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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON MAY 25, 2010 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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**DIRECTORS PRESENT**

Ron Gerlach, President  
Wayne Johnson, Vice President  
Elizabeth Woods, Treasurer

John Devereux, Director  
Ruth Southard, Director

Cris Barrera and Bill Burdick had sent prior notice they were unable to attend.

**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. Ron Gerlach, President, presided and the managing agent assisted in recording the minutes.

**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 April 28, 2010 were approved as amended.

**PRESIDENT'S REPORT**

Ron Gerlach reported that efforts to contact Lennar regarding the pool deck were ongoing. He also reported that owners should be advised that policies posted on the website were not the official policies of the Board but that the official policies were recorded in the minutes. The Board agreed that the recording secretary is to attach the official policies to the minutes as adopted and provide a separate copy to the Clubhouse Manager for posting on the website.

## **TREASURER'S REPORT**

Elizabeth Woods reported on the April 30, 2010 financial statement. The Operating Fund balance was \$345,610, including \$7,918 from the current year surplus. The Operating Fund's cash balance of \$402,824 included \$171,254 held in a checking account and about \$231,000 held in certificates of deposit. The fund balance for reserves was \$885,569 and we had that same amount in cash. Approximately \$620,000 was invested in certificates of deposit with the remaining balance in a checking account. \$75,522 had been contributed year to date to the Replacement Reserve and \$35,654 had been expended primarily for the new gate system and the lavalier microphones.

Ms. Woods reported that year to date expenses surplus was \$13,624 over budget due to expenses being \$8,660 less than budget and revenue being \$4,964 more than budget.

Ms. Woods also reported that the workers compensation premium had increased by \$3,307 over 2009 and that the reason was being investigated. The Treasurer's Report was accepted.

## **MANAGEMENT REPORT**

The managing agent reviewed his written report of actions taken including:

- Completing contract development for the Facilities Committee regarding the contracts with G&G Steelworks and RS Services for home painting and door maintenance respectively.
- Most of the vines had been removed from the Scarsdale Fence.
- Arrangements with Comcast were still pending as the Comcast Director had not lived up to his timeline as originally agreed.
- Continued efforts to meet with Lennar regarding the pool deck.
- Reviewed the open service requests at May 24, 2010.

## **CLUBHOUSE REPORT**

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

- All pool heaters were working following warranty repairs.
- The Board approved up to \$5,500 for installation of roof ventilation fans subject to confirmation of electrical requirements.
- The Clubhouse Committee was reviewing pool signage and would recommend replacements.
- The Board approved \$3,975 to engage Odyssey Services to replace caulking around the pool, spa and fountain.
- The Board authorized up to \$12,000 for reworking of the pump and river systems to enhance flow and extend equipment life subject to an acceptable contract.

- Two of the computers in the computer room had apparently reached the end of their useful lives and the managing agent's IT Department was recommending replacement. The Board referred the matter to the clubhouse Committee for consideration.

## **COMMITTEE REPORTS**

Finance: Elizabeth Woods submitted the Committee's written report and advised that unlimited FDIC coverage on non-interest bearing accounts had been extended to December 31, 2010 and that Margo Green would attend the Strategic Planning Session in her stead. Ms. Woods also reported that initial work had commenced on updating the Association's reserve study in preparation to working on the 2011 budget.

Elections Committee: Carol Uran submitted the committee's 2010 report and congratulated Cris Barrera and Elizabeth Woods on their re-election.

Architectural Review Committee: Ruth Southard reported that the Committee had received and processed two appeals.

Facilities Committee: Carl Weber reported that the contract with G&G Steelworks for the house painting had been signed and recommended execution of the contract with RS Services for door maintenance. The board agreed and executed the contract. Mr. Weber reported that the list of homes eligible for painting had been submitted to G&G and that work would commence shortly. He also reported that five of the doors for which maintenance was requested really needed complete refinishing. The board agreed that it would reimburse homeowners an amount up to the cost of maintenance and weather stripping (\$130 under the present contract) for refinishing doors upon submission by the owner of the invoice, and upon approval by the committee prior to work. Maintenance is defined as light sanding and coating with marine spar varnish. Refinishing is defined as stripping, re-staining, and coating with marine spar varnish.

The Committee also submitted quotes from G&G Steelworks for maintenance (\$2,025 quarterly) and repair (\$10,800.00) of wrought iron fencing. The quotes were declined pending further review.

Grounds Committee: Becky Spedden reported that there were 156 dead or missing plants and requested approval to replace them under the Committee's existing budget. The Board authorized the committee to proceed with expenses not to exceed \$4,000. Ms. Spedden reported that the committee was also requesting to add ligustrums along fences on Riviera Drive where the builder had not planted them. The request was deferred pending contact with Lennar on the subject. Ms. Spedden also reported that the committee had met with Houston Lawn & Landscape with good results.

Clubhouse Committee: The Committee did not report.

Communications Committee: The Committee requested adding a section to the website for advertising. The Board agreed to do so on a six-month trial basis. The board also approved \$591.50 for the production and printing of a tri-fold brochure containing gate information.

Community Relations Committee: Carol Uran requested approval for the appointment of Jo Callaway, Jan Dow and Nancy D'Ambra to the Committee. The Board agreed. Ms. Uran reported that the Committee had met on May 20, 2010 and that current projects included:

- Emergency Preparedness
- Hurricane/Storm Booklet
- Updated Resident Notebook
- Follow-up visits to new residents
- Creating a calendar of informational forums

Neighborhood Preservation Committee: The Committee did not report.

#### **ADDITIONAL BUSINESS**

Strategic Planning Workshop: Ruth Southard reported that plans for the workshop included meeting Friday afternoon, June 11, 2010 at the 888 Bistro and all day Saturday, June 12, 2010 at the Re/Max office.

Lights and Sidewalk: On a motion duly made the board ratified the action taken by email approving installation of additional lighting and widening the sidewalk outside the Arts & Crafts entrance.

Homeowner Concerns: Wayne Johnson submitted the homeowner concerns on behalf of Cris Barrera. The Board reviewed the concerns and referred them for action as appropriate.

Belles By Laws Revisions: On a motion duly made the Board approved the revisions made to the BellaVita Belles Club By Laws.

Neighborhood Watch Program: The board reviewed a proposal from Bob Stockinger to form a Neighborhood Watch Program. The board agreed the program was a good idea and requested additional information.

Villas Master: John Devereux reported that the Villa Verde neighborhood has successfully organized a neighborhood committee under Villas Master Board Members Jim Thacker and Paul Wilson. He also reported that the Association was

responsible for only the masonry wall along Scarsdale and that wall was to be power washed following complete removal of vines.

**EXECUTIVE SESSION**

The Board adjourned to executive session to discuss matters involving collections and architectural appeals.

**RECONVENE TO OPEN SESSION**

The Board returned to open session and instructed the managing agent accordingly.

**SCHEDULE NEXT MEETING**

The next regular meeting of the Board of Directors was scheduled to be held June 23, 2010 at 3:00 p.m. in the Club BellaVita ballroom.

**ADJOURNMENT**

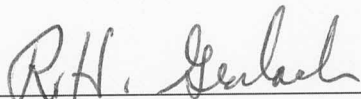
There being no further business, the meeting adjourned.

Respectfully Submitted,



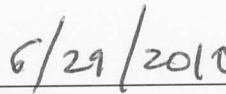
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Recording Secretary



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Approved



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Date