



## Stonebridge Ranch Community Association, Inc.

### MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. July 20, 2023

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, July 20, 2023, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 872 8029 1917).

### VISION STATEMENT

**To be the premier, large scale, master planned community of choice in North Texas.**

#### **Directors Present**

Jon Dell'Antonia, President  
Amanda Batson, Vice President  
Norm Counts, Treasurer  
Joe Closs, Secretary  
Jim Norton, Director  
Kristen Vartian, Director

#### **Directors Absent**

Jim Buerkle, Director

#### **Management**

Brian Matt, Executive Director, GrandManors  
Lee-Yen Elliott, Executive Administrator, GrandManors  
Eric Adams, Compliance & ARC Director, GrandManors  
Lucy Duray, Financial Manager, GrandManors  
Connie Baxter, Lifestyle Director, GrandManors  
Eric Ortega, Maintenance Supervisor, GrandManors  
Mathew Roebuck, L&G Director, GrandManors  
Scott Finley, Communications Director, GrandManors  
Corbin Seti, Senior VP, Operations, GrandManors (Zoom)  
Jodie Walker, VP of Onsite Management, GrandManors

#### **Guests**

Steve Watten, Attorney (Zoom)

### **CALL TO ORDER**

President Dell'Antonia established quorum was met and called the meeting to order at 12:30 PM.

### **HOMEOWNER OPEN FORUM**

No homeowners were present for the open forum.

## **CONSENT AGENDA**

Director Norton made a motion to accept consent agenda items:

- Ratify June 28, 2023, cybervote approval of the June 22, 2023, Board of Directors Meeting Minutes
- Ratify June 28, 2023, cybervote approval of Board Resolution to Open Local Bank Account

Secretary Closs seconded; the motion passed unanimously.

Vice President Batson made a motion to accept following Governance, Reviewed with Minor Edits:

- Records Retention Policy – Closs
- Records Production and Copying Policy – Closs
- Insurance on Homes Owned by SRCA Guideline – Counts

Secretary Closs seconded; the motion passed unanimously.

## **OLD BUSINESS**

### **Board Guideline/Policy Review –**

Treasurer Counts made a motion to accept both of the following Revised Board Guideline/Policy:

- Collections Committee Guideline – Counts
- Finance Committee Guideline – Counts

Director Norton seconded; the motion passed unanimously.

**Update on Time-Saving Operational Guideline for Collections** – Treasurer Counts led a discussion on guideline revisions, to be reviewed / approved at a future meeting.

**Review and Approve Club Formation Guideline** – Secretary Closs made a motion to approve the resolution to approve the Club Formation Guideline, revising effective date on resolution from July 20, 2023, to September 1, 2023. Vice President Batson seconded; the motion passed unanimously.

**ACTIVENet Updates (Includes Guest Pass Status Report)** – Executive Administrator Elliott provided an update on new ID cards issuance and ongoing reimbursements, upon homeowners' requests, for out-of-pocket guest fees paid at pool entry prior to Guest Card issuance on 6/16/23 (maximum refund of up to 5 guest fees based on attendance records from Aquatic Center and Beach Club).

## **NEW BUSINESS**

**Discuss and Act on Any Non-Confidential Items from Homeowner Open Forum** – There were no items to discuss.

**Approval of New Amenities Committee Member** – Director Norton made a motion to approve Harlow Hagee as new committee member. Director Vartian seconded; the motion passed unanimously.

**Review / Discuss the Need for Cash Management Guidelines** – Treasurer Counts led a discussion on the need for this new guideline, to be reviewed / approved at a future meeting.

**Nominating Committee Appointment** – Treasurer Counts made a motion to name to the Nominating Committee all current Board of Directors except for President Dell’Antonia, who is up for re-election in March 2024. Vice President Batson seconded; the motion passed unanimously.

Director Norton is also up for re-election in March 2024 but he announced he would not seek re-election.

**Tree Damage Update** – L&G Director Roebuck gave an update on tree health from recent storm damage.

### **ASSOCIATION REPORTS**

**Financial Report** – Financial Manager Duray reviewed the following June financial reports as presented in the Board Packet:

- Detailed Balance Sheet
- Schedule of Revenues and Expenses, Operating Fund
- Restricted and Non- Restricted Investment Schedule
- Summary of Accounts Receivable by Type
- Summary of Bad Debt Expense/Reserve
- Performance History Reports from Cadent Capital LLC

### **EXECUTIVE SESSION CONVENED AT 2:34 PM**

### **OPEN SESSION RECONVENED AT 5:57 PM**

#### **Summary of Executive Session:**

Vice President Batson made a motion to accept the Executive Session summary as listed below. Director Vartian seconded; the motion passed unanimously.

**Foreclosure Report** – There were no accounts this month needing Board review/action.

**Information Only Reports** – Executive Director Matt, Executive Administrator Elliott, and Compliance & ARC Director Adams presented the following Reports: Payment Plan Status, Collections Committee Waivers, Violations, Lease Registrations, Appeals, and Variance Reports. President Dell’Antonia made a motion to approve above Information Only Reports. Vice President Batson seconded; the motion passed unanimously.

Maintenance Supervisor Ortega and Executive Director Matt provided Project Status Reports for Millerd Pond and Beach Club, respectively. Vice President Batson made a motion to approve all Project Reports. Director Vartian seconded; the motion passed unanimously.

### **Board Liaison Committee Reports Including Any Updates to the Strategic Plan**

- Vice President Batson advised the Communications Committee did not meet in July and is forming Task Forces for PR Firm Selection and Website Update.
- Director Vartian reported the Modifications Committee did not meet in July and is still looking to recruit new committee members.
- Treasurer Counts presented Finance Committee Report and provided an update on the GM Collections Process.
- L&G Director Roebuck reported the L&G Committee is actively reviewing methods/best practices to save on water consumption, along with creating a long-term care plan for maturing trees in our association.
- Secretary Closs provided an update on past and upcoming Social Events.
- Executive Director Matt presented an update on current onsite office staffing needs.

**Funding Request for Waterbury Boardwalk** – Treasurer Counts made a motion to approve the funding request for Waterbury Boardwalk Repair, revising funding amount to \$150,000 (\$90,000 from Reserves and \$60,000 from Operations). Vice President Batson seconded; the motion passed unanimously.

**Review and Approve Classic Construction Contract for Adriatica Wall Repair** – Director Norton made a motion to approve Classic Construction Contract for \$86,846 for the project to repair the Lake Stonebridge Ranch Wall Repair. Secretary Closs seconded; the motion passed unanimously.

**Review/Discuss Payment Plans** – Treasurer Counts led a discussion on guideline revisions, to be reviewed / approved at a future meeting.

**Legal Update** – Attorney Watten provided an update on association legal matters.

**Discuss and Act on Any Confidential Items from Homeowner Open Forum** – There were no items to discuss.

**ADJOURNMENT**

Secretary Closs made a motion to adjourn the meeting. Director Vartian seconded; the motion passed unanimously. The meeting adjourned at 6:00 PM.

  
Joe Closs (Aug 14, 2023 17:56 CDT)

Joe Closs, Secretary

Aug 14, 2023

Date

**MISSION STATEMENT**

**Preserve and enhance the quality and natural beauty of Stonebridge Ranch for our residents. Offer and maintain attractive amenities, active lifestyle opportunities and leadership which protects property values and the financial health of the community.**