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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 APRIL 28, 2010 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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**DIRECTORS PRESENT**

Ron Gerlach, President

Wayne Johnson, Vice President

Cris Barrera, Secretary

Elizabeth Woods, Treasurer

Bill Burdick, Director

John Devereux, Director

Ruth Southard, Director

**IN ATTENDANCE**

10 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.

Mr. Gerlach reported that 3 letters had been sent since the last meeting: one regarding Lennar's request to replat Section 5 and reduce the number of homes from 37 to 32, one to Villas Master notifying them of the appointment of BellaVita's representatives to the Villas Master Board, and the third one to Lennar requesting their assistance with structural problems with the pool deck. Mr. Gerlach also thanked Jim Gorman for his assistance in getting the city of Pearland to remove dead trees from the Scarsdale esplanade.

**ADOPTION OF AGENDA**

On a motion duly made, the agenda was adopted.

**CONSIDERATION OF MINUTES**

On motions duly made, the minutes of the regular meeting held on March 17, 2010, the Annual Meeting of Members held March 24, 2010 and the Organizational Meeting of the board of Directors held March 25, 2010 were approved.

## **TREASURER'S REPORT**

Elizabeth Woods reported on the March 31, 2010 financial statement. The Operating Fund balance was \$356,549, including \$18,856 from current year surplus. The Operating Fund's cash balance of \$419,784 included \$188,214 held in a checking account and about \$231,000 held in certificates of deposit. The fund balance for reserves was \$865,299 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.

Ms. Woods reported that year to date expenses for taxes, landscaping and the pool were under budget while access control costs and utilities exceeded budget. The Treasurer's Report was accepted.

## **MANAGEMENT REPORT**

The managing agent reviewed actions taken including:

- Continuing correspondence with Comcast regarding finalization of the credits for past overbilling, separation of billing for BellaVita, Villa Verde and Villa D'Este and confirmation of the correct number of homes to be billed.
- Reported on progress regarding getting owners to remove vines from fences prior to power washing the Scarsdale Fence.
- Reviewed the open service requests at April 26, 2010.

## **CLUBHOUSE REPORT**

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

- A pool heater was being repaired under warranty and a filter valve was replaced for \$165 plus labor.
- Quotes had been requested to install ventilation fans and radiant barrier in the clubhouse attic.
- Jim Moore donated a DVD player to the clubhouse and, on a motion duly made, the board accepted the donation.
- Lake Management repaired the little lake and East Lake fountains.
- All Pump Equipment recommended replacing the river pump for \$2,133. The Board asked the Facilities Committee to obtain an analysis of the river pump system design prior to replacement in order to extend the life of the pump and avoid future problems.
- On a motion duly made the Board approved steam cleaning the ballroom chairs for \$800.00.
- On a motion duly made the Board ratified installation of a dedicated electrical circuit for the fire alarm.
- On a motion duly made the Board authorized up to \$9,600.00 to re-strap the pool furniture. The contractor was also to be asked whether he would discount his price if permitted to promote his services to the owners.

## **COMMITTEE REPORTS**

Finance: Elizabeth Woods reported that electricity expenses had increased without apparent cause and the Committee recommended reviewing thermostat settings and other ways to better ensure unnecessary use of electricity. The Committee also reviewed the report from Criterium Hicks regarding the replacement cost for the clubhouse and gate house and saw no need to further increase property coverage beyond the current \$2,200,000. The Committee, did, however, recommend increasing contents coverage under the flood insurance to \$500,000 at an additional cost of \$1,041 annually. On a motion duly made the Board approved the additional coverage.

The Committee reviewed the flood coverage for the clubhouse. The Association carried the maximum coverage available under the flood program (\$500,000) but advised the Board that additional \$1,500,000 coverage could be purchased from Lloyds of London for \$3,358. The Board deferred any immediate decision on the basis that the clubhouse was not in a flood zone.

The Committee recommended updating the reserve study prior to completion of the 2011 budget in order to better ensure that adequate funds were being reserved for future replacements and major repairs.

Elections Committee: The Committee did not report.

Architectural Review Committee: The Committee did not report.

Facilities Committee: Carl Weber reported that the Committee was recommending R&S as the contractor to re-stain front doors and G&G as the contractor to work on the house painting. R&S would charge \$130 to restain a door and replace the bottom weatherstrip if needed. G&G would charge \$1,300 to paint each home. On motions duly made the Board approved both contractors. The Committee and managing agent were to develop the contracts for review by internal counsel prior to execution. Mr. Weber also reported that the committee recommended adding a second handrail to the pool steps near the kitchen. That was to be accomplished when next the pool is replastered. The Board concurred.

Wayne Johnson reported that the pool decking is cracking and that it appeared to be due to erosion. He requested \$275 to obtain a report from a pool inspector in order to assist efforts to gain assistance from Lennar who still owned the clubhouse and pool. The board authorized the expense.

Grounds Committee: Becky Spedden reported that new flowers had been planted at the front of the clubhouse, dead plants in common areas were being replaced and all yards had been mulched. The Committee was requesting two more cypress trees for

the front and Dutch Uran was working on plans for additional landscaping. Ms. Spedden reported that Larry Alvarez had analyzed historical water usage from the well to help estimate future needs and that the Committee was awaiting a response from the subsidence district regarding penalties for pumping more water than agreed from the well.

Clubhouse Committee: The Committee did not report.

Communications Committee: The Committee did not report.

Community Relations Committee: The Committee did not report.

Neighborhood Preservation Committee: The Committee did not report.

### **ADDITIONAL BUSINESS**

Emergency Closing of Clubhouse: On a motion duly made the board authorized the clubhouse manager to close the clubhouse in the event of an emergency situation. In her absence the maintenance manager was so authorized.

Strategic Planning Workshop: The Board agreed to hold the workshop on Friday afternoon and all day Saturday, June 11 and 12, 2010. The Friday session was to be held at the 888 Bistro and the Saturday session at a location yet to be determined. On a motion duly made the Board agreed to authorize \$2,250.00 to engage a facilitator for the workshop. Elizabeth Woods dissented.

Resolution Regarding Volunteers: On a motion duly made the Board resolved that volunteers of the Association are deemed to be any resident club or organization, or any member of said club or organization, who is permitted entry to BellaVita facilities on behalf of or for the benefit of the Association. The Board will reaffirm this resolution at its first regular meeting of each fiscal year.

Incident Policy and Form: On a motion duly made the Board approved its policy on how staff or others should deal with incidents or injuries at the clubhouse along with a one-page form to report same.

Homeowner Concerns: Cris Barrera had three forms from homeowners. One was referred to the clubhouse for investigation, one was referred to the Grounds Committee with a thank you to the Board and the other did not have the name of a resident.

Committee Appointments: On motions duly made the board appointed the 2010 / 2011 Committees. The list of appointed committees and their members will be posted at the clubhouse.

Damage to Property: On a motion duly made the Board approved a resolution whereby residents were to be charged for repairs plus administrative fees for any damage to common property caused by them or their guests or invitees. It was also agreed to post the resolution on the website and include in the newsletter.

Southern Boundary: John Devereux reported that the southern border of the community had been effectively "secured" via fences, gates, drainage ditches and other methods. Mr. Devereux further reported that all of this was accomplished at no cost to the Association.

### **EXECUTIVE SESSION**

The Board adjourned to executive session to discuss matters involving collections and matters involving legal process.

### **RECONVENE TO OPEN SESSION**

The Board returned to open session and announced that it had approved an allowance for doubtful accounts as suggested by the auditor and that it would permit the insurance companies to work out responsibility for an incident involving the gates and an owner' vehicle. The Board also approved proposed changes to the Architectural Guidelines concerning hurricane window protection. The amended guidelines will be published separately.


### **SCHEDULE NEXT MEETING**


The next regular meeting of the Board of Directors was scheduled to be held May 25, 2010 at 3:00 p.m. in the Arts & Crafts Room

### **ADJOURNMENT**

There being no further business, the meeting adjourned.

Respectfully Submitted,

  
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Recording Secretary

  
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Approved

5/25/2010  
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Date