



**SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES**

DATE: May 4, 2023
PLACE: Zoom Meeting
ATTENDING: Jim Jenkins, President (via Zoom)
Alvin San Miguel, Vice President (via Zoom)
Steven Brumfield, Secretary/Treasurer (via Zoom)
Sandra K. Denton, General Manager
Lisa Cox, Staff James Davis, Staff
Michael Dei, Staff Ingris Flores, Staff
Troy Goodell, Staff Cyndi Hernandez, Staff
Dana Ippoliti, Staff Doug McGee, Staff
Andy Peal, Staff Dami Roberts, Staff (via Zoom)

Ashley Koirtyohann, Association Attorney was present, via Zoom, for Executive Session.

1. J. Jenkins called the meeting to order at 8:30 a.m.

A MOTION WAS MADE to call the meeting to order. **(On motions duly made, seconded and carried, the motion was passed.)**

2. J. Jenkins asked to adjourn into the Executive Session meeting at 8:30 a.m.

A MOTION WAS MADE to call the Executive Session meeting to order. **(On motions duly made, seconded and carried, the motion was passed.)**

During the Executive Session, deed restriction enforcement and collection matters were discussed.

3. J. Jenkins asked to adjourn the Executive Session and reconvene the Regular Session at 9:00 a.m.

A MOTION WAS MADE to adjourn the Executive Session, reconvene the Regular Session and accept the agenda. **(On motions duly made, seconded and carried, the motion was passed.)**

J. Jenkins proceeded to welcome all present. Per the Zoom attendees screen, two Sawmill Lake Village Representatives were in attendance: Mr. Chris Auld and Ms. Judy Barr. There were 5 others present via Zoom.

J. Jenkins Reported on Executive Session Action: The Board held a deed restriction enforcement hearing with the owner of account #00133-7523 for a violation and rendered a decision which will be provided to the owner. There are no costs associated with this matter at this time. The Board also authorized the attorney to proceed with filing assessment collection lawsuits on 37 accounts (list is attached-exhibit A), if they have not paid or entered into an agreed-upon payment plan when it is time to file suit. The owners will have to pay for any related costs on the lawsuit.

4. OWNER INPUT TIME

J. Jenkins opened Owner Input Time at 9:02 a.m. No Zoom attendees utilized the chat feature to address the Board; however, one household had sent a message prior to the meeting to be addressed during Owner Input Time. Benoy Thomas of the Village of Sawmill Lake commented on the topic of increased traffic and multiple exits. J. Jenkins briefly discussed plans for mobility improvement and S. Denton stated that she would communicate further with Mr. Thomas.

5. ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS

- a. Ratified Electronic Decision to Deny Facility Rental Policy Exception.
- b. Ratified Electronic Decision to Approve Minutes from the February 8, 2023 SCA Board of Directors Meeting.
- c. Ratified Electronic Decision to Approve Parkway Place Plant Replacement.
- d. Ratified Electronic Decision on Allocation of 2022 Excess Operating Funds.
- e. Ratified Electronic Decision to Accept Grant Advisory Committee's March, 2023 Recommendation to Appoint Cindy Chilcote as Chair and Ashlee Valavala as Vice Chair of the 2023 Grant Advisory Committee.
- f. Ratified Electronic Decision to Approve Minutes from March 28, 2023 SCA Board of Directors SPECIAL Meeting.
- g. Ratified Electronic Decision to Accept Finance Advisory Committee's Recommendation to Appoint Ron Nemec as a New Member.
- h. Ratified Electronic Decision to Accept Landscape Committee's Recommendation to Appoint Christi Chrisman, Richard Gibbons and Ernest Stalnaker as New Members; and to Appoint Adrienne Streckfus as Chair and Casandra Burkley as Vice Chair of the 2023 Landscape Committee.
- i. Ratified Electronic Decision to Approve Forest Landing Plant Replacement.
- j. Ratified Electronic Decision to Accept Grant Advisory Committee's April, 2023 Recommendation to Fund the Childrens Catastrophic Fund Grant Request to the Family of Account #00135-2304(EG) in the Amount of \$2,500.00.

6. CONSENT AGENDA ITEMS

- a. Acknowledged advance receipt of Board package.
- b. Disbanded Sienna Sheriff Contract Task Force—*The SCA Board of Directors disbanded the Sienna Sheriff Contract Task Force since there were no additional tasks to be completed.*
- c. Approved 2023 Emergency Preparedness Plan (External and Internal)—*The SCA Board of Directors supported the minor changes recommended by the SRA Board of Directors.*
- d. Meeting Format—*The SCA Board of Directors set the date for the 2023 Annual Meeting as Tuesday, November 14, 2023 and confirmed that the meeting format will be virtual.*

A MOTION WAS MADE to approve the consent agenda, contingent upon the minor changes being made to the Emergency Preparedness Plans (External and Internal) as noted above. **(On motions duly made, seconded and carried, the motion was passed)**

7. ACTION ITEMS

- a. Report on Executive Session Action, if any-J. Jenkins reported on Executive Session action at the beginning of the Regular Session.
- b. Financial Reports
 - i. *Reviewed Preliminary March 31, 2023 Financial Statements*-M. Dei presented the information and fielded questions from the Board. The Board stated that they liked the new reporting format.
 - ii. *Update on Collections*-M. Dei reported that SCA is 91.7% collected for 2023.

A MOTION WAS MADE to accept the preliminary March 31, 2023 financial statements. **(On motions duly made, seconded and carried, the motion was passed)**

- iii. *Reviewed 1st Quarter Financial Projection*-M. Dei covered highlights of the 1st quarter projection and answered questions from the Board.
- iv. *2022 Audit Update*-M. Dei reported that the audit is underway and is expected to be completed by the end of May, 2023.
- v. *Discussed 2022 Year-End Events Reconciliation*-M. Dei presented the 2021/2022 community events reconciliation data and stated that expenditures had been lower in both 2021 and 2022 than what was funded. Staff recommends that the 2023 contribution from SCA-CEF to SRA (for events) be reduced by \$48,106.11. This is the difference between the amounts SCA-CEF contributed for events and the actual expenses. SCSF is also entitled to a refund.

A MOTION WAS MADE to approve a reduction to the budgeted 2023 community events funding, to SRA, in the amount of \$48,106.11. **(On motions duly made, seconded and carried, the motion was passed)**

- vi. *Reviewed Summary of Grants*-D. Ippoliti presented the current 2023 Summary of Grants and answered Board questions.
- c. Approved Additional Reserve Funds for Plant Replacements-T. Goodell explained that the current variety of Crape Myrtles has been declining due to the winter freeze. The professional consultant has recommended a different variety be used for replacement. He asked the Board to approve the use of non-budgeted reserve funds to cover the cost of replacement; and to authorize S. Denton to engage Greenyard to do the work. T. Goodell then answered Board questions.

A MOTION WAS MADE to approve the use of non-budgeted reserve funds in the amount of \$151,095.00 for the replacement of the failed/failing Crape Myrtles, provided a different color than white, preferably pink, is used; and to authorize S. Denton to engage Greenyard. **(On motions duly made, seconded and carried, the motion was passed)**

- c. Approved Grant Request for Funds to Enhance Lighting at Tennis Courts-L. Cox explained that the Club Sienna tennis courts are due to be overhauled, via reserve funding, in 2023. The existing tennis court light poles are 20+ years old. A quote was obtained to determine the price of replacing the existing light poles with new poles that would match the pickleball courts to be constructed in 2023. The difference between the SRA available reserve funds and the cost of the new lighting is around \$66,000.00. Staff is requesting that amount be covered 50/50 by the two community funds, not to exceed \$36,000.00 each.

A MOTION WAS MADE to grant funding towards enhanced court light poles and associated equipment, not to exceed \$36,000.00. **(On motions duly made, seconded and carried, the motion was passed)**

d. Approved Contractors and Authorize S. Denton to Sign Contracts for:

- i.** Construction Services with Classic Sports; and Lighting Services with MUSCO for the Pickleball Courts-L.Cox stated that this wasn't actually an action item for the SCA Board but rather an update. The SRA Board authorized entering into these contracts.
- ii.** Landscape Services with Terra Landscape from 2024-2028-T. Goodell presented a recommendation from the Associations' Professional Horticultural Consultant, Dr. Watson, stating that the current landscape service provider was doing an excellent job. This recommendation, in combination with a 1.5% cost increase over each of the next 5 years, has resulted in Staff recommending that the Board authorize S. Denton to execute a 5-year contract with Terra Landscape for landscape services from 2024-2028.

A MOTION WAS MADE to authorize S. Denton to engage Terra Landscape for landscape services from 2024-2028. **(On motions duly made, seconded and carried, the motion was approved)**

- iii.** Pool Management Services with Greater Houston Pool Management (GPHM) from 2024-2028-A. Peal stated that GHPM has performed well over the course of the current contract. While there is one other contractor in the Houston market that meets the Associations' insurance requirements; they won't agree to the terms of our Master Service Agreement. Therefore, Staff requested contract costs for a 5-year period from GHPM. Other than the first year, the percentage increase in costs is reasonable. The first year catches GHPM up with market costs.

A MOTION WAS MADE to authorize S. Denton to engage Greater Houston Pool Management for pool management services from 2024-2028. **(On motions duly made, seconded and carried, the motion was approved)**

d. Discussed/Adopted Policies:

- i. Construction Deposit Policy**-D. Roberts presented this policy and stated that, while key elements of paying and being refunded for a construction deposit were covered in various forms, there had never been a stand-alone policy outlining these details. This policy was created to provide clarification on how deposits will be processed and refunded for major modification construction.

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

- ii. Notice Regarding Community Fences and Walls**-T. Goodell explained the changes in the updated Notice.

A MOTION WAS MADE to adopt the Notice Regarding Community Fences and Walls. **(On motions duly made, seconded and carried, the motion was approved)**

- iii. **Parking Rules and Regulations**-L. Cox presented this policy and stated that it was a combination of 3 prior policies: SCA's Parking Rules & Regulations; SRA's Parking Rules and Regulations; and SRA's Private Street Parking Policy. She noted that the Association's Attorney had reviewed this combined version. The Board had questions on the policy and asked Staff to revisit the policy accordingly.

A MOTION WAS MADE to table the Parking Rules and Regulations, pending further investigation. **(On motions duly made, seconded and carried, the motion was approved)**

- e. Other Action Items-D. Ippoliti presented a recommendation from the Grant Advisory Committee to the Board. The committee recommends granting \$2,500 from the Childrens Catastrophic Fund to family with account number 00128-4951(KF) as an annual renewal. The family still holds owner-occupant status and the anniversary date of their previous check is May 9, 2022.

A MOTION WAS MADE to accept the Grant Advisory Committee's recommendation to fund \$2,500 from the Childrens Catastrophic Fund in a renewal grant to the family with account number 00128-4951(KF). **(On motions duly made, seconded and carried, the motion was approved)**

J. Jenkins closed Owner Input Time at 10:30 a.m.

8. NEW BUSINESS

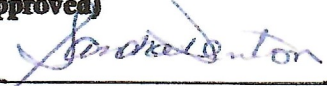
- a. Discussed Forest Landing & Parkway Place Roof Maintenance & Unit Insurance-S. Denton explained that the governing documents currently state that the Association would only do full roof replacements. In speaking with the developers for these two sections, they agreed that it was their intent to do other repairs so the Supplemental Amendments will have to be revised and presented for approval. Additionally, S. Denton noted that the Developers of each neighborhood have been asked whether or not they wish to continue to carry unit insurance for the owners. This is under consideration.
- b. Discussed 2023 Insurance Renewals-L. Cox stated that all policies are approaching their renewal date (prior to the end of May); but that we don't yet have the quotes. We are anticipating around a 6% increase in the premiums. The policies will be presented for electronic approval to the Board in the near future.
- c. Discussed Residential Review Guidelines Update-L. Cox shared that a draft will be provided to the Board for review at their August meeting.
- d. Other New Business-S. Denton reported that there was no other new business to discuss.

9. UPDATES ON OLD BUSINESS

- a. 2023 2nd Quarter Business Plan Update-L. Cox shared the 2nd quarter update, to date, of the 2023 Business Plan.
- b. Maintenance Facility Update-T. Goodell reported that the construction is progressing.
- c. Legislative Update-S. Denton provided an update on the status of a large number of bills potentially impacting homeowners associations.
- d. Major Projects Underway for 2023- C. Hernandez gave a status update on the amenity access project.
- e. Developer Update-A. San Miguel gave a Developer Update.

f. Other Updates-There were no other updates on which to report.

A MOTION WAS MADE to adjourn the meeting at 10:51 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 May 15 2023, by the Board of Directors.


Approved by: 
Jimmie F. Jenkins, President

EXHIBIT A

SCA Collection Accounts

Accounts needing Board authorization to file lawsuit

Apr/May 2023

37 accounts

account_id
1261291
1326644
1346572
1311918
1330957
1340374
1411805
1323799
1327711
1406085
1406111
1404922
1404993
1365045
1343562
1372384
1276972
1287974
1288339
1319871
1341412
1375886
1378786
1376542
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