



SRA BOARD OF DIRECTORS MEETING MINUTES

DATE: August 5, 2025
PLACE: Regular Session
ATTENDING: Alvin San Miguel, President
Bill Chrisman, Vice-President
Allison Bond, Secretary/Treasurer
David Atwood, Board Member
Patti Gallagher, Board Member
Sandra K. Denton, General Manager
Michael Dei, Staff
Cyndi Hernandez, Staff
Doug McGee, Staff
Dami Roberts, Staff
Lisa Cox, Staff
Troy Goodell, Staff
Dana Ippoliti, Staff
Andy Peal, 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, Luis De La Mata and Leonard Sparks. Twenty (20) other residents were viewing.

OWNER INPUT TIME

A. San Miguel opened Owner Input Time at 9:01 a.m. There were no residents requesting to address the Board.

ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS

- Ratified Electronic Decision to Approve Minutes from May 13, 2025, SRA Board of Directors Meeting.
- Ratified Electronic Decision to Authorize S. Denton to Bind 2025 Insurance Policies.
- Ratified Electronic Decision to Approve Bids on 4 Properties for Collection and Deed Restriction Matters: Account Numbers 00132-2062, 00106-6593, 00131-9936 and 00108-3929 (May 2025).
- Ratified Electronic Decision to Accept 2024 SRA Audit.
- Ratified Electronic Decision to Approve Bids on 4 Properties for Collection and Deed Restriction Matters: Account Numbers 00130-1915, 00138-4660, 00106-3444 and 00115-6474 (July 2025).

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Residential Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

CONSENT AGENDA ITEMS

- 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)

ACTION ITEMS

- Financial Reports
 - Reviewed Preliminary June 30, 2025, Financial Reports-M. Dei presented the financial statements and answered Board questions.
 - Reviewed 2nd Quarter 2025 Projection-M. Dei summarized the projection and answered Board questions.
 - Update on 2025 Collections-M. Dei reported that SRA is 94.3% collected for 2025.

M. Dei reported that a 2025 Reserve Report (used for 2026) will not be presented to the Board because the draft received from the provider is not acceptable. The 2024 report is a 30-year report, so that information will be used in the 2026 budget preparations. Later in 2025, we will bid reserve study services and will do an on-site study in 2026.

A MOTION WAS MADE to accept the June 30, 2025, financial statements. (On motions duly made, seconded and carried, the motion was passed)

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
 - **Sienna Community Park-Phase I Construction with Forney Construction-A.** Peal presented the results of two bid requests related to Phase I of the Sienna Community Park, which includes 8 pickleball courts, a parking lot and temporary restroom facility (the permanent restroom facility will align with Phase II construction). He answered Board questions and made the recommendation for the Board to authorize S. Denton to engage Forney Construction for the construction of the courts and parking lot; and Portable Restroom Trailers for the placement of the temporary restroom facility.

A MOTION WAS MADE to authorize S. Denton to engage Forney Construction for the construction of the Sienna Community Park-Phase I pickleball courts and parking lot; and Portable Restroom Trailers for the placement of the temporary restroom facility. (On motions duly made, seconded and carried, the motion was passed)

- **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)

- **Acreage Mowing Services for 5 Years: 2026-2030-T.** Goodell stated that bids had been solicited for acreage mowing services. He reported on the results, received just prior to the meeting. The range of bids from 4 respondents was from around \$143,000 to \$175,900. The current contractor, Yellowstone, was the lowest bidder. Based on price, previous experience with Sienna and outstanding service, Staff recommends continuing with Yellowstone.

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

A. San Miguel closed Owner Input Time at 9:30 a.m.

- **Club Sienna Parking Lot Light Pole Project with A. Fuller Electric-T.** Goodell explained that the Club Sienna parking lot light poles were scheduled to be replaced in 2024, per the reserve report. Due to Hurricane Beryl, the project was postponed. Additionally, Staff researched a more energy efficient option than a replacement of what currently exists. At this time, Staff is recommending a light pole style similar to the poles at the Sawmill Lake Club parking lot and, based on the results of a request for proposal, is recommending A. Fuller Electric as the chosen vendor to do the project. Because the replacement cost of this style exceeds what is available in the reserve budget, Staff must request Board authorization for the expenditure. The Board wishes to table their decision, pending further research on a single-head fixture and/or alternate funding options. This action will be handled electronically at a later time.
- **Discussed/Adopted Policies:**
S. Denton stated that, based on the results of the recent Texas Legislative Session, a number of policies required revisions.
 - **Revised Common Area Rules and Enforcement Guidelines**-revised to address the law change requiring Associations to allow political events at Association-owned common areas.
 - **Revised Facility Rental Policy**-revised to address the law change requiring Associations to allow political events at Association-owned facilities.
 - **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.
 - **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)**

- **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.

A MOTION WAS MADE to approve the actions noted immediately above related to the 2025 Annual Meeting and Village Representative Election Matters. (On motions duly made, seconded and carried, the motion was passed)

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

NEW BUSINESS

- 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.
- 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.
- 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 adopt the Reforestation Plan. (On motions duly made, seconded and carried, the motion was passed)

- Other New Business-There was no other new business to discuss.

UPDATES ON OLD BUSINESS

- 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.
- Sienna Community Park-Phase II-A. Peal reported that MUD 5 has committed to accept ownership of the land, which is a critical step in moving forward with project. He also stated that most of the funding is secured and the results of additional grant requests will be forthcoming in the near term.
- 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.
- 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 provided an updates on the Operations 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 10:30 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, deed restriction violation and other matters were discussed.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 11:00 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 authorizes the attorney to proceed with filing a collection lawsuit on 1 account (#001116-2675) if the owner does not resolve the matter prior to filing the suit. The owner will have to pay for any related costs on the legal action.
- o Deed Restriction Violation Matters-The Board authorizes the attorney to proceed with filing a lawsuit on account (#00139-3127) should the owner hold another event for a fee.

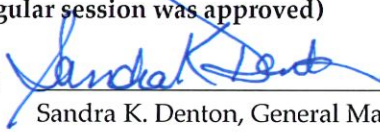
The Board authorizes revocation of access to all Association facilities for one year for the minor living at account (#00113-3073).

- o Other Executive Session Matters-The Board was provided an update on other litigation matters. Since no action is being taken, no motion is necessary.

A MOTION WAS MADE to take the action noted directly above on all Executive Session matters. (On motions duly made, seconded and carried, the motion was passed)

A MOTION WAS MADE to adjourn the Regular Session meeting at 11:02 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 Aug. 7, 2025 by the Board of Directors.

Approved by:

Allison Bond

Allison Bond, Secretary and Treasurer