



**Stonebridge Ranch  
Community Association, Inc.**

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**MEETING MINUTES  
STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.  
January 23, 2020**

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, January 23, 2020, at 6201 Virginia Parkway, McKinney, Texas 75071.

**Directors Present**

Jon Dell’Antonia, President  
Norm Counts, Vice President  
Jim Norton, Secretary  
Michael Kaltenbaugh, Treasurer  
Kristen Vartian, Director  
Joe Closs, Director  
Amanda Batson, Director

**Management Present**

Greg Herbst, Director of Operations, CMA  
Judi Phares, CEO/President, CMA (1:30 pm)  
Pam Grundy, Onsite Vice President, CMA  
Bill Partridge, CFO, CMA  
Kelli Koehler, Recording Secretary, CMA

**CALL TO ORDER**

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

**HOMEOWNER OPEN FORUM**

There were no homeowners present for open forum.

**RATIFY BOARD DECISIONS SINCE LAST MEETING**

A motion was made by Treasurer Kaltenbaugh to ratify:

1. Approval of Chuck Collins to the Communications Committee
2. Approval of Barry M. Kleckner to the Modifications Committee
3. Approval of Michael Yon as an Alternate to the Social Committee
4. Approval of the Amenities Officers

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

**EXECUTIVE SESSION CONVENED AT 1:00PM & 1:13PM**

**OPEN SESSION RECONVENED AT 1:03PM & 2:43PM**

**Summary of Executive Session**

**Management Contract** – The Board approved the CMA Management Contract as presented in the board packet.

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

Board recommended approval on any pending Motion to Lift Stay on accounts if assessments are not paid by January 31, 2020.

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

Board approved for ACC Non-Submittal violations that meet current CC&Rs, Master and Design Guidelines will go through the Covenant Enforcement and Fining Process but will not go to Board Fines. The violation will stay open on the homeowners account for resale purposes.

**Legal Updates** – Director of Operations discussed legal updates.

**SOS Contract Update** – The continuing partnership with SOS was discussed.

**Communications Survey Results** – The Board approved moving forward adding texting as a communications tool and execution of the contract with CMA.

The motion was made to approve all the decisions made during the executive session by Director Batson. Director Vartian seconded the motion; the motion passed unanimously.

### **NEW BUSINESS**

**2020 Annual Meeting Notice Letter/Website Documents** – Director Closs motioned to approve the Annual Meeting Notice Letter and Website documents as presented in the board packet with one change for paragraph one last sentence to read “State of the City update will be provided.” Director Batson seconded; the motion passed unanimously.

**2020 Pool Season Calendars** – Secretary Norton motioned to approve the 2020 Pool Season Calendars as presented in the board packet. Director Vartian seconded; the motion passed unanimously.

**Strategic Plan** – Jon Dell’Antonia motioned to approve the Strategic Plan as presented in the board packet including future changes made by Vice President Counts for #4 Amenities Master Plan. Director Vartian seconded; the motion passed unanimously.

Treasurer Kaltenbaugh motioned all Strategic financial discussions will be held in Executive Session. All actuals to remain in Open Session. Director Vartian seconded; the motion passed unanimously.

Board Resolution: Irrigations updates to be an agenda item provided by Treasurer Kaltenbaugh and staff until further notice.

**Committee Structure Changes for Finance/Investment** - Treasurer Kaltenbaugh motioned to approve combining the Finance and Investment Committees and the new guideline as presented in the board packet. Director Batson seconded; the motion passed unanimously.

**Approval of the December 12, 2019 BOD Meeting Minutes** - Director Batson motioned to approve the December 12, 2019 Board Meeting Minutes as presented in the board packet. Director Vartian seconded; the motion passed unanimously.

### **OLD BUSINESS**

**Board Guideline Review** – Vice President Counts motioned to approve all proposed changes as presented in the board packet for:

- a. Handling Media Inquiries- reviewed

- b. Firearm Policy – reviewed
- c. Whistleblower Policy – reviewed

Director Vartian seconded; the motion passed unanimously.

Director Closs motioned to approve all proposed changes as presented in the board packet and noted change below for:

- d. Sponsorship Board Guideline – updated
- e. Board Room Usage – updated
- Community Room Guideline/Form – updated to a flat rate for Courtesy Patrol

Treasurer Kaltenbaugh seconded; the motion passed unanimously.

**ASSOCIATION REPORTS**

**Financial Report** – The Board reviewed the financials as presented in the packet.

Board Resolution: Include financials every month until further notice.

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

Board Resolution: Staff to maintain a volunteer database for Committee’s to use when more members are needed.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 5:23PM.

  
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Jim Norton, Secretary

2-27-2020  
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Date