



TM  
SPOA BOARD OF DIRECTORS  
MEETING MINUTES

**DATE:** October 21, 2024  
**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

Alvin San Miguel called the meeting to order at 1:30 p.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)

**CONSENT AGENDA**

- Acknowledged Advance Receipt of Board Package.
- Acknowledged Administrative and Routine Matters:
  - Ratified Prior Electronic Decision to Approve Minutes from August 13, 2024, SPOA Board of Directors Meeting.
  - Ratified Prior Electronic Decision to Approve Reduction to 6 Officers on FBCSO Contract.
- Set 1<sup>st</sup> Quarter 2025 SPOA Board of Directors Meeting Date: Tuesday, February 4, 2025.

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

**ACTION ITEMS**

- Approved 2025 Business Plan-L. Cox presented the 2025 Business Plan, as well as the newly created Vision and Mission Statements for the Associations. She noted that the focus areas had been refreshed to be more in line with the two statements. A. San Miguel suggested reorganizing the items in the business plan, based on their fiscal impact.

**A MOTION WAS MADE** to approve the 2025 Business Plan, including the Vision & Mission Statements. (On motions duly made, seconded and carried, the motion was passed)

- Financial Reports
  - Review Preliminary September 30, 2024, Financial Reports

M. Dei stated that, due to the timing of the October 2024 Board Meetings, the SPOA September 30, 2024, financial statements (including a collections update) are not ready for review. He noted that they will be distributed no later than November 6, 2024.

Property Owners Association \_\_\_\_\_  
9600 Scanlan Trace  
Missouri City, TX 77459  
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- **Update on 2024 Collections**-see note regarding September 30, 2024, financial statements.
- **Review 2024 2<sup>nd</sup> Quarter Financial Projection**-M. Dei stated that the latest projection would be shared by Sandy Denton in her 2025 SPOA Budget presentation.
- **Accepted 2025 Reserve Study for SPOA**-M. Dei presented the 2025 reserve report for SPOA, based upon the data shared between the reserve study provider and Association Staff, without an onsite visit. He noted that the reports were scheduled to be completed next year with an on-site visit. He compared each report against the Reserve & Capital Policy goals and stated the anticipated reserve funding level by 2025 year-end. He proceeded to answer Board questions.

**A MOTION WAS MADE** to approve the 2025 SPOA Reserve Report. (On motions duly made, seconded and carried, the motion was passed)

- **Approved 2025 Budgets and Set Assessments for SPOA and Private Roads**-S. Denton presented the 2025 SPOA Budget and stated that it allows for the 2025 assessment to remain the same as 2024: \$219/unit. She then presented the 2025 SPOA Private Roads (Bees Loop Road and Sienna Circle) Budgets and answered Board questions.

**A MOTION WAS MADE** to approve the 2025 SPOA Budget and set the assessment at \$219/unit. (On motions duly made, seconded and carried, the motion was passed)

**A MOTION WAS MADE** to approve the 2025 SPOA Private Roads (Bees Loop Road and Sienna Circle) Budgets and set the assessments. (On motions duly made, seconded and carried, the motion was passed)

- **Authorize Opening Account with Charles Schwab for Investments**-M. Dei noted that this item is being tabled due to questions from the SCSF Board of Trustees at their meeting last week. More information will be forthcoming to the Board, electronically.
- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - None
- Discussed/Accepted Policies for:
  - **ARC Fees**-D. Roberts presented the recommended changes to ARC fees and answered Board questions.

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

- **Sienna Non-Residential & Commercial Design Guidelines**-D. Roberts reported that this item would be sent later for electronic approval.
- Other Action Items-S. Denton presented an update on Hurricane Beryl recovery expenses and funding sources. She answered Board questions.

A MOTION WAS MADE to authorize 1) filing an insurance claim to cover tree/debris removal; 2) use of excess operating funds to cover remainder of outstanding expense; 3) use Unrestricted Funds if there is still a balance; and 4) Consider use of Sienna Plantation Art Trust and Commercial Foundation Funds if there is still a balance in lieu of using reserve funds for any remaining balance. Present final recommendation before fiscal year closed.. (On motions duly made, seconded and carried, the motion was passed)

#### NEW BUSINESS

- Review Draft Agenda for the 2024 SPOA Annual Meeting-S. Denton stated that this agenda will be presented later for electronic approval.
- Other New Business Items-There were no new business items to discuss.

#### UPDATES

- Beryl Recovery and Funding Update-this item was covered earlier in the meeting.
- Maintenance Facility Final Reconciliation-S. Denton indicated that this item would be tabled for future consideration.
- 2024 3<sup>rd</sup> Quarter Business Plan Update-L. Cox shared an update of the 2024 Business Plan and went into detail on the items that are in progress.
- Sienna Parkway Mobility-A. San Miguel provided an update on the current status of mobility projects on Sienna Parkway.
- Toll Road Landscaping-S. Denton stated that the ongoing maintenance expense related to the landscaping soon to be installed at the toll road is incorporated into the 2025 SPOA Budget.
- Other Major Projects-There were no other major projects on which to report.
- Other Updates-There were no other updates to discuss.

A MOTION WAS MADE to adjourn this meeting at 2:24 a.m. (On motions duly made, seconded and carried, the motion was approved)

Prepared by:



Sandra K. Denton, General Manager

Approved electronically on January 8 2025 by a majority of the Board of Directors.

Approved by:



Allison Bond, Secretary and Treasurer