

***BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.***

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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JULY 22, 2009 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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**DIRECTORS PRESENT**

Ruth Southard, President  
Ron Gerlach, Vice President  
Wayne Johnson, Secretary

John Devereux, Director  
Cris Barrera, Director  
Elizabeth Woods, Treasurer

Bill Burdick had sent prior notice he was unable to attend

**IN ATTENDANCE**

22 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 June 24, 2009 were approved as amended.

**PRESIDENT'S REPORT**

Ruth Southard welcomed the members in attendance and reported that the Board was developing a management style structure to better delegate decisions and authority to committees and the staff. The Board seeks to develop rules based on community and committee input, build relationships and coordinate the efforts of others.

**TREASURER'S REPORT**

Elizabeth Woods reported on the June 30, 2009 financial statement. At June 30, 2009 the fund balance in the operating account was \$320,147; however, because of prepayments and accruals, the cash balance was \$385,785. \$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 \$45,785.

The year to date surplus exceeds the budget by about \$49,000. When pending expenses are recorded, we anticipate being closer to the budget.

The fund balance for reserves was \$687,433 and we had that same amount in cash, with \$621,524 of the cash in certificates of deposit. Reserve expenditures for the month included approximately \$111,000 of house painting and \$27,000 for painting doors. The Board accepted the financial report.

Ms. Woods also reported that upcoming expenses in July included \$18,000 for lightning protection and \$7,500 for the annual audit.

### **MANAGEMENT REPORT**

Action Items: The managing agent reported on the action items from the prior meeting and submitted a review of the 146 open service requests. Ruth Southard had accompanied Mickey Dillon on his last drive-through of the community.

The managing agent also reported that it was investigating discrepancies reported by Elizabeth Woods and the Finance Committee regarding the house painting contract, the exact locations of fences repaired/replaced following Hurricane Ike, and that he was working with John Devereux regarding the Comcast agreement on apparent over-billing.

### **CLUBHOUSE REPORT**

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

Pool: The Board approved having Gulf Coast Pool proceed with undertaking necessary electrical repairs to the pool and spa lights. It was also agreed to test a new chlorination system to determine whether it was beneficial for the pool.

Clubhouse Monitoring: The Board authorized the Clubhouse Manager to proceed with obtaining extended monitoring and reporting for the Clubhouse alarm system from Centurion for \$15.00 monthly.

Copier: The Board approved renewal of the Konica-Minolta copier service/supply agreement for one year for \$723.35.

### **COMMITTEE REPORTS**

Facilities: Benny Frank reported that the river and waterfall pump repairs were completed and that it was working on installation of handicap ramps and had obtained 4 quotes. He also reported that it had developed and outline of proposed cameras and lighting for the entry gates along with suggestions to convert to an "easy tag" entry system. The committee was to meet with the Board on Wednesday July 29 to review.

Grounds Committee: The Board approved appointment of Sybil Hewitt to the committee. Dorothy Darden reported that Comcast had agreed to paint its utility boxes to improve their appearance. It was also reported that Houston Lawn was to fertilize and apply insecticide during the week of June 28, 2009.

Finance: Elizabeth Woods reported that the Committee was continuing to review financial records and make reclassifications.

Clubhouse: Lack Lauber reported on behalf of the Committee and proposed addition of window treatment to reduce solar heat build up in the fitness room. The Board approved the addition of solar screens and Mike Sanders was authorized to proceed with having them installed. The committee also reported as follows:

- Following observation, lane ropes were not deemed necessary to mark off adult lanes during hours that children may use the pool. A handout to the owners with grandchildren was deemed sufficient.
- The two arched poster areas in the hallway were designated for displays of upcoming events, thus eliminating easels in the lobby.
- Karen Bishop was named to represent the Committee at Advisory committee Meetings
- The Committee reviewed a proposal to install 8 ceiling fans in the ballroom for \$6,053. The proposal was declined and no further action is planned.
- The committee developed a handout regarding guidelines for use of the pool by young children. The Board reviewed and approved the handout with minor amendments.

Neighborhood Preservation: Ruth Southard reported that the Neighborhood Preservation committee had met and developed and was publishing its mission statement.

Community Relations: John Devereux reported that the Committee had met twice and would report as appropriate.

Villas Master: John Devereux reported that the first quarterly meeting was held July 18, 2009 and that the individual neighborhoods were forming their own committees to address specific issues. He further reported that a representative from Comcast met with the board and agreed to cooperate in obtaining a corrected billing including appropriate credits for past overcharges. The Billing was to be applied to closed homes, only. A committee was set to review all Ike related fence repairs and that dying palm trees were going to be replaced with more suitable plants such as crape myrtles. The developer was being contacted so that future plantings along Scarsdale would not include palms.

## **OLD BUSINESS**

Air Conditioning Repairs: The Board ratified the action taken to repair an air conditioning unit at the Clubhouse.

**NEW BUSINESS**

Homeowner Concerns: Wayne Johnson reviewed recent Homeowner Concern Forms regarding vehicles with ads, yard signs, street parking, and landscape issues. He also reviewed proposed procedures for follow up.

Key Policy: Ron Gerlach recommended a policy regarding availability of Clubhouse keys and who was to have access. The board approved the recommendation as amended.

Record Keeping: Wayne Johnson presented a procedure for defining how construction and maintenance contracts will be developed, controlled, and approved. The Board approved the procedure and it will be sent to each committee.

Budget Preparation: Elizabeth Woods reported that work would begin on the 2010 budget commencing with the July 31 financial statements. She advised that committee input was crucial to the process to ensure that all anticipated expenditures are considered in the budget.


**SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors was scheduled to be held Wednesday, August 26, 2009 at 3:00 p.m.


**ADJOURNMENT**

There being no further business, the meeting adjourned.

Respectfully Submitted,

  
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SECRETARY

9/10/09  
DATE

  
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APPROVED AS CORRECT