

BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JUNE 24, 2009 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

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

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

IN ATTENDANCE

12 Homeowners
Nancy Triggs, Clubhouse Manager
Steve Wynn, Club Maintenance 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.

APPROVAL OF AGENDA

On a motion duly made, the agenda was adopted.

CONSIDERATION OF MINUTES

On a motion duly made, the minutes of the meeting held on May 27, 2009 were approved as amended.

PRESIDENT'S REPORT

Ruth Southard welcomed the members in attendance and the members of the Board of Directors. Ms. Southard reported that the homeowner forum held on June 19, 2009 was attended by 60 owners and that another forum would be held in September 2009. She asked the board, staff and management to be responsive to homeowner input and requests and of the need to provide accurate information.

TREASURER'S REPORT

Elizabeth Woods reported on the May 31, 2009 financial statement. At May 31, 2009 the fund balance in the operating account was \$304,043; however, because of prepayments and accruals, the cash balance was \$370,657. \$150,000 was in a two certificates of deposit and the balance was in cash. Additional certificates of deposit will be purchased in the next month or so. The fund balance includes a current year surplus of \$29,680. The year to date surplus exceeds the budget by about \$36,000. When pending expenses for the lightning protection and pump repairs are recorded, we anticipate being closer to the budget.

The fund balance for reserves was \$833,701 and we had that same amount in cash, with \$620,540 of the cash in certificates of deposit. Ms. Woods complimented Khai Do, financial specialist with the managing agent for his assistance in reviewing the prepaid accounts. The managing agent was asked to send a statement to all prepaid accounts asking whether they wished to be refunded or leave the credit balance in place. The Board accepted the financial report.

Ms. Woods also advised that she had requested that statements be sent to 79 owners who currently had a credit balance on their accounts in order to determine whether this was intentional or they wished to be refunded the balance.

Audit: On a motion duly made the Board approved the 2008 Audit Report and executed the engagement letter for the 2009 audit.

MANAGEMENT REPORT

Action Items: The managing agent reported on the action items from the prior meeting and the board deferred discussion of fencing to the August meeting of the Board.

Deed Restrictions: The managing agent reported there were 135 open items that were being pursued on June 24, 2009. Ruth Southard was to accompany the inspector on his next visit to the community.

Make-a-Wish: The managing agent reported that, in celebration of Association Management's 30th anniversary it had set a goal of raising \$30,000 for the Make-a-Wish Foundation. That amount was raised in five months and Association Management has doubled its goal to \$60,000 in donations by yearend. He invited to Board to participate if it saw fit.

CLUBHOUSE REPORT

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

River Pumps: All quotes for the waterfall and river pumps had been received and were being evaluated for a decision.

Lightning Protection: The work was completed during June and surge protectors were also installed. The invoice is being processed for payment.

Gate: H&R Operators was called out to repair the front gate.

Window Washing: The windows cleaning was completed on June 22, 2009 and made a big difference.

Fitness Center: The Matrix treadmill was repaired and is under warranty until August 2009.

Painting: Painting of the clubhouse and gatehouse was completed.

Parking Lot Restriping: The Board approved a quote from RockTek and the work was being done. Nancy Trigs was requested to contact RockTek regarding a further discount for not recycling water as was included in their quote.

Preventive Screening: the Board agreed to extend clubhouse hours at not charge for a health screening sponsored by Village Builders on August 12, 2009.

Water Well Pump: The Board approved immediate action to diagnose problems with the water well pump that was starting and stopping erratically.

Temp Staff: On a motion duly made the Board authorized Nancy Triggs to hire temporary staff on an as needed basis.

COMMITTEE REPORTS

Clubhouse: Jack Lauber reviewed his Committee's proposed changes to the clubhouse rules. After consideration and on a motion duly made the Board approved the recommended changes as amended including:

- addition of a setup fee for setup of the AV system by an employee
- providing renters of the ballroom with an hour setup and an hour cleanup without charge
- permitting houseguests to use the facilities unaccompanied following attendance of an orientation
- setting of specified holidays during which the club will be either closed or have limited hours
- members or outside speakers may provide activities open to all members with prior approval of the Board – guests must still pay guest fees
- development of a handout regarding rules for children to be handed out with each guest pass or wrist band involving a child

The updated rules were to be published to the community following legal review and recording.

Finance: Elizabeth Woods proposed a policy resolution providing a \$200 petty cash fund for incidental expenses, a \$500 per transaction approval limit for the Clubhouse r Manager, a \$5,000 limit credit card for used for approved expenses and a Wal-Mart card for routine, customary supplies. On a motion duly made the resolution was approved.

Facilities: On a motion duly made the Board approved two part repairs in the amounts of \$2,175 and \$2,003 to extend the life of the waterfall and river pumps, respectively. The committee is also investigating further enhancements to extend the life of both pumps.

OLD BUSINESS

Ice Machine: On a motion duly made the Board ratified the preventive maintenance contract for the ice machine with ISI Commercial Refrigeration in the amount of \$579.13 that had been previously unanimously approved via email.

NEW BUSINESS

Homeowner Forum: Wayne Johnson reviewed recent Homeowner Concern Forms and the issues that were raised at the homeowner forum on June 19, 2009. Specific responsibility was assigned

to board members, committees, or managing agent to address and follow up on each of these items.

Committee Appointment: On a motion duly made Dorothy Barrera was appointed to the Facilities committee.

Clubhouse Use: The Board agreed that the request from Margo Green to use the clubhouse for a "Venice Drive Completion Party" did not require Board approval as the event was for members only. Further, there was to be no charge as only homeowners would be in attendance.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors was scheduled to be held Wednesday, July 22, 2009 at 3:00 p.m.

EXECUTIVE SESSION

The Board adjourned the open session and retired to Executive Session.

RECONVENE IN OPEN SESSION

Following Executive Session the Board reconvened in Open Session and announced that the managing agent had been instructed accordingly regarding follow up of collections and that Jeannette Wright was approved to become a full time employee.

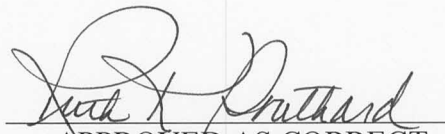
ADJOURNMENT

There being no further business, the meeting adjourned.

Respectfully Submitted,


SECRETARY

7/23/09
DATE


APPROVED AS CORRECT