



**Stonebridge Ranch  
Community Association, Inc.**

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MEETING MINUTES  
STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.  
September 24, 2020

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, September 24, 2020 at 6201 Virginia Parkway, McKinney, Texas 75071 and virtually utilizing Zoom (www.zoom.us, Meeting ID 892 0261 2650).

**Directors Present**

Jon Dell’Antonia, President  
Norm Counts, Vice President/Treasurer  
Jim Norton, Secretary  
Kristen Vartian, Director  
Joe Closs, Director (online)  
Amanda Batson, Director (online)  
Jim Buerkle, Director

**Management Present**

Greg Herbst, Director of Operations, CMA  
Judi Phares, CEO/President, CMA (online)  
Pam Grundy, Onsite Vice President, CMA  
Bill Partridge, CFO, CMA (online)  
Rony Peterson, Recording Secretary, CMA (online)

**Guests**

Tiffany Chen, Homeowner (online)  
Tom Johnson, Homeowner (online)

**CALL TO ORDER**

A quorum having been established, President Dell’Antonia called the meeting to order at 12:30 PM.

**HOMEOWNER OPEN FORUM**

There were no homeowners present for Homeowner Open Forum.

**RATIFY BOARD DECISIONS SINCE LAST MEETING**

Secretary Norton made a motion to ratify

- the approval of the August 20, 2020 Board of Directors Meeting minutes and
- the approval of Matt Miller to the Communications Committee.

Vice President/Treasurer Counts seconded; the motion passed unanimously.

**NEW BUSINESS**

**Discuss and Act on Any Non-Confidential Items from Homeowner Open Forum** – There were no homeowners present for Homeowner Open Forum, therefore, no discussion or action occurred.

**Governance Management Work Project** – Director Batson made a motion to form a task force consisting of Vice President/Treasurer Counts, Secretary Norton and Director Batson. The task force is assigned to provide a draft Governance Process Guideline at the November Board of Directors Meeting. Secretary Norton seconded; the motion passed unanimously.

## **OLD BUSINESS**

**Board Guideline Review** – Vice President/Treasurer Counts made a motion to approve the following policies/guidelines as presented in the board packet:

- Application of Payments Policy – reviewed
- Payment Plan Policy – reviewed
- Supplier Insurance Guideline – reviewed
- Time Saving Guideline – updated
- CPG – updated
- CINC set-up
- Collection Policy - reviewed

Secretary Norton seconded; the motion passed unanimously.

## **ASSOCIATION REPORTS**

**Financial Report** – CFO Partridge, CMA, presented the full financials including the Balance Sheet, Income Statement, Variance Report, Accounts Receivable and Investment Portfolio.

**Strategic Plan** – Updates to Action Items #1 Financial and Operational Health of the Association and #10 Board and Committee Development were reviewed.

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

Director Vartian made a motion to update the Polycarbonate Roofing Panels section of the Design Guidelines to change the word “should” to “shall” regarding the color, add the words “for drainage” to the second to last bullet point, and add a new bullet point to require cedar wood trim around the entire pergola. Director Batson seconded; the motion passed unanimously.

Director Vartian made a motion to update the Modifications Committee Guideline to include the option to the committee may split into two subcommittees, per the memo included with the board packet. Director Buerkle seconded; the motion passed unanimously.

Director Closs made a motion to move alternates to membership on the Amenities Committee. Vice President/Treasurer Counts seconded; the motion was tabled and moved to Executive Session.

Director Closs made a motion to restripe one tennis court to include lines for Pickleball and to purchase two portable nets that would be used for Pickleball. Director Buerkle seconded; the motion was tabled and moved to Executive Session.

**Director of Operations Report** – Director of Operations Herbst shared the Smart Outdoor Services monthly report for August with the Board of Directors, as well as updates on violations and reviewing accounts with older open violations, working with Compliance Coordinators regarding violations and the impact on property values, continuing to work on a planned annexation, and requests to utilize the Veranda for events.

## **EXECUTIVE SESSION CONVENED AT 3:38 PM**

### **Summary of Executive Session**

**Foreclosure Report** –The Board approved the MLS account #00300340100.

**Appeals Committee Recommendations** – The Board approved the recommendations as presented in the board packet.

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

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

**Strategic Financial Discussion** – Vice President/Treasurer Counts updated the Board regarding financial conditions and water conservation.

**Discuss and Act on Any Confidential Items from Homeowner Open Forum** – There were no items to discuss.


**Amenities Items tabled from Open Session**


Director Buerkle made a motion to move David Morgan, an alternate, to a member of the Amenities Committee. Director Vartian seconded; the motion passed unanimously.

Tennis Court restriping to include Pickleball lines will be revisited at an upcoming Board Meeting after further fact-finding information regarding tennis court usage and hours is determined by the Lifestyle Director.

**ADJOURNMENT**

The meeting adjourned at 5:36 PM.

  
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Jim Norton, Secretary

  
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Date