



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC. HELD ON WEDNESDAY, JANUARY 24, 2024, AT 3:00 P.M.

HOMEOWNER SPEAKER – Carol Dyson- Budget. Linda Mulholland- Clubhouse hours.

DIRECTORS PRESENT

Don Smith, President
Danny Koons, Vice President
Billy Potter, Secretary
Bernie Bouman- Treasurer
Mary Walker, Director
Kenneth Wiggins, Director
Linda Kuhns- Director

DIRECTORS ABSENT

IN ATTENDANCE

Rebekah Chevalier, 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 Don Smith, President; Rebekah Chevalier recorded minutes.

CONSIDERATION OF MINUTES

Upon a motion duly made by Billy Potter, seconded by Kenneth Wiggins, the November 15, 2023, regular meeting minutes were approved as presented.

CONFIRMATION OF ELECTRONIC VOTING

Don Smith briefly discussed the electronic vote for transferring funds from Amegy to the operating account now and any time it reaches over \$30,000. Bernie Bouman made motion to ratify, and Billy Potter seconded. Motion carried. Don Smith discussed the electronic vote for painting the fire lane curbs for \$3500 and painting the mailboxes for \$7525. Billy Potter made a motion to ratify and Danny Koons seconded. Motion carried. Don Smith discussed the electronic vote for the purchase of a new a/v system from Ford for \$27, 151.27. Kenneth Wiggins made a motion to ratify and Danny Koons seconded. Motion carried. Don Smith discussed the electronic vote for the new clubhouse hours. Danny Koons made a motion to ratify and Mary Walker seconded. Motion carried. Don Smith discussed the electronic vote for the election protocol addition in the event of a tie or insufficient volunteers. Billy Potter made a motion to ratify and Kenneth Wiggins seconded. Motion carried. Don Smith discussed the electronic vote for the new annex access system from ICSH for \$13,960.69. Danny Koons made a motion to ratify and Billy Potter seconded. Motion carried. Don Smith discussed the electronic vote for the change order for the new a/v system for \$2399.90. Mary Walker made a motion to ratify and Dany Koons seconded. Motion carried.

PRESIDENT'S REPORT

- Don Smith explained the change in the full-time maintenance position to a part-time porter. He also expressed that while employee turnover is unfortunate, it is inevitable. We have a good team now and Rebekah is currently working on getting another front desk attendant to complete the staff. The goal is stability. He also mentioned that there are 2 open positions on the board and encouraged anyone interested in volunteering to submit a form.

OPEN COMMENTS BY BOARD MEMBERS

None.

TREASURER'S REPORT

TREASURER'S REPORT FOR OCTOBER 2023

The Operating Fund as of October 31, 2023 was \$191,282.94 up \$2,056.16 from our September balance.

The Reserve Fund as of October 31, 2023 was \$767,509.40, down \$92,748.23 from our September balance. The change in the financial position was primarily the final payment on the Scarsdale Wall Project

TREASURER'S REPORT FOR NOVEMBER 2023

The Operating Fund as of November 30, 2023 was \$167,133.75 down \$24,149.19 from our October balance. The change in the financial position is attributed to the annual insurance payment and additional landscaping work authorized by the Board after this summer's drought.

The Reserve Fund as of November 30, 2023 was \$776,563.06, up \$9,053.66 from our October balance.

TREASURER'S REPORT FOR DECEMBER 2023

The Operating Fund as of December 31, 2023 was \$178,839.36 down \$11,705.61 from our November balance.

The Reserve Fund as of December 31, 2023 was \$863,055.45, up \$86,492.39 from our November balance.

The Finance Committee has reviewed the monthly financials for October, November and December 2023 and I recommend that the Board accept these financials for audit.

Bernie Bouman, Treasurer
January 24, 2024

MANAGING AGENT'S REPORT

January 2024

- HVAC PM 1/4-1/8

- Fitness equipment PM 1/4. Shoulder Press and chest machine seat adjustment need replacing. Parts are no longer made by the manufacturer
- Ice machine PM completed
- 2 of the 3 fountains were pulled and repaired from November to January. 3rd fountain was pulled 1/19 for diagnostics
- Bank change is official as of Nov. Letters & emails were sent to notify those who need to update payments. I also called or emailed each one to assist with those who had not updated as of end of Dec
- Comcast contract started 11/21, effective in Dec. We've been assisting owners with any challenges
- New golf cart was received
- Notary- waiting on approval from state. App submitted in Dec. Estimated processing time is 4-8 weeks.
- All property taxes have been paid. MUD check mailed 1/16. Check requested for CCISD on 1/3, has not been received at office to mail with stubs. Working on getting a new check.
- New front desk, Sheri, started on 12/19. She is learning quickly and doing great
- New porter started on 12/18. He is doing great
- I've been working with the janitorial service to bring service up to standards
- I cleaned the lime scale/calcium build up caused by water being splashed on the counter and not being wiped up. Front desk staff wipes counters frequently to try to prevent buildup again
- Well permit was received. No overage due
- Water fountain in pool area leaking from freeze. Shut off on 1/19. Plumber will submit options
- I have personally emailed or called owners with a balance to try to assist with resolution. Delinquency decreased by over \$2k
- Toilets in clubhouse were recaulked
- Clubhouse baseboards and doors, cabinets in arts & crafts room and kitchen were cleaned. Sinks in Arts & Craft room and kitchen were deep cleaned
- We have been cleaning and reorganizing the front desk/office area
- Working on hiring a front desk attendant to complete the office staff
- Worked with gate company to ensure gates are operating properly

COMMITTEE REPORTS

There was a request to make Bob Dawkins' chair position on the Nature Reserve Committee permanent. Kenneth Wiggins made the motion to accept the request and Danny Koons seconded. Motion carried.

- Architectural Committee – Ruth Southard- None available
- Awards Committee – Sandra Bornstein –None available
- Clubhouse Committee – Carlos Trevino – The committee has been working on sourcing acoustic panels to reduce sound in the annex, board conference room, and arts & crafts room. Swatches have been ordered and should be received in a few days. Hope to have a recommendation to the board after a few days of receiving them.
- Communications Committee – Lark Billick- The BellaView event was a huge success in drawing residents to all the Clubs and Groups that are organized in BellaVita. We have 160 in attendance with 35 new 2024 residents registered. The new residents were eligible to sign in to win one of four gift cards.

Special kudos to Debbie Merritt and Barbara Stalcup for chairing this event. In addition, thanks to Genie Dunnage, Erica Den Hartog, Janice Roberts, Barbara Quinn, Sarah Barnett, Lew Shuffler, Mary Ann Shuffler for all of their great assistance. Special thanks also to our former event chairman, Nancy Bouman, who provided valuable assistance to the planning and coordination of this event.

Future projects include: Continuing coordination with Front Desk on Resident Directory; Newcomers Welcome Committee revitalization; Block Captain program update and other BellaVita related projects that will need our focus in 2024.

- Community Relations Committee- Billy Velasquez – None Available
- Elections Committee – Ruth Southard – None Available
- Facilities Committee – Rex Hemme – None Available
- Finance Committee – None available.
- Grounds Committee – RusticScapes is behind due to the freeze and rain. Will be addressing dead bushes in common areas.
- Nature Reserve Committee – Bob Dawkins – When weather is more favorable, please enjoy the trails.

ADDITIONAL BUSINESS

Villas Master – D’Este had Flock cameras installed.

Homeowner Concern Forms – 1) Glare on the keypad at the gate. 2) No bathroom by the ballroom. 3) Unauthorized flag in a yard. 4) Tree covering street light. 5) Dishwasher in kitchen not working. 6) Clubhouse hours change impacted games.

Amegy Signature Card – Rebekah requested the signature card to be changed from Shannon Boogades to herself. Bernie Bouman Motioned, Danny seconded. Motion passed.

Fine Policy – Bernie Bouman motioned to pass the new Fine Policy for deed restriction violations as required by Texas Property Code, Danny Koons seconded. Motion passed.

EXECUTIVE SESSION

Executive session 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

- Request for waiver – The board agreed to waive fees if the owner sets up auto draft of the monthly assessment.
- The board approved waiving late fees for owners impacted by the bank change.

NEXT SCHEDULED MEETING


- Next regularly scheduled meeting is on February 28, 2024, at 3:00 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:25 PM

Respectfully Submitted,


Rebekah Chevalier, Recording Secretary


Date

Billy Potter
Approved, Billy Potter, Secretary

2/28/24
Date