that the two residential associations, SRA and SCA, each had stand-alone versions of it. This new version was revised to create a policy that applies to both residential associations and is in the new policy format.

A MOTION WAS MADE to adopt the Certificate of Compliance Procedures-New Homes (Builder to Homeowner). **(On motions duly made, seconded and carried, the motion was approved)**

- v. **Certificate of Compliance Procedures-Resale Homes (Homeowner to Homeowner)-D.** Roberts presented this policy and noted that and noted that it had been revised for the same reasons as the Certificate of Compliance Procedures-New Homes (Builder to Homeowner).

A MOTION WAS MADE to adopt the Certificate of Compliance Procedures-Resale Homes (Homeowner to Homeowner). **(On motions duly made, seconded and carried, the motion was approved)**

- vi. **Conflict of Interest Policy-D.** Ippoliti stated that this policy was revised from stand-alone versions to one policy applicable to all associations; and to bring it into the most current policy format.

A MOTION WAS MADE to adopt the Conflict of Interest Policy. **(On motions duly made, seconded and carried, the motion was approved)**

- vii. **Whistleblower Policy-D.** Ippoliti stated that this policy was revised from stand-alone versions to one policy applicable to all associations; and to bring it into the most current policy format.

A MOTION WAS MADE to adopt the Whistleblower Policy. **(On motions duly made, seconded and carried, the motion was approved)**

- e. Other Action Items-D. Roberts stated that the Hearing Advisory Committee had recently met with two candidates for the remaining two vacancies and was recommending the appointment of Heidi Candler and Lee Kennihan, both residents in Sienna Oaks.

A MOTION WAS MADE to appoint Heidi Candler and Lee Kennihan to the Hearing Advisory Committee. **(On motions duly made, seconded and carried, the motion was approved)**

6. NEW BUSINESS


- a. Volunteer Orientation Update-S. Denton stated that the Volunteer Orientation had been well-attended and positively received.
- b. Other New Business-S. Denton noted that there are efforts underway to underscore safety for Board Members, Staff, Volunteers and Residents in light of increasing violence against HOAs nationally. Staff will soon undergo active shooter training and is in the process of adding technology to monitoring cameras that provides a live feed as soon as a 911 call is received from the location of the camera. Additionally, Board Meetings will remain virtual.

7. UPDATES ON OLD BUSINESS

- a. FINAL 2022 Business Plan Update-L. Cox presented the Final 2022 Business Plan.
- b. 2023 1st Quarter Business Plan Update-L. Cox shared the 1st quarter update, to date, of the 2023 Business Plan.
- c. Maintenance Facility Update-T. Goodell reported that the construction is well underway and that the estimated completion date is near the end of July.
- d. Pickleball Courts Update-L. Cox stated that the bid package will go out in February.
- e. Major Projects Underway for 2023- C. Hernandez noted that events are being evaluated for changes based on community growth and that July 4th Fireworks would be divided into two shows, based upon the loss of the long-time launching site; L. Cox stated that Sienna 101 registration is full with a waiting list; A. Peal reported that pool reserve projects are well underway and that a tennis court facility makeover project would begin later this year.
- f. Developer Update-A. San Miguel gave a Developer Update.
- g. Other Updates-There were no other updates on which to report.

A MOTION WAS MADE to adjourn the meeting at 10:32 a.m. (On motions duly made, seconded and carried, the decision to adjourn the meeting was approved)

Prepared by: _____


Sandra K. Denton, General Manager

Approved electronically on **February 16,** 20 **23**, by the Board of Directors.

Approved by: _____


Jimmie F. Jenkins, President