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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON MAY 27, 2020 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX 77581 VIA ZOOM CONFERENCE CALL**

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**Homeowner/Guest speaker** – None

**DIRECTORS PRESENT**

Connie Harry, President  
Ken Wright, Vice-President  
Cindy Dutschke, Secretary  
Steve Anderson, Treasurer  
Billy Potter, Director  
Merlin Mohr, Director

**DIRECTORS ABSENT**

Sandra Talley, Director

**IN ATTENDANCE**

3 Homeowners were in attendance on call.  
Shannon Boogades, Community Manager, Inframark  
Katie Ivanics, Regional Manager, Inframark

**CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 3:01 PM by Connie Harry presiding, Shannon Boogades recorded minutes.

**CONSIDERATION MINUTES**

Upon a motion duly made and seconded the February 26, 2020 Regular Meeting Minutes were approved as presented.

**CONFIRMATION OF ELECTRONIC VOTING**

- Clubhouse Closing in March 2020 due to COVID-19
- Amendment to Quorum at Annual Meeting for the purposes of Elections only.
- Delinquency Recommendations
- Payment arrangements for account xxxx70

**PRESIDENT'S REPORT**

- Thanks to everyone who has taken time today to attend Zoom meeting.
- We miss the days of seeing each of you in person, but with careful attention to all guidelines we hope to resume activities in the near future.
- Offices have been closed but Shannon and Jeff have been on site most days as essential employees. Jeff has continued to attend to the various duties of maintenance that is required, plus catching up on some other projects that Shannon assigned. Shannon has kept up with all of the management duties associated

with her job. Each of the staff members have been working on various projects plus taking turns answering phones for Bellavita remotely. Carolina has continued to produce the weekly newsletter remotely and each of them are looking forward to being back at the office.

- Hopefully everyone has had an opportunity to read the newsletter outlining the Phase 1 reopening of our facilities beginning June 1<sup>st</sup>. The staff is working this week to be brought up to date on the plans and special needs associated with opening. The Board is meeting weekly to review status of health and governmental orders and anticipate being able to expand the use of the facilities fairly quickly. News will be posted as soon as any decisions have been made.
- Thank you for the patience and cooperation of all the residents. These are unprecedented times and hoping that we will never have to face something like this in the future. The continued cooperation of everyone with the occupancy rates and the social distancing will allow us to resume some activities and prevent the possibility of CV-19 coming into the community.

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

- None

### **TREASURER'S REPORT**

- As of April 30, our Operating Fund balance is \$283,511.00 which is up slightly under \$10,000 from March 31. As of April 30, our Reserve Fund balance is \$1,147,487.00 which is up approximately \$25,000 from March 31. Please note that the house painting, door refinishing and pressure washing bills are now coming in so there will be a significant change in the Reserve Fund numbers for the next few months. For the month of April, both Income and Expenses in the Operating Fund were slightly under budget, resulting in a net income of \$7,000 for the month. We currently have a net income of \$11,000 for the year to date. It should be apparent to everyone that our bills continue to come, even when the clubhouse is closed down. For those who have thought or asked about any sort of dues reduction or refund, this explains why no reduction or refund will be happening. For the month of April, the Reserve Fund had \$2,600 in expenses. For the year to date, we have spent approximately \$74,500, mostly in January as we paid for most of the clubhouse refurbishment and the pool fence replacement. The Reserve Fund has grown by \$36,500 since the beginning of the year.

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

- Jeff has worked on pressure washing where he can; is checking the interior plumbing to the clubhouse/annex when he comes in. Bernie Bowman was checking on the pool while we were away.
- The ladies have been taking turns with the phone for a week at a time and I am in touch with them regularly.
- Facilities and I have gathered bids for pressure washing and striping in the various areas in the neighborhood and the parking lot.
- Discuss with Rex Hemme the broken concrete and advised that Carolina's husband does concrete for a living. Rex viewed some of Andrew's work that he has already done in BellaVita at homeowners' homes. The company we normally use will only be interested if it is a large job. Rex has been given Andrew's phone number.
- The parts were on order for the electrical gutter and since this Manager report was written has been completed.
- A copy of the Comcast bills has been given to Ruth as there are some questions relating to the new contract that began April 1, 2020.
- Inspections for April were completed.
- We had to send the golf cart to be repaired at a cost of \$480.00

## COMMITTEE REPORTS

- Architectural Committee – Ruth Southard- None Available
- Awards Committee – Sandra Bornstein – None Available.
- Clubhouse Committee – Karen Bishop – Pool tables, chairs, umbrellas, and lounge chairs have been delivered; new shutter was installed in the computer room and one of the entrances have been painted with non-slip paint.
- Communications Committee – Lark Billick – Delayed the start of the Lifetouch program due to COVID-19; reschedule date TBD
- Community Relations Committee – Janet DelSardo - None
- Elections Committee – Ruth Southard – None
- Facilities Committee – Dorothy Barrera – None Available
- Finance Committee – Don Jensen – None Available.
- Grounds Committee – Diane Nicolas –
- Nature Reserve Committee – Linda Kuhn – None.

## ADDITIONAL BUSINESS

**Villas Master** – There was a Workshop for Villas Master Board and BellaVita Board and corresponding attorneys. The attorneys are going to give us some options of how to work out replacing the fence along Scarsdale. Also, please note that the Annual Meeting for Villas Master will be held at BellaVita ballroom on April 27<sup>th</sup> at 7:00 p.m.

**Homeowner Concern Forms** – Cindy Dutschke mentioned that there was a concern about pressure washing around the lake. A mention was made about having a positive form since a resident did not want to leave a concern form since that appeared to be a negative form.

## NEXT SCHEDULED MEETING

- Next scheduled meeting is the Annual Membership Meeting on June 29, 2020 at 7:00 p.m.

## 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.

## RECONVENE OPEN SESSION -SUMMARY

- There were several accounts that the Board requested the Manager to send reminder letters.
- There was a specific request from a family member regarding the assessments. The Board has declined that request.
- The board decided no action will be taken this year on microphone updates as requested by Lew Shuffler as it is not in the current 2020 budget.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 4.23 PM

Respectfully Submitted,

Shannon Boogades  
Shannon Boogades, Recording Secretary

7/2/20  
Date

Cindy Dutschke  
Approved, Cindy Dutschke, Secretary