

MEETING MINUTES  
STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.  
February 27, 2020

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, February 27, 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  
Rony Peterson, Recording Secretary, CMA

**Guests**

Raymond Dryer, Homeowner  
Erica Lee, Communication Specialist

**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 Secretary Norton to ratify the approval of the January 23, 2020 Board of Director Meeting minutes. Director Batson seconded; the motion passed unanimously.

A motion was made by Director Batson to ratify the approval of the Communications Committee Officers. Director Closs seconded; the motion passed unanimously.

**EXECUTIVE SESSION CONVENED AT 1:02PM**

**OPEN SESSION RECONVENED AT 2:53PM**

**Summary of Executive Session**

**Foreclosure Report** – The Board approved 00300710016 for Pre-Foreclosure. The following Pre-Foreclosure accounts were denied: 00300100082, 00300200027, 00300210180, 00300210225, 00300220016, 00300240004, 00300300072, 00300310175, 00300360086, 0030450079, 00300480053, 00300480066, 00300540277, 00300620036, 00300620186, 00300710047 and 00300730019. The Board approved the following accounts for Foreclosure: 00300100085, 00300110047, 00300120017, 00300270088, 00300310138, 00300320030, 00300340100,

00300350017, 00300360105, 00300380097, 00300420061, 00300480077, 00300540367, 00300600127, 00300670012 and 00300710062.

The Board approved Pre-Foreclosure accounts when a failure to complete a payment plan and the current year assessment are late.

The Board approved to update the Collections Processing Guide to remove automatic waiver of late fees and letter fees. All waivers must be reviewed by the Collections Committee.

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

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

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

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

**Strategic Financial Discussion** – Treasurer Kaltenbaugh discussed strategy to monitor and improve long range financial results.

**Winter Haven Project** – Director of Operations Herbst updated the Board regarding the Winter Haven dredging project.

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

## **NEW BUSINESS**

**Annual Meeting Information Discussion and Action** – President Dell’Antonia motioned to approve two 2021 annual assessments to be used as prizes. One to be raffled at the meeting for those in attendance and the other for those utilizing online voting, absentee ballots or submitting a proxy. Director Vartian seconded; the motion passed unanimously.

**Annual Meeting Presentation** – The Board reviewed the Annual Meeting presentation presented in the packet. Changes for the Modifications, Landscape & Grounds, Social and general theme consistency will be made. The Board will review prior to the Annual Meeting.

**Annual Meeting Packet** – The Board reviewed the Annual Meeting packet. The following changes will be made:

- 2019 minutes for space between 2018 and budget under reports
- Management Report
  - Change wording regarding the budget and preparation
  - Remove number of violations sent for 2019
  - Grammar edits
- FAQs- add in Estate Sale Permit.

**School Board Recapture Vote Discussion and Position.** – President Dell’Antonia motioned to approve the Board’s support and recommend a yes vote on this issue. Treasurer Kaltenbaugh

seconded; the motion passed unanimously. It is noted that CMA recommended that the Board of Directors should not advocate a specific position regarding this issue.

**Broadcast Texting Guidelines** – Director Batson motioned to approve the Broadcast Texting Guidelines as presented in the board packet. Director Vartian seconded; the motion passed unanimously.

**Irrigation Updates** - Treasurer Kaltenbaugh updated the Board of Directors regarding irrigation.

**Sponsorships** – Director Closs discussed sponsorships of events.

### OLD BUSINESS

**Strategic Plan** – Vice President Counts motioned to adopt Strategic Plan #4 as presented in the board packet. Treasurer Kaltenbaugh seconded; the motion passed unanimously.

**Board Guideline Review** – The below guideline and policies were reviewed by the Board of Directors with no changes made.

- a. Handling Media Inquiries- reviewed
- b. Firearm Policy – reviewed
- c. Whistleblower Policy – reviewed

### ASSOCIATION REPORTS

**Financial Report** – Income Statement, Balance Sheet and Variance Report were reviewed.

**Strategic Plan** – Updates to Actions Items for #2 Water Conservation Plan and #7 Governmental Issues.

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

Director Vartian motioned to update the Trash Tote Guidelines to allow for totes in the driveway if stored behind a bricked wing wall and not visible property line to property line. Refund of fines that have been paid will be made and all open violations that now meet the requirement to be closed. Treasurer Kaltenbaugh seconded; the motion passed unanimously.

### ADJOURNMENT

There being no further business the meeting was adjourned at 6:25PM.

  
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Jim Norton, Secretary

3-19-20  
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Date