



**SRA BOARD OF DIRECTORS  
MEETING MINUTES**

|            |                                   |                      |
|------------|-----------------------------------|----------------------|
| DATE:      | August 13, 2024                   |                      |
| PLACE:     | Regular Session                   |                      |
| ATTENDING: | Alvin San Miguel, President       |                      |
|            | Bill Chrisman, Vice-President     |                      |
|            | Allison Bond, Secretary/Treasurer |                      |
|            | 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                 | Smita Parikh, Staff  |
|            | Andy Peal, Staff                  | Dami Roberts, Staff  |

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, Rolly De Meza, Ramona Mishaga, Tory Nair and Ernest Stalnaker. Three (3) other residents were viewing.

**OWNER INPUT TIME**

A. San Miguel opened Owner Input Time at 9:01 a.m. There was one (1) resident who had submitted three emails to the Board prior to the meeting. S. Denton read the messages from Deb Zygmunt, a resident from the Village of Bees Creek, one of which was regarding visibility at the intersection of Old Point Drive and Sienna Ranch Road; as well as the behavior of her neighbor toward her when she was picking up debris. A. San Miguel confirmed that the proper authority regarding traffic control at that intersection would be Fort Bend County and thanked her for her input.

**ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS**

- Ratified Electronic Decision to Extend House Rebuild Date – Account #00130-5050.
- Ratified Electronic Decision to Appoint Asad Khan to Vacant Avalon Village Representative Position.
- Ratified Electronic Decision to Approve Minutes from May 14, 2024, SRA Board of Directors Meeting.
- Ratified Electronic Decision to Appoint Finance Advisory Committee Members: Stacey Hogue and Jamyla Mitchell.

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Residential Association

9600 Scanlan Trace  
Missouri City, TX 77459  
281.778.0778  
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- Ratified Electronic Decision to Approve Expenditure for One-Time Fence Replacement.
- Ratified Electronic Decision to Accept 2023 SRA Audit.

**CONSENT AGENDA ITEMS-**

- Acknowledged advance receipt of Board package.
- Accepted SRA Final Audit-This item was pulled from the Consent Agenda and moved to Action Items for discussion.

A MOTION WAS MADE to approve the revised Consent Agenda, moving acceptance of the SRA Final Audit to Action Items for discussion. (On motions duly made, seconded and carried, the motion was passed)

**ACTION ITEMS**

- Accepted SRA Final Audit-M. Dei highlighted changes in the most recent audit reports and answered Board questions.

A MOTION WAS MADE to approve the revised SRA 2023 Final Audit. (On motions duly made, seconded and carried, the motion was passed)

- Financial Reports
  - Reviewed Preliminary June 30, 2024 Financial Reports-M. Dei presented the financial statements and answered Board questions.
  - Update on 2024 Collections-M. Dei reported that SRA is 95.3% collected for 2024
  - Reviewed 2024 2<sup>nd</sup> Quarter Projection-M. Dei shared the SRA 2<sup>nd</sup> Quarter 2024 Projection and answered Board questions.

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

- Approved 2024 Annual Meeting, Board & Village Representative Elections Matters-D. Ippoliti identified several 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 SRA Board and Village Representative (VR) Election period from October 7, 2024 through November 5, 2024; establish the election method for the SRA Board and VR Election to be hybrid (both electronic and hard-copy ballots), to be administered by a 3<sup>rd</sup>-party election service; set the unit count for the VR Election at 1,934 units in Anderson Springs, 425 units in Avalon, 1,140 units in Bees Creek, 1,420 in Shipmans Landing, 937 units in Steep Bank East, 414 units in Steep Bank West and 1,407 units in Waters Lake; and confirm that all owners are eligible voters as of the date on which the 3<sup>rd</sup>-party election service will receive the preliminary voter list (September 27, 2024). (On motions duly made, seconded and carried, the motion was passed)

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - 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)**

- **Association Software with SmartWebs**-S. Denton summarized the process undertaken to evaluate new association software and the reasons why Staff is recommending SmartWebs as the software of choice. She explained the budget impact, which is nominal, assuming bank-offered earnings credits are applied. She also stated that Staff is considering engaging a consultant to assist with the conversion. She proceeded to answer Board questions.

A MOTION WAS MADE to authorize S. Denton to enter into an agreement with SmartWebs for new association software; and First Citizens Bank for earnings credits related to the implementation of the software. **(On motions duly made, seconded and carried, the motion was passed)**

A. San Miguel closed Owner Input Time at 9:33 a.m.

- **Audit and Tax Services with Canady & Canady, LLC 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. A. San Miguel, SRA Board President, explained that the SCA Board had suggested M. Dei speak to HOA management from other Toll properties currently working with Canady & Canady, prior to executing a 5-year contract and, instead, 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; or 5 years (2025-2030) if the SCA Board approves a 5-year term. **(On motions duly made, seconded and carried, the motion was passed)**

- **Election Services with Election Trust for 2024 SRA Board Election and SCA/SRA Village Rep. Elections**-D. Ippoliti shared a recap of the request for proposal process for election services. She noted that many providers no longer offer a hybrid service (hard-copy and electronic ballots) and stated that it may be worth considering a fully electronic election in the next Board election. She also stated that the provider we utilized historically still offers a hybrid option and made the recommendation to engage them for the 2024 elections.

A MOTION WAS MADE to authorize S. Denton to enter into an agreement with Election Trust to provide 3<sup>rd</sup>-party administration of the 2024 SRA Board and SCA/SRA Village Representative Elections. **(On motions duly made, seconded and carried, the motion was passed)**

- **Fuel Tank Storage with Willys Fuels, LLC**-T. Goodell presented the benefits of an onsite fuel tank for use by the Association Staff and stated that no budget impact is anticipated.

A MOTION WAS MADE to approve Staff's recommendation to install an onsite fuel tank and the purchase of fuel through Willys Fuels, LLC. **(On motions duly made, seconded and carried, the motion was passed)**

- **IT Services with Unetek for 3 Years: 2024-2027-D.** Ippoliti outlined the series of events since October of last year when the Board authorized a longer-term contract (5 years) for IT services with Unetek, using the Association's Master Service Agreement. Unetek has concerns with several provisions of the contract form and through the negotiations to finalize the contract, Unetek advised that their rates would increase primarily due to the increase in cyber threats and cost to monitor. Since this is the first increase in rate from Unetek since 2017, Staff is recommending the Board approve the change in the rates.

**A MOTION WAS MADE** to authorize S. Denton to execute a contract with Unetek for information technology services for 3 years, from 2024 through 2027. **(On motions duly made, seconded and carried, the motion was passed)**

- Discussed/Adopted Policies:

- **Board of Directors Self-Nomination and Elections Policy-D.** Ippoliti explained that this policy is reviewed prior to each Board Election to make sure it accurately represents the election process. She noted that the primary change made was to prohibit candidates from requesting that local businesses display campaign signage.

**A MOTION WAS MADE** to approve the Board of Directors Self-Nomination and Elections Policy. **(On motions duly made, seconded and carried, the motion was passed)**

- **Common Area Rules and 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)**

- **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 70-100%.

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

- **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 because 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)**

- Other Action Items:

- **Supplemental Patrol Services with the Fort Bend County Sheriff's Office for 1 Year: 2024-2025-S.** Denton presented the new contract rate information, which provides a total of 7 officers, consistent with the current contract. The overall cost increase from last year to this year is approximately 5.4%. The MUDs will be considering their approval of the contract (2 of the 7 officers) in the next several weeks.

A MOTION WAS MADE to authorize S. Denton to execute a contract with the Fort Bend County Sheriff's Office for supplemental patrol services (5 of 7 officers) for 1 year, from 2024 through 2025. (On motions duly made, seconded and carried, the motion was passed)

- Alligator Removal-T. Goodell reported that the Sienna Parks & Levee Improvement District (SPLID) is requesting that the Sienna Residential Association share the cost (50/50) for alligator removal in the community. Levee Management Services will administer the contract and handle the logistics of requesting removals. The Association will be named as an additional insured.

A MOTION WAS MADE to approve an 50/50 cost share with the Sienna Parks & Levee Improvement District on alligator removal. (On motions duly made, seconded and carried, the motion was passed)

#### NEW BUSINESS

- Hurricane Beryl Recovery-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. The Board provided some general direction on covering these costs which will be finalized once all of the work is done. Additionally, the Board requested that, during the development of the 2025 SRA Budget, Staff recommend options to set aside money for catastrophic events.
- 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.
- Other New Business-There was no other new business to discuss.

#### UPDATES ON OLD BUSINESS

- 2024 3<sup>rd</sup> 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.
- Other Major Projects Underway for 2024-There were no other major projects underway.
- Other Updates-There were no other updates to discuss.

A. San Miguel asked to adjourn into Executive Session at 10:33 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, collection and deed restriction violation matters were discussed.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 10:59 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 a construction extension on a house (account #00130-5050; and gave Staff direction on a fence matter impacting seven (7) houses.
- Collection Matters-The Board authorized the attorney to take action on 5 properties (account numbers: 00143-8859; 00118-0990; 00135-6025; 00105-3289 and 00129-6444).

A MOTION WAS MADE to adjourn the Regular Session meeting at 11:00 a.m. (On motions duly made, seconded and carried, the decision to adjourn the regular session was approved)

Prepared by: *Sandra Denton*  
Sandra K. Denton, General Manager

Approved electronically on Aug. 20, 2024 by the Board of Directors.

Approved by: *Allison Bond*  
Allison Bond, Secretary and Treasurer