



STHA BOARD OF DIRECTORS
MEETING MINUTES

DATE: April 27, 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
Doug McGee, Staff

R. Brooks called the meeting to order at 9:00 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.)

R. Brooks asked to adjourn into the Executive Session meeting at 9:03 a.m.

A MOTION WAS MADE to call the Executive Session meeting to order. (On motions duly made, seconded and carried, the meeting was called to order.)

During the Executive Session, collections and deed restriction enforcement matters were discussed.

R. Brooks asked to adjourn the Executive Session and reconvene the Regular Session at 9:33 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 Executive Session meeting was adjourned, the Regular Session was reconvened and the agenda was accepted.)

All present were welcomed. Two residents were viewing the meeting.

OWNER INPUT TIME

Owner Input Time was opened at 9:34 a.m. Two residents provided input.

One resident, Ms. Barbara Quandt, had sent an email message to the Board prior to the meeting inquiring about exterior maintenance. Specifically, she asked about the process/procedures for reporting maintenance requests. T. Goodell noted that owners can either use the ReportIt app or reach out via email to operations@clubsienna.com. Staff had already reached out to Ms. Quandt and her maintenance order was scheduled to be handled the week following the meeting.

Townhome Association

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Missouri City, TX 77459
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A second resident, Ms. Trina Lundy, posted multiple questions through the Zoom Q&A feature regarding the logistics surrounding the start time of the STHA Board Meeting and where to find the meeting agenda. S. Denton and L. Cox responded.

ADMINISTRATIVE & ROUTINE MATTERS

- Ratified Electronic Decision to Authorize S. Denton to Bind Property Insurance Extension (this authorization was from 2022 but was missed on the last agenda).
- Ratified Electronic Decision to Approve Minutes from January 26, 2023, STHA Board of Directors Meeting.
- Ratified Electronic Decision to Approve Conflict of Interest & Whistleblower Policies.

CONSENT AGENDA

- Acknowledged Advance Receipt of Board Package.
- Acknowledged 2023 STHA Annual Meeting Minutes.
- Set 2024 Annual Meeting Date as Thursday, February 15, 2024 and Confirmed Meeting Format as Virtual.
- Approved Annual Letter to STHA Residents, included within Sienna Emergency Preparedness Manual.

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

ACTION ITEMS

- Report on Executive Session Action-The Board authorized the attorney to proceed with filing assessment collection lawsuits on 25 accounts (see exhibit A) if they have not paid or entered into 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. Additionally, the Board authorized the attorney to proceed with filing deed restriction violation lawsuits on 11 accounts (see exhibit B) due to their failure to provide property insurance for the exterior of their unit. The owners will have to pay for any related costs on the lawsuit.
- Financial Reports
 - i. Reviewed Preliminary March 31, 2023, Financial Reports-M. Dei presented the reports and answered Board questions.

A MOTION WAS MADE to accept the Preliminary March 31, 2023 Financials. (On motions duly made, seconded and carried, the motion was passed)

- ii. Update on Collections-M. Dei stated that STHA is 80.65% collected for 2023.
- iii. Reviewed 1st Quarter 2023 Projection-M. Dei submitted the 1st Quarter 2023 STHA Projection to the Board for review and answered questions.

A MOTION WAS MADE to accept the STHA 1st Quarter 2023 Projection. (On motions duly made, seconded and carried, the motion was passed)

- iv. 2022 Audit Update-M. Dei stated that the audit is currently underway and will be completed by the end of May.
- Authorized S. Denton to Engage the Following Service Providers:
 - i. None.

- Discussed/Adopted Policies:
 - i. Association Contracts with Board Members Policy-S. Denton 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 Association Contracts with Board Members Policy. (On motions duly made, seconded and carried, the motion was passed)

- Other Action Items-S. Denton stated that there were no other action items to discuss.

NEW BUSINESS

- 2023 Insurance Renewals-L. Cox stated that quotes, for corporate policies, are expected to arrive shortly before the May 20th renewal date. The Board will be asked to act electronically to authorize S. Denton to bind the insurance, due to the timing.
- Considered Establishing a Resident Advisory Council-S. Denton presented the Board with an STHA Resident Advisory Council Charter and application. She then explained that the Board, if they so desire, will establish the council. Then, a mailing (with the application enclosed) would be sent to all members. The Board would ultimately appoint 3 members. She also clarified that the council would have no authority; but, instead, would act as a recommending body to the Board.

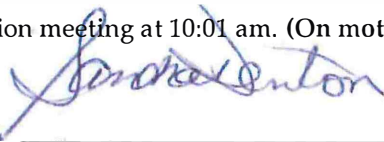
A MOTION WAS MADE to establish the STHA Resident Advisory Council and approve the related charter and application. (On motions duly made, seconded and carried, the motion was passed)

- Other New Business-There was none.

UPDATES

- STHA Annual Maintenance-T. Goodell presented the report showing details on maintenance done on each STHA property.
- Other Updates-There were none.

A MOTION WAS MADE to adjourn the regular session meeting at 10:01 am. (On motions duly made, seconded and carried, the motion was passed)

Prepared by: 
Sandra K. Denton, General Manager

Approved ^{electronically on} at the May 10 2023 ^{by} meeting of the Board of Directors.

Approved by: 
John Barreda,
Secretary

EXHIBIT A

STHA Collection Matters

Accounts needing Board Authorization to File Lawsuit

4/27/2023

25 accounts

1352553
1356119
1340442
1389416
1376403
1374560
1389445
1391488
1388763
1361984
1354580
1359750
1331969
1368903
1389403
1336618
1389380
1357590
1356135
1332683
1389814
1388815
1358010
1392898
1368880

EXHIBIT B

STHA Deed Restriction Matters

Accounts needing Board Authorization to File Lawsuit

4/27/2023

11 accounts

1340947
1336618
1376380
1368550
1370535
1388763
1389416
1349210
1352553
1346608
1368903