



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON NOVEMBER 20, 2019 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX 77581.

DIRECTORS PRESENT

Connie Harry, President
Ken Wright, Vice-President
Steve Anderson, Treasurer
Billy Potter, Director
Sandra Talley, Director
Merlin Mohr, Director

DIRECTORS ABSENT

Cindy Dutschke, Secretary

IN ATTENDANCE

16 Homeowners were in attendance.
Shannon Boogades, Community Manager, Inframark

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 3:00 PM by Connie Harry presiding, and Shannon Boogades recorded minutes.

CONSIDERATION MINUTES

Upon a motion duly made and seconded the October 23, 2019 Board Meeting Minutes were approved as presented.

CONFIRMATION OF ELECTRONIC VOTING

- Additional landscaping right side of BellaVita Exit/Left of gate upon entrance
- Funds to order Carpeting and Vinyl
- Funds to pay for ladies room stall partitions; lockers and benches in both men's and women's restrooms.
- Funds for new pool furniture.

PRESIDENT'S REPORT

- Bellavita is getting a facelift; annex has been painted. The clubhouse will be painted the first of the year and new flooring and carpet will be installed immediately afterward. The pool furniture has been ordered for the next pool season. The restrooms will both be updated.
- There was a situation with a resident and her grandson regarding a misconception of a rule that was not in the Rules and Regulations of Bellavita. The Board publicly apologizes for the situation to the resident.

OPEN COMMENTS BY BOARD MEMBERS

- Billy Potter would like to thank everyone who came to the Villas Master Town Hall.
- Ken Wright would like to thank Diane Nicolas and the entire Grounds committee for their excellent work with the re-landscaping of the front entrance.
- Lark Billick has been nominated for the Chair of the Communications Committee.

TREASURER'S REPORT

- Because of the inconsistency in the cash accounting we have worked with accounting department at Inframark and they have agreed to record our five major contract bills each month, whether paid or not and adjust if necessary, the following month. This month is still skewed by having to catch up on one bill not paid last month, but after this, hopefully all of our monthly results will be much more accurate and will truly reflect the real condition of the HOA. In October, we showed a net loss for the month of about \$46,000, primarily due to one large invoice that was paid twice because it was not paid last month. For the year to date, we still show a net positive income of a bit over \$54,000. Our cash position remains stable. We ended September with an Operating Fund balance of \$308,000. We ended October with a balance of \$270,000, the net decrease being the double invoice that was paid this month. Our Reserve Fund ended September with a balance of \$1,058,000. We ended October with a balance of \$1,054,000 for a monthly loss of \$4,000. This is due to spending on the ongoing clubhouse renovations.

MANAGING AGENT'S REPORT

- The reminder letters for the late accounts are completed and in the mail.
- The 2020 Financial file has been created on the website. The 2020 Budget (Operating and Reserve) has been posted.
- I have called 4 applicants for the open position and have had 3 interviews
- I am waiting for a call back from Ford A/V to set an appointment for the A/V line transmitter that Brian indicated was bad. Although I did see Brian at Midge's memorial and mentioned to him. He indicated to me that it was just the cord in back that is going bad. Our regular rep from Ford has relocated back to his home state of California so Ford is assigning a new rep for us.
- Rudy's check has come in and we discussed the touch ups that were needed in the annex and the use of VOC paint to cut down on the fumes.
- I have received another bid from Brinkmann's regarding another leak by the main front door. It is less than \$1400.00 so will get this scheduled as soon as Brinkmann's availability allows.
- There was a question regarding the color of the lockers and benches as they are slightly different from the color of the stall. The color has since been finalized.
- We had some housekeeping items with the IRS. The IRS showed different Tax ID #'s for 3 of our vendors which needed to be clarified. I have contacted those vendors and verified the tax ID #.
- The refinishing of the A/C room has been rescheduled to Dec 20th. The vendor's crew will be on vacation on November 29th for the Thanksgiving holiday when previously scheduled.
- I am still working with IT regarding the pdf issue. I have reopened a ticket and am waiting for them to contact me. I am sending pdf documents via email and there are several who cannot open them.
- During our Corporate manager meeting we had a discussion regarding Smartwebs. This is the program that we use for inspections and ARC applications. We have an option to send an email (if the resident has one on file) for sending the 1st and 2nd letters in addition to the hard copy. I had them change it

from just hard copy to email and hard copy for the 1st letter only. My goal for this is to get the word to the homeowner as soon as possible.

- The 2020 budget has been transferred to Inframark spreadsheet format and sent to accounting. This will be uploaded within the next week or so. Also, the letters for the new assessments have gone out so the residents should be receiving any time now.
- I have asked the Admin Supervisor at Corporate to include Carolina via conference call to Admin meetings that she holds for training purposes.
- Art & Floors check for the purchase the flooring has been picked up.
- The ARC committee chair and I have gone over the No Action form for ARC and have taught staff regarding its use.

COMMITTEE REPORTS

- Architectural Committee – Ruth Southard- None Available
- Awards Committee – Sandra Bornstein – None Available.
- Clubhouse Committee – Karen Bishop – Presented 3 electrical gutter bids and recommended the bid from Inframark for \$6,000. There will be 2 days minimum of down time for the Clubhouse. Motion made to accept Committee’s recommendation; seconded and motion carried.
- Communications Committee – Lark Billick – Successfully rebuilt the Block Captain program with Nelda Hart’s help. The committee has chosen 5 block coordinators. The Committee will be sending test emergency and non-emergency texts to the block coordinators and then the block coordinators will pass that message to the block captains for disbursement to the residents of their block. This will be tested over the next month and will be tested for time efficiency and message consistency from the manager’s original text to the end receiver.
- Elections Committee – Ruth Southard – December 17, 2019 the first mailing will go out with a willingness to serve form.
- Facilities Committee – Dorothy Barrera – Presented 3 replacement bids and 3 repair bids for the pool fence. There was much discussion between the Board and Facilities prior to the presentation of the Rockin’D Fencing bid. Facilities had met with Finance Committee Chair to discuss each bid. Facilities is recommending the Rockin’D Fence bid for a total of \$42,056. Motion was made to accept Committee’s recommendation; motion was seconded, and motion carried.
- Finance Committee – Don Jensen – None Available
- Grounds Committee – Diane Nicolas – None Available.
- Nature Reserve Committee – Linda Kuhn – None Available.

ADDITIONAL BUSINESS

Villas Master – Billy Potter thanked everyone again for those who came to the Villas Master Town Hall. Katie Ivanics will be putting together an update letter for those who have the concrete fence in their backyard. The next Villas Master Board meeting is January 27, 2020.

Homeowner Concern Forms – Connie Harry read the Homeowner Concern Forms in Cindy Dutschke’s absence. There were 3 forms that were not concerns but praise for the staff. One was to paint the back doors by the kitchen and band door, and this will be scheduled the next time the building in pressure washed.

NEXT SCHEDULED MEETING

- Next scheduled Board meeting January 29, 2020.

EXECUTIVE SESSION

Executive session was called to consider actions involving personnel, pending litigation, contract negotiations, enforcement actions, matters involving invasion of privacy of individual owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board.

RECONVENE OPEN SESSION -SUMMARY

- There was an error that was made by accounting and the wrong sequence was run. This resulted in 25 letters being sent out that are incorrect. This has been corrected and customer service will likely refer any of these to on-site manager.
- One account will be turned over to the attorney.

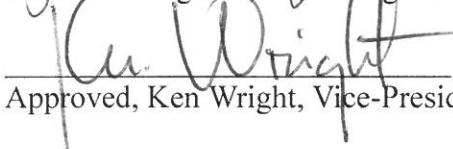
ADJOURNMENT

There being no further business, the meeting adjourned at 3:56 PM

Respectfully Submitted,


Shannon Boogades, Recording Secretary

1/29/20
Date


Approved, Ken Wright, Vice-President

1-29-2020