

**TOWN HOME MEETING  
BELLAVITA STEERING COMMITTEE  
ANNUAL REPORT**

February 20, 2008  
Approved March 19, 2008

**Attendees:**

<b>BVSC</b>	Section 1	Dorothy Darden and Ruth Southard
	Section 2	Bill Burdick - Margo Green
	Section 3	Barbara Worrall
	Section 4	Carol Barber
	Section 5	Lyle Ganucheau

The meeting was called to order at 7:02 p.m. by Carol Barber. Carol Barber welcomed all attendees. She described the Steering Committee, its mission and duties. The Steering Committee was created to gather information for the HOA Board. All Steering Committee efforts are aimed at a smooth transition to the time when BellaVita will be turned over to its own HOA governing body. It is anticipated that this will occur by the end of 2008 when 75% of all homes have been sold. Each Steering Committee member is assigned a subcommittee with a special focus and acts as liaison for that subcommittee to the Steering Committee. Each member also acts as a representative of their BellaVita section and also the subdivision as a whole. The meeting tonight was to be held in a report format, not a discussion or "what if" format. Each Steering Committee member will report on their area of emphasis and there will be a question and answer period after each report. Any concerns not covered by the reports should be submitted to the Steering Committee for discussion in one of their regular meetings.

Carol made the following introductions:

HOA Board Members: Ron Gerlach, Wayne Johnson, and Allen Womack

BellaVita Clubhouse Manager: Nancy Triggs

Sound Engineer: Billy Potter

Steering Committee Secretary: Anita Barner

Carol indicated that the Steering Committee activities require much more than the section representatives. Many, many residents provide work and expertise in diverse areas to help the Steering Committee fulfill their goal of being an effective resource to the community.

## **REPORTS OF STEERING COMMITTEE MEMBERS**

### **CLUBHOUSE OPERATIONS - CAROL BARBER**

Carol introduced the committee members: Jack Lauber, Karen Bishop, Casenia Caddell, Dennis and Karel Mulcahy, Mike Sanders, Ruth Southard, and Jim Moore assigned to the special defibrillator project. The committee has been finalizing job descriptions for the Clubhouse Manager/Director, the Receptionist, and the Maintenance Supervisor. They have also been developing health and safety guidelines for the kitchen and reviewing the rules and regulations for clubhouse operations.

### **CLUBHOUSE FACILITIES - BARBARA WORRALL**

Barbara Worrall stated the committee has been developing a database and inventory of clubhouse equipment. Also, a listing of residents with special skills has been developed. Jim Moore has been working on arranging the resident defibrillator training.

There was a resident question on the clubhouse defibrillator. The placement of defibrillators in public spaces was explained.

### **NEIGHBORHOOD PRESERVATION - ROGER VALDEZ**

Roger was absent from the meeting due to a health issue. Carol reported on his streetlight monitoring and also the creation of additional handicap parking spaces at the Clubhouse.

### **GROUNDS - DOROTHY DARDEN**

Dorothy Darden introduced her committee members: Becky Spedden, Mike Stelling, Dutch Uran, Elizabeth Woods, and Donna Ferreri. During the past year their committee has identified trees needing removal and followed up with AMI on that project. Clean-up of the builder's lot has also been a focus of followup with AMI. A duck population survey was completed and potential means of reducing the population explored. Wildflowers have been planted in the common areas. Common areas needing landscaping enhancement have been identified and plans made for planting by committee members. A work day was coordinated for the committee and community members to complete a

subdivision cleanup. Dutch Uran completed pruning of trees surrounding the lake and clubhouse. Homeowner concerns with landscape maintenance have been addressed with AMI and Houston Lawn. Cleaning of slick areas on sidewalks in common areas has been contracted.

## **BY LAWS/COVENANTS - BILL BURDICK**

Bill Burdick reported on a roundtable discussion meeting held at AMI including several communities. This type of interaction with other communities will be very helpful in our transition period. Bill introduced the By Laws and Covenants which act as the BellaVita "constitution." The subcommittee is working to identify any changes needed in these documents before the transition as the changes can be made more easily now than after transition. The subcommittee will then present these proposed changes to the Steering Committee. Bill then introduced Ron Lauve, the chairman of the subcommittee. Other members are: Cris Barrera, John Devereux, Ron Gerlach, Ruth Southard, and Don Talley. These members have a great deal of combined experience.

Ron Lauve described the nature of the Declarations and Covenants. These set up the basic structure and legal basis of HOA membership, assessments, rules, easements, and other legal requirements. The By Laws are by and for the HOA Board of Directors and are guidelines for the HOA. The scope of the committee is to review and recommend changes before turnover. He asked all homeowners to take the time to read the By Laws as these will be the guidelines used by the HOA to run BellaVita. The subcommittee is studying other communities for possible guidance and models. AMI is also a resource in this process. Priorities have been established. The first priority is the Board of Directors, their selection, powers, etc. Other areas of emphasis will follow. The AMI roundtable discussion confirmed that the subcommittee's direction and focus is correct. The target date for completion of the sub-committee work is the third quarter of 2008. No specific recommendations for change have yet been made. These will be sent to the Steering Committee and then on to the HOA Board of Directors.

There was a question as how changes will be communicated to homeowners. It was answered that the subcommittee acts as an information gathering body. After information is gathered recommendations for changes will be made to the Steering Committee at their monthly meetings. If the Steering Committee agrees with the recommendation, it will be approved and submitted to the HOA

Board of Directors for approval. Information would be relayed to homeowners through the community website and also through Steering Committee meetings.

### **CONSERVATION/PROPERTY ACQUISITION - JAMES WARNER**

Carol announced that James Warner was also absent due to illness. She reported that James has met with West Development on the 75 acre green space and nature trail. West Development has confirmed that the land will be deeded to BellaVita with stipulation that West Development will pay for the nature trail development (anticipated to cost approximately \$250,000.) There has also been preliminary study on the acquisition of the sales office. Lennar has indicated that the structure will be turned over to BellaVita when all homes in the subdivision are sold, or another time to be determined. There is the potential that Lennar will contribute some funds toward the needed renovation to enable the structure to meet City of Pearland building codes for a permanent structure.

There was a question by a homeowner as to whether certain vacant lots would ever be used for homes. This was a question that will be referred to the Steering Committee for further research.

### **SAFETY/SECURITY - LYLE GANUCHEAU**

Lyle Ganucheau introduced his subcommittee. The chairman is Don Talley and members are John Kaltenbach, Ron Lauve, Allen Rogers, and Allen Womack. Lyle discussed three topics: first was safety at BellaVita. BellaVita has only had one serious incident in six years. Crime statistics provided by the City of Pearland indicate that BellaVita is a very safe place. The second issue was gate security. Security is proactive and the subcommittee has been working on gate solutions to ensure continued safety. A 90-day trial of a paid guard at the gate was approved and ultimately extended for an additional 90 days. With the data gathered during this study period different solutions to improve security are being explored. These include security cameras, quick gates, scanning entrance options, or a combination of some of these. Cost estimates are being gathered for the various options and will be brought back to the Steering Committee as recommendations. The third issue is homeowner personal responsibility for safety. Lyle emphasized that each homeowner needs to be personally responsible for ensuring that all garage doors are kept closed, doors are locked, security systems are utilized, and each resident is watchful for neighborhood security as a whole. There is a constant problem with speeding and with stop signs being ignored. Further notices will be included in the community

newsletter to encourage residents to follow posted speed limits and honor stop signs.

There was a question on quick gates. The function of the quick gate system was explained. It was answered that the quick gates would be no deterrent to pedestrian traffic.

## **FINANCE - MARGO GREEN**

Margo Green stated that Finance subcommittee reviews a 36-page financial report each month as provided by AMI. She introduced her committee members and gave a brief description of their experience and qualifications for this important function. The chairwoman is Jean Buchanan. Jean has BS and BA degrees from the University of Tulsa. Jean has been a comptroller for a petrochemical company for 20 years and also owned her own business as a computer consultant in accounting systems. Elizabeth Woods has experience in the financial field as a Senior Vice President, Chief Financial Officer, and Comptroller for various companies. Sarah Barnett has a BS degree from University of Houston - Clear Lake. She has worked as an accountant for 18 years. Lee Molloy has a BS in Commerce. He was owner of a marine transportation business. He was also a past president of the HOA Board in his previous subdivision. Bob Stockinger has a degree from University of Texas - Arlington. He has been a comptroller and auditor. Margo reported the subcommittee this year was allowed for the first time to sit in on budget formulation meetings with Mr. Lersner of Lennar. He has the sole vote on the HOA Board of Directors at this point. Mr. Lersner accepted some of the subcommittees recommendations for budget items. Margo reviewed the handout containing financial information. She emphasized two major points of interest to most homeowners. The current homeowner assessment of \$210 should remain the same. The current rate appears adequate and no notification has been sent by the HOA Board of any proposed increase. Secondly, the reserve accounts are healthy. These accounts are not yet fully funded, as BellaVita is still a relatively young subdivision. On the other hand due to the age of the subdivision, no major expenses are anticipated. AMI is studying the reserve accounts. Nothing will be changed until after that study is received, but reserve accounts may be added or reallocated more appropriately. All financial reports are available for review at the front desk in the Clubhouse. Margo announced that the Finance Committee is asking for help to create a new Insurance Committee to review all BellaVita insurance coverage and needs. All

homeowners with experience in insurance matters were encouraged to contact Margo.

There were multiple questions on various line items in the financial handout. All items were explained and clarified.

## **COMMUNICATIONS/COMMUNITY RELATIONS - RUTH SOUTHARD**

Ruth Southard stated the mission of the subcommittee was to develop and recommend methods of communication within BellaVita to serve all residents. Ruth is the subcommittee chairperson. The members of the subcommittee are James Gorman, Nita McLeroy, Scott Vaughan, and Nancy Triggs as an ex-officio member. The e-mail system that has been used in the past has become cumbersome, inaccurate, and difficult to maintain due to the growth of the subdivision. After study, a single source solution was selected. A community website would be open for general information to the public and password protected for specific community group and resident information. At a cost of \$334.60 for three years a domain name and web development tools were purchased. By using the ".org" extension, this allows further privacy as it is less "searchable." There are pages for general information, club information, areas for monthly and weekly newsletters, a daily info area, FAQ's, and forms. The creation and maintenance of the website will initially be the Clubhouse staff. Any resident without a computer can use the Clubhouse computers (where the website will be the home page) or can pick up weekly or monthly calendars at the front desk. In the transition period Clubhouse Weekly Announcements and Calendar, Steering Committee messages, and the Scott Vaughan e-mails will still be sent for four months. Instead of a complete message, the e-mail will list the topic of the e-mail and a link to the BellaVita website for full information. There will be orientation sessions for all interested homeowners. Signup sheets were provided. These orientation sessions included a novice session for new computer users.

Nancy Triggs then completed a demonstration of the website on the big screen.

Margo Green thanked Nancy Triggs and Ruth Southard for their work on this project.

A question was asked about a search function. There is none at this time.

Scott Vaughan indicated the impetus for the development of the website was the problems with the e-mail system. Carol Barber thanked Scott for all his work with the e-mail system.

Carol thanked all for attending. She used Donna Ferreri as an ideal resident. She has been attending Steering Committee meetings, expressing interest in issues, and now has become a member of a subcommittee. All residents were encouraged to actively participate in BellaVita organizations.

All the section sign-in people were thanked and recognized.

Carol read a short statement on service, a joyful message. "Service is joy."

The meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Anita Barner