

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 MAY 27, 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

14 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 April 22, 2009 were approved.

PRESIDENT'S REPORT

Ruth Southard welcomed the members in attendance and the members of the Board of Directors. Ms. Southard reported that this was the second regularly scheduled meeting of the Board of Directors since transition. She reported on accomplishments including completion of the lightning protection for the clubhouse, drafting of ARC Guidelines, award of a contract for painting residences and clubhouse, and the establishment of committees. On behalf of for the community she recognized the contribution of the many owners who had volunteered for committees and other service to Bellavita.

TREASURER'S REPORT

Elizabeth Woods reported on the April 30, 2009 financial statement. At April 30, 2009 the fund balance in the operating account was \$295,955; however, because of prepayments and accruals, the cash balance was \$370,106. \$75,000 was in a certificate of deposit and the balance was in cash. Two additional certificates of deposit will be purchased in the next two months. The fund balance includes a current year surplus of \$21,592, and it reflects a reduction of \$300,000 because funds were transferred to reserves. The year to date surplus exceeds the budget by

about \$22,000. When expenses for the lightning protection are recorded, we anticipate being closer to the budget.

The fund balance for reserves was \$816,667 and we had that same amount in cash, with \$619,712 of the cash in certificates of deposit. The fund increased from the \$487,470 beginning balance as a result of a \$300,000 transfer from the operating fund, \$69,621 in monthly allocations from assessment and \$43,559 in expenses, including costs for the audio visual equipment, pool heaters, and maintaining doors.

The Board accepted Ms. Woods report.

MANAGEMENT REPORT

The Board of Directors reviewed the action items as submitted by the managing agent. The Board asked the managing agent to specify which committees were responsible for which items to facilitate follow up. They also asked the managing agent to email copies of the approved minutes and the financial statements (balance sheet and income statement, only) to the Clubhouse Manager for posting on the community website.

Additional Lighting: Following verification of proper location and on a motion duly made the Board approved the installation of two additional streetlights by Centerpoint Energy for a total cost of \$1,690. The lights will remain the property of Centerpoint Energy who will also be responsible for all ongoing maintenance.

CLUBHOUSE REPORT

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

River Pumps: The Board reported that the Facilities Committee was evaluating the pump repair or replacement options submitted by All-Pump & Equipment prior to finalizing a decision.

Temporary Personnel: The Board authorized the Clubhouse Manager to engage temporary personnel as necessary to cover vacation and/or other absences of ~~staff members.~~

Plumbing – Preventive Maintenance: The Board authorized the Clubhouse Maintenance Manager Steve Wynn to have a plumber check problem drains on a quarterly basis. Mr. Wynn will also treat these same drains on a monthly basis with bleach to reduce build-up and clogs. *the Maintenance Associate. / [Signature]*

New Year's Eve Funding: On a motion duly made the Board agreed to advance \$5,000 to fund preparations for the New Year's Eve party with the understanding that tickets are to be priced with the intention of covering the advance.

Air Conditioning Driers: On a motion duly made the Board approved replacement of two rusted air conditioner driers by G&W Service for a cost of \$636.51.

Window Washing: On a motion duly made the Board approved having A+ Window Washing clean all windows in the clubhouse (interior and exterior) for \$480.00. In response to a question

whether the windows should be professionally cleaned more often, the managing agent reported that many communities schedule window cleaning in late spring and again in late fall to preparation for the holiday season.

Parking Lot Restriping: The Board reviewed bids to re-strip the parking lot and repaint curbs. A decision was deferred pending receipt of additional information on paint quality and recycling of water used to pressure wash prior to painting.

COMMITTEE REPORTS

Architectural Review: Jim Moore of the ARC Committee presented the ARC Guidelines to the Board of Directors for approval. On a motion duly made the guidelines were approved pending legal review and recording. The Board agreed to immediately post the approved guidelines on the website as “draft” guidelines pending response from legal counsel.

Finance: Elizabeth Woods reported that the Committee met on May 1, 2009 and recommended the following:

- All tax deposits and returns should be reviewed by the Treasurer prior to being deposited or filed. The managing agent was instructed to refer these items to the Treasurer prior to making deposits or filing returns.
- Obtain a credit card for use by the Clubhouse Manager and Clubhouse Maintenance Manager. The credit card would replace the debit card currently used because the credit card provided an additional margin of security. The Committee was to check further on the requirements.
- The Facilities Committee should review and approve all invoices for non-recurring contract work. The managing agent was instructed to provide the Committee with copies of invoices for completed work prior to payment.

The Board asked the committee to review and provide recommendations for an updated policy regarding spending authority for clubhouse funds.

OLD BUSINESS

Deed for Section 5 Roads: Ruth Southard reported that she had declined to accept the deed of gift conveying the Section 5 roads to the Association on the basis that a significant portion of the curbs were not acceptable due to apparent damage from construction vehicles.

Sales Office Lighting: The managing agent reported via the action items that Lennar had been asked to repair the sales office entry lighting. The managing agent was to follow up to obtain the status of this work.

House Painting: On a motion duly made the Board approved a waiver form for use by owners who did not wish to have their homes painted according to the eight year schedule. Those who sign the waiver will repaint at their own expense if painting is required prior to the next eight year cycle.

Scarsdale Fence Lock: John Devereaux reported that entry to the detention pond was currently locked with a padlock of the Association. He was endeavoring to determine who had maintenance responsibility and to have them put their own locks on the entry so as not to hinder

authorized entry. He also reported that he was working with the Villas Master Association to complete the fence all the way to the bridge abutment to close off the open area and hence better restrict unauthorized entry.

Emergency Contact List: The Clubhouse Manager distributed copies of a list of Board and community contacts to facilitate emergency communication. The Board asked Ms. Triggs to have the list reduced to wallet-size and laminated.

Clubhouse Parking: Following discussion regarding overnight parking at the clubhouse, the board referred the matter to the clubhouse Committee for review and its recommendation.

NEW BUSINESS

Homeowner Interaction: The Board approved forms to permit homeowner input and Board response and to request placement on the agenda to address the board at a meeting. The forms were to be posted on the website. Ruth Southard reported that Wayne Johnson posts a summary of all meetings and the agenda for each meeting is also posted in advance. She also reported that the Board would hold quarterly homeowner forums and that the first was scheduled to be held Friday evening, June 19 at 7:00 p.m.

Committee Appointments: On motions duly made the Board approved the following committee appointments:

- Clubhouse – Board Contact, Cris Barrera and Nancy Triggs, Ex-Officio
Members - Jack Lauber, Chair, Karen Bishop, Casenia Caddell, Dennis Mulcahy, Mike Sanders
- Communications – Board Contact, Bill Burdick, Nita McLeroy and Nancy Triggs, Ex-Officio
Members - Carol Grisanti, Chair, Scott Vaughan, Kakie McKinney
- Community Relations – Board Contact, John Devereaux. Members include Dutch Urban, Billie Velasquez and Jim Gorman the External Relations consultant. The Committee is to select its own chair.
Members - Karen Albrecht, Nancy Alexander, Ron Knapp
- Grounds – Board Contact, Elizabeth Woods
Members - Becky Spedden, Chair, Dorothy Darden, Donna Ferreri, Larry Alvarez, Anthony Virgadamo, Ted Dombrowa, Rose Consultant, Dutch Uran, Tree Consultant
- Neighborhood Preservation – Board Contact, Ruth Southard
Members - Ann Weiss, Chair, Jack Kirkpatrick

Clubhouse Calendar: On a motion duly made the board agreed that the Clubhouse would be closed on the following holidays:

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Years Day
- Easter Sunday
- Mothers Day
- Fathers Day

A modified schedule was to be in place for the following holidays:

- Memorial Day
- July 4th
- Labor Day

The Board asked the Clubhouse Manager to post these days on a permanent calendar.

Bike Racks: In response to complaints regarding owners who left bicycles on the grass while visiting the fitness center, the Board considered adding another bike rack. After discussion an additional rack was declined on the basis that sufficient racks are already in place.

Fence Task Force: Ruth Southard reported that the Fence Task Force was appointed to define problem areas, review and make recommendations regarding repair. The members are Ron Lauve, Barbara Karam, Barbara Gerlach, John Ives and Dennis Akkola. The Task force was to report at the June Board Meeting.

Community Librarian: Ruth Southard reported that Barbara Gorman was appointed as Community Librarian.

Refrigeration Contract: The Board deferred a decision on renewing the maintenance contract for the ice machine pending information on why the contract price had increased so much. The Clubhouse Manager was to investigate and report to the Board.

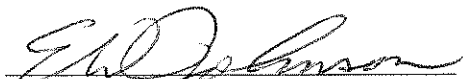
ADJOURNMENT

There being no further business, the meeting adjourned.

SCHEDULE NEXT MEETING

The Board agreed to set its regularly scheduled meeting for the fourth Wednesday of each month at the BellaVita Clubhouse. The next meeting of the Board of Directors was scheduled to be held Wednesday, June 24, 2009 at 3:00 p.m.

Respectfully Submitted,


SECRETARY

6/24/09
DATE


APPROVED AS CORRECT