



**SBA  
BOARD OF DIRECTORS MEETING  
MINUTES**

**DATE:** October 21, 2025  
**PLACE:** Hybrid Meeting  
**ATTENDING:** Jimmie Jenkins, President (via Zoom)  
Alvin San Miguel, Vice President (via Zoom)  
Steven Brumfield, Secretary/Treasurer (via Zoom)  
Sandra K. Denton, General Manager  
Lisa Cox, Staff  
Michael Dei, Staff  
Troy Goodell, Staff  
Cyndi Hernandez, Staff  
Dana Ippoliti, Staff  
Doug McGee, Staff  
Dami Roberts, Staff

Jimmie Jenkins called the meeting to order at 11:13 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.)**

**ACKNOWLEDGE ADMINISTRATIVE and ROUTINE MATTERS**

- Ratified Prior Electronic Decision to Approve Minutes from August 7, 2025, SBA Board of Directors Meeting.

**CONSENT AGENDA ITEMS**

- Acknowledged advance receipt of Board package.
- Set 1<sup>st</sup> Quarter 2026 SBA Board of Directors Meeting Date: Thursday, February 5, 2026, at 11am.

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

**ACTION ITEMS**

- Approved 2026 Business Plan-L. Cox presented the 2026 Business Plan and covered some highlights.
- Financial
  - *Reviewed Preliminary September 30, 2025, Financial Reports*-M. Dei stated that, due to the timing of this meeting, the September financial statements and 3<sup>rd</sup> quarter projection are not ready but will be distributed to the Board no later than November 6, 2025.
  - *Update on 2025 Collections*-see note immediately preceding this item.

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Business Association  
9600 Scanlan Trace  
Missouri City, TX 77459  
281.778.0778

- *Reviewed 2<sup>nd</sup> Quarter 2025 Projection*-see note immediately preceding this item.
- *Approved 2026 SBA Budget and Set Assessment*-M. Dei presented the 2026 SBA Budget and outlined highlights. He noted that the proposed 2026 SBA assessment is \$225, which is approximately the same as CPI in the Houston area. He answered Board questions.

**A MOTION WAS MADE** to approve the 2026 SBA Budget and set the 2026 assessment at \$225/unit. **(On motions duly made, seconded and carried, the motion was passed)**

- Approved Contractors and Authorized S. Denton to Sign Contracts for:
  - *None.*
- Discussed/Adopted Policies for:
  - *Revised Collection Procedure and Policy*-S. Denton stated that, based upon the updated fee schedule (to be effective January 1, 2026) which will be presented to the SRA Board for approval, the collection policies for each association will also need to be approved. The only change in each policy will be to the fees as follows: Final Demand for Collections-\$100 (from \$80); Payment Plan Fee-\$30/month (from \$25/month); and the Late Fee-\$50/month (from \$30/month).

**A MOTION WAS MADE** to approve the revised Collection Procedure and Policy to reflect the updated fee schedule, effective January 1, 2026. **(On motions duly made, seconded and carried, the motion was passed)**

- *Members' Time at Board Meeting Policy*-S. Denton presented the SPOA policy which addresses their members wanting to address the Board at meetings. She asked the SBA Board if they wished to have a similar policy in place for the SBA Board meetings. The Board agreed that, at this time, which such a small number of members, there was not a need for this type of policy. It can be revisited in the future.
- *Contact Information Policy*-L. Cox presented this new policy to the Board, stating that it was created to address the challenge of obtaining information beyond a corporate address. This will aid in getting deed restriction violations addressed in a more timely manner. Additionally, L. Cox noted that a fine for not providing contact information will be established in 2026.

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

- Other Action Items-S. Denton reported that the SBA Community Enhancement Fund has reached a balance for which there is now a tax burden. Staff will review options to reduce or eliminate the burden.

#### **NEW BUSINESS**

- 2025 Annual Meeting-S. Denton stated that there will be no material changes to the format of the 2025 SBA Annual Meeting.
- Other New Business-S. Denton stated that there was no new business to discuss.

#### **UPDATES ON OLD BUSINESS**

- 2025 3<sup>rd</sup> Quarter Business Plan Update-L. Cox shared an update of the 2025 Business Plan.


- Sienna Parkway Mobility Projects-There were no new updates on Sienna Parkway mobility projects.
- Developer Update-There were no updates on current SBA development.
- Other Major Projects-There were no other major projects on which to report.
- Other Updates-S. Denton noted that there were no other updates on which to report.

**ADJOURN INTO EXECUTIVE SESSION (IF NEEDED) OR ADJOURN**

- Executive Session Matters-None.

The Regular Session meeting was adjourned at 11:32 a.m.

Prepared by:

  
Sandra K. Denton, General Manager

Approved on 10-21-25 by the Board of Directors by:

  
Jimmie F. Jenkins

Jimmie F. Jenkins, President