



Strategic Plan (2012 – 2017)

Original Approved December 15, 2010
Revised & Updated October 10, 2011

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BellaVita at Green Tee HOA Strategic Plan 2011-2016

Executive Summary

After thirty months of homeowner control, the report is positive. BellaVita is healthy -- physically, fiscally, and socially. However, the only formal plan providing direction to the Board or the homeowners (members of the association) was the financial reserve study. Without a plan, assessments could get out of control, chaos could rule, and facilities deteriorate.

“Strategic planning is the cornerstone of every common interest community. Without strategic planning, the community will never know where it is going—much less know if it ever got there.” (Foundation for Community Association Research)

In June 2010 the first Strategic Planning Workshop was conducted. Led by a professional facilitator the Leadership Team (Board members and Committee chairs) met off site for one and one half days to review association history, to identify strengths and weaknesses, and to brainstorm ideas that would lay the foundation for future direction of the association. The ideas generated at the workshop were then reviewed and revised by committees. They suggested priorities, identified responsible groups, and proposed funding sources.

In September of 2010, a draft plan was presented to the HOA Board of Directors. The plan is not perfect. It is not necessarily complete. It is, however, a base from which to build. The plan is an outline for planned action, spending and funding. It will enable the Board to function more efficiently without constantly responding to “emergencies” that often result in higher cost solutions.

In June 2011 most of the identified (Page 3) Leadership Team was assembled and the original plan was updated to incorporate changes to goals and reflect, by deletion, those tasks accomplished in 2010 and early 2011. This document is the revised plan. Estimates of funding are in CY 2011 dollars.

The plan contains some ambitious ideas with action verbs. It is important to understand that a plan without action to support goals is merely a dream. The plan is a dynamic document that will adapt as the community and the needs of the community change. Strategic Planning will become an annual activity of the Leadership Team.

The Board of Directors has approved the development of the plan. This document comprises goals – things that are desired – not necessarily intended for completion. They are not all board-approved projects.

The Board wishes to thank the efforts of the Leadership Team and all of the committee members who invested a great deal of time in the initial plan for the community. Members (homeowners) are encouraged to provide comments, ideas, and suggestions.

The association is YOU – be involved in your future.

*NOTE: Items completed in 2010 and early 2011 were removed 6/2011

BellaVita at Green tee HOA
Leadership Team
2011

Board of Directors

Ron Gerlach, President
Bill Burdick, Vice President
Cris Barrera, Secretary
David Dommert, Treasurer
Dorothy Darden
John Devereux
Elizabeth Woods

Committee chairs

John Rodriguez, Clubhouse
Jim Moore, Architectural Review
Becky Spedden, Grounds
Carol Barber, Community Relations & Elections
Thordean Campbell, Communications
Dennis Akkola, Facilities
Carol Dyson, Homeowner Advocacy
Bob Stockinger, Neighborhood Watch Program
Ruth Southard, Awards *
Larry Alvarez, Nature Reserve

BV Social Clubs

Mike Sanders, President, BV Mens Club
Lynn Rodriguez, President, BV Belles Club
Arlen Stiefvater, Commander, BV Veteran's Organization
Patsy Womack, President, That's Entertainment Club *

Club Manager - Nancy Triggs *

* Absent from meeting but providing comments.

BellaVita at Green Tee HOA

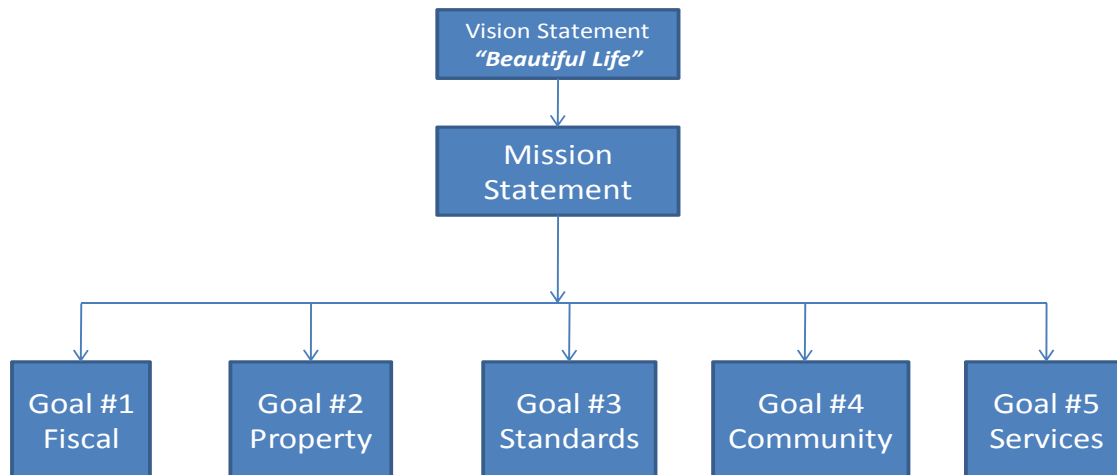
Vision:

BellaVita will continue to be the most desirable active adult community in the Houston area where residents can enjoy the “*Beautiful Life*”.

Mission:

The mission of the BellaVita Homeowners’ Association is to protect the value and desirability of properties in BellaVita by prudently and reasonably:

- Exercising fiscal responsibility in managing homeowner funds;
- Managing common facilities and properties;
- Ensuring compliance with community standards;
- Promoting a sense of community by fostering an active and friendly lifestyle environment;
- Administering residential maintenance and common services.



Goal A: Exercise Fiscal Responsibility

1. Prepare balanced budget

a. Coordinate preparation of budget

Who: Treasurer; Finance Committee

When: Annually, July - October

Cost: Nominal

Submit items for consideration

Who: Committee chairs, clubhouse manager, Club Presidents, Board, Manager

When: Annually, by August 31

Cost: Nominal

b. Review and select items to be included in budget. Zero based cycle for 2011.

Who: Board

When: Annually, August - October

Cost: Nominal

2. Review financial reports, advise board and recommend revisions

Who: Treasurer; Finance Committee

When: Monthly

Cost: Nominal

3. Review insurance coverage, advise board and recommend revisions

Who: Treasurer; Finance Committee & Board Appointed Volunteers

When: Annually

Cost: Nominal

4. Maintain desirability and marketability of BellaVita by keeping assessments reasonable.

Who: Board

When: Annually as part of the budget process

Cost: Nominal

5. Review and Prepare revisions to Reserve Study budget during budget cycle

a. Coordinate preparation of revision with Finance Committee

Who: Treasurer; Finance Committee, Facilities Committee

When: Conduct review annually.

Cost: Nominal

b. Evaluation of maintenance costs and requirements for operating budget

Who: Facilities Committee, clubhouse manager, Board.

When: Annually

Cost: Nominal

c. Review and approval of revisions to reserve study

Who: Board
When: Annually
Cost : Nominal

6. Actively conserve resource (i.e. power, water, etc.)

- a. To realize reduction in costs
- b. Conduct surveys for proposed improvements

Who: Board, Committees, Staff
When: Ongoing
Cost: Nominal

7. Monitor well water to comply with well water usage restrictions

Who: Clubhouse Manager & Staff
When: Ongoing
Cost: Minimal

8. Identify revenue-generating activities

Who: Board, Clubs, Committees, Clubhouse Staff
When: Ongoing
Cost: Nominal

9. Investigate establishing a capability or enabling a process within BellaVita with potential for willed gifts to BV.

- a. Potential for tax-deductible memorials
- b. Potential for tax-deductible gifts and in-kind service/products.

Who: Task Force
When: 3rd Qtr 2012
Cost: Budget in 2013 TBD.

Goal B: Manage Common Facilities – Clubhouse

1. Provide computers for homeowner use and replace computer and room equipment every 5 years (2015) or as needed

Who: Clubhouse Committee

When: 2015

Cost: \$3,500 from HOA Reserve funds.

2. Replace window covering on large windows in the clubhouse as needed. Estimate every 10 years.

Who: Clubhouse Committee , Clubhouse Manager

When: 2012 and 2021

Cost: 2012 - \$3,500 for remainder in Ballroom and \$10,000 in 2021 HOA Reserve funds.

3. Replace freezer with commercial unit

Who: Clubs with Belles President in lead. BVHOA maintains after installation.

When: When funds are available, 2012 to 2015

Cost: \$2,500 from club funds or HOA Reserve funds.

4. Determine need to create hospitality vending machines.

Identify area in Sales Office where beverages could be available to homeowners in the morning.

- a) Determine area to be used
- b) Determine type of beverage – coffee, hot tea, sodas or cold beverages, other
- c) Determine who will have responsibility of preparing products, maintaining appropriate quantities of the beverages, and cleaning the area.
- d) Determine funding source for machines and upkeep

Who: Clubhouse Committee and Sales Office Task Force

When: 2012

Cost: Dependent on type of beverages served and area to be used and maintenance needs
\$ TBD. Machines may be bought, rented, or provided free for profit.

- 5 Create additional storage inside Clubhouse
 - a) Purchase additional shelving
 - b) Clubs to provide labor for installation
 - c) Research alternatives to Stage Ramp and submit Plan to Board for approval of any changes

Who: Clubs with Men's Club in lead
 When: 2012
 Cost: \$3,000 - Dependent on amount of shelving needed, from HOA funds and \$ TBA - for ramp rework from Clubs funds.

- 6 Review and Develop needs to Expand library

Who: Clubhouse committee; Community librarian
 When: 2012-2016
 Cost: Depends on type and extent of expansion from HOA Operations funds.

- 7 Renovate stage curtains at back of stage

Who: Clubhouse committee Review need and cost
 When: 2014-2016
 Cost: \$300 - 1,500 Cleaning cost or \$ TBD replacement cost from HOA Operations funds.

- 8 Replace carpet

Who: Clubhouse committee
 When: 2012
 Cost: \$10,000 from Reserve budget.

- 9 Repair/replace tile in Clubhouse foyer/hallway

Who: Clubhouse Committee
 When: 2012
 Cost: \$10,000 from HOA Reserve funds.

- 10 Maintain exercise facility

Who: Clubhouse committee
 When: 2012
 Cost: ongoing maintenance plus \$2,500 upgrade or replace machine from HOA reserve funds.

- 11 Provide storage and maintenance room for Maintenance Associate
 - work area
 - golf cart storage and charging
 - equipment storage area

Who: Facilities Committee/Sales Center Task Force
 When: 2012/2013
 Cost: TBD from HOA funds.

12. Develop plan & design for Arts & Crafts Room door entrance at hall.

Who: Clubhouse Committee Lead & Facilities Committee Support

When: 2012

Cost: \$ 2600 from HOA Operating funds and/or TBD Club support.

13. Develop plan & feasibility details for a cook top in kitchen. Develop cost estimate.

Who: Clubhouse Committee, Clubs, Clubhouse Manager

When: 2012

Cost: Nominal. For Review. \$ TBD to install . from TBD funds.

14. Review Clubhouse areas for potential improvement to access capability and present To Board for Review.

Who: Clubhouse Committee and Clubs

When: 2012

Cost: \$ TBD HOA funds.

Goal C: Manage Common Facilities – Pool Area

1. Research pool area improvements
 - a. Install additional lighting on pool patio to accommodate evening poolside events.
 - b. Research capability to install additional covered area outside clubhouse center doors at Pool.
 - c. Install items as funding available.

Who: Facilities Committee and Clubhouse Committee Lead

When: 2012

Cost: \$14,000 estimate from TBD HOA funds

2. Research need for and design of retaining wall at pool deck unsupported edge.

Who: Facilities Committee

When: 2011

Cost: Up to \$15,000 (estimate of 2010) from HOA TBD funds.

3. Design pool equipment house cover

Who: Facilities Committee

When: 2012

Cost: \$8,000 to 11,000 estimate of 2009 from HOA TBD funds.

4. Refurbish pool, spa, and deck & install additional hand rails

Who: Facilities Committee

When: Late 2011 or 2012

Cost: \$40,000 in Reserve funds.

Goal D: Manage Common Facilities – Sales Center

1. Task force study use for Sales Center

Who: Sales Office Task Force, Board
When: 7/2010 started. Complete in 2012.
Cost: \$500, BellaVita HOA Operating Funds

2. Analyze Costs of Operating Sales Center

Who: Sales Office Task Force
When: 2011/2012
Cost: Nominal

3. Conduct use assessment

- a.) Identify potential use ideas by polling groups/clubs/community.
- b.) Conduct public forum for input on uses and frequency of use.

Who: Sales Office Task Force
When: 2011
Cost: \$100, BellaVita HOA Operating funds.

4. Conduct space planning and remodel for BV use.

- a.) Use assessment to design interior space
- b.) Develop renovation plan/drawings
- c.) Upgrade facility

Who: Sales Office Task Force identify, Board approve changes.
When: 2012
Cost: \$10,000 in reserve budget HOA Funds

5. Furnish Sales Center with furniture

Who: Clubhouse Committee, Manager
When: 2012/2013
Cost: \$5000, BellaVita HOA TBD Funds

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Goal E: Manage Common Facilities – Nature Reserve

1. Develop accommodations to allow Homeowners access to Nature Reserve

Who: Nature Reserve Committee, Veterans’ Organization, Board of Directors
When: 2012
Cost: \$3,000, HOA funds plus TBD Vets’ contribution

2. Construct Trail

Who: West Development
When: 2011/2012
Cost: Nominal, \$0 to HOA

3. Maintain trails and property

Who: Nature Reserve Committee
When: ongoing operation
Cost: \$1,000 per year plus \$1,000 start up in CY 2011 from HOA Operating funds.

4. Maintenance and Operations planning for Nature Reserve

- a.) Develop usage rules
- b.) Develop long term plans and cost

Who: Nature Reserve Committee
When: 2011/2012
Cost: Nominal

5. Educate Homeowners about use of Nature Reserve

Who: Nature Reserve Committee
When: ongoing operation and funding for 2012
Cost: \$1,000 for education and mail out information from HOA Operating funds.

GOAL F: Manage Common and Residential Grounds

1. Audit and monitor grounds contract compliance,

Who: Grounds Committee
When: Ongoing
Cost: Per Contract

2. Manage and maintain Common and Residential grounds

- a.) Homeowner education of plants and use of adopt a plant program
- b.) Monitor and replace as necessary plants and trees.
- c.) Interface with MUD #18 . Monitor and maintain Common Area landscaping and on detention ponds..
- d.) Maintain seasonal plantings.
- e.) Maintain sprinkler systems.

Who: Grounds Committee
When: Ongoing
Cost: \$ TBD from HOA Operations funds and per contract.

3. Review Capability and Project Needs . Provide additional Common Area irrigation and to switch irrigation around lake to City water from well water (In case H-G sub. eliminates allocation).

Who: Facilities Committee
When: 2012
Cost: Nominal for study. \$TBA for installation. \$ TBD extra of HOA Operating funds per year for water from City.

4. Evaluate potential for water efficiency improvements.

Who: Grounds Committee
When: 2012
Cost: \$ TBD

Goal G: Ensure Compliance With Community Standards

1. ZERO deed restriction letters to home owners by March 1, 2012.
2. Clarify rules and regulations by publishing “Did You Know” on a regular basis.

Who: Homeowner Advocacy Committee (HAC)
When: Immediately and ongoing
Cost: None

3. Improve the understanding, tone, and information conveyed in deed restriction violation letters that AMI sends to homeowners.

Who: Homeowner Advocacy Committee (HAC)
When: Immediately and ongoing. Several updates in 2011. Complete in 2012.
Cost: \$100 from HOA Operating funds.

4. Review AMI service request monthly report and advocate as needed for homeowners, identify Homeowner concerns about covenant compliance, and assist homeowners in any document preparation procedures necessary for HOA covenant compliance, Examples: ARC application, AMI service requests.

Who: Homeowner Advocacy Committee (HAC)
When: Ongoing
Cost: Nominal

5. Maintain common architectural standards compliance and education including fence repair standards and revise standards documents.

Who: ARC
When: Annually
Cost: \$1,000 cost of mail outs from HOA Operating funds.

6. Establish process for ARC violations.

Who: Board Task Force initiated 5/2011
When: Late 2011/2012
Cost \$1000 cost of mail outs from HOA Operating funds,

Goal H: Promote Sense of Community – Communication

1. Quarterly newsletter and distribute to all homeowners

Who: Communications Committee/Clubhouse manager

When Ongoing

Cost: 90% of all advertising is applied towards newsletter costs /ongoing \$200 or less (depending upon advertising) from HOA Operating funds..

2. Create web-based community bulletin board

Share useful ideas; contractor information among residents; swap & trade among residents

No concerns

No paid advertising

Who: Set up by Communications Committee/Clubhouse manager

When: 1st Quarter 2012

Cost: Nominal (Clubhouse staff to set up and maintain site)

3. Schedule training for BellaVita website

Who: Communications committee

Clubhouse staff

Homeowner trainers

Contractor trainers

When: Semi-annually as a minimum (2012 to 2016)

Cost: Nominal

4. Utilize available technology to communicate to residents via telephone/computer (IRIS).

Who: Communications Committee and AMI support

When: 4th Quarter 2011

Cost: To Homeowners at \$6.00 per year or HOA Operating funds if required by HOA law.

5. Maintain Daily web information and weekly activity newsletter

Who: Clubhouse Manager, Communications Committee

When: Daily

Cost: Yearly cost of web site \$200.00 HOA Operating funds.

6. Investigate purchase of folding machine storage/use location

Who: Communications Committee

When 2012

Cost: \$ TBD

7. Investigate commercial e-mail system from BellaVita to homeowners. Evaluate IRIS as a Candidate System.

Who: Communications Committee

When: Late 2011 thru 2012

Cost: \$ TBD of HOA Operating funds if required by Texas HOA law.

8. Investigate need for and participation for a photo homeowner directory.

Who: Communication Committee

When: 2012

Cost: \$TBD

9. Maintain and improve signage.

- a. Stop sign replacement, pool , and needs analysis.
- b. Correct and replace Parking Lot signage.
- c. Install safety road striping.

Who: NHW and Facilities

When: 2012

Cost: TBD \$ (\$3,000 estimate) from HOA Operating funds.

Goal J: Promote Sense of Community – Marketing

1. Establish relationship with MUD and support MUD meetings on 4th Tuesday of month at 6:30PM with a representative of BellaVita. Formulate agendas and propose participants.

Who: Board and committees

When: Late 2011 and 2012

Cost: Nominal

2. Establish relationship with local realtors/Sales Center
 - a.) Prepare packet for potential homeowners and realtors.
 - b.) Electronic newsletter development
 - c.) Determine educational needs when builder is complete.

Who: Community Relations Committee

When: 2012

Cost: \$300 – 500 from HOA Operating funds.

3. Work with local school district (Clear Creek ISD)

Who: Community Relations Committee

When: 2012

Cost: Nominal

4. Work with Chamber of Commerce (Pearland & South Belt)

Who: Community Relations Committee

When: 2012

Cost: Nominal

5. Work with City and Police on common issues

Who: Board, Neighborhood Watch, Community Relations Committee

When: Ongoing

Cost: Nominal

Goal K: Promote Sense of Community – Leadership development

1. Identify professional organization for Board membership

Who: Board of Directors

When: 2012

Cost: \$500 from HOA operating funds

2. Conduct quarterly all chair meetings and training for committees and develop plans for education of committee chairs.

a.) Committee and Committee Chair responsibilities

b.) Stress Management Class and meeting operation. planning.

Who: Special assignment by the Board

When: Annually and Quarterly

Cost: Nominal up to \$500 from HOA operating funds.

3. Schedule Strategic Planning Workshop

Update strategic plan

Who: Board of Directors; Committee chairs; Club presidents; Clubhouse manager

When: Annually in June

Cost: \$500 from HOA operating funds.

4. Purchase professional publications related to HOA's

Who: Board

When: regularly as needed

Cost: \$200 annually from HOA operating funds.

5. Conduct HOA Roundtables with other Active Adult communities

Who: AMI set up and facilitate.

When: Twice/year, Host in 2012

Cost: \$500 if BV is host for a meeting from HOA operating funds.

6. Implement staff recognition

Who: Board and Clubhouse manager

When: Yearly

Cost: \$500 yearly from HOA operating funds.

7. Implement staff development

Who: Board and Clubhouse manager

When: As needed each year

Cost: \$500 yearly from HOA operating funds.

8. Conduct annual Volunteer recognition (business and social) including outstanding contribution awards

Who: Clubhouse manager and Awards Committee

When: Annually in March

Cost: \$600 Yearly from HOA operating funds.

9. Formalize a Neighbor-to-Neighbor volunteer program

a.) Identify homeowners skilled and willing to assist other neighbors in minor items

b.) Examples include (but are not limited to) routine maintenance, transportation

Who: Community Relations Committee (CRC) develop plan. Other organizations support.

When: Late 2011 and 2012

Cost: Nominal

10. Investigate Texas legislation changes relative to POA/HOA's and keep current.

Who: Board, AMI support

When: Late 2012

Cost: Nominal, \$100 for books or documents from HOA operating funds

Goal L : Administer Residential Maintenance

1. House painting contract

Who: Facilities committee

When: Annually in December

Cost: \$1,435 per house in 2012, from HOA reserve funds.

Reference Reserve Budget for later year cost.

2. Door re-finishing contract update

Who: Facilities Committee

When: Annually in September

Cost: \$80-130/house, 2012 from HOA reserve funds.

Reference Reserve Budget for later year cost.

3. Front yard maintenance contract and gutter cleaning

Who: Grounds Committee

When: Per contract schedule.

Cost: \$12.00 per cutting est. From HOA operating funds.

See contract for later year cost.

4. Fence Maintenance and replacement Plan development and implementation.

Who: a) Facilities Committee develops Plan and specifications for future fence repair.

b) BOD approve plan and incorporate in budgets

c) ARC incorporate specifications into ARC documents

When: Late 2011 and 2012

Cost: \$ TBD, and impact to maintenance TBD HOA operation and reserve funds.

Goal M: Administer Residential Common Service

- 1. Cable TV service
 - a.) Bulk Cable TV provided by Comcast through Villas Master contract
 - b.) BV to review transition of contract to BV and long term plan for Homeowner TV support.

Who: Villas Master Board of Directors and BellaVita Board.

When: Contract expires 2018

Cost: \$35.46/house (2012) see contract for yearly changes. HOA operating funds.

- 2. Security monitoring service
 - Alarm monitoring provided by Modern Systems through Villas master contract

Who: Villas Master Board of Directors and BellaVita Board

When: Contract renewed by VMA for 5 years, re-evaluate in 2014.

Cost: \$9.00/house in 2012 , see contract for yearly changes. HOA operating funds.

- 3. Study entry system and maintain the system
 - a.) Conduct needs study in 2012 for daily closure
 - b.) Add second EZ-Tag reader (if data supports)

Who: Facilities committee, CRC

When: 2012

Cost: \$7,000, HOA reserve funds for new EZ-Tag Reader