



**STHA BOARD OF DIRECTORS  
MEETING MINUTES**

**DATE:** October 19, 2023  
**PLACE:** Zoom Digital Meeting  
**PRESENT:** Ron Brooks, President  
John Barreda, Secretary/Treasurer  
Jeff Johnson, Vice President  
Sandra K. Denton, General Manager  
Lisa Cox, Staff  
Michael Dei, Staff  
Troy Goodell, Staff  
Dana Ippoliti, Staff  
Dami Roberts, 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.)

All present were welcomed. There were no residents viewing the meeting.

OWNER INPUT TIME

Owner Input Time was opened at 9:01 a.m. No residents had sent anything prior to the meeting. There was no one viewing the meeting and, therefore, no additional requests to provide input.

ADMINISTRATIVE & ROUTINE MATTERS

- Ratified Electronic Decision to Approve Minutes from July 27, 2023, STHA Board of Directors Meeting.

CONSENT AGENDA

- Acknowledged Advance Receipt of Board Package.

**A MOTION WAS MADE** to approve the consent agenda. (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.

**A MOTION WAS MADE** to approve the 2024 Business Plan. (On motions duly made, seconded and carried, the motion was passed)

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- 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. Accept 2024 Reserve Report-M. Dei noted that the 2024 reserve report update was prepared without a site visit. The next site visit will happen in 2024 in advance of the 2025 reserve report. He also reported that, according to the budget calculation, the projected 2024 year-end fund balance will be at 99.76%, just shy of the 100% funded goal as noted in the Reserve & Capital Policy.

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

- Approved 2024 STHA Budget and Set Assessment-M. Dei summarized highlights from the 2024 STHA Budget and stated that recommended 2024 assessment is the same as the 2023 figure which was \$1,320.00. This is projected to result in a slight surplus at year end.

A MOTION WAS MADE to approve the 2024 STHA Budget and set the 2024 assessment at \$1,320.00. (On motions duly made, seconded and carried, the motion was passed)

- Authorized S. Denton to Engage the Following Service Providers:
  - i. None.
- Discussed/Adopted Policies:
  - i. 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 approve the revised Document Retention 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

- Other New Business-There was none.

#### UPDATES

- Resident Advisory Committee-The Board plans to consider this after the first of the year.
- STHA Annual Maintenance-The Board received the report showing details on maintenance done on each STHA property.
- Other Updates-There were none.

At 9:20am, Owner Teronica Arnett joined the meeting. She was asked if she had any questions prior to the meeting going into Executive Session. She did not and subsequently disconnected.

ADJOURN INTO EXECUTIVE SESSION-9:02am

A MOTION WAS MADE at 9:02am to call the Executive Session meeting to order. (On motions duly made, seconded and carried, the motion was passed)

During the Executive Session collections matters were discussed.

A MOTION WAS MADE at 9:22am 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-ACTION ITEMS

- Report on Executive Session Action-The Board authorized the attorney to proceed with filing assessment collection lawsuits on 3 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 9:30 am. (On motions duly made, seconded and carried, the motion was passed)

Prepared by:



Sandra K. Denton, General Manager

electronically on  
Approved at the 1<sup>st</sup> October 30 2023, <sup>by</sup> ~~meeting~~ of the Board of Directors.

Approved by:

  
JBarreda (Oct 31, 2023 07:22 CDT)

John Barreda,  
Secretary

**STHA Collection Matters**  
**Accounts needing Board Authorization to File Suit**  
**October 2023**

12 accounts

**Reported in prior Qtr**  
**Accounts Added**

<b>account_id</b>
1352553
1356119
1389416
1340442
1336618
1391488
1354580
1361984
1331969
1389403
1357590
1336430