

***BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION,
INC.***

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JANUARY 27, 2010 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

Ruth Southard, President	Cris Barrera, Director
Ron Gerlach, Vice President	Bill Burdick, Director
Wayne Johnson, Secretary	John Devereux, Director
Elizabeth Woods, Treasurer	

IN ATTENDANCE

16 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 2010 will be a year of opportunity to build and enhance the community. She reviewed the Board's philosophy of support and trust for the committees, volunteers, staff and management of the community and recommended the book *Speed of Trust* by Stephen M.R. Covey.

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 on December 16, 2009 were approved.

TREASURER'S REPORT

Elizabeth Woods reported on the December 31, 2009 financial statement. As of December 31, 2009 the fund balance in the operating account was \$337,692; however, because of prepayments and accruals, the cash balance was \$395,913. Approximately \$231,000 of the operating fund was in certificates of deposit and the balance was in a checking account. The fund balance included a current year surplus of \$59,159. The fund balance for reserves was \$843,982 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 reserves are funded by monthly contributions from assessments in the amount of approximately \$18,000 plus the contribution of \$300,000 from surplus cash at the end of 2008. Year to date reserve expenditures approximated \$204,000, including \$102,375 for house painting, \$32,760 for door restaining, and \$29,690 for access control.

Ms. Woods reported that she and the managing agent were following up with the I.R.S. on a \$5,400 federal tax refund due to overpayment of the 2008 taxes.

MANAGEMENT REPORT

The managing agent reviewed actions taken including:

- The Clubhouse Manager had received “refresher training” on the use of MaxTrac and producing reports in the system.
- The managing agent was endeavoring to set up a meeting with Comcast to resolve outstanding questions regarding the number of homes being billed via its agreement with Villas Master.
- The managing agent was assisting the Elections Committee and had sent the first mailing.
- A proposal in the amount of \$66.00 per application was submitted by Cypress Creek Pest Control for the 2010 mosquito season. The Board asked the Facilities Committee to research the effectiveness of spraying programs prior to agreeing to the renewal.
- Open service requests included 25 architectural items, 17 requests for door restaining, 43 landscape related items and 23 deed restriction violations.
- The biennial age survey required by the Housing for Older Persons Act is to be performed during 2010.

CLUBHOUSE REPORT

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

- Notification of new gate codes was completed and most EZ Tags had been entered.
- Brinkman Roofing worked on a roof leak and staff is monitoring the repaired area to ensure success.
- The business display unit is fully operational.
- Quotes are being obtained to clean and seal tile and granite in the restrooms.
- Lake Management has installed two of four electrical boxes and will complete the remaining two shortly.
- The parking lot lights were repaired and a quote for bollard lights was referred to the Facilities Committee.
- Freeze-related damage was minimal and Houston Lawn is performing the needed repairs.

- Landscape lighting is being installed by the Maintenance Manager.

COMMITTEE REPORTS

Clubhouse: Jack Lauber reported that the Committee recommended installation of shelving and purchase of a flat screen TV with DVD player for the Library. The total cost was estimated at \$1,700 including volunteer labor to install the shelving. The Committee further recommended purchasing a TV cart for the existing TV along with an additional DVD player so it may be moved as needed. The estimated cost was \$300. John Rodriguez was named project manager. On a motion duly made the Board approved both recommendations and authorized the Committee to proceed.

Elections: Carol Uran introduced the members of the Committee and reported that the first mailing had gone out. She reviewed the upcoming schedule of events leading up to the election and reported that the managing agent had conducted a forum on the roles and responsibilities of Board Members for the benefit of potentially interested candidates.

Facilities: Carl Weber reported that the Committee recommended a revised preventive maintenance contract with G&W Service for the clubhouse air conditioning units. The contract provided for three visits annually at a total cost of \$935 plus tax per visit. On a motion duly made the contract was approved and the Committee was authorized to proceed. Carl discussed the addition of the AMI Contract for Services document as an addendum to the contract, but the Board left that up to the Committee and the contractor. The Committee also recommended a quote from G&W for improved float switches and drain lines for the air conditioning systems at a total cost of \$1,994.40. On a motion duly made the Board approved the quote and authorized the Committee to proceed. Mr. Weber reported that the Committee had obtained per unit costs to replace each of the thirteen air conditioning units for planning and budgeting purposes. The per unit replacement cost was approximately \$12,000 and the average life of an air conditioning unit was 15 years. This information was to be included in the replacement fund budget for 2011 and beyond.

Finance: Elizabeth Woods reported that the Committee had considered quotes from two firms to perform the 2009 audit and tax return. The Committee recommended Wrinkle, Gardner and Company who performed the 2008 audit. On a motion duly made the board approved the engagement of Wrinkle, Gardner for a total fee of \$8,500 for the audit and \$1,500 for the tax return. Ms. Woods also reported that the Committee had reviewed the proposal for the renewal of the Associations' insurance policies and recommended acceptance of the proposal from Brady, Chapman, Holland in the amount of \$25,527 for the property, liability, directors & officers, theft and workers compensation policies. The Committee also recommended acceptance of the flood insurance renewal for \$3,562. On motions duly made the Board approved acceptance of the insurance proposals.

Grounds: Becky Spedden reported that the Committee had summarized the services that Houston Lawn was to provide individual homeowners per terms of its agreement with the Association. She provided a written summary for review and subsequent distribution to homeowners. The Board deferred a decision on the summary pending further review by the Committee and the Board. Ms. Spedden also reported that the Committee was going through all of its work orders with Houston Lawn and was coordinating with the managing agent to help coordinate follow up. She also advised that Houston Lawn had noticed an apparent void under the pool deck and that the Facilities Committee had been notified.

Community Relations: John Devereux reported that all data from the Committee had been turned over to the Association and that it could be included with the biennial age survey going out in 2010.

Access Control: Ron Lauve reported that the Implementation Task Force was requesting a workshop with the Board to discuss its recommendations in detail. The workshop was scheduled to be held at 3:00 p.m. on Wednesday, February 3, 2010.

ADDITIONAL BUSINESS

Agreement with Managing Agent: Ron Gerlach reported that the agreement with the managing agent had been approved and recommended that the president of the Board be appointed contract administrator. On a motion duly made the Board approved the appointment of the president to monitor the agreement.

Governance Forum: Cris Barrera reported that the forum was conducted on Saturday, January 16, 2010. The purpose of the forum was to help better define the roles and responsibilities of both the Board and its committees. He further reported that David Regenbaum, the forum leader, had suggested that the Board consider an off-site strategy planning session. After discussion Mr. Barrera was asked to investigate having such a session in April after the election.

Homeowner Concerns: Wayne Johnson reviewed homeowner concerns regarding missing shrubbery along Berlino, speeding, and a complaint about the blackout screens at the clubhouse. The Board referred these items to the Grounds Committee, Facilities Committee, and Clubhouse Committee, respectively for follow up.

Villas Master: John Devereux reported that owners who had vines growing on the common wall would be notified to remove the vines to avoid damaging the wall. In

addition quotes were being obtained to power wash the walls along Scarsdale and Villa Verde was moving forward with a neighborhood watch program.

Disaster Policy: Ron Gerlach proposed a policy whereby the Association was not responsible for widespread repairs to individual property following "disasters" such as windstorm, hail, flood, freezes, tornado, fire, vehicular damage, etc. In such instances it is the responsibility of the homeowner to make necessary repairs and to carry adequate insurance therefor. On a motion duly made the policy was adopted.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors was scheduled to be held Wednesday, February 24, 2010 at 3:00 p.m. Meet the Candidates Forums were scheduled to be held at 7:00 p.m. on February 24 and at 2:00 p.m. on February 27.

The Board agreed to meet at 3:00 p.m. on March 17, 2010 in advance of the Annual Homeowners' Meeting scheduled to be held March 24, 2010 at 7:00 p.m.

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 ratified payment of the 2009 employee bonuses and approved payment of all future bonuses through the payroll system whereby the bonus amount would be equal to the net amount received by the employee.

ADJOURNMENT

There being no further business, the meeting adjourned.

Respectfully Submitted,



SECRETARY



APPROVED

2/24/2010
Date