



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

DATE: October 21, 2025
PLACE: Hybrid Meeting
ATTENDING: Jimmie Jenkins, President (via Zoom)
Alvin San Miguel, Vice President (via Zoom)
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, three were Village Representatives: Ms. Angelica Jacques, Mr. Ayse Miner and Ms. Jamyla Mitchell.

2. MEMBER INPUT TIME

J. Jenkins opened Member Input Time at 9:01 a.m. One resident had submitted input to the Board prior to the meeting. Mr. Don Myers, resident of the Village of Sienna Oaks, expressed concern over loss of trees (due to Hurricane Beryl). He inquired about plans to replant trees in this area. Staff will follow up directly with Mr. Myers.

3. ACKNOWLEDGE ADMINISTRATIVE and ROUTINE MATTERS

1. Ratified Electronic Decision to Authorize S. Denton to Engage Yellowstone for Acreage Mowing & Fencelines.
2. Ratified Electronic Decision to Approve Minutes from August 7, 2025, SCA Board of Directors Meeting.
3. Ratified Electronic Decision to Approve Revised Unit Count for 2025 VR Election.
4. Ratified Electronic Decision to Accept Grant Advisory Committee's August 2025 Recommendations to:
 - a. Fund Grant Request in the Amount of \$7,500.00 (half of the total \$15,000.00, split with SCSF) to the Sienna Associations for LUKE GIS Software System.
 - b. Fund Renewal Childrens Catastrophic Fund Grant Request in the amount of \$2,500.00 to the family with account #00126-1178(DW).

F:\SPCAI\Board\Minutes\2025\MINUTES-SCA Board of Directors Meeting-10-21-2025.doc

Community Association
9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

5. Ratified Electronic Decision to Appoint Village Rep. Elections Committee.
6. Ratified Electronic Decision to Approve SCA-CEF Funding Toward Operations & Sienna Oaks Start-up Costs.
7. Ratified Electronic Decision to Approve Bid for 1 Property for Collection Matter: Account Number 00138-7829 (September 2025).
8. Ratified Electronic Decision to Approve Waiver of CEF Fee for Builder to Builder Transaction.

4. CONSENT AGENDA ITEMS

1. Acknowledged Advance Receipt of Board Package.
2. Approve 2026 Annual Fort Bend Education Foundation Grant Request for Sienna Schools in the amount of \$15,000.00.
3. Approved 2026 Event Schedule.
4. Set 1st Quarter 2026 SCA Board of Directors Meeting Date: February 5, 2026, at 9am.

Alvin San Miguel asked that the Fort Bend Education Foundation Grant Request be pulled from the Consent Agenda and tabled, pending clarification on detail included within the application. Once clarification is received, the grant can be presented for consideration electronically.

A MOTION WAS MADE to approve the revised consent agenda, with the Fort Bend Education Foundation grant application removed. **(On motions duly made, seconded and carried, the motion was passed)**

5. ACTION ITEMS

- a. Approved 2026 Business Plan-L. Cox presented the 2026 Business Plan and covered some highlights.

A MOTION WAS MADE to approve the 2026 Business Plan. **(On motions duly made, seconded and carried, the motion was passed)**

b. Financial Reports

- i. *Review Preliminary September 30, 2025, Financial Reports-M.* Dei stated that, due to the timing of this meeting, the September financial statements and 3rd quarter projection are not ready but will be distributed to the Board no later than November 6, 2025.
- ii. *Update on 2025 Collections-see note immediately preceding this item.*
- iii. *Reviewed 3rd Quarter 2025 Projection-see note immediately preceding this item.*
- iv. *Reviewed Summary of Grants-D.* Ippoliti presented the current Summary of Grants and answered Board questions.
- v. *Acknowledged Use of 2025 Reserve Studies for 2026 for SCA & Neighborhoods-M.* Dei explained that, normally, a new reserve study is presented for Board acceptance; however, in preparing the report for 2026, issues arose so a final 2026 study was not prepared. Based on this, Staff recommends that the Board accept the use of the 2025 report (which is a 30-year report) for use in 2026. M. Dei answered questions and the Board supported Staff's recommendation.

Member Input Time was closed at 9:30am.

- vi. *Approved 2026 SCA Budget and Set Assessment*-S. Denton presented the 2026 SCA Budget and outlined highlights as well as material changes from the prior year. The proposed 2026 SCA assessment is \$1,580, a 2.4% increase over the 2025 SCA assessment. This percentage increase is slightly lower than the projected CPI for the Houston area. S. Denton answered Board questions.

A MOTION WAS MADE to approve the 2026 SCA Budget and set the 2026 assessment at \$1,580.00. (On motions duly made, seconded and carried, the motion was passed)

- vii. *Approved 2026 Neighborhood Budgets and Set Assessments*-M. Dei presented the 2026 budgets for the gated neighborhood and special service areas, stating that he had reached out, for feedback, to the Gated Neighborhood Committee and Neighborhood Advisory Committees where applicable.

A MOTION WAS MADE to approve the 2026 Forest Landing Budget and set the 2026 assessment at \$1,652.00. (On motions duly made, seconded and carried, the motion was passed)

A MOTION WAS MADE to approve the 2026 Fox Bend Budget and set the 2026 assessment at \$1,473.00. (On motions duly made, seconded and carried, the motion was passed)

A MOTION WAS MADE to approve the 2026 Parkway Place Budget and set the 2026 assessment at \$1,000.00. (On motions duly made, seconded and carried, the motion was passed)

A MOTION WAS MADE to approve the 2026 Sienna Townhome Area Budget and set the 2026 assessment at \$1,060.00. (On motions duly made, seconded and carried, the motion was passed)

- c. Approved Establishment of Pool Schedule Task Force and Approved Charter-A. Peal noted that, per the 2026 Business Plan, Staff wishes to establish and work with a task force of residents to assess the Association's pool schedule. The Board is being asked to approve the establishment of the task force and the related charter at this time to allow for the group to meet and formulate a recommendation prior to the 2026 pool season.

A MOTION WAS MADE to approve the establishment of the Pool Schedule Task Force and to approve the related Charter. (On motions duly made, seconded and carried, the motion was passed)

- d. Approved Contractors and Authorized S. Denton to Sign Contracts For:
 - i. *Supplemental Patrol Services with FBCSO for 1 Year: 2025-2026*-D. Ippoliti explained that the renewal contract for supplemental patrol services with the FBCSO shows a significant cost increase from the prior year due to a substantial pay increase approved in 2025 for deputies by the County Commissioners Court. Additionally, she explained that there have been some service issues and some changes were made as a result of meeting with representatives from FBCSO. While Staff is recommending approval of the renewal contract, it is important to note that, per the 2026 Business Plan, a task force of residents will be assembled to investigate alternatives to supplemental patrol services with the FBCSO, based on cost and service concerns.

A MOTION WAS MADE to authorize S. Denton to execute the contract with FBCSO for supplemental patrol services for 1 year, from 2025-2026. (On motions duly made, seconded and carried, the motion was passed)

- ii. *Sienna Community Park Agreement with Sienna MUD 4 and MUD 5*-Phase 2 of the park, which includes the adaptive playground, is in the final stages of development and funding. In order to be eligible for public funds and grants, a municipal entity needs to own the land. Sienna MUD 5 has agreed to take ownership of the land. Additionally, MUD 4 has agreed to a \$1,000,000 contribution toward the park improvements. Therefore, this agreement has been prepared and reviewed by the Association's attorney. Details on the time periods still need to be finalized but Staff is requesting the Board approve entering into this agreement, pending those details being resolved.

A MOTION WAS MADE to authorize to execute Sienna Community Park agreement with Sienna MUD 4 and MUD 5, contingent upon finalization of dates, project scope and attorney approval. **(On motions duly made, seconded and carried, the motion was passed)**

d. Discussed/Adopted Policies:

- i. *Basketball Court Rules-A*. Peel presented the new policy, developed to coincide with the completion of the basketball courts at the Sienna Oaks amenity. He answered Board questions over communication of the rules to residents. A QR code will be developed to assist in this effort.

A MOTION WAS MADE to approve the Basketball Court Rules. **(On motions duly made, seconded and carried, the motion was passed)**

- ii. *Revised Board Meeting Notice and Owner Input Policy-D*. Ippoliti presented the policy and stated that it was revised primarily to incorporate the new method by which owners can request a time to be heard at Board meetings, via the online fillable form on Siennanet. Other administrative changes were also made.

A MOTION WAS MADE to approve the revised Board Meeting Notice and Owner Input Policy. **(On motions duly made, seconded and carried, the motion was passed)**

- iii. *Revised Collection, Board Hearing and Payment Plan Policy-S*. Denton stated that the fees within the policy will be changing upon SRA Board's approval so the SCA Board will need to approve an updated collection policy.

A MOTION WAS MADE to approve the revised Collection, Board Hearing and Payment Plan Policy to reflect the updated fee schedule, effective January 1, 2026. **(On motions duly made, seconded and carried, the motion was passed)**

- iv. *Revised Pricing Policy-S*. Denton stated that the policy was revised to clarify it is not just one pricing policy used; if management believes something should be priced outside the policy, Board action will be required; and to expand examples of what is included in the 'Non-Program/Event Cost Recovery' category, as well as a few other administrative changes.

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

- v. *Revised Racquet Sports Complex Policy*-A. Peal presented the policy and noted that it was revised to add exhibits for the courts under construction at the Sawmill Lake Club and Sienna Community Park. There was a recommendation to move the provision "Residents may not utilize their own private instructor with whom the Association has not contracted." to the top of the paragraph.

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

- vi. *Revised Racquet Sports League Guidelines*-A. Peal stated that this policy was revised to include pickleball, an updated fee structure and additional rules for the purposes of vetting participants and maximizing resident access (minimum resident requirements per team).

A MOTION WAS MADE to approve the revised Racquet Sports League Guidelines. (On motions duly made, seconded and carried, the motion was passed)

- vii. *Revised Swimming Pool Policies and Rules*-A. Peal presented this policy and noted that the revisions were made to include an exhibit for the coming Sienna Oaks Pool.

A MOTION WAS MADE to approve the revised Swimming Pool Policies and Rules. (On motions duly made, seconded and carried, the motion was passed)

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

6. NEW BUSINESS

- a. Review Draft Agenda for 2025 Annual Meeting (Including Village Rep. Election Update)-S. Denton stated that there will be no major format changes to the upcoming Annual Meeting and presented the draft agenda for informational purposes.
- b. Other New Business-There was no other new business on which to report.

7. UPDATES ON OLD BUSINESS

- a. Update on MUD/LID Agreements-L. Cox reported that the MUD agreements are finalized; while the LID agreement is still under consideration.
- b. 2025 3rd Quarter Business Plan Update-L. Cox shared an update of the 2025 Business Plan.
- c. Other Major Projects Underway for 2025-There are no other major projects on which to report.
- d. Developer Update-A. San Miguel provided a developer update.
- e. Other Updates-S. Denton stated that there are no other updates on which to report.

J. Jenkins asked to adjourn into Executive Session at 10:58am.

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 11:11am.

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 order of sale and authorizes the attorney to bid on account number: 00140-6179 (if the owner does not resolve the matter before the date of the foreclosure sale).
- 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 11:12am.

Prepared by: _____


Sandra K. Denton, General Manager

Approved electronically on November 4 2025, by the Board of Directors.

Approved by: _____


Jimmie Jenkins, President