

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

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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JANUARY 7, 2009 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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## **DIRECTORS PRESENT**

David Lersner, President  
Ron Gerlach, Director  
Wayne Johnson, Director

## **DIRECTORS ABSENT**

Benny Frank, Director

## **IN ATTENDANCE**

Kristin Jovel, representing the Managing Agent, Association Management, Inc.  
Nancy Triggs, Clubhouse Manager  
Steve Wynn, Club Maintenance Manager

## **CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order. Mr. David Lersner, President, presided and the managing agent assisted in recording the minutes.

## **APPROVAL OF AGENDA**

Upon a motion duly made, the agenda was adopted.

## **APPROVAL OF THE MINUTES**

Upon a motion duly made, the minutes of the meeting held on December 4, 2008 were approved as written.

## **MANAGING AGENT BUSINESS**

The Board of Directors agreed to review the action item listing from the December Board Meeting at a later time.

The Managing Agent reported on the November 30, 2008 financial statement. The Managing Agent reported the balance in the operating account to be \$638,089.16 and the balance in the reserve account to be \$472,895.94 as of November 30, 2008. The Managing Agent reported the YTD income of \$1,205,868.88 had exceeded the YTD expenses of \$1,027,086.55, resulting in a YTD surplus of \$178,782.33. The November 30, 2008 financial statement was accepted as presented.

The Managing Agent reported on the contract and insurance renewals for the upcoming year.

- The Board of Directors reviewed a renewal bid for the 2009 swimming pool contract, with the contract reflecting a monthly rate of \$1,065.00. The Board of Directors deferred

approval of the 2009 contract until Mr. Benny Frank had an opportunity to review all aspects of the covered maintenance items included in the contract.

- Upon a motion duly made, the Board of Directors approved a bid by Cypress Creek Pest Control at a rate of \$63.00 per application.
- The Board of Directors reviewed the 2009 insurance policy as presented by Brady, Chapman, Holland. The Board of Directors deferred final approval of the policy until the Insurance Committee had an opportunity to review the policy; however, the Board of Directors acknowledged the 2009 insurance policy was in place unless the Board of Directors decided otherwise.
- Upon a motion duly made, the Board of Directors approved the 2009 flood insurance proposal, approving a one-year policy with a premium of \$3,273.
- Upon a motion duly made, the Board of Directors approved the usage of a new door staining contractor for the individual homeowner doors. The Board of Directors approved a bid by Rick's Front Door Refinishing at a cost of \$175.00 per door (for complete take down during staining) and approved the additional cost of \$20.00 per door (if needed for replacement of the weather stripping).
- The Managing Agent stated a recommendation had been received by the Finance Committee to have an appraisal conducted of the Clubhouse, determining the correct insurable value for the Clubhouse, with a cost estimate of \$1,500. The Board of Directors denied the recommendation.

#### CLUBHOUSE REPORT

Ms. Nancy Triggs reported Jr. D's had refinished the Clubhouse doors, but reported the weather stripping needed to be replaced. Mr. Dave Lersner recommended a company to Ms. Triggs for the replacement of the weather stripping.

Ms. Triggs reported ALEC Electric and LECS had been contacted regarding the requested additional lighting to the clubhouse parking lot at the corner of South Capri and North Riviera. Ms. Triggs stated ALEC had not been responsive to the bid request and LECS had submitted a bid in the amount of \$12,883.44. The Board of Directors declined the bid and asked the Managing Agent to contact the landscaper regarding possibly adding landscaping lighting to the same location.

Ms. Triggs reported Chills & Thrills had ordered the parts for A/V equipment upgrade in the Clubhouse, stating the work would commence once all parts had been received. The Board of Directors requested Mr. Dave Lersner contact the company and request an installation date of no later than February 1, 2009.

Ms. Triggs reported five lights in the parking were scheduled to be replaced and that the decorative lamps in the parking light had been replaced by LECS.

Ms. Triggs reported she was obtaining further bids regarding the lightning protection equipment, ensuring the Board of Directors would be reviewing three comparable bids.

Ms. Triggs reported the golf cart had been repaired. Ms. Triggs reported the ballroom carpet was being cleaned at a cost of \$250.00.

Ms. Triggs reported a replaceable filter had been added to the kitchen sink water supply; however, Steve was not able to add a filter to the water fountains. The Board of Directors agreed to not pursue the water fountain filtration system.

Ms. Triggs recommended the replacement of four swimming pool heaters at a cost of \$3,000 each or \$12,000 for a total of four heaters. Upon a motion duly made, the Board of Directors approved the recommendation to purchase four new swimming pool heaters and the installation of four permanent by-passes for the heaters.

Ms. Triggs stated a contractor had reviewed the swimming pool ledge to make recommendations on a possible barrier for the negative edge. The Board of Directors reviewed the few options presented and declined the idea of changing the look of the pool, rather recommended contacting the landscaper to submit a recommendation regarding the possible installation of shrubbery at the bottom of the waterfall and negative edge of the swimming pool.

Ms. Triggs presented a bid from Grant's Floor Care to strip the tile and seal the grout in the Clubhouse. The Board of Directors requested Ms. Triggs to obtain additional bids for review, with the Managing Agent and Mr. Lersner stating they would send additional recommendations to Ms. Triggs.

The Board of Directors discussed the recent inspection reports that had been submitted for the swimming pool and Clubhouse, identifying one pending issue involving the size of the breakers used in the breaker panels. The Board of Directors recommended Mr. Steve Wynn and Mr. James Warner review the breaker sizes and recommend an alternate size if necessary.

#### COMMITTEE UPDATE

Mr. Ron Lauve of the Transition Committee stated the Committee was doing well.

Ms. Carol Barber reported on behalf of the Election Committee, stating a few minor date changes had been made to the previously approved timeline and schedule for the election events. Ms. Carol Barber presented the final election date events and the first notification packet to be sent to the homeowners to the Board of Directors. The Board of Directors stated they would review and approve the notification packet via email. The Managing Agent stated she would send the approved packet via first class mail that week.

Mr. Bill Burdick reported on Steering Committee, stating the Committee was seeking resolution and closure to any outstanding items. The Board of Directors reported on a few of the open items such as the proposed fence along Scarsdale, the status of the nature preserve area, and the recommended changes to the by-laws that had been sent to the Developer for The Villas Master.

Ms. Elizabeth Woods reported on the Finance Committee, stating the Committee was continuing to monitor the financial statements and submit questions to the managing agent.

#### OLD BUSINESS

The Managing Agent reported on the water well permit, stating the association needed to purchase additional groundwater certificates in the amount of \$700.00. The managing agent reported the association had not used enough surface water, or irrigation, in 2008, resulting in the overuse of the water well, or ground water. The managing agent reported that although the association had not used over their allotment of ground water, the required ratio of 80%/20% surface-to-groundwater had not been maintained. The Board of Directors requested the managing agent obtain a copy of the policy for ground water usage.

Mr. Dave Lersner stated he was working to transfer the common area deeds for section five to the association. Mr. Lersner additionally stated he had submitted the revised sales office letter to Lennar for final review and approval.

The Managing Agent reported the final recommendations and changes to the audit draft had been submitted by the Board Members and Finance Committee, with the final audit pending approval. The Managing Agent stated she would send a copy of the final audit draft to the Board of Directors for approval upon receipt.

#### NEW BUSINESS

The Board of Directors reviewed the final version of the by-laws as submitted by the Steering Committee. Upon a motion duly made, the Board of Directors approved the changes to the by-laws. Mr. Dave Lersner stated the final changes would be sent to Sarah Powers, attorney, for revision, with the final copy then being sent to Mr. Ron Gerlach for final review. Mr. Dave Lersner stated he would review the final recommendations to the declaration and would approve via email.

Ms. Elizabeth Woods reported on the Finance Committee's recommendation for a formal Investment Policy to be adopted by the association. Upon a motion duly made, the Board of Directors approved the investment policy.

The Board of Directors discussed the proposal for the association's membership with the JSC Federal Credit Union. It was reported that the individual members and employees of the association would be granted membership to the Credit Union. Upon a motion duly made, the Board of Directors approved of the membership to the JSC Federal Credit Union.

The Board of Directors and the members in attendance discussed the discolored water issues being experienced by the homeowners. The Board of Directors recommended a letter be sent to the City of Pearland regarding the status of the water and to request an explanation as to why the water was discolored.

#### ADJOURNMENT

There being no further business to discuss, the meeting adjourned.

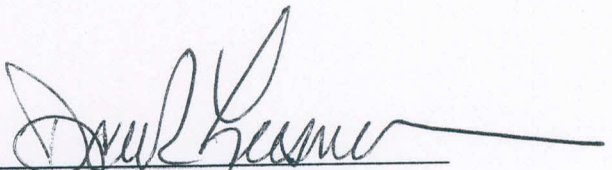
#### SCHEDULE NEXT MEETING

The next meeting of the Board of Directors was scheduled for February 5, 2009 to be held at the BellaVita Clubhouse at 1548 N. Riviera Circle, Pearland, Texas 77581.

Respectfully Submitted,

Kristin Jovel  
SECRETARY

2/5/09  
DATE

  
APPROVED AS CORRECT