



## Stonebridge Ranch Community Association, Inc.

### MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. October 12, 2023

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, October 12, 2023, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 830 4435 6711).

#### **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 Buerkle, Director  
Jim Norton, Director  
Kristen Vartian, 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  
Mathew Roebuck, L&G Director, GrandManors  
Scott Finley, Communications Director, GrandManors  
Jodie Walker, VP of Onsite Management, GrandManors

#### **Guests**

Mauricio Solorzano, Homeowner (Zoom)

#### **CALL TO ORDER**

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

#### **HOMEOWNER OPEN FORUM**

Mr. Solorzano addressed the Board about downed tree branches across sidewalks within the community, as well as the deteriorating condition of mailboxes around his village, Grand Traditions. Board advised that there are different jurisdictions that oversee landscaping next to

sidewalks throughout Stonebridge Ranch (City of McKinney, SRCA, Sub-Association) and asked homeowner to contact Association Office with specific location(s) with landscape issues that need to be addressed so we can determine if it is Association's responsibility. Board also advised our Compliance Department is likely already addressing the deteriorating mailbox conditions with respective homeowners but to contact the Association with exact addresses and complaints.

### **CONSENT AGENDA**

Director Buerkle made a motion to approve the following consent agenda items:

- Approval of the September 28, 2023, Board of Directors Meeting Minutes

Vice President Batson seconded; the motion passed unanimously.

Vice President Batson made a motion to approve the following consent agenda item:

- Approval of Appointment of James (Jim) Young to the Communications Committee.

Director Vartian seconded; the motion passed unanimously.

Treasurer Counts made a motion to approve the following consent agenda item:

- Governance, Reviewed with Minor Revisions:
  - Competitive Contract Bidding Policy – Revised

Secretary Closs seconded; the motion passed unanimously.

### **OLD BUSINESS**

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

Treasurer Counts made a motion to approve the following Revised Board Guideline/Policy:

- Time Savings Operational Guideline – Counts

Director Norton seconded; the motion passed unanimously.

**ACTIVENet Update** – Executive Director will present at next month's BOD meeting the plan being implemented to return to prior ID Card issuance process.

### **NEW BUSINESS**

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

#### **Review and Approve New Working Capital Guideline –**

Treasurer Counts made a motion to approve the following Revised Board Guideline/Policy, with edits on paragraph markings and adding a right hand parenthesis:

- Working Capital Guideline – Counts

Vice President Batson seconded; the motion passed unanimously.

**Review and Approve 2024 Budget** – Executive Director presented proposed 2024 budget. President Dell'Antonia advised further discussion will be moved to Executive Session.

## **EXECUTIVE SESSION CONVENED AT 1:48 PM**

## **OPEN SESSION RECONVENED AT 4:10 PM**

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

Director Buerkle made a motion to accept the Executive Session summary as listed below. Secretary Closs seconded; the motion passed unanimously.

**Information Only Reports** – Executive Administrator Elliott and Compliance & ARC Director Adams presented the following Reports: Payment Plan Status, Collections Committee Waiver Request Report, and Appeals Report. Vice President Batson made a motion to accept the above Information Only Reports. Treasurer Counts seconded; the motion passed unanimously.

**New Publisher Recommendation** – Vice President Batson made a motion to approve the Board Resolution with listed recommendations for current publisher, Community Matters, Inc. Director Buerkle seconded; the motion passed unanimously.

**Appoint Sub-Committee Chair for Communications Project** – President Dell’Antonia made a motion to appoint Vice President Batson to be Chair for Communications Project. Director Vartian seconded; the motion passed unanimously.

**Review and Approve Funding Request for Wellington 7 Pond Repair (BOD Previously Approved Estimate #5185 from PondMedics during May 25, 2023, BOD Meeting)** – Vice President Batson made a motion to approve the funding request and proposal for \$35,000. Director Vartian seconded; the motion passed unanimously.

**Review and Approve Funding Request and Proposal for Erosion Project: Quail Ridge Project** – Director Buerkle made a motion to approve the funding request and proposal not to exceed \$160,000. Director Norton seconded; the motion passed unanimously.

**Review and Approve Funding Request and Contract Addendum for Association Fence Replacement and Repair in 2024** – Director Buerkle made a motion to approve the funding request and proposal not to exceed \$439,575. Secretary Closs seconded; the motion passed unanimously.


**Review and Approve Contract for New Landscape Consultant** – Director Buerkle made a motion to approve the contract for new landscape consultant, Dr. R.E. Moon + Associates, effective January 1, 2024. Director Vartian seconded; the motion passed unanimously.

**Discuss the 2024 Association Budget and Determine the 2024 Assessment** – Treasurer Counts presented assessment recommendations from the Finance Committee, Executive Director Matt and Financial Manager Duray. President Dell’Antonia made a motion to put on hold filing on pending legal case, previously approved during September 28, 2023, BOD Meeting. Director Vartian seconded; the motion passed unanimously. The Board authorized the 2024 Association Budget with proposed changes and adopted a 5% increase (\$45 increase) in annual assessment to \$953 for 2024.

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

**ADJOURNMENT**

Director Buerkle made a motion to adjourn the meeting. Director Vartian seconded; the motion passed unanimously. The meeting adjourned at 4:14 PM.

  
Joe Closs (Nov 17, 2023 10:34 CST)

Joe Closs, Secretary

Nov 17, 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.**







# STONEB - 231012 BOD Meeting Minutes - Final

Final Audit Report

2023-11-17

Created:	2023-11-17
By:	Lee-Yen Elliott (lee-yen.elliott@grandmanors.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhJLjuoWEXRPLvxQaC56sBWJA8bdEvDeO

## "STONEB - 231012 BOD Meeting Minutes - Final" History

-  Document created by Lee-Yen Elliott (lee-yen.elliott@grandmanors.com)  
2023-11-17 - 4:25:32 PM GMT
-  Document emailed to jvcloss@stonebridgeranch.com for signature  
2023-11-17 - 4:26:10 PM GMT
-  Email viewed by jvcloss@stonebridgeranch.com  
2023-11-17 - 4:34:08 PM GMT
-  Signer jvcloss@stonebridgeranch.com entered name at signing as Joe Closs  
2023-11-17 - 4:34:51 PM GMT
-  Document e-signed by Joe Closs (jvcloss@stonebridgeranch.com)  
Signature Date: 2023-11-17 - 4:34:53 PM GMT - Time Source: server
-  Agreement completed.  
2023-11-17 - 4:34:53 PM GMT