



**SRA BOARD OF DIRECTORS  
MEETING MINUTES**

**DATE:** February 13, 2024  
**PLACE:** Regular Session – Hybrid Meeting: Board and Staff In-Person or via Conference Call;  
Guests via Zoom  
**ATTENDING:** Alvin San Miguel, President  
Bill Chrisman, Vice-President  
Derek Goff, Board Member (via conference call, beginning with Executive Session)  
Patti Gallagher, Board Member  
Sandra K. Denton, General Manager      Lisa Cox, Staff  
Michael Dei, Staff      Troy Goodell, Staff  
Cyndi Hernandez, Staff      Dana Ippoliti, Staff  
Doug McGee, Staff      Andy Peal, Staff  
Dami Roberts, Staff  
Guest: Sipra Boyd, Association Attorney

A. San Miguel 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 meeting was called to order.)**

A. San Miguel proceeded to welcome all present. Per the sign-in names of the viewers, the following Village Representatives were present: Teri Clayton, Luis De La Mata, Rolly De Meza, Ramona Mishaga and Ernest Okeke. Eight (8) other residents were viewing.

**OWNER INPUT TIME**

A. San Miguel opened Owner Input Time at 9:01 a.m. There were six (6) residents who had submitted emails to the Board prior to the meeting. S. Denton read each of them. Three of those residents asked to speak. Melinda Slauson, from the Village of Steep Bank West, spoke regarding the tennis court reservation fee and the need for additional tennis courts in the community. Devin Le, from the Village of Shipmans Landing, spoke about the tennis court reservation fee and extending hours on the pickleball courts. Bilesh Ladva, from the Village of Anderson Springs, spoke regarding cost concerns, the publishing of Board Meeting packages and the audits. A. San Miguel thanked all for their comments and advised that Staff would follow up with everyone, if they have not already done so. For the input regarding development questions, Alvin, on behalf of the Developer, will follow up with that owner directly.

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**Residential Association**

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## ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS

- Ratified Electronic Decision to Authorize L. Cox to Sign Contract for Association Office Renovation.
- Ratified Electronic Decision to Approve Minutes from October 24, 2023, SRA Board of Directors Meeting.
- Ratified Electronic Decision to Accept SRA Preliminary September 30, 2023 Financial Statements.
- Ratified Electronic Decision to Delay Tennis Fee & Authorize S. Denton to Sign Contract with Risher for Tennis Management Services.
- Ratified Electronic Decision to Appoint Finance Advisory Committee Member.
- Ratified Electronic Decision to Appoint Uncontested Candidates to Village Representative Positions.

## CONSENT AGENDA ITEMS-

- Acknowledged advance receipt of Board package.
- Appointed 2024 SRA Board of Directors Members and Officers–*The SRA Board of Directors appointed Alvin San Miguel as Board President; Bill Chrisman as Board Vice President and Derek Goff as Board Secretary/Treasurer. Charlotte Cantu and Patti Gallagher are Board Members in 2024.*
- Approved 2024 SRA Board of Directors Meeting Schedule–*The SRA Board of Directors approved the dates for their Board meetings through the end of 2024: May 14<sup>th</sup>, August 6<sup>th</sup> and October 22<sup>nd</sup>, with the Budget Workshop scheduled for September 17<sup>th</sup> at 9:00am.*
- Approved 2024 Swimming Pool Hours–*The SRA Board approved the 2024 Pool Hours.*
- Appointed 2024 Committee Members, Chairs and Vice Chairs:
  - i. Finance Advisory Committee–*Paul Albert (Chair), Bilesh Ladva, Andrew Mishaga, Vipul Parikh (Vice Chair), Kevin Talbot, Justin Walton and Gary Yuen.*
  - ii. Gated Neighborhood Committees:
    - *Avalon*–*Asad Khan and PJ Nelson.*
    - *Commanders Point*–*Noreen Mayberry*
    - *Forest Isle*–*Afzal (Sunny) Ali and Al Gonsoulin*
    - *Pecan Estates*–*Vernon Hudson, Sheena Koshy and Rishi Naran*
    - *Sanctuary*–*Micheline Abboud and Rebecca Hemker*
    - *Sorrento*–*Hal Finberg and Kousta Foteh*
    - *Vieux Carre*–*Lynda Duncombe*
  - iii. Hearing Advisory Committee–*Andrew Barry (Vice Chair), Lee Kennihan, Ezekial King, Ramona Mishaga (Chair), Heidi Reese and Frank Welsh.*
  - iv. Landscape Committee–*Nancy Brock, Casondra Burkley (Vice Chair), Christi Chrisman, Richard Gibbons, Ron Gruber, LaTrina Kingsbury, Sharon Meeks, Nurith Schonberger, Ernest Stalnaker, Adrienne Strefkus (Chair) and Londa Wright.*
  - v. Modifications Sub-Committee–*Camille Costa, Benton Minges, Byron Polk, Truitt Raun, Andrew Richards (Vice Chair) and Pete Saulino (Chair).*
- Acknowledged 2023 Annual Meeting Minutes–*The SRA Board of Directors acknowledged the draft of the 2023 Annual Meeting Minutes.*
- Approved Revised 2024 SRA Reserve Budget Due to Error–*The SRA Board of Directors approved the revised SRA 2024 Reserve Budget due to an error.*

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

## ACTION ITEMS

- Financial Reports
  - Reviewed Preliminary December 31, 2023 Financial Reports–M. Dei presented the financial statements and answered Board questions.

- Update on 2024 Collections-M. Dei reported that SRA is 97.3% collected for 2023; and 23.63% collected for 2024.
- Approved Estimated Allocation of Excess 2023 Operating Funds-M. Dei recommended that all excess operating income received by SRA and the Gated Neighborhoods, except Pecan Estates, be transferred to the respective reserve funds. Pecan Estates had previously earmarked any excess operating income to be spent on installing a gate camera system. M. Dei also noted a correction to the amount of excess operating income for Sorrento. It should have been noted as \$4,490.00.

**A MOTION WAS MADE** to accept the preliminary SRA December 31, 2023, financial statements and to approve the transfer of excess operating income from SRA and the Gated Neighborhoods. **(On motions duly made, seconded and carried, the motion was passed)**

A. San Miguel closed Owner Input Time at 9:29 a.m.

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - **Professional Services with Ralph & Ralph for the 2023 SRA Audit & Tax Return**-M. Dei presented the engagement letter from Ralph & Ralph.

**A MOTION WAS MADE** to authorize A. San Miguel and S. Denton to execute the engagement letter from Ralph & Ralph. **(On motions duly made, seconded and carried, the motion was passed)**

- **Cell Tower Lease with Atlas Tower 1, LLC**-T. Goodell reviewed the terms of the lease, received from Atlas Tower 1, LLC; and also stated that the lease document is currently under review by the Association Attorney as there are several significant concerns with how it is written.

**A MOTION WAS MADE** to authorize S. Denton to execute the cell tower lease with Atlas Tower 1, LLC, once the terms and lease document are approved by the Board. **(On motions duly made, seconded and carried, the motion was passed)**

- **Right-of-Way (ROW) Agreement with City of Missouri City**-S. Denton presented the most recent version of the agreement with Missouri City (License to Use Property), which covers existing assets and work to be done in the public right of way within MUD 2. She explained that the City has agreed to cover the cost of the Centerpoint streetlights and a portion of the cost of the ornamental light poles in MUD 2. The agreement generally provides that, if the Association is maintaining/repairing an existing asset in the ROW, no approval from the City will be required. However, if any additions are desired in the ROW, it will require City approval and permits.

**A MOTION WAS MADE** to authorize S. Denton to execute the City of Missouri City License to Use Property. **(On motions duly made, seconded and carried, the motion was passed)**

- **Holiday Décor with Always In Season**-S. Denton presented a new holiday design and the cost options provided by Always In Season.

**A MOTION WAS MADE** to authorize S. Denton to execute a contract with Always In Season for Holiday Décor for 5 years: 2024-2028. **(On motions duly made, seconded and carried, the motion was passed)**

- Authorized S. Denton to Engage Greater Houston Pool Management to Complete 2024 Pool Reserve Projects-A. Peal explained that the budgeted reserve pool projects for 2024 are in excess of \$200,000.00 and per the Purchasing & Contractin Policy, this level of expense requires Board approval, even if budgeted.

**A MOTION WAS MADE** to authorize S. Denton to engage Greater Houston Pool Management to complete the 2024 swimming pool reserve projects. **(On motions duly made, seconded and carried, the motion was passed)**

- Approved Change to Racquet Court Fee-A. Peal stated that Staff is recommending that the Board delete the racquet court reservation fee from the Recreation Fee Schedule. This is consistent with the prior Board discussions held late last year, which were due to an unprecedented amount of feedback from residents not in favor of the fee. If unused reservations become an issue, Staff may be back with a recommended penalty.

**A MOTION WAS MADE** to delete the racquet court reservation fee from the Recreation Fee Schedule, contingent upon creating a plan to reduce court cancellations. **(On motions duly made, seconded and carried, the motion was passed)**

- Approved Revised Fee Schedule-S. Denton explained the reasons behind the adjustment and removal of a number of fees. The changes will be effective on March 1, 2024.

**A MOTION WAS MADE** to approve the revised fee schedule. **(On motions duly made, seconded and carried, the motion was passed)**

- Discussed/Adopted Policies:
  - None.
- Other Action Items-There were no other action items to discuss.

#### **NEW BUSINESS**

- Other New Business-S. Denton noted a few items:
  - More flock cameras will soon be installed near the toll road intersections upon Sienna Regional MUD and Sienna Management District approvals, as they fund the cameras.
  - Based on research with other large-scale communities nationally, Staff and Board agree that Board packages will not be posted online since they do not contain final decisions of the Board and that the minutes, which are posted, provide the decisions.
  - Based on research with other large-scale communities nationally, Staff will begin posting the audit online.

#### **UPDATES ON OLD BUSINESS**

- 2024 Business Plan Update-L. Cox shared an update of the 2024 Business Plan.
- Maintenance Facility Update-T. Goodell stated that expected occupancy is in March, 2024.
- Pickleball Update-A. Peal reported that the courts are open, have been very well received and that the overall project came in under budget.
- Other Major Projects Underway for 2024-There were no additional projects on which to report.

- Other Updates-Staff provided other updates.

A. San Miguel asked to adjourn into Executive Session at 10:22 a.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, deed restriction violation and collection matters were discussed.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 10:35 a.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-

- Deed Restriction Violation Matters-The Board authorized the attorney to take action on two properties: account #00123-1373 and account #00117-4951.
- Collection Matters-The Board authorized the attorney to take action on two properties: account #00124-9462 and account #00126-7774.

**A MOTION WAS MADE** to adjourn the Regular Session meeting at 10:36 a.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 \_\_\_\_\_, 20\_\_\_\_, by the Board of Directors.

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