



TM  
SPOA BOARD OF DIRECTORS  
MEETING MINUTES

**DATE:** May 13, 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  
Dami Roberts, Staff

Alvin San Miguel called the meeting to order at 10:41 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)

CONSENT AGENDA

- Acknowledged Advance Receipt of Board Package.
- Acknowledged Administrative and Routine Matters:
  - Ratified Prior Electronic Decision to Approve Minutes from February 4, 2025, SPOA Board of Directors Meeting.
  - Ratified Prior Electronic Decision to Authorize Use of Funding for Beryl Expenses.
  - Ratified Prior Electronic Decision to Approve Revised Board Responsibilities Guidelines.

**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 March 31, 2025, Financial Reports-M. Dei presented the financial statements and answered Board questions.
  - Reviewed 1<sup>st</sup> Quarter 2025 Projection-M. Dei summarized the projection and answered Board questions.

**A MOTION WAS MADE** to accept the SPOA March 31, 2025, Financial Reports. (On motions duly made, seconded and carried, the motion was passed)

- Update on 2025 Collections-M. Dei reported that SPOA is 88% collected for 2025.

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Property Owners Association

9600 Scanlan Trace  
Missouri City, TX 77459  
281.778.0778

- **Update on 2024 Audit-M.** Dei stated that the audit is underway, will be completed by May 31, 2025, and will be routed to the Board when finished.

**A MOTION WAS MADE** to accept the March 31, 2025 financial statements. (On motions duly made, seconded and carried, the motion was passed)

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - **Maintenance Agreement with Sienna MUDs & LID-** L. Cox explained that the Associations handle management and maintenance of certain Sienna MUD and LID-owned areas that have parks, recreational amenities or high residential use. This responsibility has historically been called out through Special Warranty Deeds or Easements, which grant the applicable Association the right to maintain the aesthetic quality of the property. To better define the agreements between the applicable entities, a Maintenance Agreement document has been prepared by legal counsel and reviewed by the Association's counsel. There is one item remaining in the negotiations and that is related to the termination clause due to the potential expense to the district(s) if the Association was to stop providing maintenance. The SPOA Bylaws requires no more than a 90-day termination so in order to provide a longer termination the Bylaws need to be amended. Management understands the Districts desire to have a longer time period for the termination provision so the SPOA Board is being asked to support a Bylaw Amendment to provide more flexibility in the termination provision and also authorize S. Denton to execute an agreement provided the termination provision is no longer than 6 months in advance of the district's fiscal year.

**A MOTION WAS MADE** to approve a Bylaw Amendment to revise the termination period language as follows: Section 5-Rights of the Association – 2<sup>nd</sup> paragraph – remove the words, "upon not more than ninety (90) days' notice to the other party"; and to authorize S. Denton to enter into a Maintenance Agreement with the appropriate Sienna MUDs and/or SPLID for parcels of land owned by them to be maintained and managed by SPOA. (On motions duly made, seconded and carried, the motion was passed)

- Discussed/Accepted Policies for:
  - None
- Other Action Items-There were no other action items on which to report.

#### NEW BUSINESS

- 2025 Insurance Renewals-M. Dei presented the SPOA 2025 insurance rates and stated that, when reviewing the Umbrella/Excess Liability policy premium, it was much higher than anticipated so the broker was asked to re-review. Once we have received the broker feedback, we will route the information electronically on the Umbrella/Excess Liability premiums.

**A MOTION WAS MADE** to authorize S. Denton to bind the SPOA insurance policies, with the exception of the Umbrella/Excess Liability, which will be presented electronically for approval at a later date. (On motions duly made, seconded and carried, the motion was passed)

- Other New Business Items-There were no new business items to discuss.

#### UPDATES

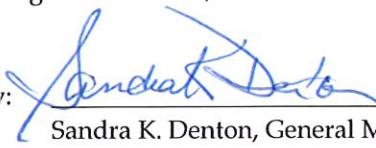
- 2025 2<sup>nd</sup> Quarter Business Plan Update-L. Cox shared an update of the 2025 Business Plan.

- 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 11:02 a.m. (On motions duly made, seconded and carried, the motion was approved)

Prepared by:

  
Sandra K. Denton, General Manager

Approved electronically on May 16 2025 by a majority of the Board of Directors.

Approved by:

  
Allison Bond

Allison Bond, Secretary and Treasurer