



SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES

DATE: October 23, 2023
PLACE: Zoom Meeting
ATTENDING: Jim Jenkins, President (via Zoom)
Alvin San Miguel, Vice President (via Zoom)
Steven Brumfield, Secretary/Treasurer (via Zoom)
Sandra K. Denton, General Manager
Lisa Cox, Staff Michael Dei, Staff
Debbie Gallardo, Staff Troy Goodell, Staff
Cyndi Hernandez, Staff Dana Ippoliti, Staff
Doug McGee, Staff Andy Peal, Staff
Dami Roberts, Staff (via Zoom)

1. J. Jenkins 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 motion was passed.)**

J. Jenkins proceeded to welcome all present. Per the Zoom attendees screen, three Sawmill Lake Village Representatives were in attendance: Mr. Chris Auld, Ms. Judy Barr and Ms. Jamyla Mitchell. There were 2 others present via Zoom.

2. **OWNER INPUT TIME**

J. Jenkins opened Owner Input Time at 9:01 a.m. No residents had sent in messages prior to the meeting and no Zoom attendees utilized the chat feature to address the Board.

3. **ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS**

- a. Ratified Electronic Decision to Approve Minutes from the August 3, 2023 SCA Board of Directors Meeting.
- b. Ratified Electronic Decision to Accept Grant Advisory Committee's August Recommendations:
 - i. Fund the Grant to the Sienna Associations in the Amount of \$2,001.39 (SCSF is contributing \$2,001.39 toward the total cost of \$4,002.78) for Safety Equipment Related to Active Attack/Shooter Events.
 - ii. Appoint Casey Giannetti to Grant Advisory Committee.
 - iii. Fund the Renewal Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00126-1178 (DW).
 - iv. Fund the Grant to the Ridge Point High School Theatre Department in the Amount of \$9,748.37 (SCSF is contributing \$9,748.37 toward the total cost of \$19,496.74) for 20 Wireless Microphone Systems.

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Community Association
9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778
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- c. Ratified Electronic Decision to Approve Additional Funding from SCA-CEF for Maintenance Building.
- d. Ratified Electronic Decision to Approve Annual Meeting & Village Representative Election Matters.
- e. Ratified Electronic Decision to Approve Revised Village Representative & Committee Policy.
- f. Ratified Electronic Decision to Appoint Village Representative Elections Committee.
- g. Ratified Electronic Decision to Approve Expenditure of Reserve Funds (Budgeted for 2024) for Sawmill Gym Flooring.
- h. Ratified Electronic Decision to Approve Expenditure from SCA-CEF for Sawmill Lake Event Pavilion TVs.
- i. Ratified Electronic Decision to Fund the Grant to the Sienna Associations in the Amount of \$46,200.00 (SCSF is contributing \$46,200.00 toward the total cost of \$92,400.00) for the Association Office Renovation.

4. CONSENT AGENDA ITEMS

- a. Acknowledged advance receipt of Board package.
- b. Adopted Racket Sports Court Reservation Fee-the SCA Board of Directors approved an \$8.00 per reservation fee to book racket courts which results in an update to the Sienna Associations Residential Fee Schedule.

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

5. ACTION ITEMS

- a. Approved 2024 Business Plan-L. Cox presented highlights from the 2024 Business Plan and noted that there are longer-term plans included, through 2028.
- b. Financial Reports
 - i. *September Financial Reports-M.* Dei stated that the financial reports will be routed separately, when ready, but no later than November 6, 2023.
 - ii. *Reviewed Summary of Grants-D.* Ippoliti presented the current 2023 Summary of Grants and answered Board questions.
 - iii. *Accepted 2024 Reserve Reports-M.* Dei presented the 2024 SCA Reserve Study and stated that, in comparison to the Reserve and Capital Policy goals, 4 of 4 goals are met. At the end of 2024, the reserve fund is budgeted to be 74.5% funded.

A MOTION WAS MADE to accept the 2024 SCA Reserve Study. (On motions duly made, seconded and carried, the motion was passed)

The 2024 Forest Landing Neighborhood Reserve Study shows that its reserve fund is budgeted to be 192% funded by the end of 2024, meeting its Reserve and Capital Policy goal of being no less than 100% funded.

A MOTION WAS MADE to accept the 2024 Forest Landing Reserve Study. (On motions duly made, seconded and carried, the motion was passed)

The 2024 Fox Bend Neighborhood Reserve Study shows that its reserve fund is budgeted to be 69.8% funded by the end of 2024, falling some shy of its Reserve and Capital Policy goal of being no less than 100% funded.

A MOTION WAS MADE to accept the 2024 Fox Bend Reserve Study. (On motions duly made, seconded and carried, the motion was passed)

The 2024 Parkway Place Neighborhood Reserve Study shows that its reserve fund is budgeted to be 271% funded by the end of 2024, meeting its Reserve and Capital Policy goal of being no less than 100% funded.

A MOTION WAS MADE to accept the 2024 Parkway Place Reserve Study. (On motions duly made, seconded and carried, the motion was passed)

J. Jenkins closed Owner Input Time at 9:34 a.m.

- iv. Approved 2024 SCA & Neighborhoods Budgets and Set Assessments for SCA & Neighborhoods-S.* Denton stated that Staff had researched assessment rates at other master-planned associations in Texas and nationally; and the proposed 4% increase to the SCA assessment was on the lower end of the range. She then proceeded to go through highlights from the 2024 SCA Budget and answered Board questions.

A MOTION WAS MADE to approve the 2024 SCA Budget and set the 2024 assessment at \$1,485.00/unit. (On motions duly made, seconded and carried, the motion was passed)

M. Dei presented the 2024 Gated Neighborhood and Special Service Area Budgets. He stated that he had met with Beazer Homes (Forest Landing Developer) and, as a result of owners taking on the responsibilities of: carrying exterior unit insurance; and handling exterior maintenance, the 2024 assessment will be lower.

A MOTION WAS MADE to approve the 2024 Forest Landing Budget and set the 2024 assessment at \$1,760.00/unit. (On motions duly made, seconded and carried, the motion was passed)

M. Dei then presented the 2024 Fox Bend Budget and answered Board questions.

A MOTION WAS MADE to approve the 2024 Fox Bend Budget and set the 2024 assessment at \$1,495.00/unit. (On motions duly made, seconded and carried, the motion was passed)

Finally, M. Dei presented the 2024 Parkway Place Budget and stated that he will be meeting with HistoryMaker (Parkway Place Developer) soon to discuss the two options for the 2024 assessment. Similar to Forest Landing, the owners in Parkway Place will be taking on the responsibility of carrying exterior unit maintenance. The two options are for the assessment to remain the same as in 2023; or decrease by 37%.

A MOTION WAS MADE to approve the 2024 Parkway Place Budget and set the 2024 assessment at \$3,034.00/unit, pending input from HistoryMaker. (On motions duly made, seconded and carried, the motion was passed)

- c. Authorized Use of Operating Funds for Tree Replacements-T. Goodell shared with the Board that many common area trees experienced significant decline due to last winter's freeze and this summer's drought. Proposals were requested from 3 contractors and 1 responded. Also included in the proposal was purchase and installation of irrigation bubblers in section 19. J. Jenkins stated that Toll-GTIS would cover the cost of the irrigation bubblers.

A MOTION WAS MADE to approve the use of operating funds in the amount of \$256,852.00 for tree replacement and installation of irrigation bubblers in section 19; and to authorize S. Denton to engage Greenyard to provide materials and perform the work. **(On motions duly made, seconded and carried, the motion was passed)**

- d. Approved Contractors and Authorized S. Denton to Sign Contracts For:
 - i. Supplemental Patrol Services with the Fort Bend County Sheriff's Office for 1 Year: 2023-2024-D. Ippoliti presented the new contract information, which provides a total of 7 officers (5 paid for by the Associations; and 2 by the MUDs). The overall cost increase from last year to this year was just over 3%.

A MOTION WAS MADE to authorize S. Denton to execute the revised contract with the Fort Bend County Sheriff's Office for supplemental patrol services from 2023-2024. **(On motions duly made, seconded and carried, the motion was passed)**

- ii. Racket Sports Operations with Risher Fitness for 4 Years: 2024-2027-A. Peal stated that, in an effort to broaden the reach of racket sports in Sienna and add additional depth to the customer experience, a new method of managing the racket sports operations has been evaluated. Risher Fitness Management (who currently manage the Brushy Lake and Sawmill Fitness Centers in Sienna) has presented a proposal for managing the racket sports in Sienna, which incorporates the current tennis personnel.

A MOTION WAS MADE to authorize S. Denton to execute a contract with Risher Fitness Management for racket sports operations for 4 years: 2024-2027. **(On motions duly made, seconded and carried, the motion was passed)**

- e. Approved Sawmill Lake Events Pavilion Rental Rates:-D. Gallardo presented the proposed rates for the new Sawmill Lake Events Pavilion (comparable to the Sawmill Lake Club rates) and noted that this addition has resulted in the need to revise the Facility Rental Policy. Additionally, she recommended that the Saturday hours at the Sawmill Lake Club be extended on Saturdays (from 9am to 9pm) and that the Sawmill Lake Events Pavilion hours will be the same, upon opening.

A MOTION WAS MADE to approve the revised Facility Rental Policy; the rental rates for the Sawmill Lake Events Pavilion (\$2.76/square foot); and the extended Saturday hours for the Sawmill Lake Club (9am-9pm), which will match the hours at the Sawmill Lake Events Pavilion, when it opens. **(On motions duly made, seconded and carried, the motion was passed)**

- f. Discussed/Adopted Policies:
 - i. Anti-Discrimination/Harassment Policy-S. Denton explained that, due to an increase throughout the community association industry on claims that an association has discriminated against an owner, our Attorney has recommended that we adopt this policy to document the Associations' zero tolerance for harassment and discrimination.

A MOTION WAS MADE to adopt the Non-Discrimination and Anti-Harassment Policy. (On motions duly made, seconded and carried, the motion was passed)

- ii. **Assistance Animal Accommodation Request Policy-S.** Denton stated that this policy was crafted to document how the Associations' will handle requests for service and support animals (assistance animals) and reviewed by the Attorney.

A MOTION WAS MADE to adopt the Assistance Animal Accommodation Request Policy. (On motions duly made, seconded and carried, the motion was approved)

- iii. **Revised Document Retention Policy-D.** Ippoliti stated that, in an effort to refine Staff's focus on archiving both hard-copy and digital documents, the retention table in the policy was revised to make it more applicable to our business. Association Attorneys reviewed and approved the recommended changes.

A MOTION WAS MADE to adopt the revised Document Retention Policy. (On motions duly made, seconded and carried, the motion was approved)

- iv. **Neighborhood Assessments Policy-S.** Denton explained that the current Neighborhood Assessments Policy needs updating to incorporate newer gated neighborhoods, as well as other non-gated neighborhoods with special services such as lawn maintenance, exterior building maintenance, etc. While the policy is not yet completed by the Attorney, S. Denton asked the Board to approve the policy in concept, based on a draft of content revisions to the Neighborhood Expenses section.

A MOTION WAS MADE to adopt the revised Neighborhood Assessments Policy, in concept. (On motions duly made, seconded and carried, the motion was passed)

- v. **Property Modification & Maintenance Guidelines-L.** Cox presented the final version of the document for the Board's approval. She also noted that there are 7 stand-alone policies that were incorporated into the new guidelines. A communication plan will be implemented to publicize the document which will be effective January 1, 2024.

A MOTION WAS MADE to adopt the Property Modification & Maintenance Guidelines (formerly the Residential Review Guidelines). (On motions duly made, seconded and carried, the motion was approved)

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

8. NEW BUSINESS

- a. Reviewed Draft Agenda for the 2023 Annual Meeting-S. Denton presented the draft agenda for the 2023 Annual Meeting.

A MOTION WAS MADE to accept the draft agenda for the 2023 Annual Meeting. (On motions duly made, seconded and carried, the motion was approved)

- b. Active Shooter Insurance-L. Cox presented a policy which included information to answer many of the Boards' prior questions. The Board had further questions.

A MOTION WAS MADE to table a decision on approving active shooter insurance coverage to allow Staff time to research a third-party crisis management/contractual option. (On motions duly made, seconded and carried, the motion was approved)

c. Other New Business-S. Denton reported that there was no other new business to discuss.

9. UPDATES ON OLD BUSINESS

- a. Pickleball Update-A. Peal reported on the latest progress at the pickleball courts.
- b. Maintenance Facility Update-T. Goodell stated that the permit is expected within the next few weeks and construction can resume.
- c. 2023 3rd Quarter Business Plan Update-L. Cox shared the 3rd quarter update of the 2023 Business Plan.
- d. Developer Update-A. San Miguel provided a Developer Update.
- e. Other Major Projects Underway for 2023-There were no updates on other major projects to report.
- f. Other Updates-There were no other updates on which to report.

A MOTION WAS MADE to adjourn into Executive Session at 11:27am and call the Executive Session to order. (On motions duly made, seconded and carried, the motion was approved)

During the Executive Session collection matters were discussed.

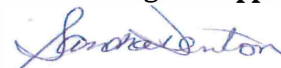
A MOTION WAS MADE to adjourn the Executive Session and reconvene the Regular Session at 11:30am. (On motions duly made, seconded and carried, the motion was approved)

10. EXECUTIVE SESSION ACTION

- a. Report on Executive Session Action-The Board authorized the attorney to proceed with filing assessment collection lawsuits on 81 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.

A MOTION WAS MADE to adjourn the Regular Session meeting at 11:31am. (On motions duly made, seconded and carried, the decision to adjourn the meeting was approved)

Prepared by:



Sandra K. Denton, General Manager

Approved electronically on November 2 20 23, by the Board of Directors.

Approved by:



Jimmie F. Jenkins, President

SCA Collection Matters

**Accounts needing Board Authorization to File Suit
October 2023**

81 accounts

Reported in prior Qtr
Accounts added

account_id
1261291
1330957
1365045
1288339
1375886
1376542
1323799
1406085
1406111
1404922
1404993
1372384
1343562
1378786
1320239
1349469
1344192
1341412
1417786
1407220
1417841
1300945
1403884
1351143
1375763
1417524
1418662
1338894
1327724
1328613
1351321
1406399
1410903
1364363
1370111
1407204
1407217
1382691
1389759
1328642
1389555
1393538

SCA Collection Matters

**Accounts needing Board Authorization to File Suit
October 2023**

81 accounts

**Reported in prior Qtr
Accounts added**

account_id
1383205
1361104
1274657
1332337
1360286
1406603
1359983
1368314
1399312
1325810
1365511
1350199
1357503
1327795
1367467
1340374
1418031
1417809
1313631
1417579
1418730
1418659
1417304
1273247
1417906
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