



**SRA BOARD OF DIRECTORS
MEETING MINUTES**

DATE:	February 4, 2025	
PLACE:	Regular Session	
ATTENDING:	Alvin San Miguel, President	
	Bill Chrisman, Vice-President	
	David Atwood, Board Member	
	Patti Gallagher, Board Member	
	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	Andy Peal, Staff
	Dami Roberts, Staff	Anna Thottumkal, 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 and Leonard Sparks, III. Fourteen (14) other residents were viewing.

OWNER INPUT TIME

San Miguel opened Owner Input Time at 9:01 a.m. There were multiple residents who had submitted emails to the Board prior to the meeting. A. San Miguel began by asking the residents who had submitted emails (and were present at the meeting) if they wished to speak. Ms. Deb Zygmunt, resident of the Village of Bees Creek, spoke over two concerns: 1) dirt bike use on Association property – is there a policy? 2) erosion near cluster mailbox on High Bank Drive.

Those who had submitted emails but did not speak were: Bilesh Ladva, resident of the Village of Anderson Springs, whose message was regarding Association assessments; Tiffany Wagner, resident of the Village of Avalon, whose message was regarding sidewalks in Avalon; and Khiem Nguyen, resident of the Village of Waters Lake, whose message was regarding SRA expense details.

Ms. Sameena Beg, resident of the Village of Waters Lake, asked why Board meetings are held in the morning on weekdays? S. Denton reviewed the reasons.

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Residential Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

Mr. Mike Cabiro, resident of the Village of Waters Lake, posted the following question in the Q&A window: "I have a question for the landscaping committee. Several trees came down behind our home along Camp Sienna Trail in the common area. Is there a plan to replant any new trees for those that were lost?" Staff will follow up.

Mr. San Miguel stated that Association Staff would follow up with all owners who had submitted input.

CONSENT AGENDA ITEMS-

- Acknowledged advance receipt of Board package.
- Acknowledged Administrative and Routine Matters:
 - i. Ratified Electronic Decision to Appoint Zachary Morrison to the Modifications Sub-Committee.
 - ii. Ratified Electronic Decision to Approve Minutes from October 21, 2024, SRA Board of Directors Meeting.
 - iii. Ratified Electronic Decision to Appoint Scott Rasmussen to the Hearing Advisory Committee.
- Appointed 2025 SRA Board of Directors Members and Officers—*The SRA Board of Directors appointed Alvin San Miguel as Board President; Bill Chrisman as Board Vice President and Allison Bond as Board Secretary/Treasurer. David Atwood and Patti Gallagher are Board Members in 2025.*
- Approved 2025 SRA Board of Directors Meeting Schedule—*The SRA Board of Directors approved the dates for their Board meetings through the end of 2025: May 13th, August 5th and October 23rd, with the Budget Workshop scheduled for September 16th at 9:00am.*
- Approved 2025 Swimming Pool Hours—*The SRA Board approved the 2025 Pool Hours.*
- 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 Committees:
 - *Avalon*—*Asad Khan and PJ Nelson.*
 - *Commanders Point*—*Noreen Mayberry*
 - *Forest Isle*—*Al Gonsoulin*
 - *Pecan Estates*—*Vernon Hudson and Rishi Naran*
 - *Sanctuary*—*Micheline Abboud and Rob Hemker*
 - *Sorrento*—*Crystal Carter, Abraham Philip and Pritesh Shah*
 - *Vieux Carre*—*no current volunteers*
 - iii. Hearing Advisory Committee—*Andrew Barry (Vice Chair), Lee Kennihan, Ezekial King, Ramona Mishaga (Chair), Scott Rasmussen, Heidi Reese and Frank Welsh.*
 - iv. Landscape Committee—*Nancy Brock, Casandra Burkley (Vice Chair), Christi Chrisman, Rojan Jacob, LaTrina Kingsbury, Sharon Meeks, Nurith Schonberger, Ernest Stalnaker, Adrienne Strekfus (Chair) and Londa Wright.*
 - v. Modifications Sub-Committee—*Keith Griffin, Zachary Morrison, Byron Polk, Truitt Raun, Andrew Richards (Vice Chair) and Pete Saulino (Chair).*
- Appointed Uncontested Candidates to VR Positions:
 - i. Anderson Springs Village Reps: *Bejoy Joseph and Daniel Rehem*
 - ii. Avalon Village Reps: *Asad Khan and Nick Zerante*
 - iii. Bees Creek Village Rep: *Leonard Sparks, III*
 - iv. Waters Lake Village Rep: *Chris Conlon*
- Acknowledged 2024 Annual Meeting Minutes—*The SRA Board of Directors acknowledged the draft of the 2024 Annual Meeting Minutes.*
- Set 2025 SCA/SRA Annual Meeting Date as Tuesday, November 11, 2025, and Confirmed Meeting Format as Virtual

- Acknowledged Engagement of Superior Fencing to Replace Wood Fence Along Steep Bank Trace at Rose Garden (in Steep Bank East)-The SRA Board of Directors acknowledged the budgeted reserve expense for the replacement of the wood fence along Steep Bank Trace at the Rose Garden.

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

ACTION ITEMS

- Financial Reports
 - Review Preliminary December 31, 2024, Financial Reports-M. Dei presented the financial statements and answered Board questions.
 - Update on 2024/2025 Collections-M. Dei reported that SRA is 97.5% collected for 2024; and 77% 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)

- 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.

A MOTION WAS MADE to authorize the use of the year-end operating surplus to cover Beryl expenses; to authorize the use of the original intended reserve contributions to cover approximately \$163,281 of Beryl expenses (and any variance as a result of the audit); and to authorize the allocation of \$500,000 from the 2024 operating surplus to be put into the SRA Catastrophic Fund and the remainder to reserves. (On motions duly made, seconded and carried, the motion was passed)

A. San Miguel closed Owner Input Time at 9:39 a.m.

M. Dei stated that information on the year-end operating surplus for the gated neighborhoods would be sent later for electronic approval.

- Authorized S. Denton to Engage Charles Schwab as SRA 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.

A MOTION WAS MADE to authorize S. Denton to engage Charles Schwab as the SRA Investment Custodian. (On motions duly made, seconded and carried, the motion was passed)

- Authorized Development of Sienna Community Park-A. Peal reported that funding had been secured for Phase I of the Sienna Community Park. He presented a current rendering of the park (all phases), answered Board questions and requested the Board's authorization to proceed with the development of the park.

A MOTION WAS MADE to authorize Staff to proceed with the development of the Sienna Community Park since the Association will not incur any development expenses. (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 Documents & Project Management with KGA DeForest-A. Peal presented the details of the cost of services to be provided by KGA DeForest for the development of Sienna Community Park-Phase I.

A MOTION WAS MADE to authorize S. Denton to engage KGA DeForest for construction document preparation and project management in the development of Sienna Community Park-Phase I in the amount of \$92,487.00, which will be funded by Toll-GTIS and the SCA-CEF. (On motions duly made, seconded and carried, the motion was passed)

- **Purchase and Installation of Maintenance Facility Generator with A. Fuller Electric-T. Goodell** presented the final project cost reconciliation for the Maintenance Facility and noted that there was a balance remaining from the original funding. SCSF and SCA-CEF funded the construction of the maintenance facility, so those Boards are being asked to authorize the balance to be used to purchase and install a generator for the Maintenance Facility. If funding is approved, the SRA Board would need to authorize engaging a contractor, so T. Goodell explained the process undertaken to recommend A. Fuller to be engaged. He answered Board questions.

A MOTION WAS MADE to authorize S. Denton to engage A. Fuller to purchase and install the generator for the Maintenance Facility, assuming funding is approved (\$66,873). (On motions duly made, seconded and carried, the motion was passed)

- Discussed/Adopted Policies:
 - **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, with the minor changes discussed. (On motions duly made, seconded and carried, the motion was passed)

- **Sand Volleyball Policies and Rules-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 Policies and Rules, with the minor changes discussed. (On motions duly made, seconded and carried, the motion was passed)

- **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.

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

- Other Action Items: There were no other action items.

NEW BUSINESS

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

UPDATES ON OLD BUSINESS

- 2025 1st Quarter 2025 Business Plan Update-L. Cox shared an update of the 2025 Business Plan.
- Other Major Projects Underway for 2025-T. Goodell and A. Peal each provided updates on their department's major projects.

- Other Updates-There were no other updates to discuss.

A. San Miguel asked to adjourn into Executive Session at 10:16 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 and deed restriction violation matters were discussed.

A. San Miguel asked to adjourn the Executive Session and reconvene the Regular Session at 10:41 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 authorized the attorney to proceed with filing a collection lawsuit on 1 account (#00137-5750) if the owner does not resolve the matter prior to filing the suit.
The Board authorized posting orders of sale on 6 accounts (#00135-7451, #00130-4271, #00119-9208, #00104-5459, #00104-2753 and #00107-2257), if the owners do not resolve the matters prior to the sale.
The Association will incur legal fees; however, the owners will have to pay for any related costs on the legal action.
- o Deed Restriction Violation Matters-The Board authorized filing a lawsuit on 1 account (#00121-8325) if the owner does not resolve the matters upon the expiration of the attorney demand letter. Any related costs on the lawsuit will be posted to the owner's account pending a court judgement.

A MOTION WAS MADE to adjourn the Regular Session meeting at 10:42 a.m. (On motions duly made, seconded and carried, the decision to adjourn the regular session was approved)

Prepared by: Sandra K. Denton
Sandra K. Denton, General Manager

Approved electronically on Feb. 11, 2025, by the Board of Directors.

Approved by: Allison Bond
Allison Bond, Secretary and Treasurer