



SIENNA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES

DATE: February 6, 2025
PLACE: Zoom Meeting
ATTENDING: Jimmie Jenkins, President
Alvin San Miguel, Vice President
Steven Brumfield, Secretary/Treasurer
Sandra K. Denton, General Manager
Lisa Cox, Staff Michael Dei, Staff
Astrid Gonzalez, Staff Troy Goodell, Staff
Cyndi Hernandez, Staff Dana Ippoliti, Staff
Emi Jopio, Staff Doug McGee, Staff
Smita Parikh, Staff Andy Peal, Staff
Dami Roberts, Staff Anna Thottumkal, 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 eighteen (18) individuals present via Zoom, three were Village Representatives: Ms. Judy Barr, Ms. Angelica Jaquez and Mr. Joshua Jenkins.

2. **OWNER INPUT TIME**

J. Jenkins opened Owner Input Time at 9:01 a.m. One resident had sent an email prior to the meeting. Mr. Wilbur Worthen, resident of Sawmill Lake, posed two questions: one about fireworks set off by neighbors; and the other about homeowners association assessments increasing. Staff will follow up with Mr. Worthen. No Zoom attendees utilized the chat or Q&A features to address the Board.

3. **CONSENT AGENDA ITEMS**

1. Acknowledged Advance Receipt of Board Package.
2. Acknowledged Administrative and Routine Matters:
 - i. Ratified Electronic Decision to Accept Grant Advisory Committee's October, 2024, Recommendations to:
 - Fund Renewal Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00134-4354(BG).
 - Fund Renewal Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00126-7282(CL).
 - Fund Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00143-2855(KO).

F:\SPCAI\Board\Minutes\2025\MINUTES-SCA Board of Directors Meeting-2-6-2025.doc

Community Association
9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

- ii. Ratified Electronic Decision to Appoint Zachary Morrison to the Modifications Sub-Committee.
 - iii. Ratified Electronic Decision to Accept Grant Advisory Committee's October 25, 2024, Recommendation to Fund the Renewal Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00131-3932 (OS).
 - iv. Ratified Electronic Decision to Approve Club Sienna Sand Volleyball Court Enhancements.
 - v. Ratified Electronic Decision to Approve Minutes from the October 21, 2024, SCA Board of Directors Meeting.
 - vi. Ratified Electronic Decision to Accept Grant Advisory Committee's November, 2024, Recommendations to:
 - Fund Renewal Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00124-4129(CH).
 - Fund Renewal Childrens Catastrophic Fund Grant Request in the Amount of \$2,500.00 to the Family with Account #00124-4129(KH).
 - vii. Ratified Electronic Decision to Approve MUSCO Lighting System for Sawmill Sand Volleyball Courts.
 - viii. Ratified Electronic Decision to Accept Grant Advisory Committee's December 2024, Recommendation to Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00132-3786(RA).
 - ix. Ratified Electronic Decision to Accept Grant Advisory Committee's January 2025, Recommendation to Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00132-8642(JS).
 - x. Ratified Electronic Decision to Accept Grant Advisory Committee's January 9, 2025, Recommendation to Fund the Childrens Catastrophic Fund Grant in the Amount of \$2,500.00 to the Family with Account #00143-1018(BL).
 - xi. Ratified Electronic Decision to Approve Funding Toward Phase I of Sienna Community Park.
 - xii. Ratified Electronic Decision to Appoint Scott Rasmussen to the Hearing Advisory Committee.
 - xiii. Ratified Electronic Decision to Approve Grant to Fort Bend Education Foundation.
3. Appointed 2025 SCA Board of Directors Members and Officers.
 4. Approved 2025 SCA Board of Directors Meeting Schedule.
 5. Approved 2025 Swimming Pool Hours.
 6. Appointed 2025 Committee Members, Chairs and Vice Chairs:
 - i. Finance Advisory Committee-Stacey Hogue, Bilesh Ladva (Vice Chair), Andrew Mishaga, Jamyla Mitchell, Vipul Parikh (Chair), Chris Wetmore and Gary Yuen.
 - ii. Gated Neighborhood Committee – Fox Bend-George Flint, Marcel Meijer and Saral Patel.
 - iii. Grant Advisory Committee-Christine Baldwin, Judy Barr, Cindy Chilcote, Cynthia Geiger, Casey Giannetti, Joshua Jenkins, Chris Lincoln, Ashlee Valavala and Gary Yuen.
 - iv. Hearing Advisory Committee-Andrew Barry (Vice Chair), Lee Kennihan, Ezekial King, Ramona Mishaga (Chair), Scott Rasmussen, Heidi Reese and Frank Welsh.
 - v. Landscape Committee-Nancy Brock, Casandra Burkley (Vice Chair), Christi Chrisman, Rojan Jacob, LaTrina Kingsbury, Sharon Meeks, Nurith Schonberger, Ernest Stalnaker, Adrianne Strekfus (Chair) and Londa Wright.
 - vi. Modifications Sub-Committee-Keith Griffin, Zachary Morrison, Byron Polk, Truitt Raun, Andrew Richards (Vice Chair) and Pete Saulino (Chair).
 - vii. Neighborhood Advisory Committee (for Sienna Townhome Area)-Kristi Butler, Michele Campbell and Jocelyn Lewis.
 7. Appointed Uncontested Candidates to VR Positions:
 - i. Village of Sienna Oaks-Raven Davenport and Angelica Jacquez.
 8. Acknowledged 2024 Annual Meeting Minutes--*The SCA Board of Directors acknowledged the draft of the 2024 Annual Meeting Minutes.*

9. Set 2025 SCA/SRA Annual Meeting Date as Tuesday, November 11, 2025 and Confirm Meeting format as Virtual.

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

4. ACTION ITEMS

a. Financial Reports

- i. *Review Preliminary December 31, 2024, Financial Reports*-M. Dei presented the financial statements and answered Board questions.
- ii. *Update on 2024/2025 Collections*-M. Dei reported that SCA is 98% collected for 2024; and 72.6% collected for 2025.

A MOTION WAS MADE to accept the December 31, 2024 financial statements. (On motions duly made, seconded and carried, the motion was passed)

- iii. *Approved Contributing CEF Funds to Long-Term Capital Fund for 2024*- M. Dei asked the Board to confirm the dollar amount to be allocated (for the 2024 budget year) to the Long-Term Capital Fund.

A MOTION WAS MADE to approve a contribution (for the 2024 budget year) of \$161,000 to the Long-Term Capital Fund. (On motions duly made, seconded and carried, the motion was passed)

- iv. *Approved Allocation of Funding for Beryl Expenses*-S. Denton presented a financial summary of Beryl recovery expenses and options for funding. She answered Board questions.
- v. *Approved Allocation of Estimated 2024 Excess Operating Funds*-The Board discussed this allocation while discussing funding for Beryl expenses.

A MOTION WAS MADE to authorize \$760,992 from the SCA 2024 year-end operating surplus to cover Beryl expenses; and to authorize the remaining balance of the 2024 year-end operating surplus (\$317,959) to be allocated to the Long-Term Capital Fund pending any year-end audit adjustments. (On motions duly made, seconded and carried, the motion was passed)

- vi. *Authorized S. Denton to Engage Charles Schwab as SCA Investment Custodian*-M. Dei followed up on the prior Board discussion of investment custodians and presented more detail on the fee structure of Charles Schwab. He answered Board questions regarding the funds as they relate to FDIC-insured status.

A MOTION WAS MADE to authorize S. Denton to engage Charles Schwab as the SCA Investment Custodian, contingent upon the initial investment being FDIC-insured at the maximum amount. Future investments will need specific Board approval. (On motions duly made, seconded and carried, the motion was passed)

Owner Input Time was closed at 9:29am.

- vii. *Reviewed Summary of Grants*-D. Ippoliti stated that this summary will be sent to the Board electronically once completed.

b. Approved SCA-CEF Funding Requests:

- i. *Maintenance Facility Generator*-T. Goodell provided the Board a summary of the actual expenses for the Maintenance Facility project as compared to the total funding originally provided for the project. He noted that the project came in under budget by \$74,161.42. The Board was asked to allow the use of \$66,873.00 (half of which would be SCSF dollars) of the remaining project funds for a generator to fully power the Maintenance Facility in an emergency where power is not available. The Board asked that Staff research a smaller-sized generator before a decision is made.
- ii. *Sawmill Lake Park Swing Replacement*-T. Goodell stated that the current swing at the Sawmill Lake Park has deteriorated at a faster rate than anticipated and is unsafe. Staff's recommendation is to replace it with a swing made of a more durable material. Since the expense is not budgeted, Board approval is required.

A MOTION WAS MADE to approve unbudgeted expenditure of \$24,938.50 to replace Sawmill Lake Park Swing with non-wood, powder-coated material. (On motions duly made, seconded and carried, the motion was passed)

- iii. *John Deere Gator Door Purchase and Installation*-T. Goodell stated that the John Deere gator used by the crew and porters did not come with the option of doors. Staff is asking for funding in the amount of \$3,302.66 toward the purchase and installation of a half-door kit so the gator is safer.

A MOTION WAS MADE to approve funding in the amount of \$3,302.66 toward the purchase and installation of a half-door kit for the John Deere gator. (On motions duly made, seconded and carried, the motion was passed)

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

- i. None

d. Discussed/Adopted Policies:

- i. *Revised Board Responsibilities Guidelines*-S. Denton explained that the revisions were related to removing references to STHA (dissolved in 2024) and incorporation of the new Vision, Mission and Values verbiage to replace the "focus areas".

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

- ii. *Sand Volleyball Court Policy*-A. Peal presented the new document which was written to prevent monopolization of courts and to allow the possibility for potential league usage time.

A MOTION WAS MADE to approve the Sand Volleyball Court Policy. (On motions duly made, seconded and carried, the motion was passed)

- iii. *Revised Swimming Pool Policies and Rules*-A. Peal shared the revised version of this document, which was changed to address commercial operations (i.e., swim lessons) occurring at Association pools. The Board suggested adding the verbiage, "day care providers" to the list of prohibited users.

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

- e. Other Action Items-A. Peal presented a proposal to relocate the Sawmill Lake Pool entry gate/fence and requested funding from the SCA long-term capital fund for this project. The Board discussed the plans and requested that they be re-designed prior to making a decision.

5. NEW BUSINESS

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

6. UPDATES ON OLD BUSINESS

- a. 2025 1st Quarter Business Plan Update-L. Cox shared an update of the 2025 Business Plan.
- b. Other Major Projects Underway for 2025-There were no other major projects on which to report.
- c. Other Updates-There were no other updates on which to report.

J. Jenkins asked to adjourn into Executive Session at 10:29am.

A MOTION WAS MADE to call the Executive Session meeting to order. (On motions duly made, seconded and carried, the motion was passed)

Sipra Boyd, SCA Attorney joined the discussion.

During the Executive Session, collection matters were discussed.

J. Jenkins asked to adjourn the Executive Session and reconvene the Regular Session at 11:11am.

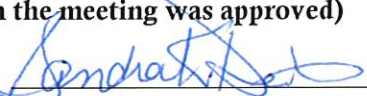
A MOTION WAS MADE to adjourn the Executive Session and reconvene the Regular Session. (On motions duly made, seconded and carried, the motion was passed)

7. RECONVENE INTO REGULAR SESSION

- a. Report of Executive Session Action
 - o Collection Matters-The Board authorized the attorney to file a lawsuit, if the accounts are not resolved, on 13 properties: account numbers: 00143-8587, 00141-8866, 00142-6560, 00142-8225, 00141-8620, 00142-5778, 00141-8578, 00141-8895, 00143-0996, 00143-5218, 00141-8633, 00141-8921 and 00141-6428.
The Board authorized posting orders of sale on 1 account (00134-0374), if the owner defaults on the agreed upon payment plan; and on 2 accounts (00136-7467 and 00132-0239), if the owners do not resolve the matters prior to the sale.

A MOTION WAS MADE to adjourn the Regular Session meeting at 11:14am. (On motions duly made, seconded and carried, the decision to adjourn the meeting was approved)

Prepared by:


Sandra K. Denton, General Manager

Approved electronically on Feb. 13 2025, by the Board of Directors.

Approved by:


Jimmie F. Jenkins

Jimmie Jenkins, President