



SRA BOARD OF DIRECTORS MEETING MINUTES

DATE: May 13, 2025
PLACE: Regular Session
ATTENDING: Alvin San Miguel, President
Bill Chrisman, Vice-President
Allison Bond, Secretary/Treasurer (attended virtually)
David Atwood, Board Member
Patti Gallagher, Board Member
Sandra K. Denton, General Manager
Michael Dei, Staff
Cyndi Hernandez, Staff
Doug McGee, Staff
Andy Peal, Staff
Lisa Cox, Staff
Troy Goodell, Staff
Dana Ippoliti, Staff
Smita Parikh, 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: Luis De La Mata, Rolly DeMeza, Ramona Mishaga and Ernest Okeke. Seven (7) other residents were viewing.

OWNER INPUT TIME

A. San Miguel opened Owner Input Time at 9:01 a.m. There were multiple residents who had submitted requests to address the Board prior to the meeting. A. San Miguel began by inviting those who had previously communicated their concerns if they wished to speak. Bilesh Ladv, resident of the Village of Anderson Springs, spoke on the subject of reducing costs.

Those who had submitted emails but did not speak were: Deb Zygmunt, resident of the Village of Bees Creek, whose message was regarding concerns over work done by Centerpoint Energy near her house; Brian Thibodeaux, resident of the Village of Bees Creek-Sorrento, whose message was regarding escalating assessments; Steve Claflin, resident of the Village of Bees Creek, whose message was regarding landscaping, fences and trees, Andrew Richards, resident of the Village of Waters Lake, whose message was regarding reducing the assessment and Rachel Taylor, resident of the Village of Avalon, whose message was regarding a lake near her home.

A. San Miguel stated that Association Staff would follow up with all owners who had submitted input.

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Residential Association

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CONSENT AGENDA ITEMS-

- Acknowledged advance receipt of Board package.
- Acknowledged Administrative and Routine Matters:
 - i. Ratified Electronic Decision to Approve Minutes from February 4, 2025, SRA Board of Directors Meeting.
 - ii. Ratified Electronic Decision to Approve Revised Swimming Pool Policies & Rules.
 - iii. Ratified Electronic Decision to Appoint Fred McGhee and Scott Rasmussen to the Finance Advisory Committee; and Celeste Ferrson to the Modifications Sub-Committee.
 - iv. Ratified Electronic Decision to Approve Changes to Atlas Cell Tower Agreement.
 - v. Ratified Electronic Decision to Authorize Bidding on Two Properties for Collection Matters- Account Numbers: 00104-5459 and 00104-2753.

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

Board Member, David Atwood, requested that appointments be itemized by committee for future approvals.

ACTION ITEMS

- Financial Reports
 - Reviewed Preliminary March 31, 2025, Financial Reports-M. Dei presented the financial statements and answered Board questions.
 - Reviewed 1st Quarter 2025 Projection-M. Dei summarized the projection and answered Board questions.
 - Update on 2025 Collections-M. Dei reported that SRA is 87.9% 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)

- Approved Allocation of Excess 2024 Operating Funds for Neighborhoods-M. Dei shared the amounts of excess operating income (EOI) for each of the gated neighborhoods and stated that it is Staff's recommendation that the EOI be transferred into each neighborhood's reserve account. Estimated amounts are as follows: Avalon: \$21,916; Commanders Point: \$22,430; Pecan Estates: \$53,501; Sanctuary: \$17,616; Sorrento: \$92,286; and Vieux Carre: \$26,187.

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

- 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.

A. San Miguel closed Owner Input Time at 9:34 a.m.

- 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)

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
 - **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. There is one item remaining in the negotiations and that is related to the termination clause due to the potential expense to the district(s) if the Association was to stop providing maintenance. Management understands the Districts desire to have a longer time period for the termination provision so the SRA Board is being asked to authorize S. Denton to execute an agreement provided the termination provision is no longer than 6 months in advance of the district's fiscal year.

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 SRA with a negotiated 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)

- Discussed/Adopted Policies:
 - **Revised Purchasing and Contracting Policy-S.** Denton explained that the SRA Purchasing and Contracting Policy had been revised to further define authority for emergency purchases.

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

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

- **Revised Property Modification & 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)

NEW BUSINESS

- 2025 Insurance Renewals-M. Dei presented the SRA 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 will be presented electronically for approval at a later date. (On motions duly made, seconded and carried, the motion was passed)

- Discussed Missouri City Traffic Calming Policy-D. Ippoliti explained that a resident within the annexed portion of Sienna had expressed a concern over speeding and, through this process, we became aware of the City's Traffic Calming Policy. As written, there are concerns with the policy regarding the potential expense for the Association. Additionally, the Association does not have the technical knowledge to engage in traffic calming matters. The Board was asked to provide their thoughts on this policy. Overall, the Board consensus was that the Association should not share the cost of additional traffic control and should rely on the City's expertise for these types of changes.
- Other New Business-There was no other new business to discuss.

UPDATES ON OLD BUSINESS

- 2025 2nd Quarter 2025 Business Plan Update-L. Cox shared an update of the 2025 Business Plan.
- Other Major Projects Underway for 2025-T. Goodell and A. Peal each provided updates on their department's major projects.
- Other Updates-S. Denton provided an update on the current Texas legislative session.

A. San Miguel asked to adjourn into Executive Session at 10:29 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 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)

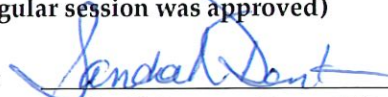
RECONVENE INTO REGULAR SESSION

a. Report of Executive Session Action-

- o Collection Matters-The Board authorized the attorney to proceed with filing a collection lawsuit on 5 accounts (#00137-5750, #00124-8188, #00139-2953, #00136-9038 and #00104-5611) if the owner does not resolve the matter prior to filing the suit.

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 May 19, 2025, by the Board of Directors.

Approved by:

Allison Bond

Allison Bond, Secretary and Treasurer