

**BELLAVITA STEERING COMMITTEE**  
MEETING MINUTES for: September 4, 2008  
APPROVED: September 24, 2008

**Attendees:**

<b>BVSC</b>	Section 1	Dorothy Darden - Bob Stockinger
	Section 2	Bill Burdick - Margo Green
	Section 3	Jim Moore
	Section 4	Elizabeth Woods - James Warner
	Section 5	Lyle Ganucheau

**Call to Order**

The meeting was called to order at 10:04 by Facilitator, Bill Burdick.

**A. Review and Approval of Past Minutes**

The minutes of the August 20, 2008 meeting were reviewed. There were no corrections or additions and the minutes were approved.

**B. Old Business**

**Steering Committee Website** Bill Burdick stated that information on the BellaVita Steering Committee committees is available on the website. Bill asked that each member review the descriptions and revise as necessary. Jim Moore inquired about the deadline for revisions. Elizabeth Woods stated that Ruth Southard was out of town. It was asked that revised committee descriptions be brought to the next Steering Committee meeting. The esplanade landscaping task force will be eliminated from the listing on the website as it has been disbanded.

**C. Transition Committee**

Some of the members of the Transition Committee went to Heritage Grand to review their HOA organization. They also met with AMI and it was reiterated that AMI works for the BellaVita HOA and the actions of AMI are and will be guided by the HOA.

Elizabeth Woods reported for the Transition Committee. She stated that the committees form the backbone of the community organization and recommended that these committees be carried forward to the new HOA Board. The Transition Committee is asking each committee to review their mission statement and make appropriate revisions. Contact information for each committee is also needed. The revised mission

statement and contact information should be provided to the Transition Committee. The Transition Committee has also requested a copy of the Procedures for Committees, agendas, and minutes from each committee. The Steering Committee files contain the mission statement and minutes from the committees, but are not complete. Margo Green inquired about committee minutes submitted with the Steering Committee minutes. Elizabeth stated that all those that were located during the organization of the Steering Committee files were copied and included in the appropriate committee folders. All committee chairs will be shown the location of the Steering Committee files and asked to update the individual committee files.

There was a discussion of the committees specifically listed in the By-Laws and whether others should be included. The general opinion was to keep the specified mandatory committees as is and after the transition the new HOA Board can structure the committees as needed.

The Transition Committee also has a list of the items they wish to receive from the Finance Committee. There was a question of protocol in whether the Transition Committee can communicate directly to the Finance Committee.

#### **D. Election Committee**

There were no discussion items related to the Election Committee.

#### **E. Board Action Items**

There were no Board action items pending.

#### **F. Liaisons**

**Architectural Review/Deed Restrictions** (Jim Moore) Jim stated there was no report at this time. Bob Stockinger suggested that AMI send a letter to all homeowners reiterating deed restrictions. Bill stated he did not feel a blanket letter was appropriate, but felt it was more appropriate to inquire if AMI was not enforcing restrictions in specific instances. Jim stated that a meeting with AMI was in the process of being arranged to discuss architectural review. Elizabeth stated there were questions on what is allowed. There was a discussion on education and communication and what is included on the website.

At this point Anita Barner left the meeting. Dorothy Darden assisted in recordkeeping for the remainder of the meeting.

**Business Liaison/Acquisitions** (James Warner)

James contacted Rene West regarding nature trail development. He was told this would be started when the MUD releases the bond money they have been holding. James contacted Mickey McDonald on the MUD, who explained about a misunderstanding between the MUD and Ms. West. As soon as they can arrive at a solution, Ms. West will have the money to start the development. As far as receiving the land, James is sure we will, as soon as Ms. West feels free to release it to us. As for the sales office, he says we will get it from Lennar as soon as the builders complete BellaVita.

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

There is concern that the amended By-Laws have not yet been approved by the Board of Directors. Lennar's attorneys are now looking at them and we hope to have a reply soon. Also the Covenants have been amended and we do not have approval yet, but that should come from the Villa Masters Association because their rules are the only things that were amended.

**Clubhouse Facilities** (Bob Stockinger)

Bob reported a piece of equipment for the exercise room has been approved by the Board of Directors. Also a commercial refrigerator has been approved by the Belles, who will pay for the equipment, an extended warranty and delivery charges. It will then need approval by the Board of Directors. Bob also wants to purchase a new washer and dryer, but a location will first need to be determined. He will bring that information back to the Steering Committee.

There was a discussion concerning Nancy's absence on occasion and the need for a person to be trained to fill in while she is gone. It was pointed out that AMI is responsible for clubhouse employees. It was also mentioned that we have a very qualified new employee who could be trained to fill in.

James Warner spoke about a compressor breaking down recently at the clubhouse, and there was a ten-year warranty, which saved about \$1,000 in repair costs, and the importance of maintaining a file of

warranties on all equipment. Nancy joined the meeting to explain that all the warranties she has located have been put on MaxTrack and also a hard copy in a file. However, she does not have all the paperwork on everything, and James will help her gather information on the compressors.

### **Communications** (Elizabeth Woods)

Elizabeth said we are looking to see if there are alternatives to the current website if necessary and she will get more information. Discussion was had regarding putting the covenants and restrictions on the website. They could be scanned in if we had the proper equipment. Bill mentioned other ways of distributing information, such as newsletters, door-to-door, etc.

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

Margo reported that the committee met with, and gave the budget to AML. They will fine-tune a few things and it will be submitted to the Board of Directors at their next meeting. The question was asked if there will be any change in our maintenance fees. The answer was no. The reserves have been studied and the amounts in them will be increased.

**Grounds** (Dorothy Darden) The next meeting will be Sunday, September 7. Benny Rains will make a presentation about a plan that will utilize the area around the dry lake, which may become a “memory walk.” This will be a place where trees can be planted in memory of a loved one. Perhaps benches, or bricks or plaques can be donated in the same way. The Veterans Club has received the same presentation and has some ideas also. Dorothy thinks both groups can work together and present a plan to the Steering Committee soon.

### **Insurance** (Margo Green)

Margo reported that the BellaVita policy has been studied. The policy amount has been increased and our premium has been decreased. A request will be made to Kristin at AML to ask the Board of Directors to have the clubhouse appraised.

### **Neighborhood Preservation** (Roger Valdez)

No report.

**Safety/Security** (Lyle Ganucheau)

There was a lot of discussion about the entryway gates. Lyle reported on the quick gates under consideration. The plan will involve computerized information such as each resident's EZ Tag number and address. The EZ Tags issued by the Harris County Toll road Authority will work here. Anyone who does not have an EZ Tag will be able to purchase one here. The gates will have an arm that raises and lowers quickly and allow only one car through at a time. There is also a metal strip in the concrete that senses when the car has passed over it and causes the gate to close. There will be several cameras and these there may require additional lighting. He presented an estimate of the gate costs (about \$25,000) and answered many questions. There are still questions and problems to be considered.

**Closing/Adjournment**

The meeting was adjourned at 12:45.

**Next Meeting: September 17, 2008, 7 p.m.**

Respectfully submitted,  
Anita Barner and Dorothy Darden

**BellaVita Steering Committee  
Action Items  
September 4, 2008**

1. Review and revision of committee descriptions for BellaVita website.
2. Review and updating of individual committee files.