



**SRA BOARD OF DIRECTORS
MEETING MINUTES**

DATE: August 1, 2023
PLACE: Regular Session – Hybrid Meeting: Board and Staff In-Person and via conference call;
Guests via Zoom Digital Meeting
ATTENDING: Alvin San Miguel, President
Bill Chrisman, Vice-President
Derek Goff, Board Member (via conference call)
Charlotee Cantu, Board Member
Patti Gallagher, Board Member
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

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.)**

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, Kyle Ferachi, Ramona Mishaga and Ernest Stalnaker. Seven (7) other residents were viewing.

OWNER INPUT TIME

A. San Miguel opened Owner Input Time at 9:01 a.m. There were two residents who had submitted emails to the Board prior to the meeting and each was permitted to speak with a 3-minute limit. David Atwood, from the Village of Steep Bank East, had two questions. His first question was related to the number of lots in SRA owned by residents versus the developer, in relation to how long the developer will control the Board. A. San Miguel explained that Staff will follow up with him on this subject. His second question was about how MUD 2 residents' assessment will be affected by the MUD 2 annexation into the City of Missouri City? A. San Miguel stated that there will be a report on annexation covered later in the meeting.

There was a second resident, Ernest Okeke, from the Village of Bees Creek, who had questions about the Toll Road Wall at the back of his property and a letter he received from the Association regarding his front lawn. A. San Miguel stated that Staff would reach out to him directly to address his questions.

F:\SPRAI\Board\Minutes-RAI-keep indefinitely\2023 Minutes\SRA Board Meeting Minutes-8-1-2023.doc

Residential Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778
Fax 281.778.0779

ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS

- Ratified Electronic Decision to Authorize S. Denton to Purchase Replacement Gator Prior to Scheduled Time.
- Ratified Electronic Decision to Approve Minutes from May 2, 2023 SRA Board of Directors Meeting.
- Ratified Electronic Decision to Authorize S. Denton to Bind Executive & HOA Packages, Excess Liability, Automobile, Workers Compensation and Professional Liability Policies for 2023-2024 Renewal.
- Ratified Electronic Decision to Authorize Use of Additional Reserve Funds for Tennis Court Lighting Project.
- Ratified Electronic Decision to Accept the 2022 SRA Draft Audit and to Authorize A. San Miguel to Sign Management Representation Letter (when available).
- Ratified Electronic Decision to Authorize Use of Reserve Funds to Replace Club Sienna Pool Filters Prior to Scheduled Time.

CONSENT AGENDA ITEMS-

- Acknowledged advance receipt of Board package.
- Appointed New Landscape Committee Member: LaTrina Kingsbury – *The SRA Board of Directors appointed LaTrina Kingsbury to serve on the Landscape Committee.*
- Appointed Modifications Sub-Committee Chair and Vice Chair – *The SRA Board of Directors appointed Nicole Warren as Chair and Pete Saulino as Vice Chair of the 2023 Modifications Sub-Committee.*
- Approved Revised Committee Charters– *The SRA Board of Directors approved revised committee charters for: Finance Advisory Committee, Gated Neighborhood Committees, Hearing Advisory Committee, Landscape Committee and Modifications Sub-Committee.*

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

ACTION ITEMS

- Financial Reports
 - Accepted Preliminary June 30, 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 94.9% collected for 2023.
 - Update on Reserve Report-M. Dei stated that the final version of the reserve report should be completed this month.
 - Reviewed 2nd Quarter Financial Projection-M. Dei summarized the information and noted that, currently, an operating surplus is projected. He also noted that the 2022 Audit is completed and has been accepted by the Board.

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

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
None

- Discussed/Adopted Policies:

- **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.
- **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.

A MOTION WAS MADE to adopt the Club Sienna Racket Sports (Tennis & Pickleball) Complex Policy. (On motions duly made, seconded and carried, the motion was passed)

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

- **Community Fences and Walls Guideline and Policy-S.** Denton explained that this policy has been revised to incorporate not just the standard Community Fences which are wood, brick, etc.; but the Railroad Walls and Toll Road Walls, using the prior existing policies for each.

A MOTION WAS MADE to adopt the Community Fences and Walls Guideline and Policy. (On motions duly made, seconded and carried, the motion was passed)

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

A MOTION WAS MADE to approve the revisions within the Decorations, Signage and Religious Items Policy, including the typographical error corrections. (On motions duly made, seconded and carried, the motion was passed)

- **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.
- **Residential Dedicatory Instrument Enforcement and Fine Policy-D.** Roberts explained 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 passed)

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

NEW BUSINESS

- Sienna MUD 2 Annexation-S. Denton summarized the potential annexation of Sienna MUD 2 by the City of Missouri City and the impacts of the annexation to the Association. Related to this subject, S. Denton requested action from the Board, as follows:

1. Authorize S. Denton to enter into an agreement with the City of Missouri City for maintenance of the public right of way (ROW) on Sienna Parkway, once the terms are acceptable to the Association and the Association's attorney has reviewed.
2. Authorize S. Denton to enter into agreement(s) with Sienna MUD 2 for various projects with SRA, to include (but not limited to): conversion of wood wall along Steep Bank Trace in the MUD 2 section of the Village of Steep Bank East to a brick wall; park improvements to include (at least) Oakland Park, Hawkins Park, The Coves Park and Crosby Park.
3. Authorize S. Denton to enter into a contract with Hoggatt for the construction of the brick wall in the MUD 2 section of the Village of Steep Bank East.

A MOTION WAS MADE to authorize the 3 actions noted directly above. (On motions duly made, seconded and carried, the motion was passed)

- 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. She answered Board questions.

A MOTION WAS MADE to authorize S. Denton to bind Act of Workplace Violence and Stalking Threat Insurance, effective immediately. (On motions duly made, seconded and carried, the motion was passed)

- Reviewed Planning for 2024-S. Denton presented the Planning Schedule for 2024 and stated that the work is well underway.
- Other New Business-There was no other new business to discuss,

UPDATES ON OLD BUSINESS

- Legislative Update/Wrap Up-S. Denton noted that only 2 bills were passed affecting homeowners associations but no policy changes are required.
- 2023 2nd Quarter Business Plan Update-L. Cox shared the 2nd quarter update, to date, of the 2023 Business Plan.
- Maintenance Facility Update-T. Goodell reported that the progress has been delayed.
- Other Major Projects Underway for 2023-There were no additional projects on which to report.
- Other Updates-There were no other updates on which to report.

A. San Miguel asked to adjourn into Executive Session at 10:57 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 potential litigation matters were discussed.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 11:10 a.m.


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

RECONVENE INTO REGULAR SESSION

a. Report of Executive Session Action-

- o Deed Restriction Matter – The Board authorized Staff to proceed with turning the property, with the account #00130-5050, over to the attorney; if the violation is not cured before it is time to file a lawsuit.

A MOTION WAS MADE to adjourn the Regular Session meeting at 11:11 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 Aug. 9, 2023, by the Board of Directors.

Approved by: 
Derek Goff, Secretary and Treasurer