



**SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES**

DATE: May 14, 2025
PLACE: Hybrid Meeting
ATTENDING: Jimmie Jenkins, President (via Zoom)
Alvin San Miguel, Vice President
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 9:00 a.m.

A MOTION WAS MADE to call the meeting to order and accept the agenda. **(On motions duly made, seconded and carried, the motion was passed.)**

J. Jenkins proceeded to welcome all present. Per the Zoom attendees screen, of the fourteen (14) individuals present via Zoom, four were Village Representatives: Mr. Chris Auld, Ms. Judy Barr, Ms. Raven Davenport and Ms. Angelica Jaquez.

2. **OWNER INPUT TIME**

J. Jenkins opened Owner Input Time at 9:01 a.m. Two residents had submitted requests to address the Board prior the meeting but neither asked to speak during the meeting. They were: Sony Thomas, resident of the Village of Sawmill Lake, whose message was regarding a concern over speeding on residential streets; and Tania Usher, a resident of the Village of Sienna Oaks, whose message was regarding a concern over Community Funds expenditures. No Zoom attendees utilized the chat or Q&A features to address the Board.

Association Staff will follow up with all owners who have submitted input.

3. **CONSENT AGENDA ITEMS**

1. Acknowledged Advance Receipt of Board Package.
2. Acknowledged Administrative and Routine Matters:
 - i. Ratified Electronic Decision to Approve Minutes from the February 6, 2025, SCA Board of Directors Meeting.
 - ii. Ratified Electronic Decision to Accept Grant Advisory Committee's February 14, 2025, Recommendations to:
 - Fund Renewal Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00139-0900(OT).

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Community Association
9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

- Fund Renewal Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00139-0900(ST).
- Fund Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00132-1908(MP).
- Fund Grant Request in the Amount of \$24,651.11 to the Sienna Associations for Exterior Power Source Installation between Sawmill Lake Club and Pavilion.
- iii. Ratified Electronic Decision to Approve Neighborhood Advisory Committee Charter.
- iv. Ratified Electronic Decision to Accept Grant Advisory Committee's February 28, 2025, Recommendation to Appoint Ashlee Valavala as Chair and Joshua Jenkins as Vice Chair of the 2025 Grant Advisory Committee.
- v. Ratified Electronic Decision to Approve Use of Capital Funds on Additional Sawmill Pool Gate.
- vi. Ratified Electronic Decision to Approve Funding Toward Generator for Maintenance Facility.
- vii. Ratified Electronic Decision to Accept Recommendation from Finance Advisory Committee to Appoint Fred McGhee and Scott Rasmussen; and Recommendation from Modifications Sub-Committee to Appoint Celeste Ferrson.
- viii. Ratified Electronic Decision to Accept Grant Advisory Committee's April, 2025 Recommendation to Fund the Renewal Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00128-4951(KF).

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

4. ACTION ITEMS

a. Financial Reports

- i. ***Review Preliminary March 31, 2025, Financial Reports***-M. Dei presented the financial statements and answered Board questions.
- ii. ***Reviewed 1st Quarter 2025 Projection***-M. Dei summarized the projection and answered Board questions.
- iii. ***Update on 2025 Collections***-M. Dei reported that SCA is 83.2% collected for 2025.

A MOTION WAS MADE to accept the March 31, 2025 financial statements. (On motions duly made, seconded and carried, the motion was passed)

- iv. ***Approved Allocation of Excess 2024 Operating Funds for SCA and Neighborhoods***-M. Dei shared the amounts of excess operating income (EOI) for SCA and each of the special service neighborhoods and stated that it is Staff's recommendation that the EOI be transferred into the SCA and each neighborhood's reserve account. Estimated amounts are as follows: SCA: \$140,189; Fox Bend: \$50,070; Parkway Place: \$70,060; and Sienna Townhome Area: \$77,843.

A MOTION WAS MADE to authorize the transfer of 2024 excess operating income for SCA and each special service neighborhood into their respective reserve funds, final amounts pending completion of the audit. (On motions duly made, seconded and carried, the motion was passed)

- v. ***2024 Audit Update***-M. Dei stated that the audit is underway, will be completed by May 31, 2025, and will be routed to the Board when finished.
- vi. ***Authorized \$200,000 for Deposit into Charles Schwab Account***-M. Dei requested authorization from the Board to make an initial deposit of \$200K into the newly-established Charles Schwab account for SCA. He noted that these funds would be managed per the Investment Policy.

A MOTION WAS MADE to authorize a \$200,000 deposit to open the SCA Charles Schwab account. **(On motions duly made, seconded and carried, the motion was passed)**

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

Owner Input Time was closed at 9:30am.

- b. **Approved 2025 Emergency Preparedness Plans (External and Internal)**-S. Denton explained that explained that the annual review process for these plans had been expanded to include discussions post-Beryl and a Board workshop to discuss the order of priority for recovery after a major weather event.

A MOTION WAS MADE to approve the 2025 Emergency Preparedness Plans (External and Internal). **(On motions duly made, seconded and carried, the motion was passed)**

- c. **Established Parkway Place Neighborhood Advisory Committee**-S. Denton explained that Parkway Place has now met the criteria (fully developed) to form a Neighborhood Advisory Committee. Once formed, this committee's charge will be to provide input on that neighborhood's special services.

A MOTION WAS MADE to establish the Parkway Place Neighborhood Advisory Committee. **(On motions duly made, seconded and carried, the motion was passed)**

- d. **Approved SCA-CEF Funding Requests:**
 - i. None
- e. **Approved Contractors and Authorized S. Denton to Sign Contracts For:**
 - i. ***Maintenance Agreement with Sienna MUDs & LID***-L. Cox explained that the Associations handle management and maintenance of certain Sienna MUD and LID-owned areas that have parks, recreational amenities or high residential use. This responsibility has historically been called out through Special Warranty Deeds or Easements, which grant the applicable Association the right to maintain the aesthetic quality of the property. To better define the agreements between the applicable entities, a Maintenance Agreement document has been prepared by legal counsel and reviewed by the Association's counsel.

A MOTION WAS MADE to authorize S. Denton to enter into a Maintenance Agreement with the appropriate Sienna MUDs and/or SPLID for parcels of land owned by them to be maintained and managed by SCA with a termination provision of between 90 days and 6 months prior to the end of their fiscal year. **(On motions duly made, seconded and carried, the motion was passed)**

d. Discussed/Adopted Policies:

i. None

e. Other Action Items-S. Denton stated that there were two other action items:

i. *Janitorial Services with Empire, Inc. for 4.5 Years from July 1, 2025 through December 31, 2029*-T. Goodell explained that the current janitorial services contractor, C&D Janitor Service, Inc., who started in January 2025, has not been able to fulfill the scope of work as outlined in the Master Service Agreement. Staff met with Empire, Inc. (the prior contractor) and discussed changes that would allow them to meet the contract expectations. Empire, Inc. proposed a bid that is lower than the 2025 budget amounts which allows for additional resources to be dedicated to the SRA account.

A MOTION WAS MADE to authorize S. Denton to engage Empire, Inc. to perform janitorial services for 4.5 years from July 1, 2025 through December 21, 2029. **(On motions duly made, seconded and carried, the motion was passed)**

ii. *Revised Property Modification and Maintenance Guidelines*-D. Roberts presented an update to the current guidelines to provide clarification on the installation of circular driveways. She noted that an error had been noted on information provided to the Board: the statement "The driveway must be 12 feet wide on the circular portion and 20 feet wide at the right-of-way." should read 12 feet instead of 20 feet.

A MOTION WAS MADE to approve the revised Property Modification & Maintenance Guidelines, with the following corrections: changing width at right-of-way from 20 to 12 feet; and clarifying the exhibit. **(On motions duly made, seconded and carried, the motion was passed)**

5. NEW BUSINESS

a. *2025 Insurance Renewals*-M. Dei presented the SCA 2025 insurance rates and stated that, when reviewing the Umbrella/Excess Liability policy premium, it was much higher than anticipated so the broker was asked to re-review. Once we have gotten the broker feedback, we will electronically route the information on the Umbrella/Excess Liability premiums.

A MOTION WAS MADE to authorize S. Denton to bind the SRA insurance policies, with the exception of the Umbrella/Excess Liability, which is authorized to be renewed at a rate not to exceed \$15,625. **(On motions duly made, seconded and carried, the motion was passed)**

b. *Other New Business*-There was no other new business on which to report.

6. UPDATES ON OLD BUSINESS

a. *2025 2nd Quarter Business Plan Update*-L. Cox shared an update of the 2025 Business Plan.

b. *Other Major Projects Underway for 2025*-T. Goodell and A. Peal each provided updates on their department's major projects.

c. *Developer Update*-A. San Miguel provided a developer update.

d. *Other Updates*-S. Denton provided an update on the current Texas legislative session.

J. Jenkins asked to adjourn into Executive Session at 10:08am.

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 other executive session matters were discussed.

J. Jenkins asked to adjourn the Executive Session and reconvene the Regular Session at 10:16am.

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)**

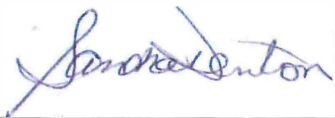
7. RECONVENE INTO REGULAR SESSION

a. Report of Executive Session Action-

- o Collection Matters-The Board authorized the attorney to file a collections lawsuit, if the accounts are not resolved, on 8 properties: account numbers: 00143-8587, 00142-6560, 00142-8225, 00141-8578, 00141-8895, 00143-0996, 00143-5218 and 00141-8921.

The Regular Session meeting was adjourned at 10:17am.

Prepared by:


Sandra K. Denton, General Manager

Approved electronically on May 23 2025, by the Board of Directors.

Approved by:


Jimmie F. Jenkins

Jimmie Jenkins, President