



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

DATE: August 7, 2025
PLACE: Hybrid Meeting
ATTENDING: Jimmie Jenkins, President (via Zoom)
Alvin San Miguel, Vice President (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
Dami Roberts, Staff Guest: Brad Ryan, Canady & Canady, LLC

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 sixteen (16) individuals present via Zoom, two were Village Representatives: Ms. Judy Barr and Mr. Joshua Jenkins.

2. **OWNER INPUT TIME**

J. Jenkins opened Owner Input Time at 9:01 a.m. One resident had submitted input to the Board prior to the meeting. Heena Kalra, resident of the Village of Sienna Oaks, expressed concern over lack of streetlights on Heritage Park Drive near the entrance to Emerald Forest. Staff will follow up directly. A Zoom attendee utilized the chat feature to express concern over maintenance-related issues (dog waste, mulch and lawn clippings in drains). The resident was advised to reach out to the Sienna Operations Department directly or to provide their phone number so that Staff could reach out to them.

3. **ACKNOWLEDGE ADMINISTRATIVE and ROUTINE MATTERS**

1. Ratified Electronic Decision to Authorize S. Denton to Bind 2025 Insurance Policies.
2. Ratified Electronic Decision to Approve Minutes from May 14, 2025, SCA Board of Directors Meeting.
3. Ratified Electronic Decision to Approve Bid for 1 Property for Collection Matter: Account Number 00137-2384 (May 2025).
4. Ratified Electronic Decision to Accept Grant Advisory Committee's June 2025 Recommendation to Fund Grant Request in the Amount of \$8,297.39 (half of the total \$16,594.78, split with SCSF) to the Sienna Associations for New Equipment for the Outdoor Adventures Program.
5. Ratified Electronic Decision to Authorize Refunding MUD 6 for Beryl Expenses.
6. Ratified Electronic Decision to Accept 2024 SCA Audit.

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Community Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

7. Ratified Electronic Decision to Approve Bid for 1 Property for Collection and Deed Restriction Matters: Account Number 00136-5511 (July 2025).
8. Ratified Electronic Decision to Appoint Dane Vontobel to the Parkway Place Neighborhood Advisory Committee.

J. Jenkins asked that the ratification of the 2024 SCA Audit be pulled out and addressed separately. He then invited guest Brad Ryan (Canady and Canady, LLC) to briefly summarize the results of the 2024 SCA Audit. Mr. Ryan stated that there were no exceptions, and the audit was deemed to meet the generally accepted accounting principles. The Board had no additional questions and formally accepted the 2024 SCA audit.

4. CONSENT AGENDA ITEMS

1. Acknowledged Advance Receipt of Board Package.
2. Approved Sport Court Guideline Modifications.

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. *Review Preliminary June 30, 2025, Financial Reports*-M. Dei presented the financial statements and answered Board questions.
- ii. *Reviewed 2nd Quarter 2025 Projection*-M. Dei summarized the projection and answered Board questions.
- iii. *Update on 2025 Collections*-M. Dei reported that SCA is 93.6% collected for 2025.

A MOTION WAS MADE to accept the June 30, 2025 financial statements. (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 SCA-CEF Funding Requests:

- i. None

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

- i. *Tree Care Services with Yellowstone for 5 Years: 2026-2030*-T. Goodell presented the results of a request for proposal from 4 tree services providers. Dr. W. Todd Watson, PhD, BCMA, (a professional horticulturist) assisted with the bid process. Taking into account extra services, tree services and the cost of tree material, Yellowstone offered the most competitive bid. Additionally, they have been working in Sienna for many years and have provided exceptional service.

A MOTION WAS MADE to authorize S. Denton to engage Yellowstone Landscape for tree services for 5 years, from 2026-2030. (On motions duly made, seconded and carried, the motion was passed)

- ii. *Acreage Mowing Services for 5 Years: 2026-2030*-T. Goodell stated that bids had been solicited for acreage mowing services. He verbally reported on the range of the results, received just prior to the meeting. Based on price, previous experience with Sienna and outstanding service, Staff recommends continuing with Yellowstone. J. Jenkins requested the data in writing prior to the Board making a decision on contractor so Staff will follow up.

Owner Input Time was closed at 9:36am.

d. Discussed/Adopted Policies:

S. Denton stated that, based on the results of the recent Texas Legislative Session, a number of policies required revisions.

- i. *Revised Common Area Rules and Enforcement Guidelines*-revised to address the law change requiring Associations to allow political events at Association-owned common areas.
- ii. *Revised Facility Rental Policy*-revised to address the law change requiring Associations to allow political events at Association-owned facilities.
- iii. *Revised Residential Dedicatory Instrument Enforcement, Board Hearing and Fine Policy*-revised to address the subject of not enforcing deed restrictions related to turf, during a drought.
- iv. *Security Measures Policy*-revised to clarify where fencing is allowed and detail on other allowable security measures.

A MOTION WAS MADE to approve the revised Common Area Rules and Enforcement Guidelines; revised Facility Rental Policy; revised Residential Dedicatory Instrument Enforcement, Board Hearing and Fine Policy; and revised Security Measures Policy. (On motions duly made, seconded and carried, the motion was passed)

e. Approved 2025 Annual Meeting & Village Representative Election Matters-D. Ippoliti presented details related to the upcoming Village Representative Election and SCA/SRA Combined Annual/Village Meeting and requested the following Board actions:

- Confirmed Annual Meeting date as November 11, 2025.
- Approved Village Representative Election period from October 6, 2025 through November 5, 2025.
- Established the election method for the Village Representative Election to be electronic.
- Set the unit count for the Village Representative Election as follows: Anderson Springs: 1,977; Avalon: 424; Bees Creek: 1,234; Sawmill Lake: 2,328; Shipmans Landing: 1,421; Sienna Oaks: 2,276; Steep Bank East: 937; Steep Bank West: 414; Summerhouse Lake: 150; and Waters Lake: 1,410.
- Confirmed that all owners are eligible voters as of Friday, October 3, 2025.

f. Other Action Items-S. Denton stated that there were no other action items on which to report.

6. NEW BUSINESS

- a. 2025 July 4th Recap & Recommendation for Large Events-C. Hernandez summarized the incident affecting the July 4th event at the Amphitheatre and all that has occurred since, including Staff debriefing with Fort Bend County Sheriff's Office representatives, the pyrotechnics contractor, the Fire Marshal and City of Missouri City representatives.

At this time, Staff is recommending Juneteenth and July 4th in their current forms be tabled for 2026 due to the 2026 FIFA World Cup soccer tournament since police officers and vendors will most likely be focused on that venue. A final decision will be made as part of the 2026 budget process.

- b. 2026 Planning and Budgeting-S. Denton presented the 2026 Planning Schedule for the Associations and confirmed that, overall, the Board had no different direction than what is in the Budget & Assessment Guidelines.
- c. Reforestation Plan-T. Goodell presented the Reforestation Plan, developed by Staff in conjunction with the Landscape Committee, which played a key role in its development. He answered Board questions.

A MOTION WAS MADE to approve the Reforestation Plan. (The motion was duly made but not seconded, therefore, the motion did not pass)

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

7. UPDATES ON OLD BUSINESS

- a. 5-Year Projection-S. Denton stated that the 5-Year Projection is nearing completion and will be reviewed with the Finance Advisory Committee prior to presenting to the Board in October. The goal of this plan is to understand what is projected to happen with the assessment over time.
- b. Sienna Community Park-L. Cox reported that Phase I is nearly underway (including 8 pickleball courts and a parking lot (as well as temporary restroom services). Regarding Phase II, which includes a large inclusive play area and basketball courts, MUD 5 has committed to accept ownership of the land, which is a critical step in moving forward with project. She also stated that most of the funding is secured and the results of additional grant requests will be forthcoming in the near term.
- c. Update on MUD/LID Agreements-L. Cox reported that the MUD agreements are close to being finalized; while the LID agreement is still under consideration.
- d. 2025 2nd Quarter Business Plan Update-L. Cox shared an update of the 2025 Business Plan.
- e. Other Major Projects Underway for 2025-There are no other major projects on which to report.
- f. Developer Update-A. San Miguel provided a developer update.
- g. Other Updates-S. Denton stated that there are no other updates on which to report.

J. Jenkins asked to adjourn into Executive Session at 10:28am.

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 10:43am.

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 authorizes the attorney to proceed with posting the order of sale on account numbers: 00141-0903 and 00141-8662 for failing to pay assessments (if the owner does not resolve the matter before the date of the foreclosure sale). The owners will have to pay for any related costs on the legal action.
- o Deed Restriction Matters-None.
- o Other Executive Session Matters-The Board was provided an update on other litigation matters. No action is required.

A MOTION WAS MADE to take action reported above from Executive Session. (On motions duly made, seconded and carried, the motion was passed)

The Regular Session meeting was adjourned at 10:45am.

Prepared by:


Sandra K. Denton, General Manager

Approved electronically on August 8 2025, by the Board of Directors.

Approved by:


Jimmie F. Jenkins

Jimmie Jenkins, President