



**SPOA BOARD OF DIRECTORS
MEETING MINUTES**

DATE: August 5, 2025
PLACE: Association Office Conference Room
RESPONDING: Alvin San Miguel, President
Allison Bond, Secretary/Treasurer
Patti Gallagher, Board Member
Sandy 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

Alvin San Miguel called the meeting to order at 11:10 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 approved)

ACKNOWLEDGE ADMINISTRATIVE AND ROUTINE MATTERS

- Ratified Prior Electronic Decision to Approve Minutes from May 13, 2025, SPOA Board of Directors Meeting.
- Ratified Prior Electronic Decision to Authorize S. Denton to Bind 2025 Insurance Policies.
- Ratified Prior Electronic Decision to Accept 2024 SPOA Audit and Authorize A. San Miguel to Execute Audit Letter.

CONSENT AGENDA

- 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.

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

Property Owners Association

9600 Scanlan Trace
Missouri City, TX 77459
281.778.0778

- **Update on 2025 Collections**-M. Dei reported that SPOA is 96.8% 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.

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
 - **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 \$15,000 to \$19,700, annually. The current contractor, Yellowstone, was not the lowest bid but was only about \$1,300 higher than the low bid. Due to their 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)

- Discussed/Adopted Policies for:
 - **Revised Common Area Rules and Enforcement Guidelines**-S. Denton stated that, based on the results of the recent Texas Legislative Session, this policy was revised to allow political events at Association-owned common areas.

A MOTION WAS MADE to approve the revised Common Area Rules and Enforcement Guidelines. (On motions duly made, seconded and carried, the motion was passed)

- Other Action Items-There were no other action items on which to report.

NEW BUSINESS

- 2026 Planning and Budgeting-S. Denton presented the 2026 Planning Schedule for the Associations.
- 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 Items-There were no new business items to discuss.

UPDATES

- 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.
- 2025 2nd Quarter Business Plan Update-L. Cox shared an update of the 2025 Business Plan.
- 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.
- Other Major Projects-There were no other major projects on which to report.
- Other Updates-There were no other updates to discuss.

There was no Executive Session.

A MOTION WAS MADE to adjourn this meeting at 11:33 a.m. (On motions duly made, seconded and carried, the motion was approved)


Prepared by:



Sandra K. Denton, General Manager

Approved electronically on August 7 2025 by a majority of the Board of Directors.

Approved by:



Allison Bond, Secretary and Treasurer