



# Stonebridge Ranch Community Association, Inc.

## MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. APRIL 28, 2022

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, April 28, 2022, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 87213307334).

### **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  
Scott Selman, VP of Onsite Management, GrandManors (Zoom)  
Donn Gilray, VP of Accounting, GrandManors  
Sam Feldman, Financial Manager, GrandManors (Zoom)  
Eric Adams, Compliance & ARC Supervisor, GrandManors  
Connie Baxter, Lifestyle Director, GrandManors  
Gerard Hiddink, Landscape & Grounds Manager, GrandManors

### **Guests**

Debbie Sandelin, Homeowner  
Kim Miller, Homeowner  
Lisa Noble, Homeowner  
Phyllis Kirk Charles, Homeowner  
Sandy Mayberry, Homeowner  
Mack McCorkle, Homeowner (Zoom)  
Corrine Gregor, Homeowner (Zoom)  
Bin Li, Homeowner (Zoom)  
Steve Watten, Attorney (Zoom)

### **CALL TO ORDER**

President Dell'Antonia established quorum was met and called the meeting to order at 12:31 PM.

### **HOMEOWNER OPEN FORUM**

- Ms. Debbie Sandelin addressed the Board regarding SRCA residents who participate on Tennis Competitors of Dallas teams and host TCD matches at SRCA Tennis Courts in Spring and Fall seasons.

- Mr. Mack McCorkle (Zoom) addressed the Board regarding the need for online registration so residents can view SRCA Tennis Court availability in real time.

### **CONSENT AGENDA**

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

- Approve the March 24, 2022, Board of Director Meeting Minutes
- Approve the March 24, 2022, Organization Meeting Minutes
- Ratify the electronic vote to add Mary Thompson to the Modifications Committee (Alternate Member) effective April 18, 2022.
- Ratify the electronic vote to deny variance request for common area access to pool company.

Director Vartian seconded; the motion passed unanimously.

### **OLD BUSINESS**

**Board Guideline Review** – Director Vartian made a motion to approve the following current Board Guidelines or Policies:

- Modification Committee Guidelines – Updated with Revisions
- Appeals Committee Guidelines – Archive as Retired Document (Retired Sept 2021)
- Association Compliance Enforcement Procedure (ACE) Guideline – Reviewed, no changes made.
- Covenant Enforcement and Fining Policy – Reviewed, no changes made.
- Special Case Processing for Covenant Enforcement and Fining Guideline – Reviewed, no changes made.

Director Buerkle seconded; the motion passed unanimously.

As part of the Covenant Enforcement and Fining discussion, Treasurer/Secretary Counts presented the Resolution for Delinquent Assessment Fee to set the late fee for assessments to \$25/month. Vice President Batson made a motion to approve the Resolution. Director Vartian seconded; the motion passes unanimously.

Treasurer/Secretary Counts also reviewed two prior resolutions for Time-Saving Operational Guidelines for Collections and one resolution for Special Case Processing for Covenant Enforcement and Fining that do not match with current guidelines. He will update the resolution and revise language in impacted guidelines for next month's meeting.

Director Vartian made a motion to table the following current Board Guidelines or Policies until next month:

- Leasing of Single Occupancy Dwellings and Residential Use Policy – Table for May

Vice President Batson seconded; the motion passed unanimously.

**Review Aligning Document Repositories** – Treasurer/Secretary Counts discussed the need to align SRCA documents along SRCA website, Ciranet Online Resident Portal, GrandManors working shared P: Drive, and the Board’s collaborative shared drive in SharePoint.

**Review Waterbury Boardwalk Project** – Executive Director Schappaugh presented two different estimates for repairing the Waterbury Boardwalk. Director Buerkle commented that the Landscape & Grounds Committee and Landscape & Grounds Manager Hiddink both recommend the concrete solution and will gather additional information with details related to landscaping maintenance/cost.

### **NEW BUSINESS**

**Discuss and Act on Any Non-Confidential Items from Homeowner Open Forum** – President Dell’Antonia moved this discussion to Executive Session discussion as it is also listed under Executive Discussion Resident Petitions section.

**Review for Approval Guideline for Serving on Committees** –Vice President Batson made a motion to approve resolution with amendments to the Committee Service Guideline. Director Buerkle seconded; the motion passed unanimously.

**March Irrigation Report and Update on PRS Head Project** – Director Buerkle provided updates on March Irrigation Report and PRS Head Project.

### **ASSOCIATION REPORTS**

**Financial Report** – Executive Director Shappaugh and Executive Administrator Elliott reviewed the following financial reports as presented in the Board Packet:

- 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 – VP of Accounting Gilray provided verbal report
- Performance History Reports from Cadent Capital LLC

## **EXECUTIVE SESSION CONVENED AT 3.54 PM**

### **OPEN SESSION RECONVENED AT 7:20 PM**

**Summary of Executive Session** - Director Vartian made a motion to approve below Summary of Board Decisions in Executive Session. Director Buerkle seconded; the motion passed unanimously.

**Transition Report** – There were no items to discuss.

**Discuss New Homeowner's Welcome Party** – Board discussed the increase in cost for New Homeowner's Welcome Party.

**Discuss and Review for Approval Retaining a Lobbyist** – President Dell'Antonia made a motion to approve hiring of Legislative Consultant for 12 months. Director Vartian seconded; the motion passed unanimously.

**Discuss and Consider Approval of Increasing Attorney Retainer** – President Dell'Antonia made a motion to approve increasing attorney retainer. Director Vartian seconded; the motion passed unanimously.

**Discuss and Consider Approval of Magazine Publishing Agreement** – Vice President Batson presented a resolution to approve the agreement with Community Matters, Inc. (CMI) to continue publication and delivery of Stonebridge Ranch News magazine with increase in postage and delivery. Director Buerkle made a motion to accept resolution; Director Norton seconded; motion passed unanimously.

**Discuss Violations** – Director Vartian and Compliance & ARC Supervisor Adams discussed non-compliance and non-submittal violations.

**Review Proposed Resolution to Fine Homeowners for Not Putting in a Modification's Application Prior to Commencing the Modification** – Director Vartian presented resolution for late submittal fee for starting and/or completing a modification without submittal of application. Vice President Batson made a motion to adopt late submittal fee \$100; Director Buerkle seconded; motion passed unanimously.

**Foreclosure Report** – Executive Administrator Elliott reviewed the foreclosure report from R&W. Treasurer/Secretary Counts made a motion to approve to send to pre-foreclosure accounts with over \$1000 current balance for accounts R0767158L0608176, R0769026L0610097, R0771400L0612515, R0766979L0607997, R0769961L0611044, R0766642L0607657, R0765545L0606540, R0771109L0612221, R0764707L0605696, R0772366L0613486, R0765284L0606276, R0765983L0606983, R0766562L0607575, R0767193L0608212, R0771381L0612495, R0768925L0609995, R0767766L0608785, R0766556L0607568 (exception: remove the one account that is currently out of collections R0770557L0611650). Vice President Batson seconded; motion passed unanimously.

Treasurer/Secretary Counts made a motion to lift stay in MLS (Bankruptcy) for account R0766882L0607898. Director Norton seconded; motion passed unanimously.

**Information Only Report** – Executive Director Shappaugh and Executive Administrator Elliott reviewed Payment Plan Status Report, Collections Board Waiver Report, Violation Report, Appeals Report, Project Reports. Director Buerkle contributed to discussion regarding L&G Projects.

**Board Liaison Committee Reports Including Any Updates to the Strategic Plan** – Board Liaisons did not report on current and upcoming committee projects.

Executive Administrator will update Communications Action Plan and Governmental Issues Plan in Strategic Plan.

**Treasurer’s Forward Looking Discussions** – Did not discuss.

**Management Dashboard** – Did not discuss.

**Legal Update** – There were no items to discuss.

**Residents Petitions and Discuss and Act on Any Confidential Items from Homeowner Open Forum** – Executive Director brought to the Board resident petition to continue partnership with SBR Beach and Tennis Club Tennis Competitors of Dallas Team, which translates to allowing this group to host matches on 4 SRCA tennis courts on Thursday mornings (9 weeks each Spring and Fall Seasons) and 3 SRCA tennis courts every other Wednesday mornings (5 weeks each Spring and Fall Seasons). Director Vartian moved to approve this group’s use of SRCA Courts for upcoming Fall 2022 and Spring 2023 seasons only. Vice President Batson seconded; the motion passed unanimously.

**ADJOURNMENT**

President Dell’Antonia made a motion to adjourn the meeting. Director Buerkle seconded; the motion passed unanimously.

The meeting adjourned at 7:27 PM.

Jun 29, 2022

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Norton Counts Secretary

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Date

# STONEB- 20220428 BOD Meeting Minutes - FINAL 2

Final Audit Report

2022-06-29

Created:	2022-06-29
By:	Lee-Yen Elliott (lee-yen.elliott@grandmanors.com)
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 Document e-signed by Norm Counts (ncounts@stonebridgeranch.com)

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