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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON WEDNESDAY, OCTOBER 28, 2020 AT 3:00 P.M. VIA ZOOM THIS MONTH DUE TO COVID-19**

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**DIRECTORS PRESENT**

Connie Harry, President  
Merlin Mohr, Vice-President  
Steve Anderson, Treasurer  
Cindy Dutschke, Secretary  
Sandra Talley, Director  
Dallas Smith, Director

**DIRECTORS ABSENT**

Billy Potter, Director

**IN ATTENDANCE**

5 Homeowners were in attendance.  
Shannon Boogades, Community Manager, Inframark and 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 3:00 PM by Connie Harry presiding, Shannon Boogades recorded minutes.

**CONSIDERATION MINUTES**

Upon a motion duly made and seconded the September 23, 2020 Regular Meeting Minutes were approved as presented.

**CONFIRMATION OF ELECTRONIC VOTING**

- Wrecker Service for signage placement.
- Extend Pool heating until Dec 15.
- Clarified Children's Swim hours on Holidays.
- Extend hours of Operation for Clubhouse and Annex.
- Discontinue auto-draft for three (3) Comcast bills.
- Roofing repair.

**PRESIDENT'S REPORT**

Connie Harry mentioned the Over 55 survey and the excellent response we have had; the towing signs that have been put up, the Question and Answers in the weekly newsletter and how this might be a good idea to answer questions to the community. Connie Harry also wanted to thank the staff for making the newsletter interesting with new articles and games.

## OPEN COMMENTS BY BOARD MEMBERS

- No comments from other Board members

## TREASURER'S REPORT

- Treasurer Steve Anderson stated that the Finance Committee had completed the 2021 budget without an increase. Steve Anderson made a motion that the Board approve the 2021 budget as presented. Dallas Smith seconded; motion carried.
- As of September 30, our Operating Fund balance is \$289,393 and that is up about \$10,000 from August 31. As of September 30, our Reserve Fund balance is \$1,187,94 and that is up approximately \$24,000 from August 31. For the month of September, our total income was slightly under budget simply because of no club events. Our expenses were about \$2,000 under budget. For the year to date, we have a surplus of about \$46,700 in the Operating Fund and a surplus of about \$77,000 in the Reserve Fund. Steve Anderson made a motion that the Board accept the September 2020 financial statements as prepared by Inframark. Dallas Smith seconded; motion carried.

## MANAGING AGENT'S REPORT

- All exterior locks have been changed; including a reinstallation of the front door lock to a higher position on the door.
- The pool is being heated until December 15<sup>th</sup> however staff will be monitoring usage, outside temperature and costs.
- Pool Deck refinishing has been complete.
- We have decorated the business office area and lobby for Fall- Please come take a look! We even have individual bagged candy.
- The lights in the gym have been repaired (electrical issue) – and we thought we had them fixed. The vendor will be out to check on them as it appears that one is still not working.
- I have received two bids for the front lights and anticipate the other one next week. This is for the ground lighting and for the monument lighting. We have counted +/- 20 lights that need to be replaced. Many have wires that are not attached to anything; there is standing water in a few of them and there are several that are buried in any colonies.
- We have 2 water spots in the clubhouse so Brinkmann's roofing has been out, that bid has been evoted and approved.
- The spa jets were ordered and if not fixed today it will be on Friday when the weather is better.
- Staff is providing me with a weekly list of tasks they have accomplished. We have had the Over 55 letters go out and we have put those in Orientation books for new residents to fill out as they are orientated to BellaVita. In addition, a letter has been created from Villas Master regarding the fence and vegetation on it. The staff has created labels/envelopes and letters for BellaVita and those have gone out except for 20 or so for the Villas Master side. The majority are BellaVita residents which is why staff was working on them.
- Bid request sent to a new Insurance vendor; pending that return.
- Modern Systems was out and checked our alarms. They replaced 4 back up batteries that had not been changed since 2012.
- We have also added an additional Welcome sheet to the Orientation Book.
- We have had the speed bumps on the visitor's side pulled out of the ground somehow and they were reinstalled on Wednesday.
- Window cleaners were here on Monday (10/19) for their quarterly service.

- Mickey Kinzer is assisting us with “contests” of sorts for the newsletter. Some of the questions are from her and some are from the staff.
- The fire alarm company has been out to test all fire alarms. There are 3 mag locks that do not release during a fire alarm. I have requested a bid for repair.
- The well water permit for 2021 has been applied for and Lake Management and I are working with Subsidence district for this.
- Ordered BellaVita envelopes; the total cost was \$1,097.22 and I am requesting approval for this as this is over my limit by \$97.22. Cindy Dutschke made motion; Steve Anderson seconded; motion carried.
- In an effort to get back to normal hours we will be closing the clubhouse at 5 on Saturday. Pre-Covid hours were closing at 6 p.m. on Saturday. We have monitored this for a few weeks and determined the traffic from 5 p.m. to 7 p.m. on Saturday did not justify the expense for electricity and other utilities.
- The fire extinguishers have also been maintained this week.

### COMMITTEE REPORTS

- Architectural Committee – Ruth Southard- Presented by Dallas Smith, ARC Committee has asked the Board for more time to determine the correct course of action for a ARC application that is complicated.
- Awards Committee – Sandra Bornstein – None Available.
- Clubhouse Committee – Karen Bishop – The clubhouse committee would like to recognize Barbara Gorman for her work in the library, so they want to look for a plaque. Connie Harry made a motion for clubhouse committee to invest in a plaque; Merlin seconded; motion carried.
- Communications Committee – Lark Billick – None Available
- Community Relations Committee – Janet DelSardo – None Available
- Elections Committee – Ruth Southard –None
- Facilities Committee – Dorothy Barrera – None Available
- Finance Committee – Don Jensen – None Available.
- Grounds Committee – Diane Nicolas – None Available.
- Nature Reserve Committee – Linda Kuhn – None Available

### ADDITIONAL BUSINESS

**Villas Master** – In Billy Potter’s absence, Connie Harry gave Villas Master update that all 3 communities have passed their budgets.

**Homeowner Concern Forms** – Cindy Dutschke mentioned that there was one regarding the door finishing charge; one for towing and employee hours; one for sod worms which will be turned over to RusticScapes; finally a tree trimming concern that will be turned over to Grounds committee.

### NEXT SCHEDULED MEETING

- Next regularly scheduled meeting is on November 25, 2020 at 3:00 p.m. This meeting is the day before Thanksgiving and historically the Board has held November meeting a week early. The Board will announce officially. The meeting will be held by ZOOM.

### 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.

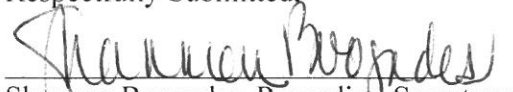
**RECONVENE OPEN SESSION -SUMMARY**

- There were several accounts that the Board requested the Manager to send reminder letters to and one account ending in 45 that will be sent to the attorney. An account ending in 03 to be sent a Final Demand.

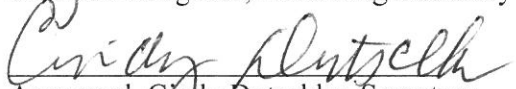
**ADJOURNMENT**

There being no further business, the meeting adjourned at 3:41 PM

Respectfully Submitted,

  
Shannon Boogades, Recording Secretary

11/18/2020  
Date

  
Approved, Cindy Dutschke, Secretary