

## **BELLAVITA STEERING COMMITTEE**

MEETING MINUTES for: January 21, 2009

APPROVED: February 18, 2009

### **Attendees:**

|                      |               |                                 |
|----------------------|---------------|---------------------------------|
| <b>BVHOA</b>         | Ron Gerlach   |                                 |
| <b>AMI Rep</b>       | Not Present   |                                 |
| <b>Villas Master</b> | John Devereux |                                 |
| <b>Club Manager</b>  | Nancy Triggs  |                                 |
| <b>BVSC</b>          | Section 1     | Dorothy Darden - Bob Stockinger |
|                      | Section 2     | Bill Burdick - Margo Green      |
|                      | Section 3     | Roger Valdez - Jim Moore        |
|                      | Section 4     | Elizabeth Woods - James Warner  |
|                      | Section 5     | Lyle Ganucheau                  |

### **Call to Order**

The meeting was called to order at 7:00 p.m. by Facilitator, Bill Burdick. First-time attendee Ann Weiss was recognized.

### **Reading of the Minutes**

The reading of the minutes from the November 18 and December 2, 2008 meetings was waived. There were no corrections or additions and the minutes were approved as presented.

### **Transition Committee Action Items**

Elizabeth Woods reported the committee was meeting on a weekly basis. Inspection and repair activities on buildings and facilities are ongoing. The deeds for common areas are being obtained. The deeds for Sections 1-4 have all been obtained and those for Section 5 are in process. In response to a question by James Warner as to who is overseeing the inspection and repair work, Elizabeth stated that Nancy Triggs and Steve are doing that. The ADA compliance work on the shower area and the circuit breaker work are still pending. James stated it was his understanding he was to help with the circuit breaker work as soon as the weather improved. This understanding was acknowledged by Elizabeth and Nancy. In response to a question about warranty work in the clubhouse, it was stated that the work being done does not fall under warranty coverage.

Elizabeth also stated that the committee is working on completion of the informational packet that will be provided to all incoming Board members.

### **Election Committee**

John Kaltenbach reported for the committee. Other members are Carol Barber-Uran, Casenia Caddell, and Gene Reddell. A letter has gone out to all homeowners explaining the election process and included a Willingness to Serve form. There will be an informational meeting tomorrow evening to clarify expectations, responsibilities, timing, and other issues to all homeowners who are prospective candidates. Bill stated it would be helpful not only for prospective candidates, but for all homeowners to attend this informational meeting to help understand the nature of the positions to aid in making informed election decisions. Prospective candidates do not have to attend this informational meeting to be eligible. All present were encouraged to complete Willingness to Serve forms and also encouraged to ask other homeowners to do so also. In response to a question, it was explained there will be one ballot per household and up to 7 candidates may be voted for on the ballot.

### **Committee Reports**

**AMI** (Nancy Triggs) The AV equipment upgrade has been completed. Everything is functional, but the company will be returning to perform some "tweaking" of functions. Movie nights will return to the Clubhouse schedule in February. In response to a question as to whether this was a "patch" of the AV equipment, it was stated that this was a complete upgrade and overhaul of the system. The Clubhouse Advisory Board will be meeting tomorrow to determine training for AV system operators. Access will be strictly controlled and locked access to the control area will be completed.

**HOA Board** (Ron Gerlach) The By-Laws revisions were approved as forwarded to the BVHOA Board by the Steering Committee. The By-Laws are in the process of being retyped by Lennar and will be mailed to all homeowners.

**Villas Master** (John Devereux) The annual meeting is scheduled for January 29, 2009. West Development has received the proposed changes to the Villas Master Bylaws and these will be sent to the lawyers for review. The bids for the Scarsdale fencing have been

received and were to be awarded in the fall, but he was unable to confirm if the contract was awarded at this time. The fencing will extend to the bridge. Other work on South Primavera is included in the contract.

**Architectural Review/Deed Restrictions** (Jim Moore) The draft of the architectural guidelines revision is 60% complete. When it is completed it will be forwarded to the Steering Committee. This will be a comprehensive revision of the guidelines.

**Business Liaison/Acquisitions** (James Warner) The construction on the nature trail is scheduled to begin in March. Renee has been difficult to contact recently and James may have to go to her office for an update. James stated that the commitment by Mr. Lersner to turn over the sales office to BellaVita should not be forgotten and must be followed up after turnover. James stated it is very possible that the sales office would get an early turnover. James stated the scope of work necessary to bring the building to code standards and stated that Mr. Lersner has stated in the past that Lennar would help with that work.

**By-Laws/Covenants** (Bill Burdick) Bill thanked the committee again for its excellent work. All By-Laws and Covenants work has now been completed and the committee has been disbanded.

**Clubhouse** (Bob Stockinger) Bob stated he has received a request for shades in the exercise room to help control the sun/heat issue. Nancy stated that a request for shades has been denied by the Board on multiple occasions due to cost and aesthetics. The Board believes the lightness of the room and the view of the pool area due to large windows is an attractive marketing tool. There was discussion of potential methods of sun control that do not block the view such as solar screens or film. Nancy stated that heat from the sun is an issue in the area. The energy efficiency of the area could be greatly improved with some form of window coverage. Bill suggested a task force be formed to study the issue. A motion was made, seconded, and approved to form a task force to study potential window coverings in the exercise area. The task force will be composed of Bob Stockinger, Carol Dyson, and Ann Weiss. Lyle stated that custom screens can be obtained at ACE Hardware at a reasonable cost.

Bob stated that the Clubhouse Advisory Board will defer to the Veterans Group on the maintenance and painting of the front porch/entry area.

**Communications** (Elizabeth Woods) Elizabeth stated that the mission statements and membership lists were sent to the various committee chairs for verification. This information has been included in the informational packets being prepared by the Transition Committee and also sent to Ruth Southard for use in updating the website. In response to a question, the difference between committees and clubs was clarified. Ruth is talking to the Clubhouse Advisory Board, which includes the club chairs, to update the club information on the website. The transition Committee will recommend to the soon to be elected board that the existing sub-committees to the Steering Committee be established as committees of the board after transition. There was discussion of a problem of access to the website due to the password protection. There was discussion on potential solutions to this issue. The Communications Committee is actively working to distribute information on the upcoming elections through the use of signs, website notices, and other methods.

**Finance/Insurance** (Margo Green) Margo stated the insurance summary packet has been received from AMI and the full policy is to come. Margo reviewed a memo from Tom Green, Chair of the Insurance Committee discussing the changes noted in the summary packet. The total premium has gone up from \$23,889 in 2008 to \$25,005 in 2009. The deductibles have changed, but all details will not be available until the full policy is received. The total property coverage was raised to \$2,200,000 so the 2% windstorm deductible is now \$4,000 more than in 2008. In response to a question, Margo stated the liability coverage for Directors/Officers was \$1 million.

Elizabeth reported for the Finance Committee. The committee has not met, but has been reviewing the monthly reports. The current audit firm is not acceptable and has not yet delivered a final copy of the audit. A new firm has been retained and an audit will be completed by the end of May. There was discussion on whether a final audit report had potentially been received by Nancy. This will be checked.

**Grounds** (Dorothy Darden) Becky Spedden reported for the Grounds Committee. There will be a meeting tomorrow with Brandon from

Houston Lawn. There will be discussion of the new "tiered" plan for the fountain surround landscaping and also some changes to the common area landscaping. Ron and Marita Lauve have donated some sago palms that will be placed in the common area. After review it has become apparent that the legal rules and requirements make the plans of a memory walk in the detention pond area difficult. An alternate site for the memory walk away from the detention pond may have to be considered. There was a question as to Houston Lawn's contractual obligations. It was stated that a copy of the contractual schedule is available in the homeowner orientation book.

**Neighborhood Preservation** (Roger Valdez) Roger stated the mailbox repainting project can be done for approximately \$350, including the rental of the sprayer, if there is a homeowner who has experience with an airless paint sprayer system and can help with the project. If the mailboxes need to be painted by hand the cost will be approximately \$250. Dottie Raines stated she had a sprayer that could be used. Roger stated that AMI has contracted with a new door refinishing service. Once Roger has received a list of completed doors he will review the work for quality and compliance with the scope of work. There are three streetlights that are still out. Roger is not sure why the repairs are taking so long, but is continuing the followup.

**Safety/Security** (Lyle Ganucheau) Bill discussed the entry gate system and stated there is an ongoing problem with gate damage. Bill stated he would like to send a recommendation to the BVHOA for a total entry system, not just a camera monitoring system such as is currently being contemplated. Lyle stated the original estimate was for the complete system, a new estimate is for the video monitoring system including 7 cameras and a DVR with a 30-day cycle. The video monitoring system quote is \$10,376. The original quote was for \$26,685.79. This included a video monitoring system, the quick gates, the card reader, etc. There was discussion on the proposal. Margo stated that Lennar would have to approve any proposed system as long as construction continues. She also asked if there was money available for the system. Elizabeth stated that this amount had been set aside in the budget. There was a question as to maintenance costs, in the past and the future. The maintenance cost in the past is unclear as it was part of a total contract that included the magnetic lock system in the clubhouse/pool area. Any new system would be under warranty for a period of time, but the cost of

maintenance after that point is unknown. There was a discussion on access for delivery trucks and construction vehicles. There was discussion on the number of tags allowable per household. A motion was made and seconded to forward a recommendation to the BVHOA Board to purchase a complete gate entry system as delineated in the attached quotes. The motion was passed with a vote of 7 in favor and 2 opposed.

### **New Business**

Clubhouse Events Monitoring: Bill presented the concept of an electronic clubhouse events notice/monitoring system. This would include a flat panel display for Power Point presentations on upcoming clubhouse events. This would eliminate the poster/easel system currently in use in the lobby. A motion was made, seconded, and approved to proceed with a study of such a system. Nancy will gather the information.

Water: The BVHOA Board has asked for input on the water quality in BellaVita. If any homeowner is having a water quality issue, they are asked to e-mail that concern to Bill who will forward the information to the BVHOA Board.

Bereavement: Bill stated there has been confusion with the guidelines for clubhouse use in the Bereavement Section of the Clubhouse Rules and Regulations. There was discussion on the use of clubhouse supplies and equipment during bereavement events. A motion was made, seconded, and passed to send a recommendation to the BVHOA Board asking for a change in the BellaVita Clubhouse Rules and Regulations as follows: "Club Member Bereavement Usage: Club members may utilize the Clubhouse for Funeral/Memorial events for their spouse, immediate family, and significant others at no cost and are entitled to the same privileges and rules extended to any of the existing organized clubs with regards to kitchen facilities, appliances, and common supplies. Arrangements must be made with the Clubhouse Manager and/or staff for the use of a room for the funeral/memorial event. Every effort will be made to accommodate requests."

### **Unfinished Business**

Disaster Readiness Task Force: Donna Ferreri stated that flyers pertaining to disaster readiness for special needs residents have been

completed and will be mailed with an upcoming AMI community mailing. Nancy will include the flyers in the orientation packet. Donna is to act as the liaison for special needs residents. As the work of the task force is completed, it was moved, seconded, and passed that the task force be dissolved. Donna was thanked for her work on this project.

### **Homeowners Concerns**

Carol Dyson asked that a movie suggestion list be maintained at the front desk. This suggestion will be forwarded to the Clubhouse Advisory Board.

### **Closing/Adjournment**

There being no further business, the meeting was adjourned at 9:00 p.m.

**Next Meeting: February 18, 2009**

Respectfully submitted,

Anita Barner  
Secretary

Attachments:

Memo from Tom Green - Insurance Policy

Grounds Committee Minutes - January

Memo from Ron Gerlach - BVHOA request on gate system

Memo from Ron Gerlach - BVHOA for input on water quality

Recommendation Letter - Gate Entry System

Recommendation Letter - Clubhouse Bereavement Usage