

BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.
HELD ON DECEMBER 16, 2009 AT 1548 N. RIVIERA CIRCLE, PEARLAND,
TX. 77581.**

DIRECTORS PRESENT

Ruth Southard, President
Ron Gerlach, Vice President
Elizabeth Woods, Treasurer

Cris Barrera, Director
Bill Burdick, Director
John Devereux, Director

IN ATTENDANCE

15 Homeowners
Nancy Triggs, Clubhouse Manager
Alex Taylor, representing the Managing Agent, Association Management, Inc.

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order. Ruth Southard, President, presided and the managing agent assisted in recording the minutes.

Ms. Southard thanked all homeowners who have supported the Board and Committees through this year of transition and, on behalf of the Board, wished all a Merry Christmas.

ADOPTION OF AGENDA

On a motion duly made, the agenda was adopted as amended.

CONSIDERATION OF MINUTES

On a motion duly made, the minutes of the meeting held on November 18, 2009 were approved.

TREASURER'S REPORT

Elizabeth Woods reported on the October 31, 2009 financial statement. As of November 30, 2009 the fund balance in the operating account was \$318,218; however, because of prepayments and accruals, the cash balance was \$357,917. Approximately \$231,000 of the operating fund was in certificates of deposit and the balance was in cash. The fund balance included a current year surplus of \$39,685. The fund balance for reserves was \$820,875 and we had that same amount in cash and certificates of deposit. Approximately \$626,000 was invested in certificates of deposit with the remaining balance in cash. The reserves are funded by monthly contributions from assessments in the amount of approximately \$18,000 plus the contribution of \$300,000 from surplus cash at the end of 2008. Year to date reserve expenditures approximated \$208,000,

including \$106,927 for house painting, \$33,000 for door restaining, \$29,690 for access control and \$14,000 for audio/visual upgrades.

Ms. Woods reported that BellaVita received reimbursement of approximately \$4,500 from G&G Construction and that she and the managing agent were following up with the I.R.S. on a \$5,400 federal tax refund.

Proposals for the 2009 audit and tax return were being considered and the Committee was obtaining references for the firms quoting.

MANAGEMENT REPORT

The managing agent reported as follows:

- The 2010 insurance proposal was received and submitted to the Finance Committee for review.
- The managing agent's resource center was handling in excess of 600 calls per day with the goal directly responding to each homeowner's question.
- A proposal in the amount of \$66.00 per application was submitted by Cypress Creek Pest Control for the 2010 mosquito season.
- A credit in the amount of \$13,000 had been agreed by Comcast but Comcast continued to bill for more homes than existed in BellaVita, Villa Verde and Villa D'Este.
- Applications for nominal value had been made for two parcels currently assessed by Harris County at market rates.
- The water meter application for the memorial walk had been submitted and John Devereux reported that the meter had been installed.
- Open service requests included 24 architectural items, 14 requests for door restaining and 24 deed restriction violations.

CLUBHOUSE REPORT

The Board reviewed and accepted the report submitted by Nancy Triggs, Clubhouse Manager, including the following:

- Email notice to homeowners of the new 4 digit gate code had been completed.
- Brinkman Roofing was rescheduling roof leak repair.
- The business display unit will be completely operational on or about December 16, 2009.
- The lavalier microphone system for the public address system had been installed.
- The gates will be closed December 21 and 22, 2009 to fully test the new system.
- The presence of aggressive geese is being monitored to determine whether it is necessary to have them removed.
- The pool heaters were turned off for the season after the Thanksgiving weekend.
- The Facilities Committee was working with Ms. Triggs, Steve Wynn and G&W on a preventive maintenance plan and a maintenance notebook for the Clubhouse air conditioning system.

COMMITTEE REPORTS

Elections: Carol Uran introduced the members of the Committee and reported on procedures that would be in place for the 2010 election of Board Members.

Clubhouse: Jack Lauber reported that the Garden Club was dissolving and wished to donate two resin benches to be purchased with the Club's remaining funds. On a motion duly made the Board accepted the donation.

Grounds: Ms. Woods reported that the Committee recommended reporting all common area landscape issues to the managing agent in order to better track performance of the landscape contractor. The Committee was also reviewing the 2010 contract and would publish the terms for reference by homeowners.

Becky Spedden suggested providing a sign-up sheet at the Clubhouse for the convenience of residents in requesting personal work from the landscape contractor. After discussion about concerns that so doing might result in the perception that the Association was responsible for this personal work, the Board declined the suggestion but agreed that the landscape contractor would be able to set up a table at the Clubhouse on a specified date and time to discuss personal requests.

Neighborhood Preservation: Ann Weiss Reported that the Committee's mission was one of education and that the Committee was developing a series of "Did You Know" newsletter articles to assist homeowners in better understanding the governing documents of the community. The Board agreed with the direction being taken by the Committee.

Access Control Implementation Task Force: Ron Lauve reported that the Task Force had reduced the number of signs originally proposed for the gates and reviewed the suggested location thereof. On a motion duly made the Board accepted the Task Force's suggestions and authorized up to \$1,500 for the purchase and installation of the signage.

ADDITIONAL BUSINESS

Homeowner Concerns: John Devereux reviewed homeowner concerns regarding construction debris on the Riviera Circle cul de sac and a request for additional lighting at the Clubhouse. The Board asked the managing agent to contact Lennar regarding the former and the latter was referred to the Facilities Committee for follow up.

Agreement with Managing Agent: Ron Gerlach reported that the agreement with the managing agent had been reviewed with Association Management and that a proposed renewal agreement had been received. Mr. Gerlach recommended acceptance of the agreement subject to finalization of three or four points still in question. The Board accepted the recommendation and authorized Ron Gerlach and Elizabeth Woods to finalize the agreement.

Committees & Budget Guidelines: Elizabeth Woods presented suggested guidelines authorizing Committees to spend up to \$500 without Board approval as long as the amount was within the budget limits set forth for the Committee. The 2010 budgets for each of the Committees were also distributed for review. No approval was necessary as each of the budgets had already been included in the approved 2010 budget for the community.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors was scheduled to be held Wednesday, January 27, 2010 at 3:00 p.m. In addition there was a Homeowners Forum tentatively scheduled to be held January 11, 2010 (if needed) for further review of entry gate procedures and a Leadership Forum for the Board and Committee Chairs was scheduled to be held January 16, 2010 from 10:00 a.m. to 3:00 p.m.

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session to discuss matters of personnel.

RECONVENE TO OPEN SESSION

The Board reconvened in open session and approved the 2009 staff bonuses.

ADJOURNMENT

There being no further business, the meeting adjourned.

Respectfully Submitted,


SECRETARY


APPROVED

1/27/2010
Date