

# ***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 APRIL 22, 2009 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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### DIRECTORS PRESENT

Ruth Southard, President  
Ron Gerlach, Vice President  
Wayne Johnson, Secretary  
Elizabeth Woods, Treasurer

John Devereux, Director  
Cris Barrera, Director  
Bill Burdick, 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. Ms. Ruth Southard, President, presided and the managing agent assisted in recording the minutes.

### APPROVAL OF AGENDA

Upon a motion duly made, the agenda was adopted as amended.

### APPROVAL OF THE MINUTES

Upon a motion duly made, the minutes of the meeting held on February 5, 2009 were approved as written. Upon a motion duly made, the minutes of the special meeting of the board held on March 26, 2009 were approved. Upon a motion duly made, the minutes of the special meeting of the board held on April 1, 2009 were approved. The Board of Directors reviewed the draft minutes from the annual meeting of the members, deferring approval of the minutes until the 2010 annual meeting of the members.

### PRESIDENT'S REPORT

Ms. Ruth Southard welcomed the members in attendance and the members of the Board of Directors. Ms. Southard spoke of the responsibilities of the members, requesting members who attend the board meetings listen to the discussions of the board members but leave the meeting supporting the "one voice" of the board. Ms. Southard stated the Board desired to maintain a high level of communications with the members, stating the Secretary would publish a summary of the board meeting for the owners review. Members in attendance were also encouraged to sign-in for each meeting, accepting they may be called upon in the future to serve in some aspect of the association.

### TREASURER'S REPORT

Ms. Woods reported on the March 31, 2009 financial statement. Ms. Woods reported the fund balance in the operating account to be \$588,516, with the actual cash balance of 664,894 in cash.

The balance in the reserve fund account was reported to be \$507,121, with that same amount in actual cash, as of March 31, 2009. Ms. Woods stated of the \$507,121 in the reserve fund account, \$243,924 was held in certificates of deposits with Amegy Bank.

It was reported that the sweep arrangement for the association's funds had been temporarily suspended due to poor investment return rates with Amegy Bank, resulting in no interest being earned on the accounts. Ms. Woods made a recommendation to the Board of Directors regarding a laddered certificate of deposit program. Ms. Woods recommended the following:

- Three \$75,000 90-day CD's would be purchased from the Operating fund, with one CD being purchased each month for the next three months. Each of the CD's would be opened with Amegy Bank/Zions affiliate program.
- One \$75,000 90-day CD would be purchased from Amegy Bank/Zions affiliate program from the reserve funds.
- One \$100,000 one-year CD would be purchased from JSC from the reserve funds.
- One \$100,000 180-day CD would be purchased from Pearland State Bank from the reserve funds.
- Two \$50,000 CD's would be purchased from Woodforest National Bank from the reserve funds, with the terms of CD being 180-days and one year.

Upon a motion duly made, the Board of Directors accepted the recommendation of the Treasurer and agreed to purchase the CD's as recommended.

#### MANAGING AGENT BUSINESS

The Managing Agent reported she had contacted Lennar regarding the vacant lot at 1637 Berlino Drive. The Managing Agent reported the lot was currently deeded as a homeowner lot, but the intention of the developer (Lennar) was to have the lot re-platted as a common area lot.

The Managing Agent stated she had contacted the Sales Office regarding the letter they distributed to the owners upon closing of their home. The Managing Agent reported the letter still contained incorrect information regarding the disbursement of the assessments and that she would continue to follow-up with the Sales Office.

The Managing Agent reported she had contacted the landscape contractor to ensure he was not mowing any developer and builder lots under the name of the association, awaiting confirmation from the landscaper as to what lots were actually being billed.

The Managing Agent reported she had not received the recorded copy of the amended declaration from the attorney's office. The Board of Directors clarified that once the document had been received, the Managing Agent was to send a letter to the owners, notifying owners that both the amended By-Laws and the amended Declaration would be available for pick-up at the Clubhouse and available on the website. The Board of Directors discussed the notice regarding voluntary sign-up for a "buddy service" in the event of an emergency. The Board of Directors approved the notice to be sent with the letter regarding the governing documents, agreeing to amend the contact number on the letter.

The Managing Agent reported she had sent a letter a homeowner whose trim on the house had been inappropriately painted by their builder. The Managing Agent stated the homeowner was notified that their trim was an unapproved color selection but that the Board had opted not to pursue at this time, rather the trim would be painted to match the approved trim colors during the routine home painting schedule.

The Managing Agent reported the auditors approved to conduct the 2008 audit of the association had begun their initial audit work, stating the auditors were aware of the May 31, 2009 deadline to complete the audit.

The Managing Agent reported R-West Development had reviewed the fencing invoices as they pertained to Hurricane Ike. The Managing Agent reported that the developer had not resolved to change the manner in which the Hurricane invoices were paid and recommended the new Villas Master Board Members reconsider the fencing payments at a later date.

The Board of Directors reviewed a proposal submitted by Centerpoint Energy to install decorative street lights at the Northeast corner of the Clubhouse parking lot (North Riviera and South Capri) and a second location at South Riviera Drive and North Primavera Drive. The Board requested the Managing Agent to clarify the proposed location of the second light and to clarify that the contract amount of \$1,690 per light included all materials, labor, and installation, as the lights are to be operated and maintained by Centerpoint.

The Board of Directors reviewed the action item listing from the pervious meeting of the Board of Directors.

#### CLUBHOUSE REPORT

Ms. Nancy Triggs reported on the pricing options for the clubhouse business display system and the Board of Directors deferred consideration of the display unit to a sub-Committee.

The Board of Directors reviewed two proposals for the installation of two emergency phones; one to be installed near the swimming pool and the second in the fitness center area. Upon a motion duly made, the Board of Directors approved the contract from Houston Telephone to install the two emergency phones at a cost of \$1,325.52.

The Board of Directors discussed proposed policy resolutions for the clubhouse pertaining to renter usage of the sound system and renters renting the clubhouse linens. The Board of Directors deferred discussion of the two proposed policy resolutions to a committee.

Ms. Triggs reported the lightning protection system was being installed, reporting the lightning protectors were in place and an installer would be putting in the surge protection and completing the work. Ms. Triggs reported two pool lights had their wiring replaced due to water getting inside the breakers. It was also reported the pool heaters had been turned on for the season.

The Board of Directors discussed the overall approval process for the Clubhouse Manager to approve emergency repairs needed to the clubhouse. The Board of Directors discussed a need for the Clubhouse Manager to approve emergency repair bids above the approved spending limit

of \$500. Upon a motion duly made, the Board of Directors approved a spending limit of \$5,000 for the Clubhouse Manager to approve emergency work and repairs without prior Board Member approval. The Clubhouse Manager agreed to notify all Board Members and the managing agent of the emergency repair needed and the amount spent on the repair.

The Board of Directors deferred discussion of the fitness center window treatments to a committee. The Board of Directors additionally deferred discussion of the BellaVita Clubhouse Employee Manual to a committee.

Ms. Triggs reported she had hired a new front desk assistant, Lisa Romero, who would be taking over the part-time position of another staff member. Ms. Triggs reported Grant's Floor Care had completed the stripping and sealing of the grout and tile in the clubhouse, reporting the work was well done.

The Board of Directors discussed the recent attacks by the geese that were located around the lake. The Board of Directors discussed the safety concern of the homeowners and made a motion to approve Texas Parks and Wildlife's plan to safely and humanely relocate the geese from BellaVita property to a nature preserve.

Ms. Triggs reported she was obtaining bids to paint the fire lanes of the clubhouse parking lot and pressure wash, clean and stripe the parking lot concrete.

#### COMMITTEE UPDATE

Mr. Jim Moore of the ARC Committee presented the final draft of the ARC Guidelines to the Board of Directors for review and comment. The Committee requested the Board of Directors approve the posting of the proposed guidelines to the community website, allowing homeowners to comment and provide feedback on the proposed suggestions. The Board of Directors approved the Committee's request to post the guidelines on the website for homeowner comment until May 15, 2009.

#### OLD BUSINESS

The Managing Agent reported she had contacted R-West Development regarding the deed of gift for the Section 5 roads, reporting their office was working to have the deed of gift prepared.

Upon a motion duly made, the Board of Directors approved the final draft of the home painting project notification letter that would be sent to the homeowners who were scheduled to have their homes painted the first year/cycle of the painting project. The Managing Agent reported the same contractor, G & G Steelworks, would be completing the quarterly preventative maintenance of the wrought iron fences within the next few weeks.

The Board of Directors deferred discussion of the need for handicap ramps to be installed at the entrance of the lake from the main streets to a committee.

The Board of Directors reported their recommendations and work on the Villas Master By-Laws and Declaration had been completed and all recommendations would be turned over to the Villas Master Board of Directors for review.

The Board of Directors requested the Managing Agent send a letter to Friendswood Development regarding the repairs needed for the Sales Office landscape lighting.

The Board of Directors deferred discussion and plan development of the proposed cameras and access proposals for the front access gates to a committee.

#### NEW BUSINESS

The Board of Directors discussed a need for a parking policy for the clubhouse. The Board of Directors decided not to create a parking policy for the clubhouse, rather leave the authority and approval of the clubhouse parking to the Clubhouse Manager for now. The amended covenants would be reviewed first to check for parking regulations that already exist and may be applicable to the clubhouse.

The Board of Directors requested the Clubhouse Manager develop an emergency contact listing to be distributed to the Board. The Board of Directors reviewed the current listing of homeowners who had submitted an ARC application. The Board of Directors requested Mr. John Devereux follow-up with R-West Development regarding the removal of the temporary fencing at the end of South Primavera.

#### 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 Wednesday, May 27, 2009, from 3:00 to 5:00 p.m. The meeting location was set for the BellaVita Clubhouse, 1548 N. Riviera Circle, Pearland, Texas.

Respectfully Submitted,

  
SECRETARY

5/27/09  
DATE

  
APPROVED AS CORRECT