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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON WEDNESDAY, JANUARY 27, 2021 AT 3:00 P.M. VIA ZOOM THIS MONTH DUE TO COVID-19**

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**DIRECTORS PRESENT**

Connie Harry, President  
Merlin Mohr, Vice-President  
Steve Anderson, Treasurer  
Cindy Dutschke, Secretary  
Billy Potter, Director  
Sandra Talley, Director  
Dallas Smith, Director

**DIRECTORS ABSENT**

None

**IN ATTENDANCE**

5 Homeowners were in attendance.  
Shannon Boogades, Community Manager, Inframark  
Katie Ivanics, Regional 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 3:01 PM by Merlin Mohr presiding, Shannon Boogades recorded minutes.

**CONSIDERATION MINUTES**

Upon a motion duly made and seconded the November 18, 2020 Regular Meeting Minutes were approved as presented.

**CONFIRMATION OF ELECTRONIC VOTING**

- H & R yearly cloud billing versus monthly billing with extra charge.
- Close clubhouse to coincide with Inframark Martin Luther King holiday.
- 2021 Annual Mosquito Contract
- Concrete Repair for portions of sidewalk around the lake.
- Additional Concrete Repair for additional sidewalk portions around the lake.

**PRESIDENT'S REPORT**

- Merlin Mohr mentioned that we have lost a few good people due to Covid recently and it is still in our best interest to continue to be diligent in our safety.
- Merlin Mohr also discussed the availability of the Covid vaccine. Unfortunately, the supply for the vaccine is not able to keep up with the demand.

- The article that went out in the newsletter regarding the landscaping was directed at the Common areas and the Nature Reserve. This letter was not intended to confuse residents regarding their own personal lots.

### **OPEN COMMENTS BY BOARD MEMBERS**

- No comments from other Board members

### **TREASURER'S REPORT**

- As of December 31, 2020, our Operating Fund balance is \$286,707. That is up about \$22,000 from November 30. For the year 2020, the Operating Fund balance is up about \$32,000. As of December 31, 2020, our Reserve Fund balance is \$1,249,884. That is up about \$27,000 from November 30. For the year 2020, the Reserve Fund balance is up about \$115,000. For the month of December, our Operating Fund had a net loss of approximately \$21,700 due to some large one-time expenses, mostly relating to entry gate repairs. For the month of December, our Operating Fund had a surplus of \$14,190. Overall, our cash balances are strong and our finances are very sound. Steve Anderson made motion to accept the December 2020 financial statements as prepared by Inframark; motion was seconded, motion carried.

### **MANAGING AGENT'S REPORT**

- I have almost completed the "Preferred Vendor List" for BellaVita which will include contact numbers and contact names. Some vendors I do not have a specific contact for; I just call the service desk. I will also include a column for any particulars for that vendor. Some vendors will only take a check and they want it in hand before they will return the repaired piece of equipment.
- I have received the boxes from Inframark storage, and I will start going through them this upcoming week. The goal is to scan as much as we can so that storage becomes minimal. There is a charge from Inframark for holding these boxes (16 boxes) in storage. Scanning what we can, should bring that charge down.
- I have two cameras (pool and lobby) that are offline and have placed a service email to Johnson Controls. It is not the cameras but the POE switch. This is a Power over Ethernet switch. This allows the camera image to come over the internet and into our DVR. I am trying to avoid being technical so please know that I have this under control with Johnson Controls/Tyco. They are ordering us another POE as we have 2 ports that are not functioning. Johnson Control was here today and the cameras are operational again.
- I have sent an email to the electrical company for various projects that need to be completed. Most if not all are the clubhouse responsibility however, one might be facilities. When I have more information, I will share with appropriate Committee for recommendation. The Christmas decorations have been removed and taken down. The Christmas outside lights on the clubhouse has also been changed back over to white lights. The lighting around the front fountain is fixed as of 1/21/21.
- The first mailing for the Annual has gone out and the tabs on the BellaVita website have been built for 2021 Election. We have 2 seats that are up for re-election.
- I have ordered and received a new leaf blower. The one we had ceased to work, and Don J tinkered with it to see if he could resurrect it to no avail. It was time for a new one. Don J has also given me a list of items that I should have on my radar, so I am working those.
- For the month of January, we have a porter for 2 days a week (4 hrs. per day) and I've requested February extension. I may need to extend this arrangement into March. Unfortunately, we are still working with unknowns.
- Dallas, Ruth and I met with Drew and Deepak from Comcast regarding the Contract to make sure the billing is correct. At this juncture all is correct. I will put a pictorial together when I get appropriate

documentation/images from Deepak to put in the newsletter and TownSquare showing the correct equipment the entire community should have. This will likely go into the orientation books as well.

- A homeowner concern form was turned in regarding a sidewalk area around the lake has become a tripping hazard. It has been forwarded to Facilities. This was emailed to Rex Hemme to obtain a quote. Concrete repairs have been approved for the lake walkway. Work began 1/26/21
- Welcome to the neighborhood cards have gone out for the month of December.
- The ice machine has had its 1<sup>st</sup> quarterly PM
- The stream pump is broken. The estimate has been approved and the scheduling to begin work is pending.
- We are down one staff member and interviews have begun. In addition, Carolina is out with sick children. Laura and I are holding down the fort.
- The call box has a faulty speaker. When someone presses the “call office” or any of your homes the visitor can hear you but you or the office staff cannot hear the visitor. Vendor has been contacted and has been ordered. However, the replacement is backordered. Vendor has attempted to find one locally but has not succeeded.
- Inspections have been done for January 2021.

## **COMMITTEE REPORTS**

- Architectural Committee – Ruth Southard- None Available.
- Awards Committee – Sandra Bornstein – None Available.
- Clubhouse Committee – Karen Bishop – None Available.
- Communications Committee – Lark Billick – None Available
- Community Relations Committee – Janet DelSardo – None Available
- Elections Committee – Ruth Southard –The elections committee would like to add Mary Walker to the committee. Connie Harry made motion to approve recommendation, motion was seconded; motion carried. Elections would like to report that Willingness to Serve forms are due in the Clubhouse by 5 p.m. Tuesday, February 2, 2021.
- Facilities Committee – Dorothy Barrera – None Available
- Finance Committee – Don Jensen – None Available.
- Grounds Committee – Diane Nicolas – Cindy Dutschke mentioned that RusticScapes wanted to adjust their schedule so that the Common area was landscaped on Friday. This would allow the weekend in the event that the crew needed extra time. The homeowners currently on the Friday schedule would then get moved to Thursday.
- Nature Reserve Committee – Linda Kuhn – Merlin Mohr mentioned that Linda Kuhn had worked tirelessly when Harris County inadvertently cut into the Nature Reserve and destroyed many mature trees. BellaVita has been reimbursed for the damage caused. Committee asked that these funds be earmarked for Nature Reserve replant/restore work in the amount of \$20,367.00. Motion made based on recommendation from Committee; seconded; with motion carrying.

## **ADDITIONAL BUSINESS**

**Villas Master** –Billy Potter mentioned that the January 25, 2021 meeting had been cancelled and is waiting for a reschedule date.

**Homeowner Concern Forms** – There weren’t any Concern forms to be mentioned.

## **NEXT SCHEDULED MEETING**

- Next regularly scheduled meeting is on February 24, 2021 at 3:00 p.m. potentially by Zoom.

## **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 were several accounts that the Board requested the Manager to send reminder letters.
- There has been a reorganization of the staff in the business office. We are currently down one employee and we are replacing the part-time position with a new employee. One employee is being moved from part-time to full time status.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:54 PM

Respectfully Submitted,

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Shannon Boogades, Recording Secretary

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Date

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Approved, Cindy Dutschke, Secretary