



# Stonebridge Ranch Community Association, Inc.

## MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. February 22, 2024

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, February 22, 2024, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 898 1580 6337).

### **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

#### **Management**

Jodie Walker, VP of Onsite Management, GrandManors  
Amber Pendergrass, Client Success Manager, GrandManors  
Lee-Yen Elliott, Executive Administrator, GrandManors  
Lucy Duray, Financial Manager, GrandManors  
Nathanael Pearson, Sr. VP, Shared Services

#### **Director Absent**

Jim Buerkle, Director

#### **Guests**

Steve Watten, Attorney (Zoom)  
Nathan de Guia, Homeowner  
Grady Muldrow, Homeowner (Zoom)  
Jeremy Puckett, Homeowner (Zoom)  
Michael Warner, 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**

No issues were brought forth by homeowners.

## **CONSENT AGENDA**

Vice President Batson made a motion to approve the following consent agenda items, with revisions provided by her via email:

- Approval of the January 25, 2024, Board of Directors Meeting Minutes  
Secretary Closs seconded; the motion passed unanimously.

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

- Ratify Electronic Vote for 2024 Annual Meeting Notice Packet (Letter, Absentee Ballot and Proxy Quorum Form, Absentee Ballot and Proxy Quorum Information)  
Vice President Batson seconded; the motion passed unanimously.

President Dell'Antonia made a motion to approve the following consent agenda items:

- Governance, Reviewed, No Revisions – Dell'Antonia:
    - Conflict of Interest Policy
    - Casting Proxy Votes Assigned Guideline
    - Requesting Legal Opinions Guideline
    - Residents Attending Committee Meetings Guideline
- Vice President Batson seconded; the motion passed unanimously.

## **OLD BUSINESS**

**Review/Approve Revised Community Room Guideline and Rental Agreement** – Secretary Closs made a motion to table this discussion to next month, pending legal review. Treasurer Counts seconded; the motion passed unanimously.

**Review 2023 Pool Season Guest Cards Usage** – Director Norton made a motion to not issue Complimentary Guest Cards and to not sell Guest Punch Cards, effective 2024 Pool Season. Secretary Closs seconded; the motion passed unanimously. The Board will review/approve revised Pool Season Guideline showing above approved changes next month.

## **NEW BUSINESS**

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

**Review/Approve Offer Letter Re: TxDOT Right of Way Acquisition for the US 380 Project** – President Dell'Antonia made a motion to approve the Offer Letter to purchase two tracts of land identified as Parcel IDs: P00074455.001 and P00074455.002, along with approval of the Deed and the Possession and Use Agreement for Transportation Purposes with Additional Payment of Independent Consideration. Director Norton seconded; the motion passed unanimously.

**Review/Approve Debit Card for L&G Director, M. Roebuck** – Secretary Closs made a motion to not approve debit card for M. Roebuck. Treasurer Counts seconded; the motion passed unanimously. There was further discussion about the current debit card holders among onsite management team and may reduce the number of cardholders from 4 to 3 in the future.

**Update on Operational Procedure for Association Document Repository (Verbal)** – Secretary Closs advised the onsite office is preparing a comprehensive report showing where documents are currently stored (Website, SharePoint, Ciranet, P: Drive). Upon completion, he will give recommendations on which repository to continue/discontinue for both current documents and historical revised documents.

**Review Annual Meeting Presentation** – President Dell’Antonia announced this review of the Annual Meeting presentation was added to the agenda after the meeting announcement. The Board reviewed/commented on presentation slides, and no action was taken.

### **ASSOCIATION REPORTS**

**Financial Report** – Financial Manager Duray reviewed the following financial reports for January 2024 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 2:55 PM**

#### **OPEN SESSION RECONVENED AT 6:19 PM**

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

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

**Foreclosure Report** – There were no items to discuss.

**Information Only Reports** – VP of Onsite Management Walker, Executive Administrator Elliott, and L&G Director Roebuck presented the following Reports: Collections Committee Reports (Payment Plans, Waiver Requests), Violations Reports (Violations Aging, Non-Submittals, High-Profile), Appeals Report, Variance Report, and Project Reports. Director Vartian made a motion to accept the above Information Only Reports. Director Norton seconded; the motion passed unanimously.

**Review/Approve Funding Request for Additional Funding for Lake Wall Project and Change Order for Lake Wall Project** – Treasurer Counts made a motion to approve funding not to exceed \$12,000, and for funds to come from Raymond James. Vice President Batson seconded; the motion passed unanimously.

**Review/Approve Funding Request Additional Funding for Waterbury Project** – Treasurer Counts made a motion to approve funding not to exceed \$24,000, and for funds to come from Raymond James. Vice President Batson seconded; the motion passed unanimously.

**Review/Approve Funding Request for Quail Creek Natural Area Hillside Stabilization –** Treasurer Counts made a motion to approve funding not to exceed \$60,000, and for funds to come from Raymond James. Vice President Batson seconded; the motion passed unanimously.

**Budget Discussion –** Vice President Batson made a motion to approve GrandManors to make decisions related to onsite staff compensation, including but not limited to salaries, phone allowances, and auto/gas allowances (temporary excess milage charge) consistent with the guidance the Board provided during Executive Session. Director Norton seconded; the motion passed unanimously.

**Update on Tennis and Pickleball Contract Discussions (Verbal) –** VP of Onsite Management Walker announced that the current tennis contract is in place and advised to accept Select Tennis Academy’s proposal for flat rate monthly payments for 2024.

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


- L&G Director Roebuck provided the monthly L&G update.
- Treasurer Counts reviewed the Finance Committee Report.
- Secretary Closs advised the Social Committee recommended charging Guest User Fees at select events, and the committee is still working through implementation details and start date. Vice President Batson made a motion to charge \$5 Guest User Fees at the following events: Marshmallow/Hot Dog Roast, Meet the Easter Bunny, Recycling, Halloween Spooktacular, Holiday Tree Lighting, DJ at the Beach, Cardboard Boat Race (free for competitors). Director Vartian seconded; the motion passed unanimously.

**Legal Update –** Attorney Watten provided a legal update.

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

**ADJOURNMENT**

Vice President Batson made a motion to adjourn the meeting. The meeting adjourned at 6:20 PM.

  
Joe Closs (Apr 15, 2024 06:51 CDT)  
\_\_\_\_\_  
Joe Closs, Secretary

**Apr 15, 2024**  
\_\_\_\_\_  
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.**

# 240222 BOD Meeting Minutes - Final 2

Final Audit Report

2024-04-15

Created:	2024-04-05
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 Signer jvcloss@stonebridgeranch.com entered name at signing as Joe Closs

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 Document e-signed by Joe Closs (jvcloss@stonebridgeranch.com)

Signature Date: 2024-04-15 - 11:51:28 AM GMT - Time Source: server

 Agreement completed.

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