



**Stonebridge Ranch  
Community Association, Inc.**

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MEETING MINUTES  
STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.  
January 24, 2019

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, January 24, 2019, 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  
Judi Phares, President and CEO, CMA  
Pam Grundy, Onsite Vice President, CMA  
Bill Partridge, CFO, CMA  
Rony Peterson, Recording Secretary, CMA

**Guest**

Dean Brumbaugh, Homeowner

**CALL TO ORDER**

A quorum having been established, President Dell’Antonia called the meeting to order at 1:00 pm.

**HOMEOWNER OPEN FORUM**

Dean Brumbaugh presented a proposal to add wording to the Design Guidelines (Trash Tote section) that would discourage trespassing on neighboring properties when trash totes were put out for pick-up or stored on the side of the property.

**RATIFY BOARD DECISIONS SINCE LAST MEETING**

A motion was made by Director Hanson to ratify the following decisions since the last meeting:

- Approval of the December 13, 2018 BOD Meeting Minutes
- Approval of the Officers for the Social and Finance Committees

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

A motion was made by Secretary Norton to table until the February 2019 Board of Directors Meeting the approval of Eugene Robinson to the Modifications Committee. Director Vartian seconded; the motion passed unanimously.

**EXECUTIVE SESSION CONVENED AT 1:18 PM**

**OPEN SESSION RECONVENED AT 2:37 PM**

**Summary of Executive Session**

**Foreclosure Report** – The Board approved the recommendations made by the Director of Operations for the following accounts if the 2019 assessment is not paid by January 31, 2019: 00300380041, 00300110057, 00300120166, 00300140218, 00300180063, 00300210185, 00300310201, 00300360048, 00300620003, 0030720087 and 00300710011.

**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 the Director of Operations to notify the Association’s general legal counsel for accounts which are not delinquent on assessments and have received two (2) Board Directed Fines.

The Board approved closing the Controller Regulators (Weathermatic) Project Summary report, the 2018 Amenities Project report and the 2018 Master Landscape R&R report.

**Legal Updates** – The Board approved moving forward using the Association’s Collection Attorney for account 00300130114.

BOD Resolution: All guests who enter the Association Office, excluding Stonebridge Ranch staff and deliveries, must sign in at the front desk. The staff member at the front desk must note the date, time, reason for the visit and any discussion for any individual who is not pleased with the Association. Between February 1<sup>st</sup> through December 1<sup>st</sup> the staff member at the front desk must notate their account for anyone who pays or tries to pay but payment cannot be accepted at the office. Payments not accepted could be, but not limited to, partial payment, the account is at legal, or the owner is trying to use cash or credit card.

A motion was made to approve all the decisions made during the executive session by Vice President Yon. Director Castleberry seconded the motion; the motion passed unanimously.

## **NEW BUSINESS**

**2019 Annual Meeting Notice Letter/Website Documents** – President Dell’Antonia motioned to approve the candidates Rick Chaffin, Joseph Closs and Michael Kaltenbaugh as elected to the Board of Directors per the Sixth Amended and Restated Bylaws, Article III, Section 3.2(1). Their term will begin after the adjournment of the Annual Meeting on Thursday, March 7, 2019. Director Hanson seconded; the motion passed unanimously.

**2019 Pool Season** – The Board reviewed the calendars included in the packet. A motion was not required.

**Strategic Plan Review** – Director Vartian motioned to approve the Strategic Plan as presented in the packet with the following changes:

- #2 – Updated 3 to “Develop appropriate communication and action items.”
- #5 – Director Castleberry will provide the final revisions

Director Hanson seconded; the motion passed unanimously.

**Assessments – Government Employees Affected by Shutdown** – Treasurer Counts motioned to keep the same payment plan and make no changes to the policy. Director Castleberry seconded; the motioned passed 5:2 with President Dell’Antonia and Director Vartian opposing.

## **OLD BUSINESS**

**Winter Haven Dredging Project** – Director Hanson motioned to move forward with the project and approving the budget requested to complete the project. Secretary Norton seconded; the motion passed unanimously.

Director Castleberry motioned to approve funding for an Engineer Study of all the ponds/lakes for silt. Director Vartian seconded; the motion passed unanimously.

**Non – Residents or Organizational Request/Common Area Policy** – President Dell’Antonia motioned to no longer support any event(s) that are not organized by SRCA and require the use of the lake and/or Common Area(s). Director Vartian seconded; the motion passed unanimously.

**Board Directed Fines** – A motion was approved during Executive Session.

**Board Guideline Review** – President Dell’Antonia 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. Director Vartian seconded the motion; the motion passed unanimously.

- Handling Media Inquiries – updated
  - References: Updated to Sixth Amended and Restated Bylaws
  - III. A. 2. Capitalize “Association”
- Firearm Policy - reviewed
- Whistleblower Policy – reviewed
- Upcoming – Conflict of Interest Policy, Voting Proxys Guideline, and Legal Opinion Guideline.

## **ASSOCIATION REPORTS**

**Financial Report** – CFO Partridge, CMA presented the financial report. Director Vartian motioned to approve the financial reports. Director Hanson seconded; the motion passed unanimously.

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

Director Castleberry motioned to approve updating the times for the Trash Totes Design Guidelines to be placed after 6:00 pm (following the City of McKinney Ordinance) the day before trash pickup and to be put away by 7:00 am the day following trash pickup. Director Hanson seconded; the motion passed unanimously.

Secretary Norton motioned to approve the Annual Meeting Giveaway for two (2) 2020 Annual Assessments. The drawings will be held randomly for someone who submitted to meet quorum and the other for someone who attended the Annual Meeting. Director Castleberry seconded; the motion passed unanimously.

Secretary Norton motioned to approve the Landscape and Grounds Officers Jay Miller and Chris Spear as Co-Chairs and Mary Patrick as Secretary. Treasurer Counts seconded; the motion passed unanimously.

Director Castleberry motioned to approve Communications Officers Amanda Batson as Chairman, and Junaid Ahmed and Courtney Huggins as Co-Secretaries.

**Director of Operations Report** – Director of Operations Herbst updated the Board of Directors regarding upcoming office closure and new Irrigation Specialist position.

**ADJOURNMENT**

There being no further business, a motion was made by Secretary Norton to adjourn the meeting at 6:04 pm. Director Vartian seconded the motion; the motion passed unanimously.

  
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Jim Norton, Secretary

2-21-19  
\_\_\_\_\_  
Date