



Stonebridge Ranch Community Association, Inc.

MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. March 24, 2022

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, March 24, 2022, at 6201 Virginia Parkway, McKinney, TX 75071. The meeting was also held virtually utilizing Zoom (www.zoom.us, Meeting ID 851 3276 7169).

Directors Present

Jon Dell'Antonia, President
Amanda Batson, Vice President
Norm Counts, Treasurer/Secretary
Jim Buerkle, Director
Joe Closs, Director
Jim Norton, Director
Kristen Vartian, Director
(Arrived at 12:40pm)

Management Present

Chris Schappaugh, Executive Director, GrandManors
Lee-Yen Elliott, Executive Administrator, GrandManors
Scott Selman, VP of Onsite Management, GrandManors (Zoom)
Donn Gilray, VP of Accounting, GrandManors (Zoom)
Sam Feldman, Financial Manager, GrandManors (Zoom)
Susan Spoonemore, Communications Director, GrandManors
(Arrived at 12:40pm)

Guests

Mack McCorkle, Homeowner (Zoom)
Steve Watten, Attorney (Zoom)

CALL TO ORDER

President Dell'Antonia established quorum was met and called the meeting to order at 12:30 PM.

President Dell'Antonia added to the Executive Session Agenda Director Buerkle's Board Resolution to propose granting permission for L&G Committee Chair to have access to Ciranet invoices only related to L&G Budget.

HOMEOWNER OPEN FORUM

No issues were brought forth by homeowners.

CONSENT AGENDA

Director Buerkle made a motion to accept consent agenda as stated:

- Approve the February 24, 2022, Board of Director Meeting Minutes
- Ratify the vote to deny the request for an additional \$200,000 to continue the dredging of the Quail Creek Pond
- Ratify the vote to add Michael Warner to the Modifications Committee

Director Norton seconded; Director Closs abstained from the vote due to not being present at last month's meeting. The motion passed unanimously by all who voted.

OLD BUSINESS

Board Guideline Review – President Dell'Antonia announced Director Vartian had a pre-arranged absence/late arrival so only 1 out of 3 of the Current Board Guidelines and Policies as presented in the board packet will be discussed:

- Modification Committee Guidelines – Tabled until next month
- Appeals Committee Guidelines – Tabled until next month
- Estate Sales Policy– Executive Administrator Elliott presented minor grammatical and format changes to current Guideline

Treasurer/Secretary Counts made a motion to remove Estate Sale Permit Form as a separate document from the Estate Sales Policy. Vice President Batson moved to adopt revised Estate Sales Policy with corrections as noted and to create a separate Permit Form. Director Buerkle seconded; the motion passed unanimously.

Review for Approval the Use of a Broadcast Text Messaging Service – Communications Committee reviewed services from CiraConnect, Textedly, and Trumpia.

Based on Communications Committee's recommendation, Vice President Batson made a motion to adopt a Board Resolution to implement Broadcast Text Messaging Service using Textedly. Director Buerkle seconded; the motion passed unanimously.

Discussion: Treasurer/Secretary Counts asked if GM texting charges will be removed. VP of Onsite Management Selman responded the texting fees were charged in error and will be removed. Vice President Batson inquired if GM can turn on texting services in CiraConnect if Board decides to use it in the future. VP of Onsite Management Selman confirmed texting service can be turned on at any time.

Review Collections Policy for any Changes – Secretary/Treasurer Counts presented changes to current collections policy by removing reference to mandatory NSF Fee and eliminating specific county clerk reference document numbers.

Director Norton made a motion to approve with designated changes. Director Closs seconded; the motion passed unanimously.

NEW BUSINESS

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

Review for Approval an Update to the Bid Policy to Address Sole Source Providers – Executive Director Schappaugh presented a Board Resolution to propose adding language to the Commitments and Disbursement Guidelines to allow for sole source purchasing and to amend areas of the guidelines referencing CMA and Director of Operations.

Director Vartian made a motion to approve proposal with revisions. Treasurer/Secretary Counts seconded; the motion passed unanimously.

Review for Approval the Authorization of an additional Administrative Position – Executive Director Schappaugh presented a Board Resolution to approve an additional administrative position, whose primary duty will be as an account specialist assisting with payment plans and collections reporting, as well as support any overflow needs from modification applications.

Discussion: Administrative Staff to convert guidelines and policies currently saved as PDF documents to Word documents and upload both versions to Ciranet, SharePoint, and any future shared document drive between GM and Board.

Vice President Batson made a motion to approve to add a new position with addition to add responsibility of SharePoint document administration to staff responsibilities. Director Vartian seconded; the motion passed unanimously.

ASSOCIATION REPORTS

Financial Report – VP of Accounting Gilray reviewed GM's standard financial reports. Board requested to have the following items to be included in future Board Packets:

- Balance Sheet Summary and Details
- Income Statement
- Replacement Fund Equity Analysis

Discussion: Treasurer/Secretary Counts inquired about GM's lead for audit. VP of Onsite Management Selman replied he will connect GM's lead for audit, Laura Jones with SRCA CPA. Treasurer/Secretary Counts requested GM Accounting to train Finance Committee members on GM's standard financial reports. VP of Accounting Gilray agreed either he or Financial Manager Feldman will help with training.

EXECUTIVE SESSION CONVENED AT 2:16 PM

OPEN SESSION RECONVENED AT 5:55 PM

Summary of Executive Session

Transition Report – Board discussed with GM transition status with regards to 2022 assessment collections, delinquent fees, compliance violations and fines process, and Collections Committee waiver/settlement/decision requests.

VP of Onsite Management Selman will investigate the possibility of opening a separate debit card account for Maintenance needs as well as adding select Board members as signatory to PacWest bank account.

Discuss Homeowner's Feedback on Annual Assessment Due Date – Board discussed the possibility of moving annual assessment due date from January 1st to February 1st. A determination will be made by the Board at a later date.

Discuss Necessary Fees Related to Certain Modification Applications – Director Vartian will put a proposal together for next month's meeting to review non-refundable fees to be charged to homeowners for non-standard modification applications.

Review for Approval a Resolution Delegating Authority to GM for Collections Decisions – Treasurer/Secretary Counts presented a Board Resolution for delegation of authority to the Management Company for collections decisions and revisions to the Time-Saving Operational Guidelines for Collections.

Director Buerkle made a motion to accept proposed resolution. Director Vartian seconded; the motion passed unanimously.

Director Buerkle made a motion to approve revise guidelines. Vice President Vartian seconded; the motion passed unanimously.

Foreclosure Report – Executive Director will receive and distribute Riddle & Williams report to the Board.

Information Only Report – Board reviewed and/or discussed what they would like to see on future Collections Report, Violation Report, Appeals Report, Project Reports.

Residents Petitions – Board discussed Parrish Security (Courtesy Patrol) should be patrolling all SRCA Villages, including the Villages with Sub-Associations.

L&G Board Resolution to Grant Permission Access to Ciranet Invoices – Director Buerkle made a motion to accept resolution to give Mary Patrick access to Ciranet invoices only related to L&G Budget. Director Norton seconded; the motion passed unanimously.

Board Liaison Committee Reports – Board Liaisons reported on current and upcoming committee projects.

- Director Norton made a motion to make Ben DeVries (currently 1st Alternate) to be a permanent member of Amenities Committee. Director Varian seconded; the motion passed unanimously.
- Director Buerkle made a motion to accept proposal from Envision totaling \$191,911.81 for irrigation repairs to Area C. Director Closs seconded; the motion passed unanimously. Treasurer/Secretary Counts stated the funds will come out of Reserves. Director Buerkle added that Areas A and B will need to be reviewed for repairs.

Legal Update – There were no items to discuss.

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

TxDOT Collin County US 380 Project – President Dell’Antonia made a motion to write TxDot on behalf of Board to show support for Segment-B. Director Norton seconded; the motion passed unanimously.

ADJOURNMENT

Director Buerkle made a motion to adjourn the meeting. Director Vartian seconded; the motion passed unanimously.

The meeting adjourned at 6:05 PM.

Norm Counts

Norm Counts, Secretary

Apr 8, 2022

Date

Signature: Norm Counts
Norm Counts (Apr 8, 2022 09:35 CDT)

Email: ncounts@stonebridgeranch.com