

HOA QUARTERLY MEETING

Jade Mizzell
Life Connected Manager
July 19, 2023



AGENDA

- Welcome (Jade Mizzell)
- Water Watchers Program (Capt. Beamis)
- Meeting and Motion Basics (Lin Sarfaraz)
- City Updates (Kim Brawner)
- Q&A



LIFE CONNECTED UPCOMING EVENTS

- **Welcome to Celina Workshop** July 24, 6 – 7 PM
- **The Debrief: Narcotics** August 1, 5:30 – 7 PM
- **Resume Building Resident Workshop** September 18, 5:30 – 6:30 PM
- **Welcome to Celina Workshop** October 9, 6 – 7 PM
- **HOA Quarterly** October 18, 6 – 7 PM



HOA Resources

Yard of the Month

Neighborhood Block Party

Life Connected. Service Day

Neighborhood Integrity Program

Home > Residents > Resident Resources > HOA Resources

HOA Resources

HOA Quarterly Meetings

HOA Quarterly meetings are designed to provide a regular opportunity for various City staff to share information about programs and services that the City provides which may be of value as well as to hear your input and ideas. Life Connected will host quarterly meetings for leaders within the various communities in the city.

Additional Information

For more information, please contact Life Connected at lifecconnected@celina-tx.gov or (972) 430-8695.

HOA Meeting Space

The City of Celina is committed to partnering with our community HOAs. If your HOA needs meeting space, please request to utilize City facilities [here](#).

Request a Speaker

Interested in having a City staff member at your meeting or event? [Request a speaker](#). (Subject to availability.)

WATER WATCHERS PROGRAM

Capt. Justin Beamis

CFD WATER WATCHERS PROGRAM

SWIM SAFE CELINA



WATCH KIDS WHEN THEY ARE IN OR AROUND WATER, WITHOUT BEING DISTRACTED.

WATER WATCHERS

**NO ALCOHOL • NO PHONE • NO DISTRACTIONS
ENROLL IN SWIM LESSONS**

CALL 911
IN THE EVENT OF AN EMERGENCY



The Road to Happy (Positive) HOA Meetings

Lin Sarfaraz

Registered Parliamentarian

Topics in 30 Minutes

- ▶ My Story
- ▶ HOA Transition - From Developer stage to Owners stage
 - ▶ Check the Bylaws & other governing documents
 - ▶ Designate a Chair & Secretary Pro Tem
 - ▶ Specify a Parliamentary Authority
 - ▶ Develop Meeting Rules (aka Rules of Order)
 - ▶ Election of Officers
 - ▶ Schedule Board & Member Meetings
- ▶ Taking Action with Motions
- ▶ Parliamentary Resources

Preparing to Preside

- Arrive early
- Make sure that the room is ready for the meeting
- Try to have the secretary and parliamentarian seated nearby
- Bring a copy of the agenda, treasurer's report (if available) and the previous meetings minutes with you
- Verify that the minutes are prepared and distributed as soon after the previous meeting as possible

You should be like the orchestra conductor of the meeting. You set the tone and the pace. You assure that everyone has a chance to participate. You protect the minority from the majority.

Try to keep the group on task and discourage side conversations. Manage your time to try to complete the meeting in the scheduled time.

SUGGESTED AGENDA

1. **CALL TO ORDER** - After determining that a quorum is present say, “The meeting will come to order.” (single rap of gavel)
2. **OPENING CEREMONIES**
 - Invocation
 - Pledge of Allegiance
 - Welcome/introductions
3. **MINUTES** - “The secretary will read the minutes of the previous meeting. ...Are there any corrections? ... If not they will be approved as read (or as corrected).”

The minutes should contain only the business that has been transacted at the meeting (what is done) and not what has been *said*.

SUGGESTED AGENDA (Con't)

4. REPORTS OF:

Officers - (Treasurer's Report - "Are there any questions? ...

Boards - (Don't read Boards minutes to general membership)

Standing Committees

Reports are not voted upon - only recommendations that may be included in the report.

5. REPORTS OF SPECIAL COMMITTEES (ad hoc)

6. SPECIAL ORDERS -

- Orders pending at last adjournment if any
- An Order Set for last meeting but not reached
- Something always set for a particular meeting (elections at the annual meeting perhaps)

SUGGESTED AGENDA (Con't)

7. **UNFINISHED BUSINESS AND GENERAL ORDERS** – (Never ask, “Is there any unfinished business.” If the chair knows of none they should say, “The chair is unaware of any unfinished business...Is there any new business?” PROPER unfinished business includes a motion that was pending at the last adjournment, motions that were postponed from a previous meeting, and motions that may have been tabled at the last meeting can be taken from the table. (if someone wishes to make a motion to do so.)
8. **NEW BUSINESS** – Say: “Is there any new business?”
9. **ANNOUNCEMENTS** – Upcoming events, important dates.
10. **PROGRAM** – (This is just a suggestion – the program can be given after the meeting has been called to order or before or after the meeting).
11. **ADJOURNMENT** - Unless a motion to this effect has been made say, “If there is no further business ... the meeting stands adjourned.”

(Single rap of the gavel)

Eight Steps to Handling A Motion

1. Rise and Seek Recognition
2. Chair Recognizes Member
3. Member Makes a Motion
4. Another Member Seconds
5. Chair States the Question
6. Debate
7. Chair Puts the Question
8. Chair Announces the Result of the Vote

- The presiding officer recognizes the member as having the floor to speak, by saying the member's name.
- The member makes a motion by saying, "I move to..." or "I move that..."
- A member seconds the motion (without a second the motion dies)
- The presiding officer states the motion by saying, "It is moved and seconded to..." (repeating the motion exactly as it was stated)
- Ask, "Is there discussion?"

- Debate begins with the maker of the motion having the first right to speak
- When debate appears to have been finished, ask “Are you ready for the question?”
- Pause
- Then put the question by stating, “The question is on the adoption of the motion to...” repeating the motion exactly as it was stated originally
- Tell the members how you want them to vote. If voice vote, say,
 - “All those in favor of the motion, say Aye.” Wait and listen.
 - Then say, “All opposed to the motion, say, No.” Wait and listen.

- If you hear the majority say, Aye, then say, “The Ayes have it, the motion is adopted and we will... (repeat the result of the motion.)”
- If you heard the majority say, No, then say, “The No’s have it and the motion is lost.

What is a majority vote? More than half of the legal votes cast in a meeting with a quorum present

What is a 2/3 vote? At least 2/3 of the legal votes cast in a meeting with a quorum present

What if you are unsure of the results of the voice vote?

You may take a rising vote by saying,

“The chair is unsure of the results of the voice vote.

All in favor of the motion, please rise. (look) Be seated.

All opposed to the motion please rise. (look) Be seated.

If a majority is clear, say, “The affirmative has it, the motion is adopted, we will... (repeat motion.” or “The negative has it, the motion is lost.”

AMENDMENTS or How to Improve A Motion

AMENDMENTS MAY BE MADE IN THE FOLLOWING FIVE WAYS:

1. I move to amend by **adding** the word(s) [at the end]. . .
2. I move to amend by **inserting** the word(s) . . . after the word(s) . . .
3. I move to amend by **striking out** the word(s) . . .
4. I move to amend by **striking out** the word(s) . . . and **inserting** the word(s) . . .
5. I move to amend by **substituting** for the pending motion . . . the motion . . .

Add words

- ▶ Main motion: “That we order pizza.”
- ▶ I move to amend the motion by adding “with pepperoni, mushrooms, and bell peppers.”
- ▶ Amended motion: “That we order pizza with pepperoni, mushrooms, and bell peppers.”

Strike Out and Insert

- ▶ Main motion: “That we order a deep dish pizza with pepperoni, mushrooms, and bell peppers.”
- ▶ I move to amend the motion by striking “order” and inserting “make.”
- ▶ Amended motion: “That we ~~order~~ **make** a deep dish pizza with pepperoni, mushrooms, and bell peppers.”

Substitute

- ▶ Main motion: “That we make a deep dish pizza with pepperoni, mushrooms, and bell peppers.”
- ▶ I move to amend by **substituting** the following: “That we make soup and sandwiches.”
- ▶ Amended motion: “**That we make soup and sandwiches.**”

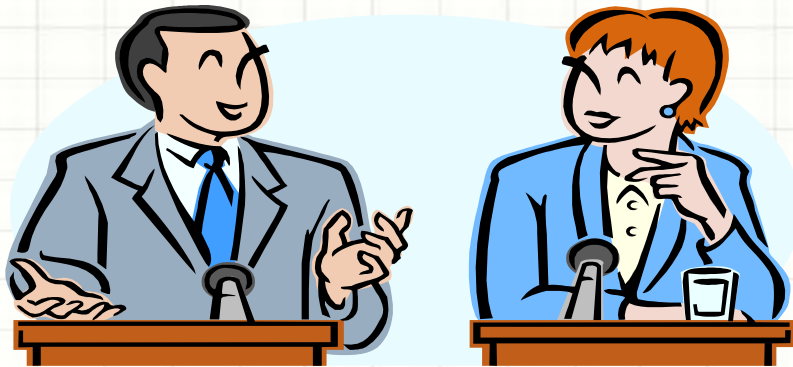
AMENDING THE AMENDMENT

SECONDARY AMENDMENTS

- ▶ Amend primary amendment
- ▶ Can not be applied to a secondary amendment
- ▶ Must be germane to the primary amendment; that is the amendment must involve the same question that is raised by the amendment

Correct Example:

- ✓ Main Motion: “I move to buy a computer for the Executive Director.”
- ✓ Primary Amendment: “I move to amend by inserting “IBM” prior to computer.”
- ✓ Secondary Amendment: “I move to amend the amendment by striking “IBM” and inserting “Apple”.”



✓ You vote on the amendments in reverse order.

1. Secondary Amendment
2. Primary Amendment
3. Main Motion as amended

RULES OF DEBATE (or Rules of Order)

1. A member must be recognized by the chair prior to speaking to a debatable motion.
2. The maker of a motion has the right to be the first to speak to it.
3. All remarks are addressed to the chair.
4. Each speech must be limited to ten minutes.
5. A member shall speak no more than twice on the same question on the same day.
6. No member shall speak a second time to a motion as long as another is seeking recognition to speak their first time.

RULES OF DEBATE (Con't)

7. All remarks must be limited to the merits of the subject immediately pending before the assembly.
8. Debate should alternate between those speaking for and those opposed to the motion.
9. Personal remarks should be avoided. The motives of members must not be questioned; the motion, not the person, is the subject of debate.
10. Members may not speak against their own motion, however, they may vote against it.
11. Debate may be closed only by order of the assembly (2/3 vote) or by the Chair if no one seeks the floor for further debate.

If a member thinks the debate has gone on too long (repeating the same arguments) he may call out “Question” or “Previous Question.”

It must be seconded.

Say, “It is moved and seconded to call for the previous question. If adopted by a 2/3 vote, will stop debate on the pending question and bring it to an immediate vote.

It is difficult to determine 2/3 vote when taken by voice. Say, “All those in favor of calling for the previous question, please rise. (Pause for counting) Be seated. All opposed to calling for the previous question, please rise. (Pause for counting) Be seated.”

If a majority is clear, say, “The affirmative has it, the motion is adopted, we will... (repeat motion.” or “The negative has it, the motion is lost.”

Finally, you will then vote on the motion. The previous vote was just on whether to end debate or not. NOT on the main motion.

Voting on Motions

- ▶ Unanimous Consent
- ▶ Voice Vote
- ▶ Counted Vote - by Hands, Voting Card, or Standing Count

To question a voice vote
or vote by show of hands
as announced by the chair
and require a standing
vote, call for a:



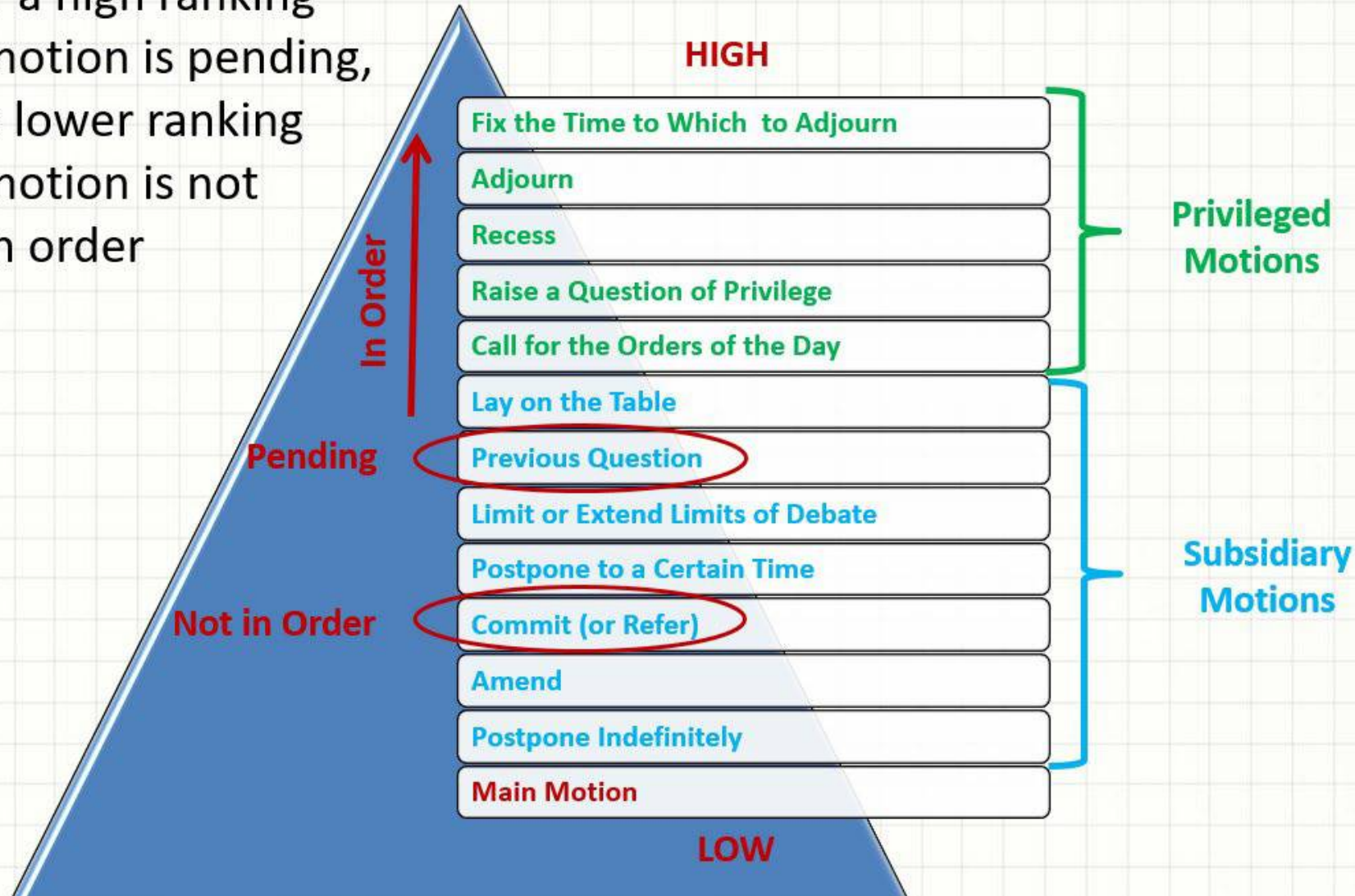
Division

Or

Division of the Assembly

Ranking Motions

If a high ranking motion is pending, a lower ranking motion is not in order



The Six Steps to Effective Presiding

1. Memorize frequently used procedures
2. Make sure the everyone is clear what the motion and vote is about
3. Learn how to conduct voting
4. Know the order of a meeting - Follow the Agenda
5. Handle point of order and appeals
6. Learn parliamentary procedures

Materials you should have at every meeting

- Copy of the bylaws and other rules
- Copy of parliamentary authority, RONR
- List of all committees and members
- Agenda for the meeting
- Minutes of the previous meeting
- Financial report

Parliamentary Resources

- ▶ RONR 12th Edition (RONRIB 3rd Edition)
- ▶ Local Parliamentary Unit (study group)
 - ▶ Golden Triangle Parliamentarians (Please follow us on Facebook)
 - ▶ Meets 4th Tuesday evening of each month, except December
- ▶ Texas State Association of Parliamentarians -
<https://texasparliamentarians.org/>
 - ▶ 2023 Summer Membership Series - Tuesdays in August starting August 1st.
NAP Member test August 29. Cost: \$20
- ▶ National Association of Parliamentarians -
<https://www.parliamentarians.org/>
 - ▶ Online store for materials

Local Celina Parliamentarians

▶ ***Lin Sarfaraz, RP***

▶ Sew0817@gmail.com

▶ 714-336-6530

▶ **Tracy Fiers, RP**

▶ tracy@celinatravel.com

▶ (214) 384-5830

CITY UPDATE

Kim Brawner
Assistant City Manager, Public
Services



Life Connected.

CIP Projects Downtown

Legend

Roads

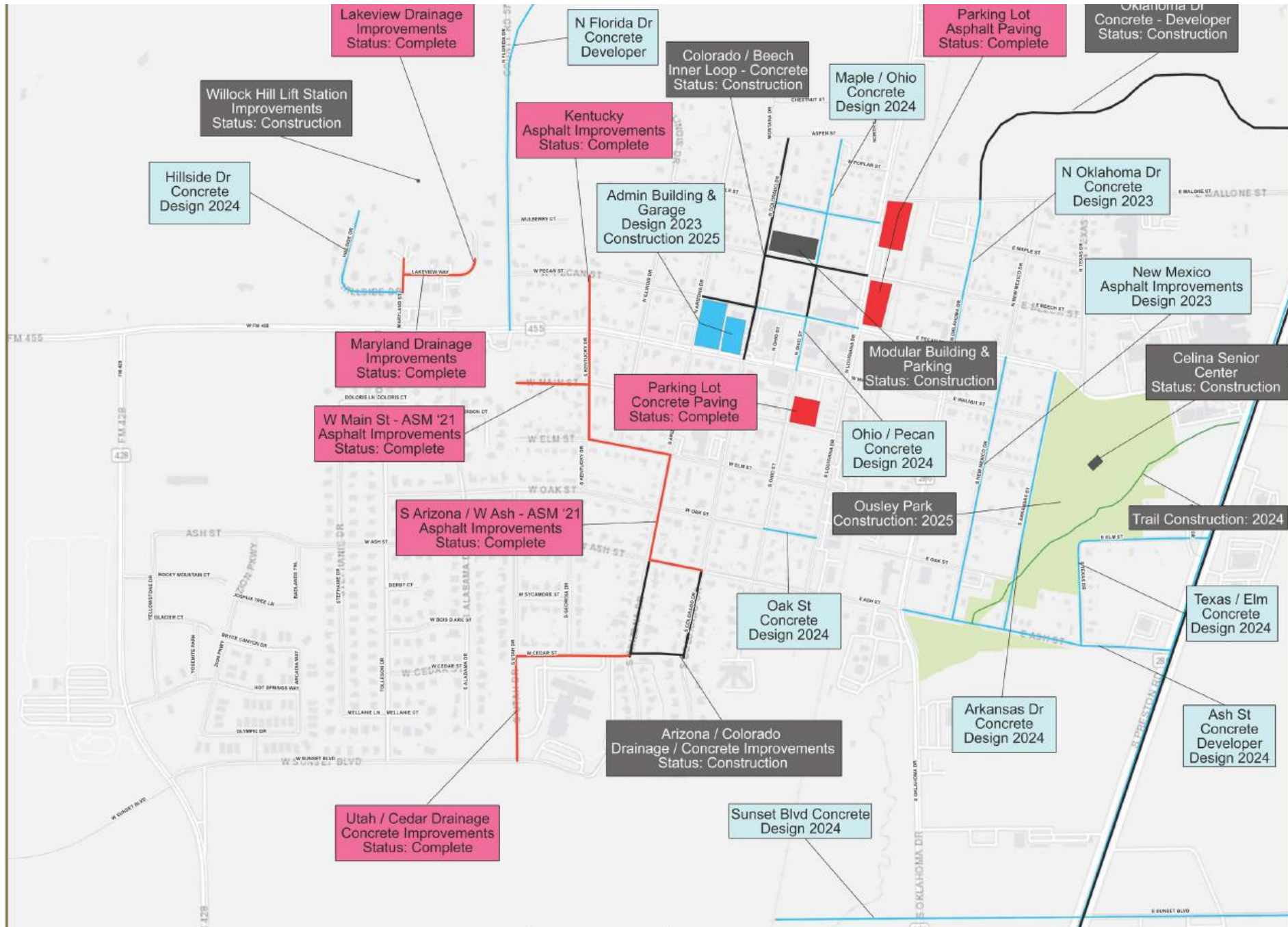
- Design
- Construction
- Completed

Facility

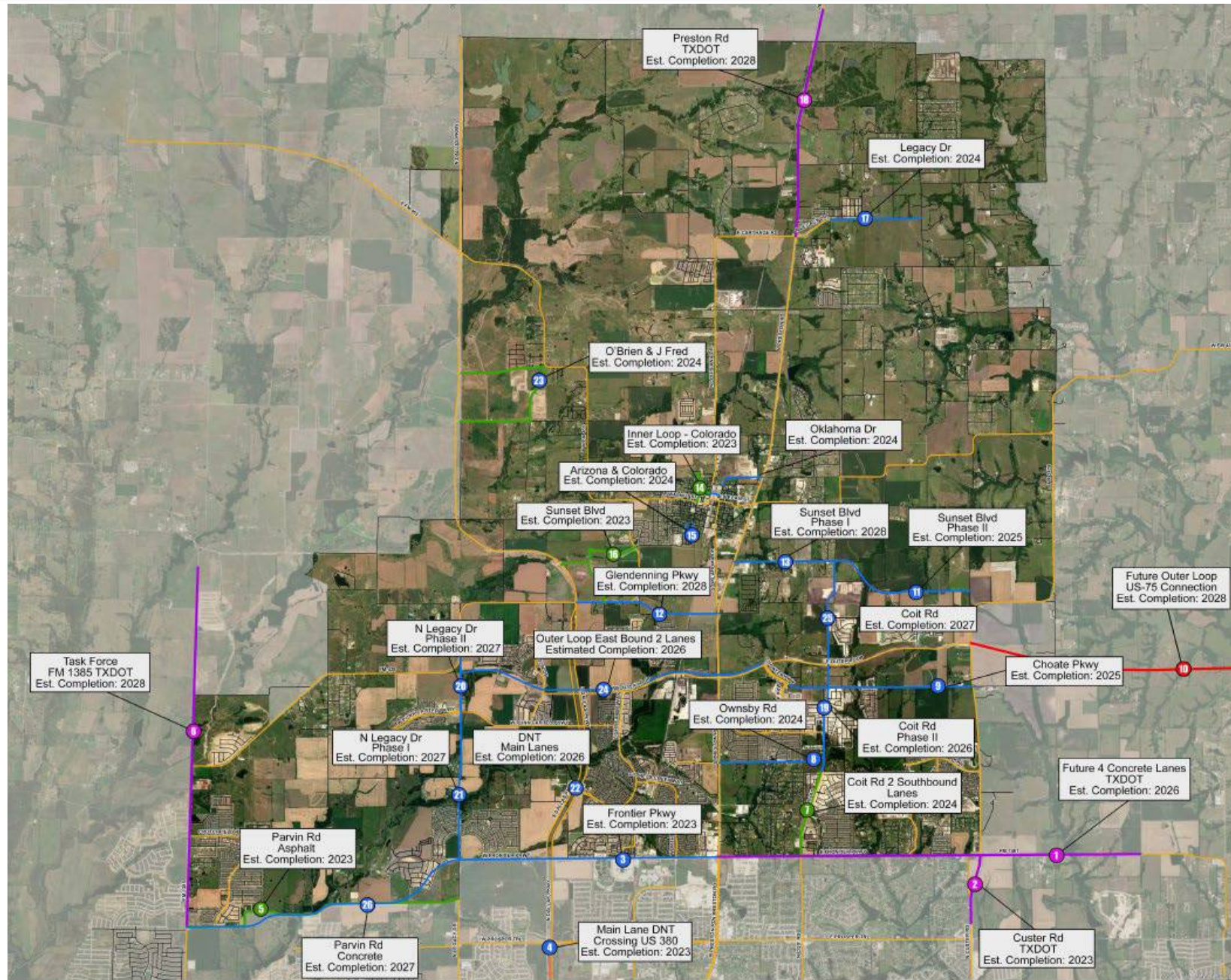
- Design
- Construction
- Completed



0 500 1,000 Feet



STREETS- CIP



Celina Roadway Projects

Legend

Project Type

- Construction
- Design
- Study
- TXDOT
- Major Arterial
- Roads

* All dates are projected estimates and subject to change



Date: 1/3/2023



DALLAS NORTH TOLLWAY

380 Overpass

- Start: 2021
- Finish: 2023

FM 428 to Grayson County Line (North bound Service Lanes)

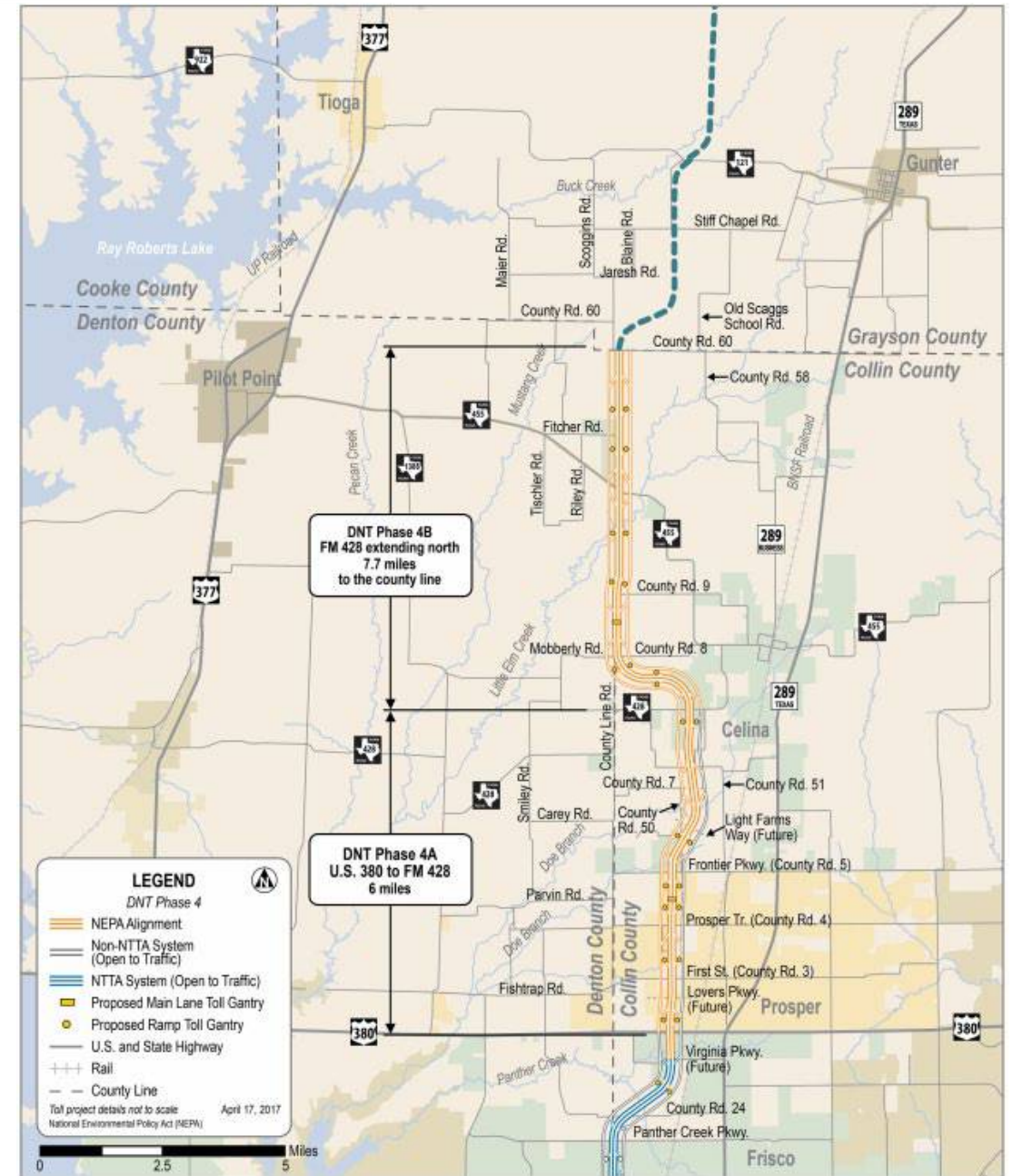
- Open: 2022

380 to Frontier (Main Lanes)

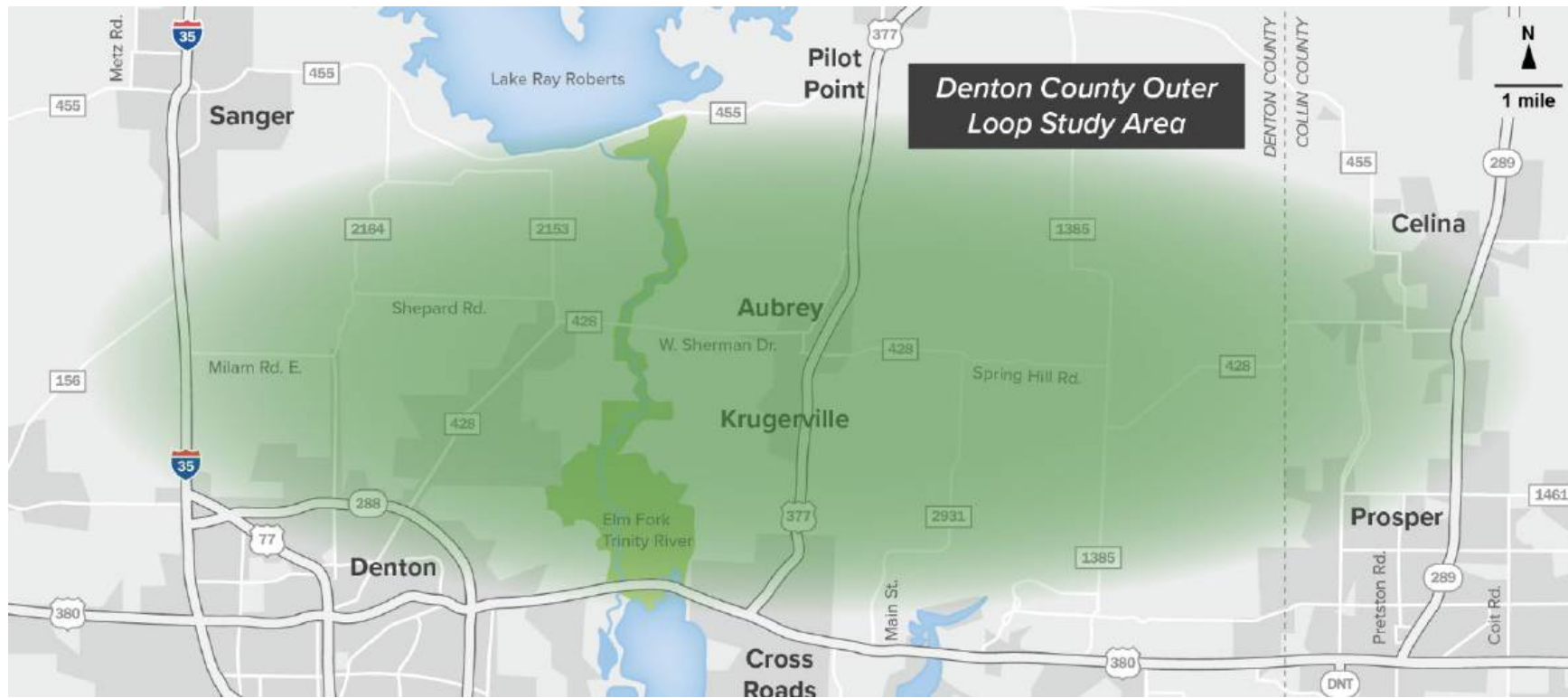
- 90% Plan Review
- Start 2025

Frontier to Glendenning Pkwy (FM 428) (Main Lanes)

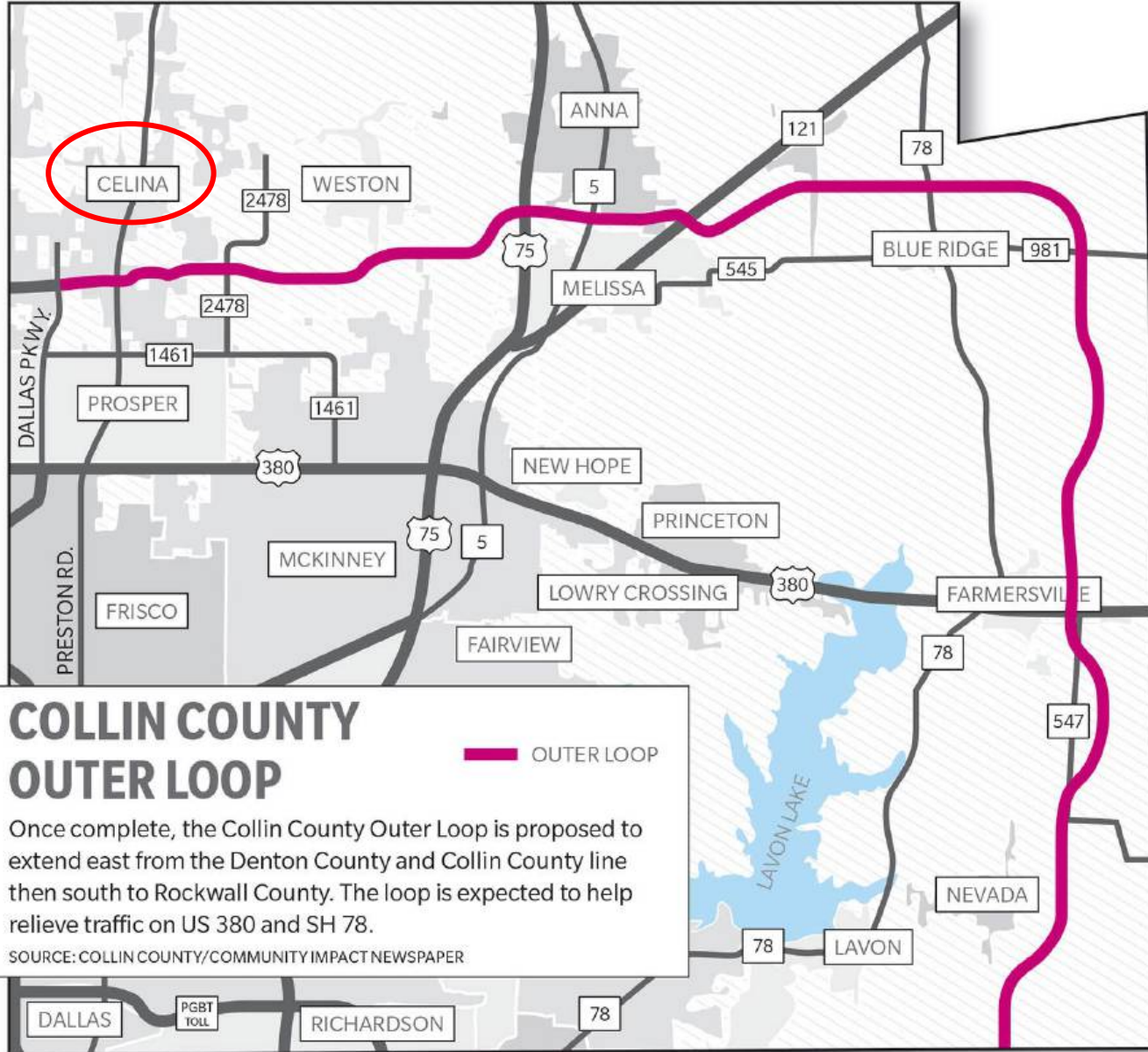
- 90% Plan – Start
- Start 2025



DENTON COUNTY OUTER LOOP – PRELIMINARY DESIGN



www.DentonCountyOuterLoop.com



COLLIN COUNTY OUTER LOOP: HUDDLESTON TO CUSTER ROAD



FRONTIER PARKWAY: DNT TO PRESTON ROAD



CHOATE PARKWAY:



DOWNTOWN SQUARE



DOWNTOWN SQUARE



POLICE HEADQUARTERS



POLICE HEADQUARTERS



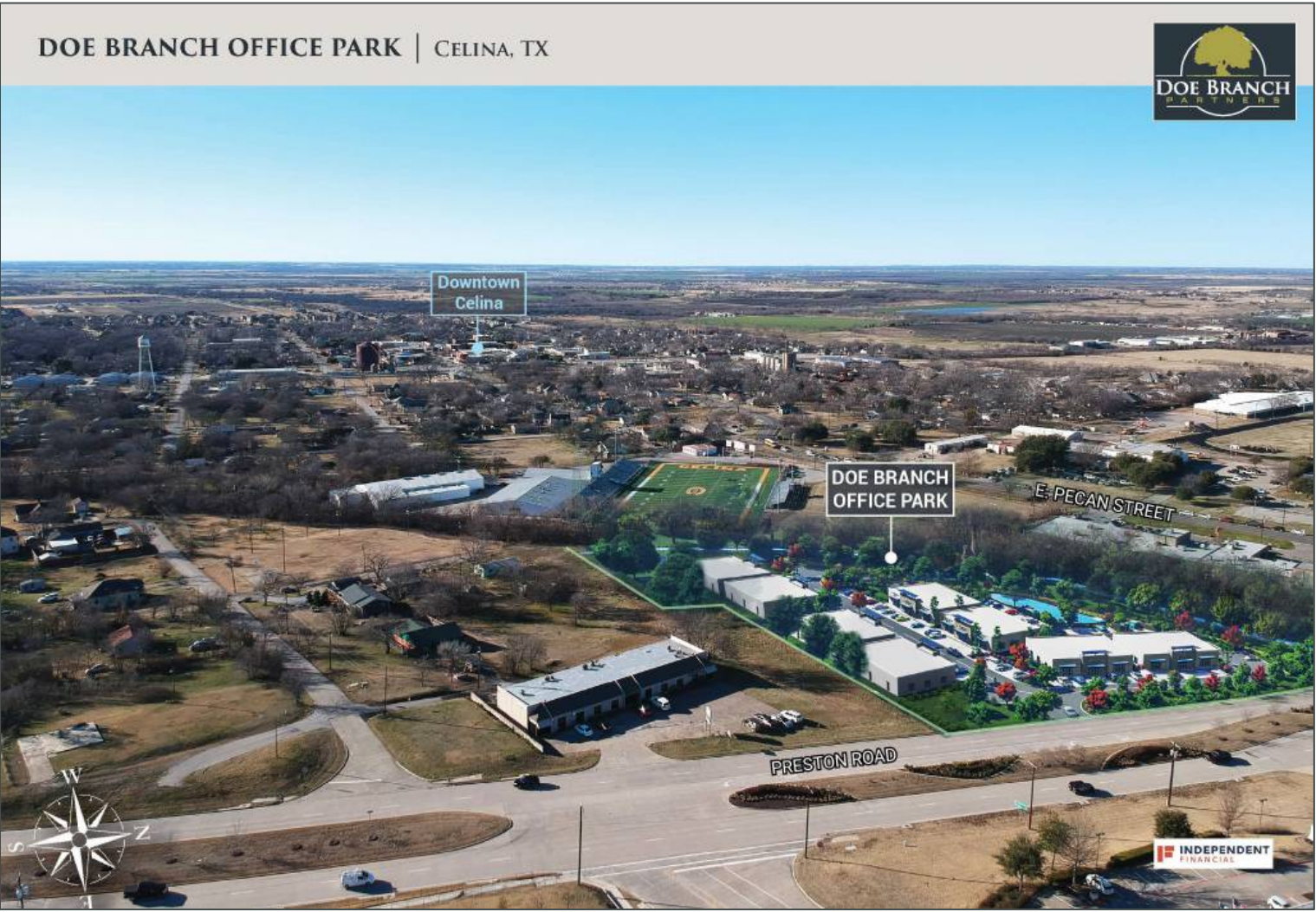
FIRE STATION #3



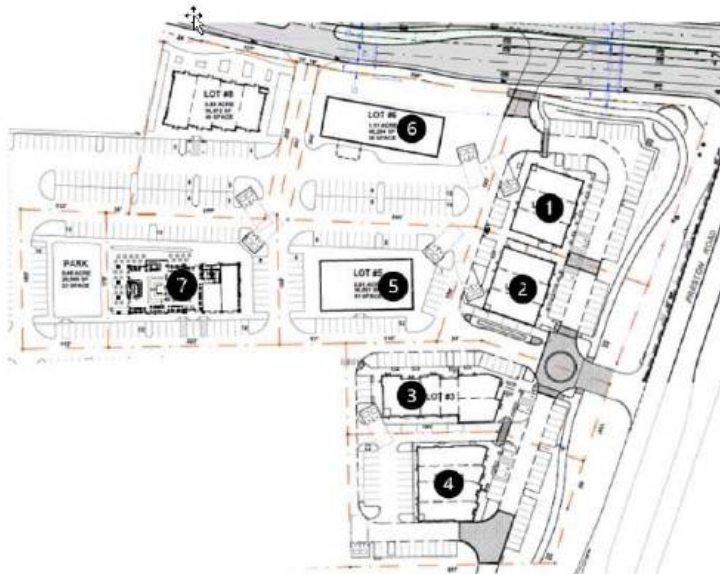
FIRE STATION #3



NEW COMMERCIAL PROJECTS

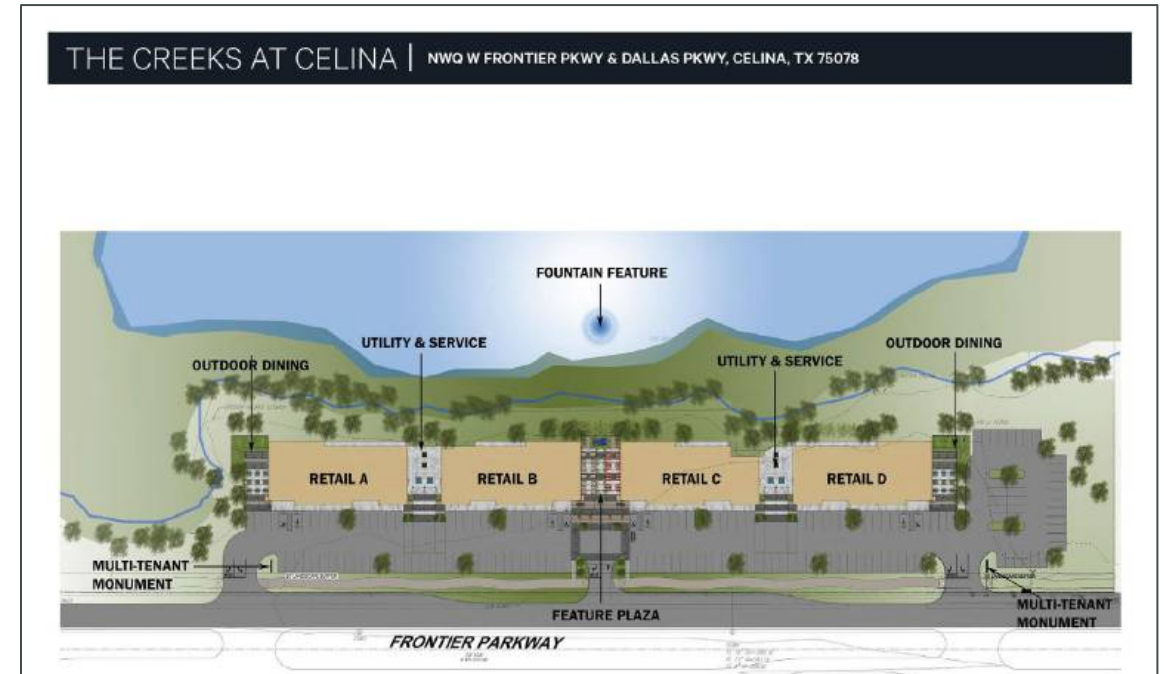


NEW COMMERCIAL PROJECTS



CELINA STATION TENANTS

- 1 ATT 1/2, 1/2 open
- 2 Cooks Children's Health.
- 3 Tenants include OMG Tacos, Kid's Karate Studio, & Kolache Shop.
- 4 Tenants include Methodist Family Medical, a Dental Office, Nail Salon.
- 5 Engineering firm 1/2 Building
- 6 Medical uses
- 7 Various restaurants.



NEW COMMERCIAL PROJECTS

FRONTIER CROSSING @ LIGHT FARMS

1580—1640 W Frontier Pkwy, Prosper, Texas

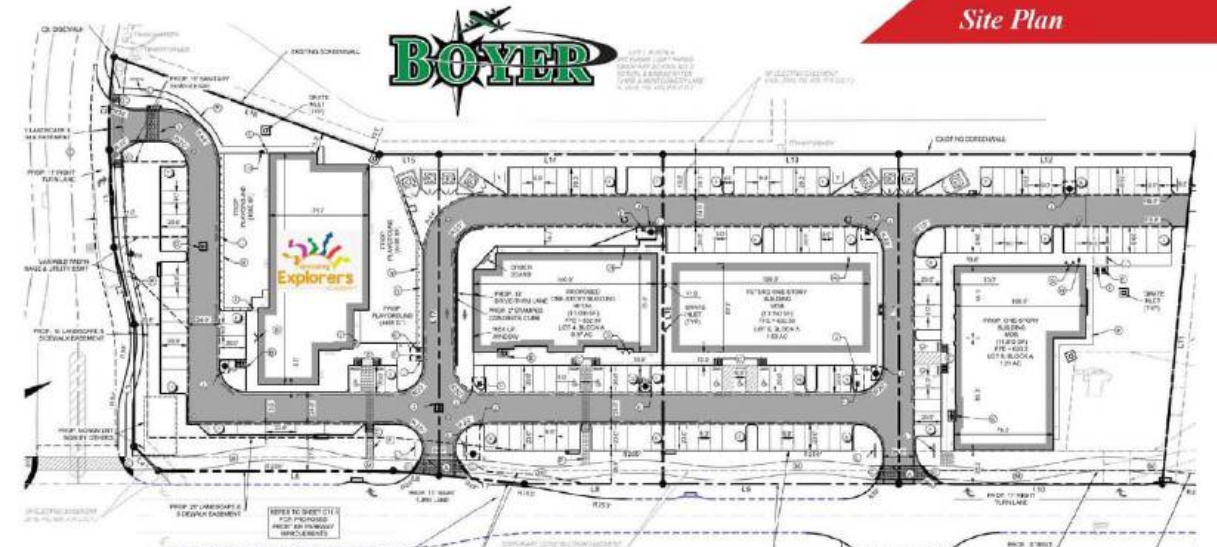


- Amazing Explorers
- Swig
- Sharkey's
- Dough Benders
- Which Wich
- Paciugo
- Eat Talk Therapy
- People Pets and Vets
- Doctor and dental offices

FRONTIER CROSSING @ LIGHT FARMS

1580—1640 W Frontier Pkwy, Prosper, Texas

Site Plan



Please Contact

MARK PITTMAN
972.897.0562

Markp@wynmarkcommercial.com

KRISTIN HOLLEK
972.439.0360

Kristin@wynmarkcommercial.com

Frontier/Preston Corner:

- Whataburger
- McDonald's
- Car Wash
- Starbucks

NEW BUSINESSES – NOW OPEN

- Frisco Feeding & Speech Therapy
- Prosper North Animal Medical Center
- Cook Children's Pediatric Clinic
- Blossom Pediatric Dentistry
- Feng Cha
- Bliss Beauty Bar Aesthetics
- Granny's Bakery
- 7-Eleven
- Daylight Donuts
- Sharkey's Cuts for Kids
- Monarch Veterinary Clinic
- AquaKids
- Swig
- Legacy Bagels



Frisco Feeding &
Speech Therapy



PROSPER NORTH
ANIMAL MEDICAL CENTER



MONARCH VETERINARY
HOSPITAL



CookChildren's™



FENG CHA

NEW BUSINESSES – COMING SOON

- **Wing Stop** (525 S Preston Rd. Building No. 1, Suite 105)
- **Injectology by Bliss Beauty Bar** (3248 S Preston Rd. Suite 130)
- **The Dental Grove** (1580 W Frontier Pkwy)
- **Which Wich** (1580 W Frontier Pkwy)
- **Paciugo** (1580 W Frontier Pkwy)
- **3-D Dance** (3260 South Preston Road Suite 160)
- **Burger Fixins** (Downtown)