



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JUNE 23, 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

John Devereux, Director

Ruth Southard, Director

Bill Burdick, Director

**IN ATTENDANCE**

15 Homeowners

Steve Wynn, Maintenance Manager

Maria Shaw, 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.

**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 May 25, 2010 were approved as amended.

**TREASURER'S REPORT**

Elizabeth Woods reported on the May 31, 2010 financial statement. The Operating Fund balance was \$358,778, including \$21,085 from the current year surplus. The Operating Fund's cash balance of \$410,818 included \$179,249 held in a checking account and about \$231,000 held in certificates of deposit. The fund balance for reserves was \$903,702 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. \$94,643 had been contributed year to date to the Replacement Reserve and \$36,992 had been expended primarily for the new gate system and the lavalier microphones.

Ms. Woods reported that year to date operating surplus was \$35,043 over budget due to expenses being \$26,766 less than budget and revenue being \$8,278 more than budget. The Treasurer's Report was accepted.

### **MANAGEMENT REPORT**

The managing agent reviewed his written report of actions taken including:

- Arrangements with Comcast were still pending as the Comcast Director had not lived up to his timeline as originally agreed and continued inquiry has yet to yield results.
- The managing agent met with Lennar regarding the pool deck and was told that because Lennar still had lots to sell they might be able to assist. Follow up has not yet determined the amount of that "assistance" if it is rendered.
- The managing agent has updated its disaster planning in anticipation of the 201 hurricane season.
- Congress failed to renew the National Flood Insurance Program that expired May 31, 2010. It is anticipated that the renewal will be made retroactive when Congress returns to session.
- Reviewed the open service requests as of June 16, 2010.

### **CLUBHOUSE REPORT**

Steve Wynn submitted a written report on behalf of Clubhouse Manager, Nancy Triggs:

- On a motion duly made the board approved \$300 per door to have R&S Painting refinish four doors: the clubhouse doors at the Arts & Crafts and pool area entries.
- Brinkman Roofing installed the 5 attic fans.
- On a motion duly made, the Board approved up to \$1,500 to have R&B Electric hook up the electrical for the attic fans.
- The additional lighting for the Arts & Crafts room entry has been completed.
- Work is progressing to install new caulking around the pool, spa and fountain. The pool will close June 28 for the work and reopen June 29.
- Work on the river and waterfall was completed. The two existing pumps were replaced by a new deep-well water pump to pump directly from the big lake to the head of the river. This pump is expected to last much longer than the old ones. Total water flow is higher and the area under the bridge was cleaned out to increase the flow over the downstream waterfall.
- Requested quote from Houston Lawn to relocate irrigation lines from under the bridge which cause floating debris to collect at the bridge.
- House painting is underway.
- Door maintenance is complete for the first phase.
- On a motion duly made, the Board agreed that weather stripping will not be installed on residents' homes by the HOA unless front door maintenance is being done. The Clubhouse Manager and Facilities Committee were asked to determine

methods to ensure front door maintenance is not done more frequently than every 2 years, or for homes that are less than 2 years old.

- The last batch of pool furniture was sent in for re-strapping.
- G&W performed maintenance and repairs on clubhouse air conditioning units in addition to having replaced the pole connectors.
- Steve Wynn is working on pressure washing the clubhouse and related sidewalks as time permits.
- Steve also completed replacement of landscaping lights around the clubhouse and was thanked by the board for his work.

## **COMMITTEE REPORTS**

Finance: Elizabeth Woods submitted the Committee's written report and reported that workers compensation premiums charged last month were being reduced due to correcting the classification of the clubhouse manager. She expressed concern that the overcharge was not detected by either the insurance company or AMI. She reported that the auditor had included two items in its management letter; additional hours were required to perform the audit because information was not prepared as requested and the audit staff had to spend time making copies and pulling files from boxes. The Committee wishes to emphasize the importance of assembling the requested information timely. The auditors also recommended converting the books from modified accrual to full accrual. Ms. Woods advised that the difference would not be material in most cases, and the Board agreed to continue with modified accrual. Ms. Woods reported the increase in flood insurance coverage on contents will not be effective until Congress renews the flood insurance program. Ms. Woods also reported that the budget process would begin shortly and encouraged the Board and Committees to review needs for 2011.

Facilities Committee: John Devereux reported that he is concerned with the level of deterioration of wrought iron fences and used his own fence as an example, citing that it seems to be made of cheap metal. A task force of the Board is investigating and will meet on June 24, 2010.

Grounds Committee: Dorothy Darden reported that shrubs were replaced, pruned and a new cypress was planted including mulch. A schematic of the irrigation system has been developed and the system was reprogrammed to water only in the evening to avoid water loss due to evaporation. Plans include adding rain sensors to the clubhouse irrigation zones to further conserve water. The Board approved having Houston Lawn mow 5' strips at the corner of S Riviera and Berlino for an additional \$30 per mowing. A meeting with Houston Lawn will also be held for the purpose of reviewing the location of common grounds included in the contract.

Clubhouse Committee: The Committee reviewed planning for events where alcohol would be served. New pool signage is also being developed to notify bathers that no

lifeguards were on duty and that all guests must enter via the lobby. On a motion duly made the Board approved up to \$3,000 for the Committee's purchase of three new computers for the Clubhouse to replace those that no longer functioned.

Communications Committee: Concern was voiced regarding non-residents fishing in the community's lakes. Suggestions for additional signage and/or some form of clearly identifying fishermen as resident, guest or strangers. The issue was assigned to the Clubhouse Committee for further study.

Community Relations Committee: Carol Uran reported that the Committee had reviewed its mission statement and distributed copies to the Board. She also recommended appointing Bob Stockinger as project manager to research and present a Neighborhood Watch Program for Board approval. The Board approved the appointment.

Neighborhood Preservation Committee: Ann Weiss discussed the Committee's purpose as preservation of neighborhood standards and advocacy. She recommended appointment of Ruth Cheek and Carol Dyson to the committee. The board approved the appointments.

Committee Meeting Procedures: Ruth Southard reviewed the procedures and Elizabeth Woods proposed an alternative revision to the procedures. On a motion duly made, the procedures proposed by Elizabeth Woods were approved as amended.

Website: Ruth Southard recommended renewing the standard service for three years at a cost of \$334.60. After discussion the renewal was approved.

Plants in ROW: The Board asked the managing agent to set up a meeting with Lennar regarding missing shrubs along right of way fences and other issues.

## **ADDITIONAL BUSINESS**

Traffic Signage: In response to owner complaints about speeding and other traffic problems, the Board asked Scott Vaughn to have the Communications Committee review and investigate appropriate signage.

Strategic Planning Workshop: Cris Barrera reported that the workshop was both productive and beneficial. The group brainstorming resulted in excellent ideas for the community and a written summary of the workshop results was being prepared for review at the July meeting of the Board. Ruth Southard recommended that the board meet prior to the next regular meeting in order to finalize the mission statement. The board agreed to meet on June 28, 2010 at 5 p.m. for that purpose.

Homeowner Concerns: Cris Barrera submitted the homeowner concerns. The Board reviewed the concerns and referred them for action as appropriate.

**EXECUTIVE SESSION**

The Board adjourned to executive session to discuss matters involving collections and architectural appeals.

**RECONVENE TO OPEN SESSION**

The Board returned to open session and instructed the managing agent accordingly. The Board agreed to permit use of the overhead spotlights when needed by groups using the ballroom. The Board agreed to leave the ARC Guidelines regarding hurricane shutters unchanged but instructed the managing agent to suspend writing any letters regarding hurricane shutters during hurricane season. Jim Moore of the ARC will work with Ann Weiss of Neighborhood Preservation to provide to residents some examples of permanent and temporary shutters.


**SCHEDULE NEXT MEETING**


The next regular meeting of the Board of Directors was scheduled to be held July 28, 2010 at 3:00 p.m. in the Club BellaVita ballroom. A Homeowner's Forum was set for July 19 at 7:00 p.m. and the Villas Master Board Meeting will be on July 26 at 5:00 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned.

Respectfully Submitted,

  
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Recording Secretary

  
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Approved

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Date 7/28/2010