

BELLAVITA STEERING COMMITTEE

MEETING MINUTES for: July 16, 2008

APPROVED: August 7, 2008

Attendees:

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

The meeting was called to order at 7:02 p.m. by Facilitator, Bill Burdick. The BVHOA representative Ron Gerlach was recognized. There was no representative present from AMI. There were no new residents or first-time attendees present.

The minutes of the July 3, 2008 Steering Committee were read by the Secretary, Anita Barner. A motion was made, seconded, and passed to approve the minutes as read.

BVHOA Board Action Items

The transmittal letter to the BVHOA Board recommending the Transition Committee as approved in the July 3, 2008 Steering Committee was read. All Steering Committee members signed the letter. The letter will be delivered by Bill Burdick to the BVHOA Board meeting to be held on July 17, 2008.

The transmittal letter to the BVHOA Board recommending the Elections Committee as approved in the July 3, 2008 Steering Committee was read. All Steering Committee members signed the letter. The letter will be delivered by Bill Burdick to the BVHOA Board meeting to be held on July 17, 2008.

Bill Burdick stated that Jack Lauber had been asked to form a task force to review and recommend changes to the Clubhouse Rules and Regulations. Bill congratulated Jack on the work of the task force. He

stated that all but two residents asked to serve had accepted and the review was completed in less than two weeks. Jack presented the completed recommendations to the Steering Committee. He stated the only section with a choice of recommended options dealt with the pool hours for children. Otherwise the Steering Committee was asked to either accept the recommendations as stated or offer other suggestions. Bill stated that a copy of the recommendations had been e-mailed to all Steering Committee members. Bill had also sent a schedule to each Steering Committee member showing dates for action on the recommendations. There will be a work session on July 31, 2008 at 11 a.m. to review all recommendations and finalize the Rules and Regulations before forwarding to AMI for review and comments. The finalized Rules and Regulations will be presented at the August 7, 2008 Steering Committee meeting for approval of a recommendation to be sent to the BVHOA Board for implementation. Jack Lauber stated that after acceptance by the BVHOA the Rules and Regulations will be "our" rules, rather than the perception of "their" rules.

Bill Burdick stated that the Clubhouse Committee had been polled for a recommendation on a bigger poker table for the Clubhouse. As there had been no clear consensus by the Committee, it was passed on to the Steering Committee with no recommendation. There was discussion as the type of table being requested. It was determined that it was not a specialty poker table, but a general purpose 6-foot round table. After discussion a motion was made to recommend the purchase of two 6-foot round tables for the Clubhouse. The motion was seconded and approved. The secretary will prepare a transmittal letter to the BVHOA Board recommending the purchase. Nancy Triggs will provide the information on the price and potential purchase source to be included in the recommendation letter. Anita will e-mail the recommendation letter to Bill who will obtain Steering Committee signatures and deliver to the BVHOA Board meeting.

There was a discussion on the proposed community recycling bins. Due to concerns with sanitation, compliance, etc., the consensus was reached that the Steering Committee would not recommend the initiation of a commercial recycling system at this time.

There was a discussion on the issue of the Clubhouse washer/dryer. Bob Stockinger stated the current units are inadequate or nonfunctional

to meet needs. There was discussion as to the location of potential full-size equipment as opposed to the current stackable unit. There was discussion of reconfiguration of the kitchen equipment which also included a possible commercial refrigerator. There was discussion on the need for a commercial refrigerator. Nancy Triggs gave input on this matter. Roger Valdez expressed concern on replacing the current refrigerators, which are still in working order, due to the expense involved. It was agreed that it was worthwhile to investigate upgrade of the washer/dryer. Bob Stockinger will present more specific information at the August 7, 2008 Steering Committee meeting before action is taken.

There was a discussion about homeowner garage sales. It was decided that garage sales are currently not a problem and homeowners will continue to be allowed to have garage sales. The community garage sales held twice a year will be continued. The issue of individual garage sales will be readdressed once the community is built out and gates are closed.

Committee Reports

AMI/HOA/Villa Masters

Ron Gerlach had no report from the BVHOA Board. Their next meeting is July 17, 2008 at 3 p.m.

John Devereux reported for the Villa Masters. The new Comcast contract has been approved for 10 years. There was no other company available to provide service and cabling. The contract price will be higher, but will not be available until after recording with the County.

John Devereux reported on the boundary and access issues. There was discussion as to the various areas where there is access to the nature trail area. The various methods being used to restrict access were presented. John stated the goal is to restrict vehicle traffic, as it will be virtually impossible to eliminate foot traffic. There was a discussion about the multiple entities that have control over various parts of the boundary. These entities include the Corps of Engineers, the Flood Control District, West Development, and the City of Pearland. West Development is agreeable to the placement of a fence and basically is asking BellaVita for guidance on what type of fence would be

acceptable. After discussion it was agreed that a 6-foot Cyclone fence with possible landscaping would be satisfactory and would not interfere with flood control. Margo Green expressed concern as to the potential longterm expense to BellaVita for maintenance of the fence and also possible Corps of Engineer involvement in the project with rejection of any type of fence.

Nancy Triggs stated that AMI has stated the gate repair project is proceeding and the stucco should be completed soon. Damaged trusses in the guardhouse canopy needed to be replaced.

Architectural Review/Deed Restrictions (Jim Moore)

The Architectural Review Committee has been formed. The members are Jim Moore, chairman; Tom Rohwer, Bob Stockinger, Ruth Southard, and Don Talley.

Jim Moore also reported the first CPR/AED training class was July 14, 2008 with 17 attendees. The next class is July 23 at 1 p.m.

Pearland EMS is offering two new programs. Blood pressure checks will be done once a month if there is interest. Also the Vial for Life program is available and EMS will be available to help complete forms with appropriate information. These vials would be stored in resident refrigerators to provide emergency medical information to EMS personnel.

There are two different training programs available. A combination CPR, first aid, and AED training course is available for \$35 per person. A CPR/AED full certification training program is available for \$25 per person. A minimum of four is needed for the classes.

The battery on the AED was found to be dead. A replacement battery, which comes with new leads, has been ordered.

Jim asked for Steering Committee approval of using the newsletter to inform residents of a sign-up sheet for the blood pressure checks, Vial for Life program, and available training programs. The committee approved.

Business Liaison/Acquisitions (James Warner)

James Warner stated he had talked to Mr. Lersner of Lennar and the transition is expected by the first of the year. Mr. Lersner stated the turnover of the clubhouse could also be soon. James thinks it could be done when requested and he suggests it be done at the time of transition. James also believes that Mr. Lersner will help with some of the work needed to bring the sales office up to code when it is turned over. James stated that 12 of the 16 items identified by the inspector as needing to be done on the sales office could be completed by a homeowner committee.

By-Laws/Covenants (Bill Burdick)

Bill stated that Ron Lauve is not here tonight, but work on the By-Laws and Covenants is progressing. Ron Gerlach reported that the Covenants are in better shape than originally thought. Other than a few typographical errors, it is thought that the changes needed could be addressed by another amendment to the Covenants. This could be easily done at this point in time by Lennar. The Deed Restrictions Committee will transmit information to the By-Laws/Covenants Committee for inclusion as soon as it is available.

Clubhouse Facilities/Operations (Bob Stockinger)

Bob thanked all those involved in the pool tile cleaning project. The remaining cleaning is to be done professionally due to the cleaning products required. The delivery signs have been removed as previously approved. The guardhouse repairs are progressing. The Clubhouse Rules and Regulations task force has completed their work as previously stated. Two new pieces of equipment have been received and are in place in the Fitness Center. A new front desk person has been hired and is being trained. AML is soliciting bids for power washing the Clubhouse and surrounding area. Painting will be done as necessary after this is completed. A new maintenance contract for the Clubhouse copier is being completed. The lake fountain has been repaired. There is work being done to network the Clubhouse computers. Plexiglas tops for the tables in the pool area have been installed. The door refinishing bids are being received. It will be checked to see if the same refinisher can complete the work on the reception area desk. The sound system is still in the bidding process. It

has been difficult to find a vendor interested in the job, too small for some, too big for others. The only bid received was \$37,000.

Communications (Elizabeth Woods)

The Communications Committee has not had a meeting since the last Steering Committee meeting. Some updates have been made to the community website. The deed restriction information suggested for the website is on hold at this point until information is received from the Deed Restrictions Committee. Bill stated that the Daily News is a problem. Some residents are not receiving information in a timely manner since the elimination of the e-mail notification system. Elizabeth will bring this issue to the Committee. Nancy stated she is in the process of transferring homeowner data into the AML database. Once this is completed a system such as IRIS could be used for resident notification, both emergency and otherwise, on an almost instant basis. Nancy will check on the cost of this system. Elizabeth stated she is in the process of organizing the Steering Committee files. She asked that everyone review the list of missing documentation she had e-mailed to Steering Committee members and submit any documentation they may have.

Finance (Margo Green)

An Insurance Committee has been formed. Tom Green is the chairman with Carolyn Simon and T. C. Skeete as members. The Committee is reviewing the "summary" of the BellaVita insurance policy. If any Steering Committee member would like a copy of this summary, they should contact Tom Green.

Margo reported on the gate opener expense and replacement policy for damaged or missing openers. Margo reported that Jean Buchanan has stepped down as chairperson of the Finance Committee. Margo expressed her thanks for all the excellent work Jean has provided as chairperson and expressed her gratitude that Jean is going to continue as a committee member. Elizabeth Woods has volunteered to be the new Finance Committee chairperson. There was a discussion as to whether a Steering Committee member could also act as a chairman of a committee. There was a discussion on time commitments and possible conflict of interest. Elizabeth stated she believed that this was allowed. A motion was made that a Steering Committee member can

also be a subcommittee chairman. The motion was seconded. The motion passed with one opposed.

Elizabeth gave the Finance Committee report. The 75% ownership level was met during the month of June. She stated the Finance Committee has recently saved over \$10,000 due to review of accounts. Over \$5,000 was saved on the landscaping billing and another \$5,000+ from an incorrect billing by AMI that had continued for a number of years. At the end of May there was \$475,000 in surplus operating funds and \$489,000 in the reserve accounts. The reserve study is currently being completed. Over the next few months it is anticipated that it will be recommended that funds be transferred from the surplus operating funds into the reserve accounts. The work on budgeting for the next fiscal year has begun. An independent audit is completed once a year. As the current auditing firm has not been as timely as wished, it is recommended that a new vendor be used for 2008 as recommended by the Committee. James Warner inquired as to why AMI had not caught the billing error. Elizabeth stated the amount involved fell below the audit threshold. She also stated that she was sure the error was not deliberate and was due to a handwritten change made to a contract.

Grounds (Dorothy Darden)

The Grounds Committee received input from the Garden Committee on possible perennials for use on common area landscaping projects. Input will be solicited from Houston Lawn. A final cost analysis and proposal will be presented to the Steering Committee. The Grounds Committee will also contact Houston Lawn about trimming bushes on the island between the two ponds and also about mowing so that grass clippings are not blown into the lake.

Neighborhood Preservation (Roger Valdez)

Roger reported that the scope of work bid received on door refinishing did not cover all the aspects covered in the Steering Committee discussion. A more detailed bid has been requested, but not yet received.

James stated he had talked to Lennar about completing the sidewalk repairs and they refused. The project is either back to the original bids or new ones can be requested. There was discussion as to whether West Development might consider doing the repairs. There are six

areas of repair, several of which are safety concerns. Bill suggested AMI be contacted and asked to rebid the project.

There was discussion on the door refinishing and what was to be included. There was a question as to weather-stripping. Margo suggested that five doors be done and check the work and also determine if tops and bottoms are to be done. Roger stated he would contact AMI and ask that the first five doors be done, including top and bottom, and that the weather-stripping be replaced as agreed to and paid for by the homeowner.

Roger made an announcement for resident clarification that the home security monitoring is not hooked up to the fire department. It was mentioned that this information was included in the newsletter. This monitoring can be added to the present system. A comment was made that the monitoring cost would be included with the present contract, only the installation would be a homeowner expense.

Bill gave a memo to Roger that was received from AMI regarding painting of the cluster mailboxes. They are requesting the addresses of the boxes needing work. Roger will gather this information and transmit to AMI.

Safety/Security (Lyle Ganucheau)

Lyle commented on the "no after 7" work rule, asking if there was a legal basis for this rule. The main problem seems to be the one home being built by the third builder.

Homeowners Concerns

There is a section 5 homeowner deed restriction compliance issue. Lyle is working with AMI on this issue. There is a drainage issue between two homeowners on North Venice. Jim Moore will meet with the two homeowners involved to resolve this issue. Margo stated that there are wrought iron fences in place that were not part of the original installation. She inquired as to the deed restriction compliance, variance permission, and potential maintenance expense. Jim Moore will investigate this issue.

Closing/Adjournment

The meeting was adjourned at 9:30 p.m.

Next Meetings

July 31, 2008, 11 a.m., Clubhouse Rule and Regulations Work Session

August 7, 2008, 11 a.m., Closed Steering Committee Meeting

Respectfully submitted,
Anita Barner

ADDENDUM: The time of the work session meeting on July 31, 2008 was subsequently revised to 10 a.m.

Attachments

- Transmittal Letter to BVHOA - Transition Committee
- Transmittal Letter to BVHOA - Elections Committee
- Recommended Changes to the Club BellaVita Rules and Regulations
- Transmittal Letter to BVHOA - Purchase of Clubhouse Equipment - Tables
- Architectural Review Committee Report
- Boundary Maps
- CPR/AED Report
- Clubhouse Liaison Report
- Insurance Committee Report
- Finance Committee Report
- Grounds Committee Report
- Memo - AMI - Regarding Cluster Mailboxes