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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JANUARY 31, 2018 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX 77581.**

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**DIRECTORS PRESENT**

Dianne Clement, President  
Billy Potter, Secretary  
Connie Harry, Director  
Ken Wright, Director

Steve Anderson, Treasurer

**ABESENT:**

Bill Burdick, Vice-President  
Fritz Ring, Director

**IN ATTENDANCE**

24 Homeowners were in attendance.

Katie Ivanics, Community Manager, Inframark, and Shinece Haughton, Assistant Community Manager

**HOMEOWNER FORUM**

- Mickey McDonald addressed the board in regard to a letter he received for his sign in his yard

**CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 3:00PM by Dianne Clement, presiding, and Katie Ivanics recorded minutes.

**ADOPTION OF AGENDA**

Upon a motion duly made and seconded, the agenda was accepted as presented.

**CONSIDERATION OF MINUTES**

Upon a motion duly made and seconded the November 15, 2017 Board Meeting Minutes were approved as presented.

**CONFIRMATION OF ELECTRONIC VOTING**

- The board voted to approve a 3% increase for staff
- The board voted to approve the CAD proposal for repairs to curb/sidewalks in the amount of \$13,840
- The board voted to approve the stucco repair from Masonry Solutions in the amount of \$1,385.60

### **PRESIDENT'S REPORT**

- Dianne Clement reminded residents to please update their emergency contact with Modern Systems.
- Dianne Clement mentioned we are still working on the baseboards for the clubhouse
- Dianne Clement mentioned the drainage/landscape improvements have been completed at the clubhouse by Maldonado.
- Dianne Clement mentioned the heater was repaired for the pool.
- Dianne Clement mentioned there are four positions available coming up at the Annual Meeting and encouraged all homeowners to run if interested. Notice of intents are due by February 6, 2018.
- Dianne Clement mentioned there will be workshops for Townsquare a new communication tool provided by Inframark.
- Dianne Clement stated Melody Mixon and Joe Hern are two new members to the Nature Committee.
- Dianne Clement mentioned Rex Hemme is stepping down as facilities chairman. Dorothy Barrera will be the new facilities chairman.

### **OPEN COMMENTS BY BOARD MEMBERS**

- Billy Potter mentioned that concern forms need to be signed and to please be courteous when filling out the form. Billy also mentioned the staff doesn't do errands for homeowners or any type of handyman services.
- Connie Harry mentioned the elections ballot will be mailed out soon and on March 15, 2018 the ballots will be counted.

### **TREASURER'S REPORT**

- Stephen Anderson went over the year end financials with homeowner. He indicated there is a surplus which is due to more homes being sold and the flood insurance check we received.

### **MANAGING AGENT'S REPORT**

- The front desk is still accepting auto draft forms for any homeowners that want to set up automatic withdraws every month for their monthly assessment.
- Late fees are now being applied to accounts that have a balance

### **CLUBHOUSE MANAGER'S REPORT**

- The curb has been painted where Maldonado completed the drainage job
- The stucco repair outside of the kitchen has been repaired
- The roof leaks due to Harvey have been completed
- The fireplace is currently not working and a vendor is coming out to look
- Reminder to homeowners that if homeowners have issues concerning their backyard they need to contact Maldonado. The front desk is unable to assist as this is between the homeowner and vendor.

### **COMMITTEE REPORTS**

Facilities Committee, Dorothy Barrera

- The facilities committee is revising the members of the committee. Bob Stockinger and Tom Paterno resigned from the committee.
- Curb replacements should be completed in February 2018
- There have been small repairs to the pool area
- The gate software installation started on 1/30/2018

Clubhouse Committee, Ken Wright

- The committee met on January 9, 2018. Ken Wright announced Mike Sanders (Chairman) resigned from the committee and Sandra Talley will be Chairman.

Finance Committee, Joe DeKunder

- Joe discussed the CDAR (Certificate of Deposit Account Registry Service) program and recommended putting 150k into a CDAR.

### **ADDITIONAL BUSINESS**

Villas Master, Dianne Clement

- The Villas Master Annual Meeting will be coming up and all homeowners are encouraged to attend.

Homeowner Concern Forms, Billy Potter

- A concern about the landscape around the lake
- A concern about the staff parking in front of the annex building
- A concern about the speeding cars within the community
- A concern about the call box at the gate
- A concern about the poker players not cleaning up their trash

Maldonado Drainage and Landscape

- Upon a motion duly made and seconded the proposal from Maldonado for drainage/landscape improvements in the amount of \$25,711.31 that was presented at the November meeting was approved as presented.

Signature Cards

- Upon a motion duly made and seconded it is resolved that the signature authority at each financial institution that BellaVita utilizes have the authorized signatures for transitions updated to reflect the 2018 officers and other designees. All old officers authorization shall be deleted and the following replace them: President: Dianne Clement, Vice President: Bill Burdick, Treasurer: Steve Anderson, Secretary: Billy Potter and Community Manager: Katie Ivanics was approved.

### **NEXT SCHEDULED MEETING**

- Next scheduled Board meeting February 28, 2018.

### **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.

1. Vote on authorizing suit and foreclosure proceedings on delinquent #254022
2. Inframark Amendment
3. Personnel

**RECONVENE OPEN SESSION**

- The board motioned/voted to authorize suit and foreclosure proceedings on delinquent account #254022
- The Inframark Amendment was tabled
- The board approved to hire an onsite manager and maintenance tech
- The board approved 150k into a CDAR


**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:12PM

Respectfully Submitted,

  
Katie Ivanics, Recording Secretary

  
Approved, Billy Potter

  
Date