



**CONSENT AGENDA ITEMS-**

- Acknowledged advance receipt of Board package.
- Approved Minutes from September 12, 2023, SRA Board of Directors Special Meeting–The SRA Board of Directors approved the minutes from the September 12, 2023 SRA Board Special Meeting.
- Adopt Racket Sports Court Reservation Fee–A. *San Miguel requested that this item be pulled from the consent agenda and added to Action Items to be discussed along with the racket sports operations contract item.*

A MOTION WAS MADE to approve the revised Consent Agenda, with the removal of the item regarding the racket sports court reservation fee. (On motions duly made, seconded and carried, the motion was passed)

**ACTION ITEMS**

- Approved 2024 Business Plan-L. Cox presented highlights from the 2024 Business Plan and noted that there are longer-term plans included, through 2028.
- Financial Reports
  - September Financial Reports-M. Dei stated that the financial reports will be routed separately, when ready, but no later than November 6, 2023.
  - Accepted 2024 Reserve Reports for SRA and the Gated Neighborhoods-M. Dei presented the SRA Reserve Study and stated that, in comparison to the Reserve and Capital Policy goals, 3 of 4 goals are met by SRA. At the end of 2024, the SRA reserve fund is budgeted to be 29.43% funded.

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

Prior to presenting the 2024 Gated Neighborhood Reserve Studies, M. Dei stated that while the current goal for funding these reserve funds is 100% fully funded; the Finance Advisory Committee is revisiting this goal and it may end up in the range of 70-100% funded.

The 2024 Avalon Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 88.7% funded by the end of 2024.

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

The 2024 Commanders Point Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 98.2% funded by the end of 2024.

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

The 2024 Forest Isle Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 58.2% funded by the end of 2024.

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

The 2024 Pecan Estates Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 72.15% funded by the end of 2024.

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

The 2024 Sanctuary Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 50.5% funded by the end of 2024.

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

The 2024 Sorrento Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 72.63% funded by the end of 2024.

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

The 2024 Vieux Carre Gated Neighborhood Reserve Study shows that its reserve fund is budgeted to be 62.2% funded by the end of 2024.

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

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

- Approved 2024 Budgets and Set Assessment for SRA & 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 SRA assessment was on the lower end of the range. She then proceeded to go through highlights from the 2024 SRA Budget and answered Board questions.

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

M. Dei presented 2024 Gated Neighborhood Budgets. He noted that he had requested feedback from all Gated Neighborhood Committee Members and had met with some, in person. As a result of these meetings, some assessment recommendations have multiple scenarios as suggested by the Gated Neighborhood Committee members.

The 2024 Avalon Gated Neighborhood Budget incorporates a 24.46% assessment increase to move the neighborhood's reserve fund closer to 100%. The recommended 2024 Avalon assessment is \$495.00.

**A MOTION WAS MADE to approve the 2024 Avalon Gated Neighborhood Budget and set the 2024 assessment at \$495.00. (On motions duly made, seconded and carried, the motion was passed)**

The 2024 Commanders Point Gated Neighborhood Budget incorporates a 3.21% assessment increase to move the neighborhood's reserve fund closer to 100%. The recommended 2024 Commanders Point assessment is \$2,526.00.

**A MOTION WAS MADE to approve the 2024 Commanders Point Gated Neighborhood Budget and set the 2024 assessment at \$2,526.00. (On motions duly made, seconded and carried, the motion was passed)**

Because of the small size of the Forest Isle Gated Neighborhood (less than 20 houses), their Gated Neighborhood Committee requested that the Board consider an exception to maintaining a 100% fully funded reserve balance. The residents are willing to absorb a special assessment if their fund balance drops below 50% for some unexpected expense. Therefore, the 2024 Forest Isle Gated Neighborhood Budget incorporates a 39.01% assessment decrease. The recommended 2024 Forest Isle assessment is \$5,457.00.

**A MOTION WAS MADE to approve the 2024 Forest Isle Neighborhood Budget and set the 2024 assessment at \$5,457.00. (On motions duly made, seconded and carried, the motion was passed)**

The 2024 Pecan Estates Gated Neighborhood Budget incorporates a 3.08% assessment increase to move the neighborhood's reserve fund closer to 100%. The recommended 2024 Pecan Estates assessment is \$1,070.00.

**A MOTION WAS MADE to approve the 2024 Pecan Estates Gated Neighborhood Budget and set the 2024 assessment at \$1,070.00. (On motions duly made, seconded and carried, the motion was passed)**

The Sanctuary Gated Neighborhood Committee requested that the Board consider an exception to the goal of maintaining a fully-funded reserve fund. They suggested two alternate scenarios: a) to carry a lump sum of \$120,000.00 in the fund (which is less than 50% funded); or b) to keep the reserves at a 50% funded level. The Board discussed the requests and the 2024 Sanctuary Gated Neighborhood Budget incorporates a 20.80% assessment decrease. The recommended 2024 Sanctuary assessment is \$5,334.00. Additionally, the committee asked the Board to consider transferring interest earned from the reserve fund to the Sanctuary Gated Neighborhood operating fund. The Board asked Staff to analyze this request further. Also, the committee asked the Board to transfer the guard house costs to SRA, as a whole. The Board did not accept this request.

**A MOTION WAS MADE to approve the 2024 Sanctuary Gated Neighborhood Budget and set the 2024 assessment at \$5,334.00. (On motions duly made, seconded and carried, the motion was passed)**

The 2024 Sorrento Gated Neighborhood Budget incorporates a 47.01% assessment increase to move the neighborhood's reserve fund closer to 100%. The recommended 2024 Sorrento assessment is \$1,279.00.

**A MOTION WAS MADE to approve the 2024 Sorrento Gated Neighborhood Budget and set the 2024 assessment at \$1,279.00. (On motions duly made, seconded and carried, the motion was passed)**

The 2024 Vieux Carre Gated Neighborhood Committee requested that the Board consider an exception to maintaining a 100% fully funded reserve balance. The 2024 Vieux Carre Budget incorporates an assessment increase that will result in the neighborhood's reserve fund to be around 63%. The recommended 2024 Vieux Carre assessment is \$2,183.00.

A MOTION WAS MADE to approve the 2024 Vieux Carre Gated Neighborhood Budget and set the 2024 assessment at \$2,183.00. (On motions duly made, seconded and carried, the motion was passed)

- Discussed Pecan Estates Cameras-S. Denton explained that Pecan Estates is the only gated neighborhood without cameras and, thus, there has been no way to recover the cost of damage to the gates since there is no way to determine who caused the damage. Pecan Estates residents, unfortunately, have been funding these repairs via their assessment. In other gated neighborhoods with cameras, there is an almost 100% cost recovery in the event of gate damage. There have been votes conducted over the last few years and while most of the voters are in favor of the additional cost, there have not been enough votes, overall, to validate the decision. Staff has come up with an alternate solution (which would not affect the approved 2024 Pecan Estates assessment) to fund the camera system installation and ongoing maintenance. The Board approved this solution.

A MOTION WAS MADE to approve 1) utilizing a combination of Pecan Estates Neighborhood Excess Operating Funds (for 2023) and Reserve Funds to fund the initial purchase and installation (to occur in the 1<sup>st</sup> quarter of 2024) of the camera system; 2) considering monies used from the Reserve Fund as a loan to the Operating Fund and repay the total amount back to the Reserve Fund over a period of no more than 3 years; 3) utilizing 2024 Pecan Estates Excess Operating Funds toward repayment of the loan. (On motions duly made, seconded and carried, the motion was passed)

- Approved Cell Tower Location and Authorized S. Denton to Sign Related Agreements-T. Goodell reported that Atlas Tower had approached Association Staff about installing a cell tower on an SRA-owned reserve near Aqua Falls. Staff recommends hiring a 3<sup>rd</sup> party consultant to negotiate with Atlas Tower and is recommending the same consultant that SPLID used to negotiate the tower within Camp Sienna. In addition to providing improved cellular coverage within Sienna, this tower would also generate lease income for the Association.

A MOTION WAS MADE to 1) approve the site location of the proposed cell tower; 2) authorize S. Denton to engage 3<sup>rd</sup>-party consultant, Steel In The Air, Inc. to assist with negotiations for the tower; and 3) authorize S. Denton to execute a lease agreement with Atlas Tower, assuming the terms are acceptable to the Board. (On motions duly made, seconded and carried, the motion was passed)

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - Association Office Renovation-T. Goodell provided some history of the use of space in the Association Office. He then stated that, based on our existing need for space to meet privately with owners, and the addition of several future Staff positions, a renovation of the office is the best option for meeting those needs over the next few years. He also stated that the SCSF and SCA-CEF have committed to share funding on the project. Finally, he noted that an RFP had been sent and bids are expected to be returned within the next week or two.

A MOTION WAS MADE to 1) approve the Association Office Renovation project; and 2) authorize S. Denton to enter into a contract with a selected contractor at the conclusion of the bid process. (On motions duly made, seconded and carried, the motion was passed)

- **IT Services with Unetek for 5 Years: 2024-2028-D.** Ippoliti explained that the current contract for IT services concludes on December 31, 2023. Historically, the contract term for these services has been 3 year; however Staff is recommending a 5-year term for the new contract for a number of reasons:
  1. Changing service providers would result in a significant initial expense since new providers will not accept the hardware/software in place from a prior provider, and recommend fully replacing all systems.
  2. Staff invests a significant amount of time processing RFPs for IT services.
  3. There have been no major service concerns with our current provider, Unetek and their pricing has remained competitive.
  4. Unetek has expanded their service offering and is now a trusted source of cost-effective bids for other services, i.e. phone, access control, AV equipment.
 For these reasons, and because Unetek has agreed to offer the current pricing (with no increase) over the next 5 years, Staff is recommending a 5-year contract with Unetek for IT services, beginning January 1, 2024.

**A MOTION WAS MADE to authorize S. Denton to execute a 5-year contract with Unetek for IT services, beginning on January 1, 2024. (On motions duly made, seconded and carried, the motion was passed)**

- **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)**

- **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 manages 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)**

- **Adopt Racket Sports Court Reservation Fee-A.** Peal stated that Staff is recommending an \$8.00/reservation fee for private court registrations, in an effort to curb no-show reservations, which would allow more residents to utilize the courts.

**A MOTION WAS MADE to approve the proposed \$8.00/reservation fee for use of the racket sports courts. (On motions duly made, seconded and carried, the motion was passed)**

- **Wood Fence Replacement at Wishing Trail/Old Point with Houston Fence-T.** Goodell explained that the fence along Wishing Trail and Old Point has deteriorated to the point where it needs replacement prior to its planned replacement via the reserve report. He explained that an RFP had been sent out.

A MOTION WAS MADE to authorize S. Denton to enter into a master service agreement with Houston Fence Company to replace the wood fence along Wishing Trail and Old Point Drive. (On motions duly made, seconded and carried, the motion was passed)

- Discussed/Adopted Policies:

- **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 Anti-Discrimination/Harassment Policy. (On motions duly made, seconded and carried, the motion was passed)

- **Assistance Animal 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 Policy. (On motions duly made, seconded and carried, the motion was passed)

- **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 passed)

- **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)

- **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. (On motions duly made, seconded and carried, the motion was passed)

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

## NEW BUSINESS

- 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 passed)

- Active Shooter Insurance-L. Cox presented a policy which included information to answer many of the Boards' prior questions. She also noted that the SCA Board had tabled a decision, pending further analysis of the third-party crisis management/contractual option.

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 passed)

- Other New Business-There was no other new business to discuss.

## UPDATES ON OLD BUSINESS

- Sienna MUD 2 Annexation-S. Denton noted that the only agreement finalized with the City of Missouri City, thus far, is for the City to take over the cost of the streetlights in MUD 2.
- Pickleball Update-A. Peal reported on the latest progress at the pickleball courts.
- Maintenance Facility Update-T. Goodell stated that the permit is expected within the next few weeks and construction can resume.
- 2023 3<sup>rd</sup> Quarter Business Plan Update-L. Cox shared the 3rd quarter update, to date, of the 2023 Business Plan.
- 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 12:01 p.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, collection matters were discussed.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 12:03 p.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)

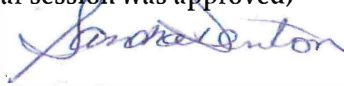


RECONVENE INTO REGULAR SESSION

a. Report of Executive Session Action-

- o Collection Matters-The Board authorized the attorney to proceed with filing assessment collection lawsuits on 249 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 12:04 p.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 NOV. 1, 2023 by the Board of Directors.

Approved by:  \_\_\_\_\_  
Derek Goff, Secretary and Treasurer

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**October 2023**

249 accounts

**Reported in prior Qtr.**

**Accounts added**

<b>account_id</b>
1232547
1104251
1134438
1228904
1000889
1236572
1249462
1169513
1301698
1174951
1261343
1197132
1367221
1109560
1008221
1083929
1238745
1217643
1045459
1099612
1123863
1319936
1287181
1150247
1131101
1233313
1167502
1327504
1264829
1272578
1053535
1142705
1350539
1188374
1337358
1343753
1372876
1267774
1285882
1007879
1052251
1053014

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**October 2023**

249 accounts

**Reported in prior Qtr.**

**Accounts added**

<b>account_id</b>
1272594
1237568
1319842
1232534
1349728
1211173
1317734
1234066
1230332
1044476
1376584
1139527
1203204
1322062
1357451
1253241
1381511
1103391
1185063
1266238
1252404
1133073
1306635
1331600
1045132
1049060
1088982
1377127
1309522
1273506
1393101
1319554
1013889
1042753
1266623
1278491
1066593
1256963
1272604
1336650
1164660
1123986

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**October 2023**

249 accounts

**Reported in prior Qtr.**

**Accounts added**

<b>account_id</b>
1171624
1212978
1097410
1063444
1156474
1174443
1331914
1202250
1102790
1310210
1380635
1255430
1301902
1229929
1304271
1284618
1323692
1319729
1183450
1184226
1002544
1050800
1110177
1143199
1170010
1184802
1199208
1226634
1084876
1049154
1234820
1217193
1072257
1349689
1373008
1319253
1162523
1311992
1369012
1192205
1263817
1026504

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**October 2023**

249 accounts

**Reported in prior Qtr.**

**Accounts added**

<b>account_id</b>
1048773
1064061
1087996
1143131
1147357
1153147
1175662
1185940
1202218
1211788
1225839
1236051
1237186
1237393
1250037
1266283
1266539
1267567
1276516
1278828
1298374
1301915
1302011
1305102
1310359
1314656
1314766
1316434
1320268
1323061
1331480
1337387
1245725
1306211
1060816
1184718
1343960
1344972
1350403
1361049
1363788
1365333

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**October 2023**

249 accounts

**Reported in prior Qtr.**

**Accounts added**

<b>account_id</b>
1369038
1375310
1381621
1383085
1383577
1384660
1384741
1390719
1391129
1391145
1392762
1392953
1393185
1394252
1394786
1395963
1398520
1406470
1388899
1235861
1271799
1312195
1071465
1174265
1224092
1162086
1198322
1329900
1029093
1273292
1297977
1314083
1220698
1168572
1056341
1253568
1248188
1214756
1301795
1339204
1341632
1009437

**SRA Collection Matters**

**Accounts needing Board Authorization to File Suit**

**October 2023**

249 accounts

**Reported in prior Qtr.**

**Accounts added**

<b>account_id</b>
1282144
1298206
1285934
1271045
1282128
1391190
1266160
1359860
1388679
1025754
1051281
1009673
1278022
1006498
1049125
1346718
1240513
1320077
1001448
1092347
1167104
1218406
1048812
1372232
1012602
1273425
1049031
1187032
1301601
1049222
1329696
1380486
1114827
1100064
1368411
1283389
1368521
1388624
1040496