

**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 NOVEMBER 18, 2009 AT 1548 N. RIVIERA CIRCLE, PEARLAND,  
TX. 77581.**

---

**DIRECTORS PRESENT**

Ruth Southard, President  
Ron Gerlach, Vice President  
Wayne Johnson, Secretary  
Elizabeth Woods, Treasurer

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

**IN ATTENDANCE**

13 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. Ms. Ruth Southard, President, presided and the managing agent assisted in recording the minutes.

In the spirit of the upcoming Thanksgiving holiday, Ms. Southard expressed thanks for BellaVita's leadership team and for all the volunteers who do the work of the community, provide ideas and recommendations for consideration. The Facilities Committee was recognized for having been tasked with the largest "to-do list" and for its successful prosecution thereof.

**APPROVAL 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 October 28, 2009 were approved.

**TREASURER'S REPORT**

Elizabeth Woods reported on the October 31, 2009 financial statement. As of October 31, 2009 the fund balance in the operating account was \$325,203; however, because of prepayments and accruals, the cash balance was \$376,207. 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 \$50,841. The fund balance for reserves was \$797,371 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 \$179,000, mostly for house painting plus door re-finishing, audio/video upgrades and pool heaters.

Ms. Woods reported that BellaVita still awaited reimbursement of approximately \$4,500 from G&G Construction as previously agreed and asked for a refund of \$520 from the managing agent. Managing agent is investigating to determine what was included and if it was payable. She also requested that the managing agent follow up on the status of the income tax refund shown on the return filed in June 2009. The financial report was accepted.

### **MANAGEMENT REPORT**

The managing agent reported as follows:

- A copy of the assessment letter and budget insert as approved by the Finance Committee was distributed for review.
- The managing agent's Pearland office opened November 11, 2009 at 12234 Shadow Creek Parkway.
- The managing agent had implemented a centralized resource center designed to provide answers to questions and problems without have to transfer and the center was currently handling approximately 500 calls daily.
- R-West had still not responded to requests to remove a large dead pine that was potentially endangering an owner's property.
- The ARC Guidelines had been recorded and copies would be submitted to the Board and Clubhouse Manager for filing and posting on the website.
- 125 service requests were being pursued including 19 ARC requests, 12 deed restriction violations and other common and homeowner maintenance requests.
- The managing agent reviewed its 3-step process of welcoming new owners and the Board asked him to provide copies of the forms to the Clubhouse Manager for subsequent review by the Community Relations Committee.

### **CLUBHOUSE REPORT**

The Board reviewed and accepted the report submitted by Nancy Triggs, Clubhouse Manager. The following actions among others were taken:

- The Board authorized an additional \$85 per window cleaning to also have the solar screens on the fitness center windows cleaned twice annually.
- The warranty for the washer and dryer is expiring and the Board declined renewing an extended warranty.
- The Board authorized installation of Comcast business internet service at the gatehouse for \$64.95 monthly plus taxes and fees
- The Board authorized the Clubhouse Manager to hire a temporary employee while another employee recuperated from surgery.

## **COMMITTEE REPORTS**

Communications: Bill Burdick reported on behalf of the Committee that the Committee had met twice and had cleared up some overlaps with the Community Relations Committee. They will coordinate the block-captain program and will work with the sales personnel regarding possible use by the Committee of the sales sign.

Community Relations: Dutch Uran reported that the committee had completed an exhaustive census of the community and distributed copies for review by the board. The board agreed to have the results included in the next newsletter.

Grounds: Ms. Woods reported on behalf of the Committee that the Committee recommended approval of a new and clarified agreement with Houston Lawn. On a motion duly made the board approved the agreement and the agreement was duly executed.

Facilities: Carl Weber deferred to Nancy Triggs who reported that the front gate installation was almost complete and awaited installation of internet service to be fully operational. The camera systems had been tested and work well. He advised that communication with the owners would be necessary to provide information on new codes and gate operations.

Mr. Weber reported that the Grounds Committee had recommended replacement of lake fountain electrical boxes and that the Facilities Committee had obtained a quote from Lake Management to provide and install fiberglass electrical boxes for \$2,515.50. On a motion duly made the Board approved the quote and authorized the Facilities committee to proceed immediately with the installation.

Mr. Weber also reported that the committee was working on finding a contractor to provide day-to-day repairs to unit and common area fences and gates. Until a permanent arrangement is made, he recommended using Houston Lawn on an interim basis as they had crews frequently in the community and had indicated they could do the work. The board agreed and authorized the Committee and managing agent to utilize Houston Lawn's services in this regard.

## **ADDITIONAL BUSINESS**

Committee Minutes: Ron Gerlach and Elizabeth Woods recommended clarified procedures for the conduct of committee meetings including the keeping of notes or minutes. Ron also introduced a resolution regarding access to association records. On motions duly made the procedures were adopted and the resolutions approved. The resolution was to be recorded and posted publicly upon recording.

Access Control Implementation Task Force: Ruth Southard distributed copies of the charge to the Access Control Implementation Task Force. After review and discussion the board approved the charge.

Ron Lauve reported that the Task Force had already made significant effort and submitted suggested signage and traffic flow ideas the Task force was developing. Quotes for the proposed signage were to be obtained. The Board, however, authorized the Task Force to proceed immediately with installing an additional stop sign at the center entry island at the intersection with N. Riviera Circle. Board members Bill Burdick and John Devereaux will work with Ron on final signage recommendations. Ron also reported that a letter to the owners regarding gate procedures was well underway and would be ready for mailing in a few days. Margo Green advised that the letter was nearly ready and needed only last minute updating. The managing agent was to arrange to mail the letter when it was ready. The Board asked that the letter include a statement that only residents will be authorized to register their EZ tags for entry.

Ron Lauve recommended leaving the gates open until 9:00 p.m. until the new procedures are fully implemented in order to avoid problems with guests over the Thanksgiving holiday. The board concurred.

Homeowner Concerns: Wayne Johnson reviewed recent Homeowner Concern Forms and distributed them to the proper personnel for follow up. The managing agent reported that he had received a request from a buyer to have the age restriction waived. The Board authorized the managing agent to provide such waivers from time to time as long as the necessary 80% threshold was not breached.

Remote Cost: On a motion duly made the board approved reducing the cost of gate remotes from \$50.00 to \$30.00 to more truly reflect the actual cost of the remotes to the community.

Microphones: On a motion duly made, the Board approved purchase of wireless lavalier microphones to be used for the forums and other large meetings. These items are budgeted for 2010.

Taxes on Common Area Reserves: Elizabeth Woods asked the managing agent to ensure that application for nominal value was made on all parcels of common property that were not already assessed at nominal value.

AMI/BellaVita Coordination: The Board asked the managing agent to refer all exterior home maintenance requests to the Facilities Committee prior to taking any action.

Co-signer on CD's: On a motion duly made the Board approved adding Alex Taylor of the managing agent as a signer on all CD accounts.

Committee Appointments: Ruth Southard reported that Bob Stockinger had resigned from the Finance Committee. She also appointed Mr. Stockinger along with Jan Ireland, Kelley Paterno, and Scott Vaughan to the Communications Committee. Scott Vaughan was named chair of the committee.

Governance Forum: Cris Barrera reported that he had made tentative arrangements with David Regenbaum of Association Management, Inc. to provide a governance seminar for Board Members and Committee Chairs from 10:00 a.m. to 2:00 p.m. on January 16, 2010 at the BellaVita Clubhouse. The Board approved and Mr. Barrera was asked to finalize the arrangements.

Homeowner Forum: The Homeowner Forum was scheduled to be held December 14, 2009, to review gate operations. Two sessions are scheduled at 2:00 p.m. and 7:00 p.m. to reach as many owners as possible.

#### **SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors was scheduled to be held Wednesday, December 16, 2009, 3:00 p.m.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned.

Respectfully Submitted,

  
SECRETARY

  
APPROVED

12-16-09  
Date