



Stonebridge Ranch Community Association, Inc.

MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. MAY 26, 2022

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, May 26, 2022, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 84391849944).

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

Management Present

Chris Schappaugh, Executive Director, GrandManors
Lee-Yen Elliott, Executive Administrator, GrandManors
Eric Adams, Compliance & ARC Director, GrandManors
Scott Selman, VP of Onsite Management, GrandManors (Zoom)
Donn Gilray, VP of Accounting, GrandManors (Zoom)

Guests

Craig & Jo Ann Long, Homeowner
Natalie McShane, Homeowner
Trudy Cohen, Homeowner
Bob Hansen, Homeowner
Kendall & Margie McAllister, Homeowner
Tim, Homeowner
Jim Young, Homeowner
Jeffrey Vaughn, Homeowner (Zoom)

CALL TO ORDER

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

HOMEOWNER OPEN FORUM

- Mr. and Mrs. Long addressed the Board regarding their orthopedic spa modification application and SRCA requirements.
- Mrs. McShane addressed the Board regarding her account balance.
- Ms. Cohen addressed the Board regarding the agenda item for review and adopt resolution for fees for modification applications.
- Mr. Hansen addressed the Board regarding signage for Spring Hill Village events.

CONSENT AGENDA

Director Buerkle made a motion to accept consent agenda item:

- Approve the April 28, 2022, Board of Director Meeting Minutes

Director Closs seconded; the motion passed unanimously.

Director Buerkle made a motion to accept consent agenda item:

- Ratify the Electronic Vote for Amenities Committee Member Changes

Director Norton seconded; the motion passed unanimously.

OLD BUSINESS

Board Guideline Review – Vice President Batson made a motion to approve the following current Board Guidelines or Policies:

- Common Properties Signage Policy – Updated with Revisions
- Editorial Guidelines – Updated with Revisions
- Email Registration Policy – Updated with Revisions
- Communications Committee Guidelines – Updated with Revisions
- Official SRCA Social Media Channels Guidelines – Updated with Revisions
- Social Media Interaction Policy – Updated with Revisions

Director Vartian seconded; the motion passed unanimously.

Review and Adopt a Resolution for Fees for Modifications Applications – Director Vartian discussed an increase in select modifications applications scenarios where SRCA incurs additional internal administrative costs and/or hard costs from outside consultants and the need to charge application fees to cover costs in select scenarios: submission of application after the project commences, re-submission of incomplete application; expedited submission request; applications that need to be reviewed by an outside consultant.

Director Buerkle made a motion to accept resolution items, pending re-writes and legal review, with effective date of July 1, 2022. Director Norton seconded; the motion passed unanimously.

Review the Time Saving Operational Guideline for Assessment Collections and Rescind Resolution Requiring Letter to be Sent Annually for Small Balance Accounts –

Treasurer/Secretary Counts requested to table the discussion to allow further discussions on this topic.

Review and Adopt a Resolution and changes to Special Case Processing for Covenant Enforcement and Fining Guideline – Treasurer/Secretary Counts made a motion to accept a resolution and revision to current guideline to reflect Board’s decision to rescind prior resolutions dealing with grand-fathered violation. Director Buerkle seconded; the motion passed unanimously.

Review and Rescind Prior Resolution Requiring Referral to Legal Counsel If Owner has Two Board Level Fines – Treasurer/Secretary Counts recommended rescinding operations procedure with regards to referring to legal counsel if homeowner has two Board Level Fines. Director Buerkle made a motion to accept resolution item and to have staff contact homeowners first and provide feedback to collection committee to determine if additional legal steps are required. Director Vartian seconded; the motion passed unanimously.

NEW BUSINESS

Discuss and Act on Any Non-Confidential Items from Homeowner Open Forum – With regards to Spring Hill Village’s Memorial Day Concert signage, Director Buerkle made a motion to approve the sign to be placed this weekend 5/26/22 – 5/28/22 (remove by midnight) on common property at Village entrances and for Social Committee to consider developing a guideline depending on Board decision regarding use of common properties for non-sanctioned village event signage.

Director Vartian seconded; the motion passed unanimously. Vice President Batson suggested Communications Committee should review proposed signage changes

Discuss and Review Disaster / Emergency Preparedness / Community Disturbance Plan and Assign Sections to Board for Review – Vice President Batson discussed the need to review the plan, incorporating previous revisions of the plan and GrandManors suggested action plans. Board agreed to extend the targeted adoption date to August 2022 and Vice President Batson will revise calendar for revision and adoption.

Review and Adopt Common Properties Use, Operations, and Maintenance Policy – Vice President Batson and Director Buerkle discussed the need to address the use, operations, and maintenance of SRCA Common Properties and clarify Natural Areas as common property. Vice President Batson made a motion to adopt resolution and policy per amendments and amend the Covenant Enforcement and Fining Policy as needed.

Director Buerkle seconded; the motion passed unanimously. The Common Properties Use, Operations and Maintenance Policy will replace Natural Area Maintenance Guideline effective 6/1/22 after filing with Collin County.

Review and Adopt a Resolution for Board Overriding Committee Decisions – Director Vartian discussed the need to ensure committee decisions reflect SRCA guidelines, CC&Rs, strategic initiatives, etc. Director Buerkle made a motion to accept resolution as amended. Director Norton seconded; the motion passed unanimously.

ASSOCIATION REPORTS

Financial Report – Executive Director Schappaugh, Executive Administrator Elliott and VP of Accounting Gilray reviewed the following financial reports as presented in the Board Packet. Treasurer/Secretary Counts requested for the Summary of Reserve Budget Spending report to be included in future meeting packets.

- Detailed Balance Sheet
- Schedule of Revenues and Expenses: Operating Fund, Common Property Fund, Replacement Fund
- Income Statement Variable Report
- Summary of Accounts Receivable by Type
- Restricted and Non-Restricted Investment Schedule
- Summary of Bad Debt Expense/Reserve
- Performance History Reports from Cadent Capital LLC

EXECUTIVE SESSION CONVENED AT 4:41 PM

OPEN SESSION RECONVENED AT 6:50 PM

Summary of Executive Session – Director Buerkle made a motion to approve below Summary of Board Decisions in Executive Session and move to exit Executive Session. Director Vartian seconded; the motion passed unanimously.

Transition Report – Board discussed possible temporary adjustments to mileage rate reimbursement and Ciranet speed.

Status on Open Items in Ciranet Opened by Board Members or Directed to Board Members – Board requested GrandManors to present a status summary of open items in Ciranet for review at next month's Board meeting.

Treasurer's Forward-Looking Discussions – Treasurer/Secretary Counts presented these reports.

Management Dashboard – Treasurer/Secretary Counts presented the reports.

Violation Process Presentation – Compliance & ARC Director presented overview of current violation process.

Foreclosure Report – Executive Administrator Elliott reviewed the foreclosure report from R&W. Director Buerkle made a motion to approve to send to pre-foreclosure two accounts from the list that have not paid 2022 assessment. Director Vartian seconded; motion passed unanimously.

The Board decided to table discussion on accounts waiting for authorization to proceed with foreclosure pending additional information on prior incoming balance as reported by prior management company.

Information Only Report – Executive Director Schappaugh, Executive Administrator Elliott and Compliance & ARC Director Adams reviewed Payment Plan Status Report, Collections Board Waiver Report, Violation Report, Appeals Report, Project Reports.

Board Liaison Committee Reports Including Any Updates to the Strategic Plan

- Director Buerkle presented monthly irrigation report and an update on PRS Head Project.
- Director Closs gave feedback on New Homeowner’s Welcome Party and discussed event scheduling in light of religious holidays.
- Director Vartian discussed the need for permits on select projects and will send by cyber vote a motion to amend design guidelines.
- Vice President Batson made a motion to approve new volunteer Thomas Harju to Communications Committee. Director Vartian seconded; the motion passed unanimously.

Executive Administrator will update Financial and Operational Health of the Association and Project Management Plans in Strategic Plan.

Legal Update – There were no items to discuss.

Residents Petitions – There were no items to discuss.

Discuss and Act on Any Confidential Items from Homeowner Open Forum – Board directed Staff to address homeowner request.

ADJOURNMENT

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

The meeting adjourned at 7:00 PM.

Norm Counts

Norm Counts (Jun 9, 2022 17:16 CDT)

Norm Counts, Secretary

Jun 9, 2022

Date