



**Stonebridge Ranch  
Community Association, Inc.**

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MEETING MINUTES  
STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.  
September 27, 2018

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, September 27, 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**

Alan Weintraub, Homeowner  
Erica Lee, Communications Specialist, CMA

**CALL TO ORDER**

A quorum having been established, President Dell'Antonia called the meeting to order at 12:57 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 August 23, 2018
- The approval of Bill Arnold to the Social Committee
- The approval for the Addition of Administrative Assistant for Compliance

The motion was seconded by Director Vartian; the motion passed unanimously.

**EXECUTIVE SESSION CONVENED AT 12:58 PM**

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

**Summary of Executive Session**

**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, Violation Report and Project Reports were accepted as presented in the board packet.

The Board approved any completed Capital Projects will be closed and any remaining funds go to Capital – Undesignated.

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

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

### **NEW BUSINESS**

**Emergency Preparedness Cash Management Strategy** – President Dell’Antonia motioned to approve the recommendations, as presented in the packet, allowing the Treasurer, Finance Committee and CMA CFO Finance Committee to manage cash. The signers for these accounts will be Judi M. Phares, CEO of RTI/Community Management Associates, Inc. (“CMA”) and/or William Partridge, CFO of CMA, and/or Robert Koop, EVP of CMA, in accordance with the management agreement with CMA. Director Castleberry seconded; the motion passed unanimously.

Secretary Norton motioned for the Finance Committee to write up a procedure to review existing and new financial institution annually. Director Vartian seconded; the motion passed unanimously.

**Savings Card Proposal** – Director Castleberry motioned to approve Alan Weintraub permission to use its name in conjunction with discussing and signing an agreement with companies to participate in the creation of 10,000 “Savings Card” for the 2019 calendar year for use by Stonebridge Ranch. The authority will expire December 31, 2018. Vice President Yon seconded; the motion passed unanimously.

**Strategic Planning Meeting Discussion** – President Dell’Antonia noted the date for the Strategic Planning Meeting will be Friday, November 16, 2018.

**Changes to the MARC** – Director Vartian motioned to combine the Modifications Committee (MC) and the Master Architectural Review Committee (MARC) as quickly as possible and create a subcommittee for new construction submittals. 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.

**Sponsorship Guideline** – Director Castleberry motioned to approve the Sponsorship Guideline as presented in the Board packet with the changes below. Director Vartian seconded the motion; the motion passed unanimously.

- Remove “Generally speaking, a payment qualifies...”
- Minor grammar edits
- Remove “are duplicate or competing sponsors for the same event”
- Remove “In Witness Whereof,...” from the Sponsorship Form

**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.

- Application of Payments Policy – reviewed
- Collection Policy - reviewed
- Payment Plan Policy – reviewed
- Time Saving Operation Guideline for Assessment Collection – updated

- Add a provision for Collections Committee to approve a non-standard waiver if logic is documented and is favorable for Association.
- Modify provision for when Board wants to see foreclosure requests to include two delinquent assessments.
- Minor grammar corrections.
- Upcoming – Resident Usage of Common Areas, Pickleball Courts, and Tennis Resident & Non Resident Usage.

**ASSOCIATION REPORTS**

**Financial Report** – CFO Partridge, CMA presented the financial report.

Treasurer Counts motioned to approve to make the third quarter R&R allocation per the budget. Director Hanson seconded; the motion passed unanimously.

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

Communications Specialist Lee updated the Board of Directors on the website. The Board of Directors requested web analytics on a quarterly basis.

**Director of Operations Report** – Director of Operations Herbst updated the Board of Directors regarding the status of projects, new staff members, and availability of the 2019 draft budget.

**ADJOURNMENT**

There being no further business, a motion was made by Director Vartian to adjourn the meeting at 5:03 pm. Director Hanson seconded the motion; the motion passed unanimously.

  
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 Jim Norton, Secretary

10-18-18  
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 Date