



SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES

DATE: August 3, 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 Michael Dei, Staff
Troy Goodell, Staff Cyndi Hernandez, Staff
Dana Ippoliti, Staff Doug McGee, Staff
Andy Peal, Staff Dami Roberts, Staff (via Zoom)

1. J. Jenkins called the meeting to order at 9:00 a.m.

A MOTION WAS MADE to call the meeting to order 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 3 others present via Zoom.

2. OWNER INPUT TIME

J. Jenkins opened Owner Input Time at 9:01 a.m. No residents had sent in messages prior to the meeting and no Zoom attendees utilized the chat feature to address the Board.

3. ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS

- a. Ratified Electronic Decision to Authorize S. Denton to Bind Executive & HOA Packages, Excess Liability, Workers Compensation and Flood Policies for 2023-2024 Renewal.
- b. Ratified Electronic Decision to Approve Minutes from the May 4, 2023 SCA Board of Directors Meeting.
- c. Ratified Electronic Decision to Authorize S. Denton to Bind Insurance Policies for Forest Landing and Parkway Place.

4. CONSENT AGENDA ITEMS

- a. Acknowledged advance receipt of Board package.
- b. Accepted 2022 SCA Audit Report and Authorized J. Jenkins to Execute Management Representation Letter (when available)-The SCA Board of Directors accepted the 2022 SCA Audit Report and Authorized J. Jenkins to sign the Management Representation Letter once it is available.

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Community Association

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- c. Appointed New Landscape Committee Member: LaTrina Kingsbury-The SCA Board of Directors appointed Ms. LaTrina Kingsbury to serve on the Landscape Committee.
- d. Appointed Modifications Sub-Committee Chair: Nicole Warren; and Vice Chair: Pete Saulino-The SCA Board of Directors appointed Nicole Warren as the Chair; and Pete Saulino as the Vice Chair of the 2023 Modifications Sub-Committee.
- e. Approved Revised Committee Charters: The SCA Board of Directors approved multiple committee charters to 1) remove verbiage permitting Chair and Vice Chair to “vote only in the event of a tie or to meeting quorum requirements”, thus allowing them to always vote; and 2) include language that states “Committee Member must annually sign/acknowledge their Committee’s Charter in order to serve on the Committee. Refusal to sign the Charter shall result in the Committee Member’s removal from the Committee.
 - i. Finance Advisory Committee
 - ii. Gated Neighborhood Committee
 - iii. Grant Advisory Committee
 - iv. Hearing Advisory Committee
 - v. Landscape Committee
 - vi. Modifications Sub-Committee

A MOTION WAS MADE to approve the consent agenda, with the inclusion of the revised Finance Advisory Committee Charter which was in the package but inadvertently omitted from the agenda. (On motions duly made, seconded and carried, the motion was passed)

5. ACTION ITEMS

a. Financial Reports

- i. *Reviewed Preliminary June 30, 2023 Financial Statements*-M. Dei presented the information and fielded questions from the Board. J. Jenkins requested that Staff take action to move some of the cash on hand into higher yield interest bearing accounts. Additionally, he asked for a summary of the neighborhoods’ financial statements that matches the overall balances.
- ii. *Update on Collections*-M. Dei reported that SCA is 93.9% collected for 2023.
- iii. *Update on Reserve Reports*-M. Dei stated that the SCA reserve reports are expected to be completed by the end of August.
- iv. *Reviewed 2nd Quarter Financial Projection*-M. Dei covered highlights of the 2nd quarter projection; noted that there is a surplus expected (being driven by working cap fees); and answered questions from the Board.
- v. *Discussed 2023 Mid-Year Events Reconciliation*-C. Hernandez presented the 2023 Mid-Year Events Reconciliation and answered questions from the Board.
- vi. *Reviewed Summary of Grants*-D. Ippoliti presented the current 2023 Summary of Grants and answered Board questions.

A MOTION WAS MADE to accept the preliminary June 30, 2023 financial statements. (On motions duly made, seconded and carried, the motion was passed)

b. Approved Contractors and Authorized S. Denton to Sign Contracts For:

- i. *Holiday Décor Services with Always In Season for the Sienna Parkway and Sienna River Parkway Decorations*-S. Denton presented the proposal to add holiday décor to the intersection of Sienna Parkway and Sienna River Parkway.

A MOTION WAS MADE to authorize S. Denton to execute the proposal to add holiday decorations to the intersection of Sienna Parkway and Sienna River Parkway. **(On motions duly made, seconded and carried, the motion was passed)**

c. Discussed/Adopted Policies:

- i. **Anti-Discrimination/Harassment Policy-S.** Denton explained the benefits of adopting a policy such as this. She asked if the Board would support the adoption of this type of policy. The Board asked Staff to proceed, so an actual policy will be presented to the Board for approval.

- ii. **Club Sienna Racket Sports (Tennis & Pickleball) Complex Policy-A.** Peal stated that the Club Sienna Tennis Complex Policy had been revised to incorporate rules for pickleball in advance of the new courts opening this year. Additionally, this policy addresses the new amenity access information as all courts will soon be changed to access via the Sienna app and will no longer work with a key. J. Jenkins requested that verbiage be added to address the subject of the type of equipment to be used related to noise mitigation. A. San Miguel suggested that Club Sienna be removed from the policy title so that it can be utilized at future courts that may not be in the Club Sienna complex; however, if Staff prefers to wait until new court sites are added to make this change, that would be fine, also.

A MOTION WAS MADE to adopt the Club Sienna Racket Sports (Tennis & Pickleball) Complex Policy, with the above-noted change regarding the recommendation on noise mitigating equipment. **(On motions duly made, seconded and carried, the motion was approved)**

- iii. **Decorations, Signage and Religious Items Policy-L.** Cox presented the proposed changes to this policy.

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

- iv. **Property Modification & Maintenance Guidelines-L.** Cox thanked the Board for the comments received on the guidelines and stated that this document is in the final stage of completion. The Board then offered a few additional comments. L. Cox stated that approval of this document would be tabled until these adjustments were considered and/or made.

J. Jenkins closed Owner Input Time at 9:42 a.m.

- v. **Residential Dedicatory Instrument Enforcement and Fine Policy-D.** Roberts that this policy was revised to incorporate the information from the Builder Enforcement and Fine Policy; and to update the fine list to include fines from both policies.

A MOTION WAS MADE to adopt the Residential Dedicatory Instrument Enforcement and Fine Policy. **(On motions duly made, seconded and carried, the motion was approved)**

c. Other Action Items

- i. **Amendment for Sections 39 (Forest Landing) and 45 (Parkway Place)**-S. Denton stated that the Developers, Beazer and Historymaker, each wish to make changes to their original documents thus requiring amendments to be approved. The changes with Beazer's section, Forest Landing, are: require owner to provide unit insurance; transfer responsibility for exterior building and roof replacement to owner; and, related to yard maintenance, a plant replacement provision will be added to the Supplemental Declaration and the cost of this will be incorporated into the reserve report. The changes with Historymaker's section, Parkway Place, are: require owner to provide unit insurance; clarification in amendment that exterior building and roof maintenance and replacement is the responsibility of the Association; and, related to yard maintenance, a plant replacement provision will be added to the Supplemental Declaration and the cost of this will be incorporated into the reserve report.

A MOTION WAS MADE to approve amendments to the Supplemental Declarations for Forest Landing and Parkway Place, incorporating the changes noted above. **(On motions duly made, seconded and carried, the motion was approved)**

8. NEW BUSINESS

- a. Active Shooter Insurance-L. Cox asked the Board to consider purchasing Act of Workplace Violence and Stalking Threat Insurance for the Sienna Associations' buildings and pools due to the increase of incidents of public violence in recent years. She stated that the total annual cost would be approximately \$4,900 per year, which, if effective immediately, would be prorated in 2023. The Board asked her to investigate whether or not the current insurance policies cover these items.
- b. Reviewed Planning for 2024-S. Denton presented the Planning Schedule for 2024 and stated that the work is well underway.
- c. Other New Business-S. Denton reported that there was no other new business to discuss.

9. UPDATES ON OLD BUSINESS

- a. Legislative Update-S. Denton noted that only 2 bills were passed affecting homeowners associations but no policy changes are required.
- b. 2023 3rd Quarter Business Plan Update-L. Cox shared the 3rd quarter update of the 2023 Business Plan.
- c. Maintenance Facility Update-T. Goodell reported that progress has been delayed.
- d. Major Projects Underway for 2023-T. Goodell provided an update.
- 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 11:11 a.m. **(On motions duly made, seconded and carried, the decision to adjourn the meeting was approved)**

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Prepared by: Sandra K. Denton
Sandra K. Denton, General Manager

Approved electronically on August 11 2023, by the Board of Directors.

Approved by: Jimmie F. Jenkins
Jimmie F. Jenkins, President