



SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES

DATE: August 8, 2024
PLACE: Hybrid Meeting
ATTENDING: Jimmie 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
Troy Goodell, Staff Cyndi Hernandez, Staff
Dana Ippoliti, Staff Doug McGee, Staff
Andy Peal, Staff Dami Roberts, Staff

1. J. Jenkins called the meeting to order at 9:01 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, of the seven individuals present via Zoom, four were Village Representatives: Mr. Chris Auld, Ms. Judy Barr, Ms. Denise Mayo-Walley and Ms. Jamyla Mitchell.

2. **OWNER INPUT TIME**

J. Jenkins opened Owner Input Time at 9:02 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 Accept Grant Advisory Committee's May 2024 Recommendation to Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00128-4951.
- b. Ratified Electronic Decision to Approve Minutes from the May 15, 2024, SCA Board of Directors Meeting.
- c. Ratified Electronic Decision to Appoint Finance Advisory Committee Members: Stacey Hogue and Jamyla Mitchell.
- d. Ratified Electronic Decision to Approve Funding in the Amount Not to Exceed \$39,400.00 for Operations Department Equipment.
- e. Ratified Electronic Decision to Approve SCA-CEF Funding to Alyssa Ferguson Elementary School in the Amount of \$8,316.82 (from their seed money) for Reading and Science Materials for All Classrooms.
- f. Ratified Electronic Decision to Accept 2023 Audit.

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Community Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778
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g. Ratified Electronic Decision on SCA Collection Matter-Account #00126-1291.

4. CONSENT AGENDA ITEMS

a. 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)

5. ACTION ITEMS

a. Financial Reports

i. *Reviewed Preliminary June 30, 2024, Financial Reports-M.* Dei presented the financial statements and answered Board questions.

ii. *Update on 2024 Collections-M.* Dei reported that SCA is 94.9% collected for 2024.

iii. *Reviewed 2024 2nd Quarter Projection-M.* Dei shared the 2nd Quarter 2024 Projection and explained the impact from Hurricane Beryl.

A MOTION WAS MADE to accept the preliminary June 30, 2024, financial reports. (On motions duly made, seconded and carried, the motion was passed)

iv. *Reviewed Summary of Grants-D.* Ippoliti presented the current Summary of Grants and answered Board questions.

b. Approved 2024 Annual Meeting, Board (SRA only) & Village Representative Matters-D. Ippoliti identified a number of actions related to the upcoming Annual Meeting and Elections and requested that the Board take action.

A MOTION WAS MADE to: approve Annual Meeting date as November 12, 2024; approve Village Representative (VR) Election period from October 7, 2024 through November 5, 2024; establish the election method for the VR Election to be hybrid (both electronic and hard-copy ballots), to be administered by a 3rd-party election service; set the unit count for the VR Election at 2,274 units in Sawmill Lake and 1,427 units in Sienna Oaks; and confirm that all owners are eligible voters as of the date on which the 3rd-party election service will receive the preliminary voter list (September 27, 2024). (On motions duly made, seconded and carried, the motion was passed)

c. Approved Contractors and Authorized S. Denton to Sign Contracts For:

i. *Access Control/Camera Preventative Maintenance Services with Ares System Group for 3 Years: 2024-2027-T.* Goodell stated that the current service provider is not performing and, therefore, Staff distributed a request for proposal. The recommended service provider's prices will not have a negative budget impact, and the company owner has worked with Sienna in the past.

A MOTION WAS MADE to authorize S. Denton to execute a contract with Ares System Group for access control/camera preventative maintenance services for 3 years, from 2024 through 2027. (On motions duly made, seconded and carried, the motion was passed)

ii. *Audit and Tax Services with Canady & Canady for 5 Years: 2025-2030-M.* Dei summarized the request for proposal and bid review processes undertaken by Staff and the Finance Advisory Committee; and recommended Canady & Canady be engaged for 5 years. J. Jenkins, SCA Board President, asked that M. Dei speak to HOA management from other Toll properties currently working with Canady & Canady. The Board suggested executing a contract for a 3-year term.

A MOTION WAS MADE to authorize S. Denton to execute a contract with Canady & Canady for audit and tax services for 3 years, from 2025 through 2028. (On motions duly made, seconded and carried, the motion was passed)

a. Discussed/Adopted Policies:

- i. *Common Area Rules & Enforcement Guidelines-L.* Cox presented the revised Common Area Rules & Enforcement Guidelines. She identified the changes based on use of Association facilities for commercial and/or for-profit use.

A MOTION WAS MADE to approve the Common Area Rules & Enforcement Guidelines. (On motions duly made, seconded and carried, the motion was passed)

- iii. *Reserve and Capital Policy-M.* Dei presented the revised Reserve and Capital Policy and identified the most significant change to the policy, based upon input by the Finance Advisory Committee: to reduce the recommended reserve funding levels in gated neighborhoods and neighborhoods with special services from 100% to 70%.

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

- iv. *Residential Dedicatory Instrument Enforcement, Board Hearing and Fine Policy-D.* McGee presented the revised Residential Dedicatory Instrument Enforcement, Board Hearing and Fine Policy and presented changes made as a result of input from the Hearing Advisory Committee; and the Board from their June 2024 Deed Restriction and Fine Process Workshop.

A MOTION WAS MADE to approve the Residential Dedicatory Instrument enforcement, Board Hearing and Fine Policy. (On motions duly made, seconded and carried, the motion was passed)

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

6. NEW BUSINESS

- a. Hurricane Beryl Recovery Efforts-S. Denton shared a summary of the damage from the storm and Staff's action to date. She and the Board discussed the options for covering the cost.
- b. Planning for 2025-S. Denton shared the Associations' planning schedule for 2025. She asked the Board if they had any additional directives to add. There were none.
- c. Other New Business-There was no other new business to discuss.

7. UPDATES ON OLD BUSINESS

- a. 2024 3rd Quarter Business Plan Update-L. Cox shared an update of the 2024 Business Plan and went into detail on the items that are in progress.
- b. Developer Update-A. San Miguel provided a Developer Update.
- c. Other Major Projects Underway for 2024-There were no other major projects on which to report.

J. Jenkins closed Member Input Time at 10:42am.

d. Other Updates-There were no other updates on which to report.

J. Jenkins asked to adjourn into Executive Session at 10:24am.

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.

J. Jenkins asked to adjourn the Executive Session and reconvene the Regular Session at 10:32am.

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)

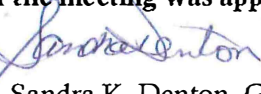
8. RECONVENE INTO REGULAR SESSION

a. Report of Executive Session Action-

- o Collection Matters-The Board authorized the attorney to take action, if necessary, on 2 properties: account numbers 00127-3085 and 00139-2416.

A MOTION WAS MADE to adjourn the Regular Session meeting at 10:34am. (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 August 20 2024, by the Board of Directors.

Approved by:



Jimmie Jenkins, President