



**SRA BOARD OF DIRECTORS  
MEETING MINUTES**

**DATE:** May 2, 2023  
**PLACE:** Regular Session – Hybrid Meeting: Board and Staff In-Person and Guests via Zoom  
Digital Meeting  
**ATTENDING:** Alvin San Miguel, President  
Bill Chrisman, Vice-President  
Patti Gallagher, Board Member  
Derek Goff, Board Member  
Sandra K. Denton, General Manager      Lisa Cox, Staff  
James Davis, Staff                              Michael Dei, Staff  
Troy Goodell, Staff                              Cyndi Hernandez, Staff  
Dana Ippoliti, Staff                              Doug McGee, Staff  
Andy Peal, Staff                                  Dami Roberts, Staff

A. San Miguel 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 meeting was called to order.)**

A. San Miguel asked to adjourn into Executive Session 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.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 8:55 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)**

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, Luis De La Mata, Rolly De Meza, Wayne Johnson, Ramona Mishaga and Ernest Stalnaker. Two (2) other residents were viewing.

**ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS**

- Ratified Electronic Decision to Approve Minutes from February 7, 2023 SRA Board of Directors Meeting.
- Ratified Electronic Decision to Deny Facility Rental Policy Exception.

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Residential Association

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- Ratified Electronic Decision to Appoint Ernest Stalaker to Vacant Shipmans Landing Position.
- Ratified Electronic Decision to Appoint Ron Nemecek to Finance Advisory Committee Position.
- Ratified Electronic Decision to Appoint Christi Chrisman, Richard Gibbons and Ernest Stalaker to Landscape Committee Positions; and to Appoint Adrienne Streckfus as Chair and Casondra Burkley as Vice Chair of the 2023 Landscape Committee.
- Ratified Electronic Decision to Authorize S. Denton to Bind Insurance for Association-Run Leagues.

#### CONSENT AGENDA ITEMS-

- Acknowledged advance receipt of Board package.
- Disband Sienna Sheriff Contract Task Force – A. San Miguel asked that this consent agenda item be moved to action items for further discussion.
- Approve 2023 Emergency Preparedness Plan (External and Internal) – A. San Miguel asked that this consent agenda item be moved to action items for further discussion.
- Set 2023 Annual Meeting Date as Tuesday, November 14, 2023 and Confirmed Meeting Format as Virtual – The SRA 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.
- Approved Updated Fee Schedule – The SRA Board of Directors approved the fee schedule, comprised of fees adjusted for current market conditions and shown in a stand-alone document, for the first time.

A MOTION WAS MADE to approve the revised Consent Agenda, with the items regarding the Sienna Sheriff Contract Task Force and the 2023 Emergency Preparedness Plan removed and moved to action items. **(On motions duly made, seconded and carried, the motion was passed)**

#### ACTION ITEMS

- Report of Executive Session Action, if any-
  - Deed Restriction Matters – The Board authorized filing a lawsuit on 2 properties (see exhibit A). Any related costs on the lawsuit will be posted to the owner’s account pending a court judgement.
  - Collection Matters – The Board authorized the attorney to proceed with filing assessment collection lawsuits on 111 accounts (see exhibit B) if they have not paid or entered 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.
- Disbanded Sienna Sheriff Contract Task Force – A. San Miguel asked if the group should continue to meet until they reach the 1-year point from their original evaluation to gather a full year’s worth of data. S. Denton stated that the group did not recommend any further action and, therefore, additional meeting time was not necessary.

A MOTION WAS MADE to disband the Sienna Sheriff Contract Task Force. **(On motions duly made, seconded and carried, the motion was passed)**

- Approved Emergency Preparedness Plan (External and Internal) – A. San Miguel requested two minor changes to the plan: 1) regarding locations where hard-copy notices are posted, reduce the number of locations at the Club Sienna complex and add the Steep Bank Pool location; and 2) revise the verbiage about vendors to be “possible vendors” rather than “preferred vendors”.

A MOTION WAS MADE to approve the external and internal Emergency Preparedness Plans, contingent upon two minor changes. **(On motions duly made, seconded and carried, the motion was passed)**

## OWNER INPUT TIME

A. San Miguel opened Owner Input Time at 9:01 a.m. There was one resident, Jannine Thompson, from the Village of Shipmans Landing, who had requested to address the Board via Zoom. The concern she expressed was over the time frame permitted for the display of a particular flag. The Board thanked her for her input and stated that they would review the situation further. There was a second resident, Rolly De Meza, Steep Bank East Village Rep., who had submitted an email to the Board with questions regarding gated neighborhood assessments and statistics provided to Association Staff by the Fort Bend County Sheriff's Office. Staff will respond.

- Financial Reports

- Accepted Preliminary March 31, 2023 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 90.7% collected for 2023.
- Reviewed 1<sup>st</sup> Quarter Financial Projection-M. Dei summarized the information and noted that a small surplus is projected.

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

- 2022 Audit Update-M. Dei reported that the audit is underway and is expected to be completed by the end of May, 2023.
- Considered Request from Sanctuary Gated Neighborhood to Change Their 2023 Neighborhood Assessment-S. Denton spoke of the background behind this request. When the 2023 Sanctuary Budget was created, feedback was requested from the Sanctuary Gated Neighborhood Committee (GNC). None was received until much later when the assessment statements were received in the mail. Staff met with Sanctuary residents and discussed their concerns. M. Dei presented 2 alternatives to their current assessment, one of which is from the GNC. Michael explained that the GNC requested an assessment decrease (to \$5,820.00/unit) resulting in a 45.71% funded reserve balance. The original budgeted assessment (\$8,818.00/unit) results in a 64.55% funded reserve balance. An alternative assessment decrease (to \$6,735.00/unit) would result in a 50.34% funded reserve balance.

**A MOTION WAS MADE to decrease the Sanctuary 2023 neighborhood assessment from \$8,818/unit to \$6,735/unit to keep the percent funded in reserves closer to 50%. (On motions duly made, seconded and carried, the motion was passed)**

A. San Miguel closed Owner Input Time at 9:37 a.m.

- Approved Additional Reserve Funds for Plant Replacements – T. Goodell explained that a number of cul de sacs and monument signs are in need of landscape replacements due to the winter freezes. He presented proposals from contractors and photos of the actual sites needing attention.

**A MOTION WAS MADE to approve the use of unbudgeted reserve funds to replace landscaping in cul de sacs and near monument signs throughout the community; and to authorize S. Denton to execute work orders with Terra Landscape Service and Texas Landscape Group to perform the work. (On motions duly made, seconded and carried, the motion was passed)**

- Approved Pecan Estates Vote on Cameras and Related Special Assessment – T. Goodell explained that, due to the frequent damage to the Pecan Estates Neighborhood gates, the Pecan Estates Gated Neighborhood Committee (GNC) has asked if a second vote could be held to add cameras to the entrance of the neighborhood. A vote was conducted in 2022 but did not result in enough participation to result in any changes. Adding cameras could potentially result in cost recovery from those vehicles who cause gate damage.

**A MOTION WAS MADE** to proceed with a vote on the addition of cameras at the entrance of the Pecan Estates Gated Neighborhood; and to approve a special assessment, if approved by the neighborhood. **(On motions duly made, seconded and carried, the motion was passed)**

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - **Construction Services with Classic Sports; and Lighting Services with MUSCO for the Pickleball Courts**-L. Cox presented the 3 bids received for the construction of the 4 pickleball courts and the bid for court lighting from MUSCO. She noted that MUSCO is considered a sole source contractor for the court lighting system due to the web-based Control Link System, used for efficient control of the lights. She also stated that the funding for this project is being shared with the Sienna Community Services Foundation, Sienna Community Association-Community Enhancement Funds and Toll-GTIS. Based on the proposals, the project may come in under budget which would reduce those entities' contributions.

**A MOTION WAS MADE** to authorize S. Denton to enter into an agreement with Classic Sports for construction of the 4 pickleball courts at the Club Sienna site; and with MUSCO Lighting for provision and installation of lighting at the new pickleball facility. **(On motions duly made, seconded and carried, the motion was approved)**

- **Landscape Services with Terra Landscape and Texas Landscape Group from 2024-2028**-T. Goodell presented a recommendation from the Associations' Professional Horticultural Consultant, Dr. Watson, stating that the current landscape service providers were 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 and Texas Landscape Group for landscape services from 2024-2028.

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

- **Pool Management Services with Greater Houston Pool Management 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)**

- **Tennis Court Light Replacement with MUSCO in 2023-L.** Cox explained that Staff is requesting \$66,000 (over and above the budgeted reserve replacement amount), in equal parts from both the SCA Community Enhancement Fund and the Sienna Community Services Foundation, to replace the lighting at the Club Sienna tennis facility with an upgraded LED lighting system. This was presented the SRA Board as an information item.
- **Cost-Sharing and Operating Agreement with SRMUD for Maintenance Facility Driveway Project-T.** Goodell stated that the Sienna Regional Municipal Utility District (SRMUD) will contribute 50% of the cost on installing a concrete driveway for the maintenance facility and then SRA will handle ongoing maintenance of the driveway.

A MOTION WAS MADE to authorize S. Denton to execute a cost-sharing and maintenance agreement with SRMUD for the maintenance facility driveway, contingent upon full funding of the project; and SRA's share being funded by use of the contingency in the maintenance facility budget or a contribution from SPOA. **(On motions duly made, seconded and carried, the motion was approved)**

- Discussed/Adopted Policies:
  - **Community Fences Guideline and Railroad Maintenance Policy-A.** San Miguel noted that the toll road wall was shown on the policy's attached map but was not reference in the policy content.

A MOTION WAS MADE to table the Community Fences Guideline and Railroad Wall Maintenance Policy so that the toll road wall discrepancy can be resolved. **(On motions duly made, seconded and carried, the motion was approved)**

- **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 passed)**

- **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. It also what commercial vehicles and RVs are permitted. She noted that the Association's Attorney had reviewed this combined version.

A MOTION WAS MADE to adopt the Parking Rules and Regulations. **(On motions duly made, seconded and carried, the motion was passed)**

- Other Action Items-There were no other action items to discuss.

#### **NEW BUSINESS**

- 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. She also noted that we are awaiting a quote on an Active Shooter Policy, which will be presented to the Board for consideration.

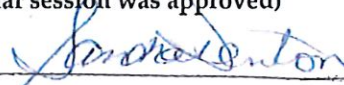
- Residential Review Guidelines Update-L, Cox shared that a draft will be provided to the Board for review at their August meeting.
- Other New Business-There was no other new business to discuss.

**UPDATES ON OLD BUSINESS**

- 2023 2<sup>nd</sup> Quarter Business Plan Update-L, Cox shared the 2<sup>nd</sup> quarter update, to date, of the 2023 Business Plan.
- Maintenance Facility Update-T. Goodell reported that the construction is progressing.
- Legislative Update-S. Denton provided an update on the status of a large number of bills potentially impacting homeowners associations.
- Other Major Projects Underway for 2023-C. Hernandez gave a status update on the amenity access project and the new website.
- Other Updates-There were no other updates on which to report.


A MOTION WAS MADE to adjourn the Regular Session meeting at 10:34 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 May 15, 2023 by the Board of Directors.

Approved by: \_\_\_\_\_

  
Derek Goff, Secretary and Treasurer

**EXHIBIT A**

**SRA DRV Matters**  
**Accounts needing Board Authorization to File Suit**  
**5-2-23 Board Meeting**

account_id
1319554
1316638

**EXHIBIT B**

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**April/May 2023**

111 accounts

account_id
1223925
1232547
1104251
1298361
1134438
1228904
1236572
1000889
1368411
1312182
1169513
1238745
1283389
1249462
1266238
1301698
1261343
1040496
1367221
1083929
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1008221
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