



**SRA BOARD OF DIRECTORS  
MEETING MINUTES**

**DATE:** February 7, 2023  
**PLACE:** Regular Session – Hybrid Meeting: Board and Staff In-Person/Zoom and Guests via Zoom Digital Meeting  
**ATTENDING:** Alvin San Miguel, President  
Bill Chrisman, Vice-President  
Charlotte Cantu, Board Member  
Patti Gallagher, Board Member  
Derek Goff, Board Member (via Zoom)  
Sandra K. Denton, General Manager Lisa Cox, Staff  
Michael Dei, Staff Troy Goodell, Staff  
Cyndi Hernandez, Staff Dana Ippoliti, Staff  
Smita Parikh, Staff Andy Peal, Staff  
Dami Roberts, Staff

A. San Miguel 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 meeting was called to order and the agenda was accepted.)

A. San Miguel proceeded to welcome all present. Per the sign-in names of the viewers, the following Village Representatives were present: Paul Albert, Teri Clayton, Rolly De Meza and Ramona Mishaga. Seven (7) other residents were viewing.

**OWNER INPUT TIME**

A. San Miguel opened Owner Input Time at 9:01 a.m. There was one message from Rolly De Meza, Steep Bank East Village Rep. asking about the Association Annual Meeting that had been received and answered prior to the meeting. None of the viewers utilized the Zoom chat feature to address the Boards.

**ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS**

- Ratified Electronic Decision to Approve Minutes from October 21, 2022 SRA Board of Directors Meeting.
- Ratified Electronic Decision to Accept Modification Sub-Committee’s Recommendation to Appoint Pete Saulino as a New Member.
- Ratified Electronic Decision to Authorize L. Cox to Execute Maintenance Facility Contract Change to Add Phase 2.

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**Residential Association**

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Missouri City, TX 77459  
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- Ratified Electronic Decision to appoint Uncontested Candidates to Gated Neighborhood Committees and VR Positions:
  - i. Avalon Gated Neighborhood Committee: PJ Nelson and Sijo Samuel
  - ii. Forest Isle Gated Neighborhood Committee: Afzal Ali and Rick Weber
  - iii. Pecan Estates Gated Neighborhood Committee: Kelvin Green and Jose Javier Navarro
  - iv. Sorrento Gated Neighborhood Committee: Kousta Foteh and Hillary Hunter
  - v. Vieux Carre Gated Neighborhood Committee: O'Lindsey Brown
  - vi. Anderson Springs Village Reps: Rege Kuttothara and Daniel Rehem
  - vii. Bees Creek Village Rep: Stephen Broadbent
  - viii. Steep Bank West Village Rep: VeeVee Morales
  - ix. Waters Lake Village Rep: Chris Conlon
- Ratified Electronic Decision to Appoint Additional Uncontested Candidates to Gated Neighborhood Committee Positions:
  - i. Avalon Gated Neighborhood Committee: Asad Khan
  - ii. Commanders Point Gated Neighborhood Committee: Dana Ceconi
  - iii. Pecan Estates Gated Neighborhood Committee: Rishi Naran
  - iv. Sanctuary Gated Neighborhood Committee: Rebecca Hemker
  - v. Sorrento Gated Neighborhood Committee: Hal Finberg
  - vi. Vieux Carre Gated Neighborhood Committee: Kelly Varnado
- Ratified Electronic Decision to Appoint Uncontested Candidate, Lynda Duncombe, to Vieux Carre Gated Neighborhood Committee Position.
- Ratified Electronic Decision to Accept Hearing Advisory Committee's Recommendation to Appoint Ezekiel King as a New Member.

#### CONSENT AGENDA ITEMS-

- Acknowledged advance receipt of Board package.
- Appointed 2023 SRA Board of Directors Members and Officers – The SRA Board of Directors appointed Alvin San Miguel as Board President; Bill Chrisman as Board Vice President and Derek Goff as Board Secretary/Treasurer. Charlotte Cantu and Patti Gallagher are Board Members in 2023.
- Approved 2023 SRA Board of Directors Meeting Schedule – The SRA Board of Directors approved the dates for their Board meetings through the end of 2023: May 2<sup>nd</sup>, August 1<sup>st</sup> and October 24<sup>th</sup>, with the Budget Workshop scheduled for September 19<sup>th</sup> at 9:00am.
- Approved 2023 Sienna Associations Pool Schedule – The SRA Board approved the 2023 Pool Hours which are the same as in 2022.
- Approved 2023 Event Schedule – The SRA Board accepted the 2023 Community Events Schedule.
- 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. Gated Neighborhood Committees – Micheline Abboud and Satish Vasisht to the Sanctuary Gated Neighborhood Committee.
  - iii. Hearing Advisory Committee – Michael Barakat, Andrew Barry-Chair, Ezekiel King, Ramona Mishaga-Vice Chair, Frank Welsh and Kyle Weynand.
  - iv. Landscape Committee – Nancy Brock, Casondra Burkley, Ron Gruber, Sharon Meeks, Leah Menken, Nurith Schonberger, Adrienne Streckfus and Londa Wright-Chair.
  - v. Modifications Sub-Committee – Camille Costa, Benton Minges, Byron Polk-Chair, Truitt Raun-Vice Chair, Andrew Richards, Pete Saulino and Nicole Warren.
- Appointed Village Representatives to Fill Vacancies:
  - i. Thomas Archer, Village of Anderson Springs
  - ii. Wayne Johnson, Village of Waters Lake

- Approved Revised Charters for Hearing Advisory Committee and Modifications Sub-Committee –A. San Miguel noted that the charters each needed revisions made to their page numbers and certification pages. Staff will make revisions and then send documents out for signature.
- Acknowledged 2022 Annual Meeting Minutes – The SRA Board of Directors acknowledged the draft of the 2022 Annual Meeting Minutes.
- Authorized Association Management Staff & RMWBH to Take Action Per Collection Policy – The SRA Board authorized the Association Management Team to Take Action in 2023 per the current SRA Collection, Board Hearing and Payment Plant Policy.
- Appointed RMWBH as Agent & Trustee – The SRA Board of Directors appointed Roberts Markel Weinberg Butler and Hailey as Agent and Trustee for SRA.

A MOTION WAS MADE to approve the Consent Agenda with the revisions noted by A. San Miguel to the Charters for the Hearing Advisory Committee and Modifications Sub-Committee. (On motions duly made, seconded and carried, the motion was passed)

#### ACTION ITEMS

- Report of Executive Session Action, if any-
  - Deed Restriction Matter – The Board held a hearing with the owners of account #00129-7375 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.
  - Collection Matter – The Board authorized the attorney proceed with an Order of Sale on account #00128-3389, because they have not paid multiple years of assessments. The cost associated with this action is legal fees which are ultimately reimbursed by the owner.
- Financial Reports
  - Accepted Preliminary December 31, 2022 Financial Statements-M. Dei presented the information in the SRA financial reports and answered Board questions.
  - Update on Collections–M. Dei reported that SRA is 97.9% collected for 2022; and 75.1% collected for 2023.

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

- Approved Estimated Allocation of Excess 2022 Operating Funds-M. Dei detailed the amounts of excess operating income in SRA and each gated neighborhood and recommended the total be transferred into reserves. Additionally, he noted that the excess of funds allocated for community events will go back into the Community Funds.

A MOTION WAS MADE to approve the transfer of excess operating funds to reserves and the Community Funds, as recommended. (On motions duly made, seconded and carried, the motion was passed)

- Considered Vieux Carre Request to Change Their 2023 Neighborhood Assessment-M. Dei explained that the Vieux Carre Gated Neighborhood Committee and Staff have worked together to adjust the reserve contribution portion of their 2023 neighborhood assessment.

A MOTION WAS MADE to decrease the Vieux Carre 2023 neighborhood assessment from \$3,032/unit to \$2,139/unit; and to request that the Finance Advisory Committee reevaluate the reserve funding goal of 100% for the gated neighborhoods, moving forward. (On motions duly made, seconded and carried, the motion was passed)

S. Denton noted that The Sanctuary Gated Neighborhood Committee has also requested some changes to their assessment; however, at this time, there has been no specific request made.

A. San Miguel closed Owner Input Time at 9:31 a.m.

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - Professional Services with Ralph & Ralph for the 2022 SRA Audit and Tax Return-M. Dei asked if the Board had any questions over the engagement letter from Ralph & Ralph. They did not.

A MOTION WAS MADE to authorize S. Denton to engage Ralph & Ralph to perform the SRA 2022 Audit and complete the SRA 2022 Tax Return. (On motions duly made, seconded and carried, the motion was approved)

- Discussed/Adopted Policies:
  - 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)

- Revised 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 revised Association Contracts with Board Members Policy. (On motions duly made, seconded and carried, the motion was passed)

- Revised 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 revised Certificate of Compliance Procedures-New Homes (Builder to Homeowner). (On motions duly made, seconded and carried, the motion was passed)

- Revised Certificate of Compliance Procedures-Resale Homes (Homeowner to Homeowner)-D. Roberts presented this policy 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 revised Certificate of Compliance Procedures-Resale Homes (Homeowner to Homeowner). (On motions duly made, seconded and carried, the motion was passed)

- Revised 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 revised Conflict of Interest Policy. (On motions duly made, seconded and carried, the motion was passed)

- Revised 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 revised Whistleblower Policy. (On motions duly made, seconded and carried, the motion was passed)

- 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 passed)

#### NEW BUSINESS

- Volunteer Orientation Update-S. Denton stated that the Volunteer Orientation had been well-attended and positively received.
- Other New Business-S. Denton reported that the 2023 Texas Legislative Session is underway and multiple bills have been introduced affecting homeowners' associations. She also 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.

#### UPDATES ON OLD BUSINESS

- FINAL 2022 Business Plan Update-L. Cox presented the Final 2022 Business Plan.
- 2023 1<sup>st</sup> Quarter Business Plan Update-L. Cox shared the 1<sup>st</sup> quarter update, to date, of the 2023 Business Plan.
- Maintenance Facility Update-T. Goodell reported that the construction is well underway and that the estimated completion date is near the end of July.
- Pickleball Courts Update-L. Cox stated that the bid package will go out in February.
- Other Major Projects Underway for 2023-C. Hernandez noted that events are being evaluated for changes based on community growth and that July 4<sup>th</sup> 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; T. Goodell reported that the MUD 3 fencing project in Steep Bank East had a month long delay due to a utility relocation; A. Peal reported that pool reserve projects are well underway and that a tennis court facility makeover project would begin later this year.

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

A MOTION WAS MADE to adjourn the Regular Session meeting at 10:09 a.m. (On motions duly made, seconded and carried, the decision to adjourn the regular session was approved)

Prepared by:   
Sandra K. Denton, General Manager

Approved electronically on Feb. 14, 2023 by the Board of Directors.

Approved by:   
Derek Goff, Secretary and Treasurer