



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON NOVEMBER 30, 2011 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

Ron Gerlach, President
Bill Burdick, Vice President
Cris Barrera, Secretary
Dorothy Darden, Director

John Devereux, Director
David Dommert, Treasurer
Elizabeth Woods, Director

IN ATTENDANCE

18 Homeowners were in attendance

Nancy Triggs, Clubhouse Manager

Emma Deatherage and Rod Simpson, 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. The president, Ron Gerlach, 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

The minutes of the meeting of the Board of Directors held October 26, 2011 were approved as amended. The minutes of the special meeting of the Board of Directors held on October 31, 2011 was deferred to the January meeting.

PRESIDENT'S REPORT

Appointments to Committees: Ron Gerlach recommended the appointment of Janice Jensen to the Communications Committee. On a motion duly made and seconded, the Board of Directors approved the appointment.

Confirmation of Unanimous Consent Motions: Mr. Gerlach reported on the right of entry agreement for the water line construction. Mr. Gerlach stated that construction would be starting soon. The following items were approved electronically by unanimous consent:

- Concurrence on underage family living on S. Venice.
- Approval to sign the water line construction easement/right of entry agreement.

- Approval of \$610 expense for a storm/sewer line inspection under the pool deck.

Mr. Gerlach recommended a homeowners forum be scheduled for Monday, January 9th at 7:00 pm. Upon a motion duly made and seconded, the recommendation was approved.

Mr. Gerlach discussed the investigation into the potential separation of BellaVita from Villas Master. There was a concurrence to look into the potential separation.

TREASURER'S REPORT

David Dommert reported that for the period ending October 31, 2011 the Association had total revenue of \$1,245,461 and total expenses of \$1,201,111 and an operating surplus of \$34,789. Mr. Dommert reported BellaVita currently has 579 homes complete as of October 31, 2011.

2012 Capital Budget: Mr. Dommert presented the 2012 capital budget and recommended approval. After discussion and upon a motion duly made and seconded, the Board approved the 2012 capital budget.

MANAGEMENT REPORT

The managing agent reviewed his written report.

CLUBHOUSE REPORT

Nancy Triggs reviewed her written report including the following:

- Problems with Little Lake. Ms. Triggs recommended the purchase a bottom aeration system for a not to exceed cost of \$2,000. After discussion and upon a motion duly made and seconded, the Board referred the item to the Facilities Committee for review and recommendation.
- Proposal to allow the Clubhouse manager to have work on windows and carpets to be done continuously unless there is a price change. Upon a motion duly made and seconded, the Board denied the proposal.
- Update on the IRIS contract. The Board is waiting for updated information. No change in the previous contract submitted.
- Updated on the pictorial directory. Over 279 homes have participated.
- Recommendation from the Facilities Committee to approve a pool contract with B. Cole & Associates. Upon a motion duly made and seconded, the Board approved the contract of \$1,065.00 per month which was the same as 2011.
- Recommendation from the Facilities Committee to approve a contract with HTS, Inc. to conduct a visual inspection and soil testing of the pool and deck area. Upon a motion duly made and seconded, the Board approved the contract of \$1,748.00.

COMMITTEE REPORTS

Awards Committee: Ruth Southard reviewed the awards program. Ms. Southard reviewed the service award pins and recommended approval of \$450 for the cost. Upon a motion duly made and seconded, the Board approved the expenditure.

Ms. Southard reviewed the Committees recommendation regarding the Volunteer Appreciation Party for March 30, 2012. Upon a motion duly made and seconded, the Board approved the recommendation plus an expenditure of \$500.00.

Ms. Southard reviewed the Special Awards process. The Board was in consensus to have the Committee move forward with the process. The Awards Committee will present the criteria to the Board later for approval.

Architectural Review Committee: Ron Gerlach reported on the Committees request to hold a joint Committee/Board workshop to discuss policy amendments. The Board agreed to meet at 2:00 pm on December 9, 2011 in the sales office.

Communications Committee: No report.

Finance Committee: David Dommert reported that the Committee reviewed proposed changes to the bylaws, the AMI contract, and the Villas Masters budget.

Community Relations Committee: No report.

Elections Committee: Carol Barber submitted the proposed 2012 Schedule of Election Events. The Committee recommended approval of the schedule. The February 15th date for the second notification letter was amended to February 16th. Upon a motion duly made and seconded, the Board approved the schedule as amended.

Ms. Barber reviewed the Committee's proposed elections policy. Ron Gerlach stated that the elections policy would be discussed later in the agenda.

ADDITIONAL BUSINESS

Review and Filing of Policies Task Force: Elizabeth Woods reported on the various proposed policies submitted for consideration. The Board took the following actions:

- Records Retention Policy: Upon a motion duly made and seconded, the Board approved the Records Retention Policy.
- Books and Records Production Policy: Upon a motion duly made and seconded, the Board approved the Books and Records Production Policy.
- Payment Plan Policy: Upon a motion duly made and seconded, the Board approved the Books and Records Production Policy.
- Authorizations Policy: Amendment proposed to add “/Reserve” after Replacement in the second paragraph of the Expenditures section. Upon a motion duly made and seconded, the Board approved the Authorizations Policy as amended.
- HOA Maintenance Policy: Amendment proposed to delete “questions” from the fourth sentence under Requesting Board Approval of Projects. Upon a motion duly made and seconded, the Board approved the HOA Maintenance Policy as amended.
- Human Resources Policy: After discussion and upon a motion duly made and seconded, the Board approved the Human Resources Policy.

- Investment Policy: Amendment proposed to add “or NCUA” after FDIC under B. of the Authorized Investments section, and replace FDIC with “Federal Regulatory” subsection. Upon a motion duly made and seconded, the Board approved the Investment Policy as amended.
- Meetings Policy: Amendment proposed to have the seventh sentence of the second paragraph under Procedures for recording and publishing board meetings to read “AMI will keep the original of the signed minutes and a copy will be entered into the minute book at the clubhouse.” Under open meetings on page 1, the Board agreed to change proxies to ballots & proxies, if any. Upon a motion duly made and seconded, the Board approved the Meetings Policy as amended.
- Age Restricted Community Policy and Resident Age Survey: Discussion of adding language to clarify the policy regarding the 20% and 10% set aside requirements. Amendment also proposed on the Resident Age Survey to replace member and person with “permanent resident”. Upon a motion duly made and seconded, the Board approved the Age Restricted Community Policy.
- Resident Age Survey: The Board approved the Resident Age Survey as amended.
- Elections Policy: Discussion of the elections policies proposed by the Elections Committee and the Policies Task Force. After discussion of various issues of both policies and upon a motion duly made and seconded, the Board tabled the item.

Bylaws Changes Task Force: Bill Burdick handed out the proposed bylaws with amendments to the Board for discussion. The following additional amendments were discussed:

- Article II, Section 10: replace may with “shall” in first sentence. Delete “When voting by mail is used” in second sentence.
- Article III, B, Section 3: replace the first Special with “Regular” in the first sentence and add the items from the law for which specific notice is required.
- Article IV, Section 4: Replace the Texas Non-Profit Corporation Act. With “Texas Law”. The third sentence to read “The president shall be the contract manager for the Managing Agent contract.
- Article IV, Section 7: Add sentence to reflect that the Treasurer will serve as the liaison on financial matters between the management company and the Board.
- Article V, Section 1: Remove bullet point three.
- Article V, Section 2 (b): The Elections Committee shall manage the election and shall cause the ballots to be distributed, collected, tallied, and certified in accordance to Texas law.
- The Board agreed that typing changes would be made to the bylaws and sent to the Board for agreement to the changes. The bylaws will be available on the Website for Homeowners to review once they are revised and agreed to by the Board members.

Managing Agent Contract: David Dommert reported that the Finance Committee recommended the 12 month extension of the AMI contract with a 3% increase. Upon a motion duly made and seconded, the Board approved the contract.

New Year's Eve Party: Ron Gerlach reported on the New Years Eve Party and the closure of the clubhouse at 5 pm on that day. Upon a motion duly made and seconded, the Board approved the closure.

Villas Master Update: John Devereux reported on the Villas Master Association. Mr. Devereux updated the Board on the remote detention pond repair issue.

Homeowner Concerns: Cris Barrera reported that there was no homeowner concerns submitted.

EXECUTIVE SESSION

Executive session was called to consider actions involving personnel, pending litigation, contract negotiations, enforcement actions, matters involving invasion of privacy of individual Owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board.

Ms. Blumrick, one of our residents, spoke to the Board about a private matter regarding age restriction.

It was stated that all other age restriction issues at (5) BellaVita had been cleared.

A homeowner's tree root barrier request in a common area was discussed and the Board agreed that the HOA would not spend funds based on the Attorney's advice that the Homeowner would be liable for any potential damage due to roots growing on his property.

ARC issues were discussed and no actions were necessary.

The employee bonuses were proposed and the Board agreed to issue them at the same scale as was used last year.

The HAC Committee discussed issues of enforcement that may occur.

SCHEDULE NEXT MEETING


The next regular meeting of the Board of Directors was scheduled to be held on January 25, 2011 at 3:00 P.M. in the Club Bellavita Ballroom.

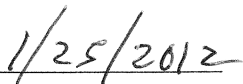
ADJOURNMENT

There being no further business, the meeting adjourned.

Respectfully Submitted,


Recording Secretary


Approved


Date