



**STHA BOARD OF DIRECTORS
MEETING MINUTES**

DATE: January 26, 2023
PLACE: Zoom Digital Meeting
PRESENT: Ron Brooks, President
Jeff Johnson, Vice President
John Barreda, Secretary/Treasurer
Sandra K. Denton, General Manager
Lisa Cox, Staff
Michael Dei, Staff
Troy Goodell, Staff
Cyndi Hernandez, Staff
Dana Ippoliti, Staff
Dami Roberts, Staff

R. Brooks called the meeting to order at 9:01 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)

OWNER INPUT TIME

Owner Input Time was opened at 9:02 a.m. There were two who had joined in the webinar.

One resident, Ms. Lynda Carter, had sent an email message to the Board prior to the meeting inquiring about Townhome owners on the Board. S. Denton responded to the inquiry by stating that currently 35% of lots are owned by homeowners. State Law states that residents are elected to the Board when 75% of lots are owned by homeowners. She also noted that the Board is considering ways to involve the homeowners in Board activities.

A second resident, T. Lundy, posted a question regarding which areas were part of STHA as well as some comments. S. Denton responded electronically and requested an email address to be able to reach out individually to this resident.

ADMINISTRATIVE & ROUTINE MATTERS

- Ratified Electronic Decision to Approve Minutes from October 20, 2022 STHA Board of Directors Meeting.

CONSENT AGENDA

- Acknowledged Advance Receipt of Board Package.
- Appointed 2023 STHA Board of Directors Members and Officers.
- Approved 2023 STHA Board of Directors Meeting Schedule.

Townhome Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778
Fax 281.778.0779

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

ACTION ITEMS

- There was no Executive Session Action on which to report.
- **Financial Reports**
 - i. Reviewed Preliminary December 31, 2022, Financial Reports-M. Dei presented the reports and answered Board questions.
 - ii. Received Report on 2022 Collections-M. Dei stated that STHA is 88.23% collected through January 26, 2023.
 - iii. Approved Estimated Allocation of Excess 2022 Operating Funds-S. Denton explained that there was approximately \$24,828.00 in excess operating income for 2022. Additionally, the amount of \$19,960.22 had been previously allocated to an unrestricted fund to accommodate volatile property insurance rates. With owners now responsible for their own property insurance, this amount can be reallocated. The recommendation for the Board is to allocate both of these amounts to the STHA Reserve Fund.

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

A MOTION WAS MADE to allocate the excess operating income of approximately \$24,828.00 and \$19,960.22 from the unrestricted fund to the STHA reserve fund. (On motions duly made, seconded and carried, the motion was passed)

- **Unit Insurance**
 - i. Adopted Guideline for Proof of Insurance from Owner-S. Denton presented the guidelines outlining the type of documentation an owner can provide to STHA to verify that they have the unit coverage requirement.

A MOTION WAS MADE to adopt the Guideline for Proof of Insurance from Owner. (On motions duly made, seconded and carried, the motion was passed)

- ii. Discussed Status of Received Documentation and Next Steps-M. Dei noted that, out of the 148 total properties, 68 owners have met the insurance requirements; 27 have purchased the insurance but have not named STHA as an additional insured on the coverage; 53 have not responded that they have purchased the insurance. The Board and Staff discussed multiple options for reaching owners about the necessity of meeting the insurance requirements. The 209 notices which were sent expire February 10, 2023; so Management will provide the Board an update after that date.

- **Authorized S. Denton to Engage the Following Service Providers**
 - i. Audit Services with Ralph & Ralph for 2022 STHA Audit-M. Dei presented the engagement letter and answered Board questions.

A MOTION WAS MADE to authorize R. Brooks and S. Denton to sign the engagement letter from Ralph & Ralph for audit and tax services. (On motions duly made, seconded and carried, the motion was passed)

- Discussed/Adopted Policies:
 - i. None.
- Other Action Items-S. Denton explained that the SRA Purchasing & Contracting Policy has been followed for STHA actions, via the management agreement between SRA and STHA. Recently, Associations' legal counsel has advised the adoption of STHA Applicability of SRA Purchasing and Contracting Policy to formally document the authority.

A MOTION WAS MADE to adopt the STHA Applicability of SRA Purchasing and Contracting Policy. (On motions duly made, seconded and carried, the motion was passed)

NEW BUSINESS

- Accepted Annual Meeting Agenda-S. Denton presented the agenda draft and confirmed that Chesmar would not be making a presentation.

A MOTION WAS MADE to accept the STHA Annual Meeting Agenda with the Developer Update removed. (On motions duly made, seconded and carried, the motion was passed)

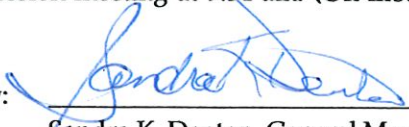
- Other New Business-There was none.

UPDATES

- STHA Annual Maintenance-T. Goodell presented a new report showing details on maintenance done on each STHA property. This will be regularly included in each Board package.
- Other Updates-There were none.

A MOTION WAS MADE to adjourn the regular session meeting at 9:54 am. (On motions duly made, seconded and carried, the motion was passed)

Prepared by:


Sandra K. Denton, General Manager

Approved at the January 26 2023 meeting of the Board of Directors.

Approved by:


J.Barreda (Feb 6, 2023 12:37 CST)

John Barreda,
Secretary