



## **BOARD MEETING NOTICE AND MEMBER INPUT TIME POLICY**

**Sienna Community Association  
Sienna Residential Association**

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND   §

### **I. PURPOSE**

**Notice of Board Meetings:** To establish the meeting notice content and the process for notifying Owners of regular or special Board meetings.

**Member Input Time at Board Meetings:** To set aside a specific time at regular Board meetings for Owners to address the Board in a public (in person or virtual) forum, expressing their views and opinions on the affairs of the Association and other matters of interest.

### **II. APPLICABILITY AND AUTHORITY**

This Policy applies to the following entities:

1. Sienna Plantation Community Association, Inc., sometimes doing business as Sienna Community Association ("SCA") as referenced in the Sienna Plantation Amended and Restated Master Covenant (Sienna Plantation Community Association, Inc.), filed under Clerk's File No. 2019035843 in the Official Public Records of Fort Bend County, Texas ("Covenant"), as same has been or may be amended from time to time and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Community Association, Inc.
2. Sienna Plantation Residential Association, Inc., sometimes doing business as Sienna Residential Association ("SRA") as referenced in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.) recorded under Clerk's File No. 2012104699 in the Official Public Records of Fort Bend County, Texas (the "Declaration"), as same may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Residential Association, Inc.

Any reference to “Board”, “Boards”, “Association” or “Associations” applies to all of the foregoing entities. Each Board is authorized by its respective dedicatory instruments to adopt policies pertaining to the governance of the Association that it serves. In the event of a conflict between the terms of this Policy and any previously adopted rules, regulations and/or policies addressing Board of Directors Code of Conduct Policy, this Policy will control.

Invalidation of any one or more of the covenants, restrictions, conditions, or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions, or provisions which shall remain in full force and effect.

### **III. PROCEDURES**

#### **NOTICE OF BOARD MEETINGS**

1. The notice shall contain the date, hour, place and general subject of a regular or special Board meeting, including a general description of any matter to be brought up for deliberation in executive session;
2. The notice shall be posted on [www.siennanet.com](http://www.siennanet.com), or the designated Internet website maintained by the Association or other Internet media, at least 144 hours before the start of a regular Board meeting and 72 hours before the start of a special meeting;
3. The notice shall be e-mailed to each Owner who has registered their e-mail address at [www.siennanet.com](http://www.siennanet.com). Owners are responsible for keeping an updated e-mail address registered with the Association.

#### **MEMBER INPUT TIME**

##### **In Person Meetings**

1. Member Input Time will be set at the commencement of each in person, regular Board meeting (unless otherwise determined by the President), and will last no more than 30 minutes. At the end of Member Input Time, the Board will continue with the agenda items.
2. Any Owner (or other party at the President’s discretion) may address the Board once during Member Input Time. Owners wishing to speak should complete the form provided for that purpose before the start of the meeting, or request permission to speak before Owners’ Time ends.
3. The Owner must include their name, address, phone number, email and topic of discussion.
4. Each Owner will be allowed approximately 3 minutes to speak. Depending on the number of Owners wishing to speak, the President may adjust the time allotted for each Owner. An Owner may not yield his/her allotted time to any other person.
5. No Owner shall otherwise speak at any meeting unless recognized by the President.

6. Owners shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the Owners's allotted time and may result in the Owners's expulsion from the meeting.

#### Virtual Meetings

1. Member Input Time shall be set at the commencement of each virtual, regular Board meeting (unless otherwise determined by the Board President) and will last no more than 30 minutes. At the end of Member Input Time, the Board will continue with the agenda items.
2. Any Owner (or other party at the President's discretion) may address the Board once during Member Input Time. In order to notify the Association of a request to address the Board during a virtual meeting, Owners have multiple options:
  - a. send an email message to their respective Board at [srboard@clubsienna.com](mailto:srboard@clubsienna.com), or [scaboard@clubsienna.com](mailto:scaboard@clubsienna.com), no later than 8 a.m. on the day on which the virtual Board meeting is scheduled. The email request to address the Board must include name, address, phone number and topic of discussion. The Owner may also include their comments related to the topic in the email or they will be provided the opportunity to state their input verbally. If the Owner prefers, the Association General Manager or Board President may read the Owner's emailed comments verbatim.
  - b. use the Member Input Time Request Form (located on Siennanet) to save an email step.
  - c. speak at meeting, using the "Q&A" or "Chat" (or similar/ associated feature to present a question or comment) feature of the virtual meeting software. When their name is announced to speak, they may unmute their speaker, state their name and property address prior to the question or comment, and then state their question or comment. Each Owner shall be provided no more than 3 minutes to speak. Depending on the number of Owners wishing to speak, the President may adjust the time allotted for each Owner. An Owner may not yield his/her allotted time to any other person.
3. No Owner shall otherwise speak at any meeting unless recognized by the President.
4. Owners shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the Owner's allotted time and may result in the Owner's expulsion from the meeting.

#### Board's Role for Member Input Time

1. The President may address an Owner's comments, or allow another Board Member or Staff Member to address the comments as appropriate.
2. While some discussion between the Owner and the Board may take place, a lengthy dialogue will be avoided.

The Board may refer comments made during Member Input Time to Staff for review or action, or to be placed on a future Board agenda for discussion and/or action.

Unless comments relate to matters already on agenda, or the Board adds the matter to the agenda, the Board will not address the topic at the Board meeting.

<b>Policy Name</b>	<b>Approved/Finalized</b>	<b>Revised</b>
Board Meeting Notice and Member Input Time Policy		October 21 and 23, 2025
Board Meeting Notice and Owner Input Time		July 26, 2021, July 28, 2021, August 25, 2021
Board Meeting Notice and Owner Input Time		April 26, 2021, April 28, 2021, May 26, 2021
Board Meeting & Member's Time at Board Meetings Notification Policy		October 17, 2011
Members' Time at Board Meeting Policy	May 9, 2005	

[SIGNATURE PAGES FOLLOW]

**CERTIFICATION****SIENNA COMMUNITY ASSOCIATION/TOLL-GTIS PROPERTY OWNER, LLC**

I hereby certify that, as Jimmie F. Jenkins of the Sienna Plantation Community Association, Inc., the foregoing Policy was approved on the 21<sup>st</sup> day of October, 2025, at an electronic or in-person meeting of the Board of Directors at which a quorum was present.

DATED, this the 21<sup>st</sup> day of October, 2025.

By: Jimmie F. Jenkins

Print Name: Jimmie F. Jenkins

Title: President

STATE OF TEXAS

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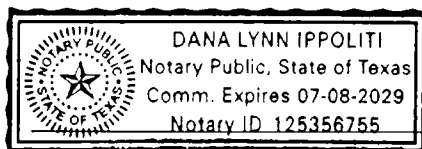
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COUNTY OF FORT BEND

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BEFORE ME, on this day personally appeared Jimmie F. Jenkins, the President of Sienna Plantation Community Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 21<sup>st</sup> day of October, 2025.



Dana Ippoliti  
Notary Public – State of Texas

APPROVED, this the 21<sup>st</sup> day of October, 2025.

TOLL-GTIS PROPERTY OWNER, LLC, a Texas limited liability company

By: Jimmie F. Jenkins

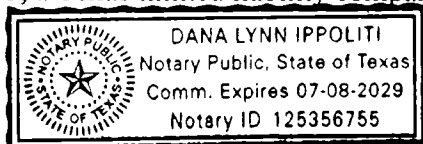
Printed Name: Jimmie F. Jenkins

Title: Authorized Representative

THE STATE OF TEXAS

COUNTY OF Fort Bend

This instrument was acknowledged before me this 21<sup>st</sup> day of October, 2025, by Jimmie F. Jenkins, Authorized Rep. of Toll-GTIS Property Owner, LLC, a Texas limited liability company, on behalf of said company.



Dana Ippoliti  
Notary Public – State of Texas

**CERTIFICATION**  
**SIENNA RESIDENTIAL ASSOCIATION**

I hereby certify that, as Secretary of the Sienna Plantation Residential Association, Inc., the foregoing Policy was approved on the 23<sup>rd</sup> day of October, 2025, at an electronic or in-person meeting of the Board of Directors at which a quorum was present.

DATED, this the 23<sup>rd</sup> day of October, 2025.

By: Allison Bond  
 Print Name: Allison Bond  
 Title: Secretary

STATE OF TEXAS

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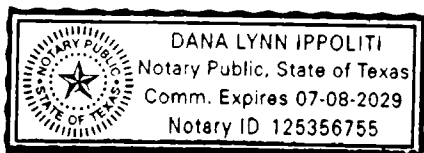
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COUNTY OF FORT BEND

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BEFORE ME, on this day personally appeared Allison Bond, the Secretary of Sienna Plantation Residential Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 23<sup>rd</sup> day of October, 2025.



Dana Ippoliti  
 Notary Public – State of Texas

After Recording, Return To:  
 Dana Ippoliti  
 Sienna Associations  
 9600 Scanlan Trace  
 Missouri City, Texas 77459