



**Stonebridge Ranch  
Community Association, Inc.**

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MEETING MINUTES  
STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.  
August 23, 2018

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, August 23, 2018, at 6201 Virginia Parkway, McKinney, Texas 75071.

**Directors Present**

Jon Dell'Antonia, President  
Michael Yon, Vice President  
Norm Counts, Treasurer  
Jim Norton, Secretary  
Donald Hanson, Director  
Kristen Vartian, Director  
Sam Castleberry, Director

**Management Present**

Greg Herbst, Director of Operations, CMA  
Pam Grundy, Onsite Vice President, CMA  
Bill Partridge, CFO, CMA  
Rony Peterson, Recording Secretary, CMA

**Guest**

Nate Russell, Compliance Supervisor, CMA

**CALL TO ORDER**

A quorum having been established, President Dell'Antonia called the meeting to order at 12:58 pm.

**HOMEOWNER OPEN FORUM**

- There were no homeowners present.

**RATIFY BOARD DECISIONS SINCE LAST MEETING**

A motion was made by Secretary Norton to ratify the following decisions since the last meeting:

- The approval of the Board Meeting Minutes from July 26, 2018.

The motion was seconded by Vice President Yon; the motion passed unanimously.

**EXECUTIVE SESSION CONVENED AT 1:00 PM**

**OPEN SESSION RECONVENED AT 1:42 PM**

**Summary of Executive Session**

**Foreclosure Report** – The Board denied accounts #00300100040, #00300110022, #00300210182, #00300220021, #00300270088, #00300600059, #00300700088, #00300710062 and #003WR010705 for foreclosure.

**Appeals Committee Recommendations and Approval** – The Board approved the recommendations made by the Appeals Committee for all appeals presented in the board packet.

**Informational Reports** – The Collections Committee report and violation report were accepted as presented in the board packet.

**Legal Updates** – Director of Operations Herbst presented a legal update to the Board of Directors.

**Landscape Contract Decision** – The Board approved Landscape Partners for Area A on the contingency they have an office within 10 miles from Stonebridge Ranch and they remove the annual mulch installation. Areas B & C were awarded to Precision Landscape Maintenance along with mulch installation for Area A.

A motion was made to approve all the decisions made during the executive session by Secretary Norton. Director Hanson seconded the motion; the motion passed unanimously.

### **NEW BUSINESS**

**Social Committee 2019 Event Calendar** – Director Vartian motioned to approve the Social Committee 2019 Event Calendar with the noted change to the Coffee Talk time and removal of Book Club. Director Castleberry seconded; the motion passed unanimously.

**Foreclosure Board Guideline** – Secretary Norton motioned to accept the Foreclosure Board Guideline, as presented in the board packet. This will take effect immediately, as well as include the foreclosure requests presented in the July and August board packets. The process will begin with the Final warning of Foreclosure and Payment Plan Offer letter. Director Hanson seconded; the motion passed unanimously.

**Investment Committee Member Ted Barron** – Treasurer Counts motioned to accept Ted Barron to the Investment Committee. Director Hanson seconded; the motion passed unanimously.

### **OLD BUSINESS**

**380 Widening Update** – President Dell’Antonia updated the Board on the current progress of the petition, upcoming meeting dates, and general information regarding the widening of 380.

**Trash Tote Guidelines Continuing Discussion/Decision** – Director Castleberry approved the changes to bullet #4 of the Trash Tote Guidelines to read “Stored in the side yard behind the front building line and screened by large dense evergreen shrubs. The density of the evergreen shrubs must provide a complete screen of the totes as viewed from the street. Trash Totes may not be stored in the driveway (exception: alley lots).” Secretary Norton seconded; the motion passed unanimously.

**Sponsorship Guideline** – Vice President Yon and Director of Operations Herbst will review and rewrite the guideline. The changes will be presented at an upcoming Board of Directors meeting.

**Rental Policy Update** – Director Vartian motioned to approve the Rental Policy, as presented in the board packet, including the following changes discussed at the meeting:

- II. References combine both CC&R section references to 9.1, 9.19 and 9.20
- Updated heading to Policy and title to read “Leasing of Single Occupancy Dwellings and Residential Use”

Director Hanson seconded the motion; the motion passed unanimously.

**Board Guideline Review** – Director Hanson motioned to approve all proposed changes as presented in the board packet and with any changes made during the meeting; all changes are noted below. Secretary Norton seconded the motion; the motion passed unanimously.

- Long-Term Investment Policy – updated
  - Updated reference document versions and minor grammar corrections
  - Changed investment ratings to average for the instrument versus individual holding within the instrument

- Updated title to “Long-Term Investment”
- Short-Term Investment Policy - reviewed
- Commitments and Disbursements Guidelines – updated
  - Sixth Amended and Restated Bylaws
  - Added VI. B-D for Contracting and VII. Documents Requiring Signature of Board Officer
  - Corrected grammar throughout the document
- Covenant Enforcement and Fining Policy – reviewed
  - Corrected grammar throughout the document
  - Sixth Amended and Restated Bylaws
  - Added reference to CC&Rs
  - Updated title to “Covenant Enforcement and Fining”
- Special Case Processing For Covenant Enforcement and Fining Guideline – updated
  - A provision for handling old violations and specific criteria for grandfathering violations under section III. B.
  - Updated header to read “Board Guideline”
- Upcoming – Application of Payments Policy, Collection Policy, Payment Plan Policy and Time Saving Operation Guideline for Assessment Collection.

**ASSOCIATION REPORTS**

**Board Liaison Committee Report** – Board Liaisons presented updates on committee activities.

**Director of Operations Report** – Director of Operations Herbst updated the Board of Directors regarding the upcoming budget and made a recommendation for a new position.

**ADJOURNMENT**

There being no further business, a motion was made by Director Vartian to adjourn the meeting at 5:33 pm. Director Hanson seconded the motion; the motion passed unanimously.

  
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 Jim Norton, Secretary

90-27-18  
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 Date