

## **BELLAVITA STEERING COMMITTEE**

MEETING MINUTES for: March 19, 2008

APPROVED: April 23, 2008

### **Attendees:**

**BVHOA** Ron Gerlach, Wayne Johnson, Allen Womack

**Club Manager** Nancy Triggs

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

The meeting was called to order at 7:05 p.m. by Facilitator, Carol Barber.

New resident Linda Stanton and first time attendee Carol Dawson were welcomed.

All members of the BellaVita HOA Advisory Board were in attendance. Nancy Triggs, Club Manager, was in attendance. No AMI representative was in attendance. Cory Waldrop of AMI is no longer assigned to the BellaVita account.

The minutes of the January 16, 2008 meeting were reviewed. A motion was made and seconded to approve the minutes as presented. The motion passed unanimously.

The meeting summary of the Town Home Meeting on February 20, 2008 were reviewed. Carol Barber indicated 126 residents were in attendance. The sign-in method worked well. There was discussion about the designation of the Finance and Insurance Subcommittees in the Meeting Summary.

As clarification the hierarchy of BellaVita management was listed as:

1. HOA Board, chaired by Mr. Lersner of Lennar with three advisory members from BellaVita, Ron Gerlach, Wayne Johnson, and Allen Womack.

2. BellaVita Steering Committee with two elected members from Sections 1-4 and one elected member from Section 5.

3. Committees and subcommittees assigned to various specific task with Steering Committee member liaisons.

The channel of reporting is Committees to Steering Committees to HOA Board to Villa Masters for matters affecting matters delineated in the Villa Masters Declarations and Covenants.

After discussion it was decided Finance and Insurance Committee was the proper designation and that correction was made to the Meeting Summary. A motion was made and seconded to approve the Meeting Summary as corrected. The motion passed unanimously.

### **Committee Reports**

#### **By-Laws/Covenants (Bill Burdick)**

The By-Laws Committee is composed of Ron Lauve, Cris Barrera, John Devereux, Ron Gerlach, Ruth Southard, and Don Talley. The Committee has been working very hard and is ready to propose strategies for changes in the By-Laws. Ron Lauve reported on this strategy. A meeting was held this morning with David Regenbaum of AMI to review changes to date. The By-Laws are the operating manual for the Board of Directors. These By-Laws will be addressed first and the Declarations will be next. The changes needed in the Declarations are not great. Proposed changes to the By-Laws have been done. At this point workshops will be scheduled with the BellaVita Steering Committee to present the proposed changes, answer questions, and allow the Steering Committee time to consider the recommendations. These workshops are proposed to be Special Sessions of the Steering Committee and By-Laws/Covenants Committee to cover material too extensive for a regular meeting of the Steering Committee. There would be an initial workshop to present the proposed changes and then a subsequent workshop two days later to allow questions, answers, and discussion after time for review by the Steering Committee members. After the second workshop the By-Laws/Covenants Committee will make final revisions to the proposed changes. The final recommended revised By-Laws will be presented to the Steering Committee at the April 23, 2008 Steering Committee meeting, which will be the final meeting of the current Steering Committee. If approved the recommended By-Laws will be forwarded to the BVHOA Board of Directors for implementation. Carol Barber stated that the dates for the workshops

would be determined and communicated to all Steering Committee and By-Laws/Covenants Committee members at a later date.

### **Communication/Community Relations** (Ruth Southard)

Ruth Southard reported the BellaVita website has debuted. Several help/training sessions have been held. Feedback from users has led to some revisions and more will be made. Few residents came to the workshops. Nancy Triggs has been very helpful in giving residents one-on-one training. An Adobe download has been added to the site as it is a necessary component for all applications to run properly. Bill Burdick stated he had inquired at the Mens' Club meeting and there were no problems noted and all seemed to be running well.

### **Clubhouse Facilities/Operations** (Barbara Worrall and Carol Barber)

Carol Barber and Barbara Worrall reported that Jack Lauber has led a committee that has been meeting for over a year on clubhouse job descriptions for the Manager, the Maintenance Associate, and the Receptionist. Some written comments were received and reviewed and revisions were made. Carol stated that generic job descriptions had existed in the past, but none of the current employees had seen these descriptions. Ruth Southard made the motion to accept the job descriptions as presented and forward them to the HOA Board for implementations. Bill Burdick requested time to review the documents before the vote. A discussion was held on the need for timeliness in forwarding the job descriptions. The motion for approval of the job descriptions was tabled until later in the meeting to allow Bill Burdick time to review the documents.

Jim Moore reported for the CPR/Defibrillator subcommittee. They have contacted five organizations for training with various prices and services suggested. Their committee recommends a survey of the residents to determine a level of interest. Barbara will take this under advisement and bring it back to the Steering Committee.

### **Finance** (Margo Green)

Margo Green has talked to Kristin Banner at AMI about a study on the Reserve Funds. The HOA has received three bids in the range of \$1900 for the study. The recommendation was to use the same company as that used by Heritage Grand. The study can be completed six weeks after initiation. Martin Vela is the new Finance Manager at AMI. The

February financials should be received by Monday of next week. Margo announced John Thatcher is a new Finance Committee member. A brief outline of his background and expertise was provided.

**Grounds** (Dorothy Darden)

Dorothy Darden stated the Grounds Committee has no report at this time.

**Conservation/Property Acquisitions** (James Warner)

James Warner stated the Conservation/Property Acquisitions Committee had no report at this time. He had a question for the Steering Committee as to whether turnover of the clubhouse should be accepted at the time of creation of the new BellaVita HOA Board. He suggested a committee be formed to determine what repairs/modifications to the clubhouse are needed and have those completed prior to turnover. There was discussion about operational/facilities management. Nancy Triggs indicated there was a tax liability question to be considered. Ruth Southard expressed the opinion that if possible it would be preferable to have a sequence of events in the turnover process rather than having to assume all responsibility at the same time. Allen Womack stated he was not certain that the BellaVita HOA Board would have an option if Lennar chose to transfer to the building to BellaVita ownership. Alan stated that Lennar has stated that they do not have to wait until 100% build-out to transfer the clubhouse. There was discussion that BellaVita is now 75% sold-out. It is anticipated that turnover will take place by the end of the year. John Devereux stated the process of turnover is set out in the Villa Master By-Laws.

**Safety/Security** (Lyle Ganucheau)

Lyle Ganucheau reported he is waiting on bids from security companies for various security system update options and has no final report at this time.

**Neighborhood Preservation** (Roger Valdez)

Roger Valdez reported he had nothing new to report.

**Concern Forms**

There were no concern forms received.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

There was no new business presented by Steering Committee members.

Carol Barber reported on arrangements for the upcoming Steering Committee elections. Four current Steering Committee members are ending their terms of service and new representatives will need to be elected: Section 1, Ruth Southard; Section 2, Margo Green; Section 3, Barbara Worrall; Section 4, Carol Barber. In addition, Section 5 will add a Steering Committee representative to reflect their increase in homeowners. An Election Committee has been formed. Carol asked that everyone encourage their neighbors to serve and complete willingness to serve forms. Early voting will be arranged. There will be one vote per household. Any qualified homeowner may run.

The tabled motion on job descriptions for revisited. Bill Burdick had stated concerns on some of the Club Manager's responsibilities. There was discussion as to whether the Manager's responsibility was to complete the task stated and/or assure that the task was completed. With the concerns noted, the motion for approval of the job descriptions as written was made and seconded. The motion was approved. The job descriptions will be forwarded to the HOA Board with a Steering Committee recommendation that they be approved.

### **Resident Comments**

There was a resident concern about the audiovisual equipment. Nancy Triggs stated that a quote has been received and forwarded to the HOA Board. A meeting will be held with the Board by the company making the bid to present options.

Carol Barber asked Sarita Cannon, a resident in attendance, about the status of the exercise equipment. Sarita stated that the first request has been approved for the stretching machine. It is hoped that the second part of the request will also be approved.

Bob Stockinger had a question as to whether the clubhouse pool equipment could be put on timers to cut down on energy costs. Nancy

Triggs stated this would have to be researched. Due to the size and number of pumps and equipment it was not a simple timer issue.

**Closing/Adjournment**

There being no further business the meeting was adjourned at 8:24.

Respectfully submitted,

Anita Barner