



# Stonebridge Ranch Community Association, Inc.

## MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. MAY 23, 2024

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, May 23, 2024, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 819 7040 1030).

### **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  
Michael Warner, Treasurer  
Joe Closs, Secretary  
Jim Buerkle, Director  
Nathan de Guia, Director  
Kristen Vartian, Director

#### **Management**

Jodie Walker, VP of Onsite Management, GrandManors  
Amber Pendergrass, Client Success Manager, GrandManors  
Lee-Yen Elliott, Executive Assistant, GrandManors  
Lucy Duray, Financial Manager, GrandManors  
Eric Ortega, Maintenance Supervisor, GrandManors  
Mathew Roebuck, L&G Director, GrandManors

#### **Guests**

Steve Watten, Attorney (Zoom)  
David Springate, Homeowner  
Willena Hendley, Homeowner (Zoom)  
Pierre Beaudoin, Homeowner (Zoom)  
Sean Chou, Homeowner  
Duane Bates, Homeowner (Zoom)

### **CALL TO ORDER**

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

President Dell'Antonia made a motion to accept Director Norm Counts' resignation from the Board. Vice President Batson seconded; the motion passed unanimously.

President Dell'Antonia made a motion to appoint Michael T. Warner as Treasurer to Norm Counts' remaining board term, effective immediately. Vice President Batson seconded; the motion passed unanimously.

## **HOMEOWNER OPEN FORUM**

Mr. Springate and Ms. Hendley addressed the Board regarding 2 common area L&G maintenance issues within Ballantrae Village: bare dirt along the perimeter fence lines and an area near village entrance.

Mr. Beaudoin brought to the Board's attention the dying Crepe Myrtles at the entrance to Wynn Ridge Estates and requested they be replaced. Additionally, homeowner asked why the center median along Ridge Road, between Virginia and Habersham, seem stark compared to other Stonebridge Ranch main thoroughfares. President Dell'Antonia advised the center median landscaping concern may be a City and/or builder standard.

Mr. Chou requested an explanation of the association's fine, appeals and collections process. President Dell'Antonia explained the processes and provided homeowner with where to find association policies.

## **CONSENT AGENDA**

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

- Approval of the April 25, 2024, Board of Directors Meeting Minutes

Director Vartian seconded; the motion passed unanimously.

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

- Board Guideline/Policy – Reviewed, No Changes
  - Common Properties Signage Policy – Batson
  - Email Registration Policy – Batson
  - Official SRCA Social Media Channels Guideline – Batson
  - Social Media Interaction Policy – Batson
  - Special Case Process for Covenant Enforcement and Fining Guideline – Vartian

Director Vartian seconded; the motion passed unanimously.

## **OLD BUSINESS**

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

Vice President Batson made a motion to approve the following revised Board Guideline/Policy:

- Editorial Guidelines – Batson

Treasurer Warner seconded; the motion passed unanimously.

Vice President Batson made a motion to approve the following revised Board Guideline/Policy:

- Communications Committee Guideline – Batson

Secretary Closs seconded; the motion passed unanimously.

Director Vartian made a motion to table the following Board Guideline/Policy to next month for additional attorney review:

- Covenant Enforcement and Fining Policy

Director de Guia seconded; the motion passed unanimously.

Director Vartian made a motion to approve the following revised Board Guideline/Policy:

- Association Compliance Enforcement Procedure (ACE) Guideline – Vartian

Director Buerkle seconded; the motion passed unanimously.

**Beach Club Leak Detection Update** – Client Success Manager Pendergrass provided a verbal update on the findings of On-the-Spot Leak Detection on 5/1/24.

### **NEW BUSINESS**

**Discuss and Act on Any Non-Confidential Items from Homeowner Open Forum** – The Board requested Client Success Manager Pendergrass to follow up with L&G Director regarding the L&G issues brought forth by Ballantrae and Wynn Ridge residents.

### **ASSOCIATION REPORTS**

**Financial Report** – Financial Manager Duray reviewed the following financial reports for April 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 2:02 PM**

#### **OPEN SESSION RECONVENED 6:22 PM**

**Review Beach Club Leak Detection Report** – Client Success Manager Pendergrass presented a summary of Beach Club pool inspection results by On-the-Spot Leak Detection on 5/1/24. More information will be available after flow meters are installed at the end of May to detect leakage rate.

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

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

**Foreclosure Report** – President Dell’Antonia made a motion to send to foreclosure the account listed on the Foreclosure Report (account ending in 7463). Director Vartian seconded; the motion passed unanimously.

**Information Only Reports** – Client Success Manager Pendergrass, Executive Assistant Elliott, and L&G Director Roebuck presented the following Reports: Collections Committee Reports (Payment Plans, Waiver Requests), Violations Reports (Homeowner Compliance Percentage, Violations Aging, Priority Violations, Non-Submittals, Modification Applications), Appeals Report, Variance Report, and Project Reports. Vice President Batson made a motion to accept the above Information Only Reports. Director Vartian seconded; the motion passed unanimously.

**Update on Administrative Staff Personnel** – GrandManors onboarded a part-time Administrative Assistant for the summer through early fall. The Board requested an updated organizational chart from GrandManors that accurately reflects the current employee structure. There was discussion on how much the Association is saving on salaries with recent employee departures; Financial Manager Duray is preparing a spreadsheet for Treasurer Warner.

**Update on General Manager Search** – Vice President Batson made a motion on or before 6/15/24, the SRCA Board of Directors shall recommend a GrandManors candidate for SRCA General Manager. If the Board does not make a recommendation by 6/15/24, the SRCA Board of Directors shall accept the candidate assigned by GrandManors to serve as SRCA General Manager. President Dell’Antonia seconded; the motion passed 6-1. Voted For: President Dell’Antonia, Vice President Batson, Treasurer Warner, Secretary Closs, Director Buerkle, Director de Guia; Voted Opposed: Director Vartian.

**Review/Approve Changing the Association’s Collections Legal Firm (Board Resolution)** – President Dell’Antonia made a motion to accept the resolution to Approve Steptoe & Johnson to replace Riddle & Williams as the association’s Collections Legal Firm. Director Buerkle seconded; the motion passed unanimously.

**Review/Approve Funding Request to Replace Railing at La Cima Overlook** – Director de Guia advised the Board of safety concerns due to deteriorating railing at La Cima overlook. Treasurer Warner made a motion to table this item until next month for staff to obtain an estimate for repair instead of replacement. Vice President Batson seconded; the motion passed unanimously.

**Review/Approve Funding Request for Adriatica Fountain Repair** – Director de Guia made a motion to approve funding to install a replacement fountain (SRCA currently has an extra one) at Lake Stonebridge bordering Adriatic Sub-Association, only if the Adriatica Sub-Association agrees to reimburse SRCA for the installation cost and all costs associated with maintenance and ongoing operation of fountain. The resolution failed for lack of a second to the motion.

**Review/Approve Funding Request for Beach Club Pool Pump Replacement** – President Dell’Antonia made a motion to amend the funding request for pool pump replacement to also include replacement of check valves to the Beach Club’s two (2) pumps for an additional \$5,700, adjusting the total funding amount to \$11,231, with funds to come from contributions to reserve. Vice President Batson seconded; the motion passed unanimously.

**Update on Landscape Maintenance Contract RFP** – L&G Director Roebuck provided an update on landscape maintenance contract RFP.

**Discuss Contrak Management Software for Landscape Contracts in 2025** – L&G Director Roebuck provided details of Contrak and the benefits to the Association. Director Buerkle made a motion to approve use of Contrak Management Software for landscape contracts in 2025 pending legal review of contract. Vice President Batson seconded; the motion passed unanimously.

**Review/Approve Funding Request for Wren Creek Pocket Park Erosion Issue** – Director Vartian made a motion to approve the funding request for Wren Creek Park Erosion Issue for \$11,084.41, with funds to come from contributions to reserve. Director Buerkle seconded; the motion passed unanimously.

**Update on GM Monthly Collections** – Treasurer Warner provided an update on current cost of collections.

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


- L&G Committee – Director Buerkle presented the monthly water consumption report, RFP updates/challenges, City median cost sharing spending analysis, season color bed and irrigation water analysis.
- Finance Committee – Treasurer Warner reported this year’s reserve analysis will start in July.
- Amenities Committee – Director de Guia and Maintenance Supervisor provided an update on Wellington Pond 7 repair status.
- Communications Committee – Vice President Batson reported the committee will perform an audit of the website to determine upgrade/refresh needs.
- Modifications Committee – Director Vartian updated the Board on the committee’s progress and advised the committee needs volunteers.
- Social Committee – Director Closs informed the Board on upcoming events.

**Legal Update** – Attorney Watten provided a legal update on pending cases.

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

**ADJOURNMENT**

Director Vartian made a motion to adjourn the meeting. Director Buerkle seconded; the motion passed unanimously. The meeting adjourned at 6:26 PM.

  
Joe Closs (Jul 30, 2024 16:36 CDT)  
Joe Closs, Secretary

Jul 30, 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.**







# 240523 BOD Meeting Minutes - Final

Final Audit Report

2024-07-30

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