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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 FEBRUARY 24, 2010 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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**DIRECTORS PRESENT**

Ruth Southard, President

Ron Gerlach, Vice President

Wayne Johnson, Secretary

Elizabeth Woods, Treasurer

Cris Barrera, Director

Bill Burdick, Director

John Devereux, Director

**IN ATTENDANCE**

9 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. Ruth Southard, President, presided and the managing agent assisted in recording the minutes.

Ms. Southard reported that the Board had made good progress in its first year and further reported that there was a tight deadline for the meeting due to the Candidates Forum being scheduled following the meeting.

**ADOPTION OF AGENDA**

On a motion duly made, the agenda was adopted as amended.

**CONSIDERATION OF MINUTES**

On a motions duly made, the minutes of the regular meeting held on January 27, 2010 and the electronic meeting held February 8, 2010 were approved.

**TREASURER'S REPORT**

Elizabeth Woods reported on the January 31, 2010 financial statement. As of January 31, 2010 the fund balance in the operating account was \$327,789. Approximately \$150,000 of the operating fund was in a checking account and the balance was held in certificates of deposit. The fund balance for reserves was \$857,242 and we had that same amount in cash. Approximately \$626,000 was invested in certificates of deposit

with the remaining balance in a checking account. The Treasurer's Report was accepted.

### **MANAGEMENT REPORT**

The managing agent reviewed actions taken including:

- Pending renewal of the mosquito spraying contract.
- Met with Jim Moore and Ruth Southard of the ARC Committee to clarify and fine tune procedures.
- Met with the elections Committee to assist with printing and mailing of notices and ballots.
- Confirmed procedures with Facilities Committee re: notice of homeowner repair requests.
- Reported to Grounds Committee on all outstanding landscape related service requests.
- Reviewed the 182 open service requests at February 24, 2010. Of these there were 50 that were Landscape related, 40 were repair requests, 33 were ARC related and 28 were deed restriction violations.

### **CLUBHOUSE REPORT**

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

- Investigation of fitness equipment complaint.
- Brinkman roofing still working on resolving roof leak.
- Gates are operating well.
- On a motion duly made the Board approved \$1,697.22 to clean and seal tile and countertops in the restrooms.
- On a motion duly made the Board approved \$687.18 to install a locking cage on the water well controls.

### **COMMITTEE REPORTS**

Facilities: Carl Weber reported that the Committee recommended approval of three items as follows:

- Renewal of pool maintenance contract with B. Cole.
- Renewal of mosquito spraying agreement with Cypress-Creek Pest Control.
- Installation of two bollard lights to flank the entry at the arts/crafts room area.

On motions duly made the Board approved the renewal of the pool maintenance agreement and the mosquito spraying agreement. A decision on the bollard lights was deferred pending input from the Veteran's Group regarding expansion of the sidewalk.

The Board asked the Clubhouse Manager to have the Maintenance Manager remove or lower the landscape rocks at the end of the art/crafts room entry sidewalk.

Finance: Elizabeth Woods reported that the Committee recommended the Board accept a proposal from Fidelity National Indemnity Insurance Company in the amount of \$1,041 to increase the amount of flood insurance coverage for Clubhouse contents from \$250,000 to \$500,000, the maximum level available under this policy. The board asked the Clubhouse Committee to prepare an inventory and estimate of replacement costs, and a decision was deferred pending that information.

The Committee informed the board that additional insurance through Lloyds of London, increasing the building flood coverage by 1,500,000 to a total of 2,000,000 would cost \$3,358. The Declarations say that insurance “shall be in an amount sufficient to cover the full replacement cost of any repair or reconstruction.” The Board asked the Finance Committee to obtain an estimate for the cost of an appraisal for the building.

The Finance Committee recommended that the Board annually “appoint” all clubs in order to better ensure that they are covered by the Association’s insurance policies and that volunteers are not personally liable. A decision was deferred pending further consideration.

Grounds: Diane Nicolas reported that the Committee had summarized the services that Houston Lawn was to provide individual homeowners per terms of its agreement with the Association and submitted a written summary for proposed distribution. On a motion duly made the Board approved the summary with one amendment.

Ms. Nicholas also reported that the Committee recommended redoing the landscaping in front of the Clubhouse for an amount not to exceed \$3,000, using budgeted funds. This project was phase I with other phases to follow in future years. On a motion duly made the Board authorized the Committee to proceed with Phase I as proposed.

Access Control: Margo Green issued the Task Force’s final report and advised that the Task Force would continue its column in the newsletter as long as necessary. The Board accepted the report and deferred other action to a later meeting. Carl Weber commended the Task Force for the successful completion of this major project. The committee was dissolved with the gratitude of the Board.

#### **ADDITIONAL BUSINESS**

Emergency Closing of Clubhouse: The matter was deferred to the March Meeting of the Board.

#### **SCHEDULE NEXT MEETING**

The next meeting of the Board of Directors was scheduled to be held Wednesday, March 17, 2010 at 3:00 p.m. The Annual Meeting of Members is scheduled for

Wednesday, March 24, 2010 at 7:00 p.m. A Meet the Candidates Forum was scheduled to be held at 7:00 p.m. on February 27, 2010.

The Annual Meeting of Members for the Villas Master Association was scheduled to be held at 6:30 p.m. on April 21, 2010.

**ADJOURN TO EXECUTIVE SESSION**

The Board adjourned to executive session to discuss matters of personnel.

**RECONVENE TO OPEN SESSION**

The Board reconvened in open session and approved the process for employee evaluation, merit increases, employee recognition and education.

**ADJOURNMENT**

There being no further business, the meeting adjourned.

Respectfully Submitted,

  
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SECRETARY

  
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APPROVED

3-17-10  
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Date