

**ADDITIONAL DEDICATORY INSTRUMENT  
for**

**BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.**

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox who, being by me first duly sworn, states on oath the following:

My name is Margaret R. Maddox I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney/Agent for **BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.** Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

**RULES AND REGULATIONS**

**for**

**BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION**

DATED this 15<sup>th</sup> day of December, 2021.

**BELLAVITA AT GREEN TEE  
HOMEOWNERS' ASSOCIATION, INC.**

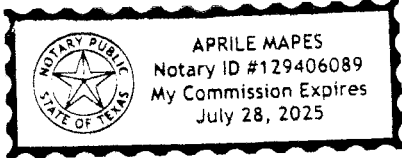
**BY:** Margaret R. Maddox

Margaret R. Maddox, Attorney/Agent  
(Printed Name)

RP-2021-691660

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

THIS INSTRUMENT was **acknowledged** before me on this the 15<sup>th</sup> day of December, 2021 by the said Margaret R. Maddox, Attorney/Agent for **BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.



Aprile Mapes  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

RP-2021-691660

**BellaVita Rules and Regulations**



**RULES AND  
REGULATIONS**

**APPROVED BY THE BELLAVITA HOA BOARD OF DIRECTORS**

**November 17, 2021**

**These Rules and Regulations may be amended or repealed at any  
time by the BellaVita HOA Board of Directors**

# BellaVita Rules and Regulations

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# BellaVita Rules and Regulations

## DEFINITIONS

**Homeowner** – Titled to the property at BellaVita

**Resident** – Long Term permanent resident exceeding 60 days, including lessee.

**House Guests** – A “house guest” is a non-permanent guest staying on-site at a homeowner’s home. House guests may be issued an ID badge for a period, not to exceed 60 days. A house guest is someone over the age of 19 years old.

**Visitor** – A “visitor” is a non-permanent guest over the age of 19 years old not staying on-site

**Children** – Anyone under the age of 19 years old.

**HCTRA** – Harris County Toll Road Authority

### 1. STATEMENT OF RESPONSIBILITY AND RESPECT

BellaVita Clubhouse and facilities are owned by all BellaVita homeowners for their use and enjoyment. They are not owned individually, but jointly. Activities and use of the facilities should happen with all residents in mind. While the rights of individuals must be respected, the rights of all homeowners as a group must also be respected. All revenues from owner assessments, capital fees, late fees, fines, etc. collected by the clubhouse go to the BellaVita Homeowners Association and applied as a debit (reduction) to the clubhouse operating expenses. The adjusted clubhouse operating expenses are then paid by the HOA and included in the calculation of the homeowner’s annual assessment. BellaVita will be as successful and fun as the residents of BellaVita make it. To keep the facility expenses low, please take care of the equipment. Use the facilities as if they were an extension of your own home.

The Rules and Regulations for BellaVita have been developed by the Homeowner’s Board in conjunction with Committees to reflect the desires of the community as a whole. The rules are established to administer a common set of guidelines to all of the common areas (e.g. Clubhouse, annex, pool, patio, lake areas, nature reserve) within the BellaVita community. These R&Rs provide as much flexibility as possible to accommodate the diverse interests of the active adults in BellaVita. The Board is the final authority on rules and has delegated the administration of the rules to the BellaVita Clubhouse Staff and the Clubhouse Committee. Please respect the Clubhouse Staff when they ask for your assistance with respect to any rule. Any concern with respect to one of these rules should be brought to the attention of the Board via a homeowner concern form available at the club desk.

**THESE RULES AND REGULATIONS MAY BE AMENDED  
OR REPEALED AT ANY TIME BY THE BELLAVITA HOA BOARD**

# BellaVita Rules and Regulations

## 2. HOURS OF OPERATION

These hours are subject to change upon approval by the Board. In the event the hours should change, homeowners will be notified.

### Library Hours

Library will open at the same time the Clubhouse opens and will close at dusk. Annex will remain open when meetings and activities are scheduled.

### Interior of Clubhouse

Monday	11:00 a.m. – 10:00 p.m.
Tuesday	10:00 a.m. – 10:00 p.m.
Wednesday	10:00 a.m. – 10:00 p.m.
Thursday	10:00 a.m. - 10:00 p.m.
Friday	10:00 a.m. – 10:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.*
Sunday	closed

\*unless there is a scheduled clubhouse function

### Swimming Pool, Spa, and Fitness Center

Monday	6:00 a.m. – Midnight
Tuesday	6:00 a.m. – Midnight
Wednesday	6:00 a.m. – Midnight
Thursday	6:00 a.m. – Midnight
Friday	6:00 a.m. – Midnight
Saturday	6:00 a.m. – Midnight
Sunday	6:00 a.m. – Midnight

### Children's Hours for Pool\*

Tuesday, Thursday	3:00 p.m. – 6:00 p.m.
Saturday, Sunday	1:00 p.m. – 6:00 p.m.

\*These hours will remain in effect on holidays as listed below

### Holidays

The Clubhouse will be closed on the following holidays: New Year's Day, Easter, Martin Luther King Day, Mother's Day, Father's Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day and other management recognized holidays. On Memorial Day and Fourth of July, the Clubhouse will only be open to facilitate the holiday events sponsored by the Veteran's Organization or Men's Club.

## BellaVita Rules and Regulations

### 3. GENERAL RULES

- A. To insure every residents' enjoyment of all BV facilities, all persons using the facilities shall conduct themselves in a courteous manner with due regard for the rights of others to use and enjoy the facilities. Violations of rules and regulations could result in suspension of club usage for a period prescribed by the Board of Directors.
- B. The number of persons using any or all the recreational facilities at a given time may be limited as determined by the Clubhouse Manager.
- C. All room usage will be scheduled in advance through the Clubhouse Manager.
- D. Supplemental rules and regulations will be posted in specific areas, rooms or facilities as needed. All residents and their guests will be responsible for reading and abiding by these rules.
- E. All persons using the Clubhouse facilities will follow the BellaVita Rules and Regulations as set forth in this document and the Clubhouse staff regarding the use of the facilities, priority use and the length of time. Persons who fail to comply with the rules will be asked to leave the premises.
- F. The Clubhouse will not be responsible for lost, stolen, or damaged personal items including those which are secured in lockers. The staff will not be able to hold or watch personal items while residents are using the club facilities
- G. All new homeowners/residents, including lessee are required to complete a new homeowner/resident's orientation by the Clubhouse staff.
- H. The Clubhouse and facilities including Pool and Spa are designated as NO SMOKING including ELECTRIC CIGARETTES OR TOBACCO PRODUCTS.
- I. No Pets are permitted in the Clubhouse, Annex or on the Pool Deck.
- J. All persons are required to wear shoes, shirt, or other covering garment over their bathing suits in the Clubhouse at all times. Proper attire for special events will be specified for each event.
- K. Food and Drink will be permitted in the Ballroom, the Arts & Crafts Room, and in the Swimming Pool area. Glassware is not allowed in the pool area. Plastic bottles only will

## BellaVita Rules and Regulations

be permitted in the Fitness Room. Food or Drinks will not be permitted in the Billiard Room, the Library, sitting room or Computer Room.

- L. Alcoholic beverages may be brought into Club BellaVita, but only in facilities where eating or drinking is permitted.
- M. Clean up and removal of trash is expected of all groups/individuals using the facilities immediately following the event.
- N. Dumpsters are for use of the clubhouse only. No household refuse is to be placed in dumpsters.
- O. The staff of BellaVita is authorized to utilize the Club facilities before scheduled work hours, after scheduled work hours, unless there is an activity scheduled.

### 4. HOMEOWNER RESPONSIBILITIES

- A. BellaVita Homeowner Residents are responsible/liable for the action of their guests (Houseguests, Visitors, Children, Personal Trainers, Physical Therapists and Single Resident guests, and caretakers) always when using the Clubhouse facilities. (See the Villas Master covenants, Section 4.)

Any resident that needs the services of a caretaker to assist in daily activities, must be accompanied by the caretaker at the clubhouse. The caretaker must be over the age of 19 years and may participate in the activity of the residents if it does not restrict usage by other residents desiring to use the devices such as pool table, treadmill, etc.

### 5. FEES

- A. Club BellaVita and the BellaVita Homeowners Association is a non-profit organization.

Fees may be assessed for various Clubhouse activities such as parties, trips, activities or class that have outside fees associated with them. These fees will be based on cost and overhead and paid to the BellaVita Homeowners Association or the sponsoring Club and deposited into the sponsoring Club's treasury to pay for club events.

- B. Lost or damaged gate openers can be replaced for the current replacement value. If a household has more than two "BV documented" vehicles, they may purchase up to two additional openers for current replacement value. To preserve the security of our



## BellaVita Rules and Regulations

community, gate openers must not be given to non-residents. Please report a lost or stolen gate opener to the Clubhouse Service Desk as soon as possible. New BV Residents receive gate openers at no charge as part of their orientation.

- C. HCTRA E-Z tag gate entry is available for homeowners/residents' vehicles only. Documentation showing that the vehicle resides at a BellaVita address is required prior to activating an HCTRA E-Z tag or to purchase additional gate openers.
- D. The maximum number of visitors allowed on common property per household per day is 10. More than 10 visitors per household will be considered a special event and rental rules and fees apply.

### 6. BV RESIDENT RENTALS (PRIVATE RENTAL)

- A. BV Residents may rent the ballroom and/or the Arts and Crafts Room for personal events. The Homeowner must be the event honoree for the rental. NO EXCEPTIONS. See the Clubhouse Manager for reservation procedures and fee information. Room Reservation requests by BV Residents must be arranged with the Clubhouse Manager. Any variation from BellaVita Rules must be reviewed by the BellaVita Homeowners Association Board of Directors.
  - 1. BV Residents must fill out the appropriate paperwork and make all necessary arrangements with the Clubhouse Manager for rental of the Ballroom and/or Arts & Crafts Room. The resident must be the **event honoree** for private rental. The penalty for falsification of information to obtain the rental will be the forfeiture of the deposit. If a BV Resident is not present for the entire event, including set-up and clean-up, the deposit will be forfeited. An **Application for Exclusive Use Homeowner Private Party Rental Agreement** must be completed. The terms and agreement for such private party rental is outlined in the agreement form.
  - 2. A reservation is not considered confirmed until the official "Application for Exclusive Use Form" has been completed and the required deposit has been paid.
  - 3. Acceptance of all reservations is subject to the BV Resident's agreement to abide by the rules for using the facilities and assuming full responsibility for the actions of their guests.
  - 4. The BellaVita Homeowners Association Board of Directors retains the right for final interpretation of the rules and policies governing the use of the facilities.

## BellaVita Rules and Regulations

5. Renting party and guests of the ballroom have exclusive use of the room and kitchen facilities, not including pantry and utensils. Billiard Room, Fitness Room, Annex, Computer Room, and Pool area are not available for the use of guests during the rental party. Renting party and guests of the Arts & Crafts room have use of that room.
6. A cancellation fee equivalent to the deposit will be charged for any event cancelled within 30 days of the event.
7. If a BV Resident renting the ballroom wants to use the A/V system, it can only be operated by a Clubhouse employee. The A/V set ups available to rentals are cable music, wireless microphones and the use of a personal device (smart-phone, tablet or laptop). Device usage must be prearranged at least 7 days in advance of the event and tested prior to the event with the Clubhouse Manager.

### 7. EQUIPMENT AND CLEANUP

- A. Table cloths and chair covers **will not** be available for rental.
- B. Overnight storage of items for rentals is not permitted without authorization by the Clubhouse Manager.
- C. Clubhouse equipment and/or furnishings may be used by BV Residents at no cost during rentals to BV Residents. A list of desired items should be provided to the Clubhouse Manager by 10 days prior to the event. The equipment will be inspected by the Clubhouse Manager – at the beginning and end of the rental. If any equipment and/or furnishings are missing or damaged, the BV resident will be responsible for replacement or repair.
- D. Clean-up of the Kitchen: At the end of the rental period, the Clubhouse Manager will verify that the kitchen has been left in the same condition as it was prior to the rental.

### 8. BV RESIDENT BEREAVMENT USAGE

- A. BV Residents may utilize the Clubhouse for Funeral/Memorial events for deceased BellaVita homeowners/residents at no cost. A resident may request an event to honor a longtime resident who has left BV and passed away. The resident must request the event usage of the clubhouse on applicable forms, be the host of the event, and must assume all normal responsibilities of the event. Completion of **Bereavement Dinner Guidelines for Residents and Guests** must be completed and accepted by the Clubhouse Manager.

## BellaVita Rules and Regulations

- B. Use of Billiards Room and/or Card Table will be suspended during any Memorial Service in respect for family and friends of deceased being honored.

### 9. AGE RESTRICTIONS

Within Club BellaVita, the Billiards Room, Fitness Room, Computer Room and Annex will be available only to BV Homeowners/Residents and guests 19 years and older. Children under 19 will be permitted to use the pool during designated hours and must be accompanied by a BV Homeowner/Resident. Children will be permitted to attend events specifically planned for them. Communications will announce events where children will be permitted.

### 10. POSTERS AND SIGNS

No signs of any sort may be posted at the Clubhouse or upon the Clubhouse facilities, common areas, nor may any advertising leaflets, papers or written material be distributed with the community facilities without the consent of the Clubhouse Manager.

### 11. CLUBHOUSE SERVICE DESK

- A. The Clubhouse Service Desk will be open for general information and services from opening until 30 minutes prior to closing of the Clubhouse. Ticket sales will be available between the hours of 10 a.m. and 6 p.m.
- B. Clubhouse Staff will be on premises and available always during regular Clubhouse hours. A sign will be posted during any absence by staff from the Front Desk during regular business hours or a special event.
- C. The Copy Center copying guidelines for the BellaVita HOA Board, Board Committees and Clubs and Organization Officers are at no charge as follows:
  - 1. Maximum of 25 pages – immediate copying
  - 2. Maximum of 400 pages – 24 hour copying
  - 3. Over 400 pages – one week copying
  - 4. Any specialty services (stapling, binding, hole punching, etc.) are the responsibility of the requester.
  - 5. All copies are black and white on white paper only.
  - 6. All specialty papers are to be provided by the requester.
- D. The Service Desk will provide the following FAX, notary and copy services:
  - 1. Sending local Faxes – no charge

## BellaVita Rules and Regulations

2. NO International Faxes
3. The following services are provided for a nominal fee to BV residents:
  - a. Receiving faxes
  - b. Copy services (black and white, only)
4. Notary Services are free when Notary is available. Appointments are recommended.
5. No color copies will be provided.

### 12. FITNESS CENTER

- A. Usage of the fitness equipment is at your own risk.
- B. Please limit your time on the cardiovascular equipment to 30 minutes when other BV Residents are waiting.
- C. The dress code established for the Fitness Center is for your comfort and safety as well as the protection of fitness equipment. Please observe the following guidelines. The determination of appropriate dress will be left to the discretion of the Clubhouse Management and enforced by the Clubhouse Manager. If your attire is determined to be unacceptable, you will be asked to leave the Fitness Center. The dress code includes:
  1. Athletic shoes (Tennis, Jogging, Walking, and Running, Aerobic, etc.).
  2. T-shirts and Athletic wear or jogging shorts/pants are recommended.
  3. Street clothes (denim or dress shorts/pants) with buttons, zippers or belts are not recommended.
  4. Absolutely no bathing suits.
- D. No one under the age of 19 will be permitted in this room.
- E. No towels are provided.
- F. Wipe down machines after use. Disinfectant wipes will be available within the Fitness Center.
- G. Description of equipment use is located on the individual machines.
- H. A phone is available for emergency use only and is located inside of the Fitness Center above the desk. The red box emergency phone, when activated directly contacts the 911 emergency operator.

## **BellaVita Rules and Regulations**

- I. Plastic bottles only are permitted in the Fitness Center. No food or other drinks are permitted.
- J. The television is for your viewing pleasure. Do not remove the remote from the room. You may turn to any channel, but please keep the volume at a respectable level.
- K. Please consult with your physician prior to starting an exercise program.
- L. For safety reasons it is recommended that individuals not exercise alone in the Fitness Center. Personal trainers are allowed but must be registered at the front desk.
- M. Defibrillators are located in the Fitness Center and Ballroom.

### **13. THE BILLIARDS ROOM**

- A. No one under 19 is permitted in this room.
- B. No food or drink is permitted in the Billiards Room at any time.
- C. Return balls to the rack on the table at the end of your play and return cue sticks and chalk to the wall racks. If any equipment is missing or broken, please notify the Clubhouse Service Desk.
- D. Please refrain from sitting or leaning on tables.
- E. When all tables are occupied, and others are waiting, limit your time to one hour.
- F. Usage of the Billiards Room is suspended during a memorial service and any community planned event.

### **14. SITTING ROOM**

- A. Please return all magazines and newspapers to their proper racks when you are finished.
- B. The television is for your viewing pleasure. Do not remove the remote from the room. You may turn to any channel, but please keep the volume at a respectful level.

## BellaVita Rules and Regulations

### 15. COMPUTER FACILITIES

- A. As part of the Clubhouse amenities enjoyed by residents, computer facilities may be offered. As with all other community-utilized facilities, its continued maintenance and condition depend on the responsibly behavior of individuals using these resources. Users should be sensitive to the public nature of the shared facilities. As caretakers of the Computer room, Club BellaVita Management expects and requires ethical, legal, and responsible behavior from its users. Club BellaVita expects that no individual resident, group of residents, their guests, or the staff at Club BellaVita will engage in any inappropriate or illegal use of hardware, software or internet access. Any violation of the policy may result in loss of computer privileges, legal action, or termination of employment, where applicable.
1. Users may not break into, tamper with or otherwise alter computer software and hardware.
  2. Users may not copy, steal, or damage software hardware owned by Club BellaVita.
  3. Users may not intentionally introduce viruses or computer programs into Club BellaVita computers.
  4. Users may not modify system configurations or hardware.
  5. Users may not disrupt system operations.
  6. Users may not misrepresent themselves on the Internet while using Club BellaVita computers.
  7. Users may not utilize Club BellaVita computers for their financial gain.
  8. Users may not load, download, or upload any software or files.
  9. Users may not use computers to harass another or violate another's rights.
  10. Users may not access or view pornography or other offensive or inappropriate material and the display of internet content should comply with State and Federal laws.
  11. Users may not violate authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations.
  12. Computers will be turned on and off by Clubhouse Staff only. Please log in and out when using the computers. No food or drink is allowed in the computer room.
  13. Limit time is 60 minutes (from signing in) when fellow homeowners/residents are waiting.
  14. The Computer Room computers will print at the copy machine at the Service Desk. Copies will be provided for a nominal fee.
  15. If you have problems or questions, please contact the Clubhouse Service Desk.

## **BellaVita Rules and Regulations**

### **16. BALLROOM**

- A. Food and drinks are permitted in the grand ballroom, craft room and kitchen only.
- B. This room may be divided into smaller rooms for various uses. Please check with the Clubhouse Manager/staff – for a current room schedule if you would like to reserve a room.
- C. The audiovisual control center is to be operated by trained, authorized clubhouse staff. NO EXCEPTIONS.
- D. The jukebox is for your use and enjoyment. If you need assistance with operation, please contact the Clubhouse Manager.
- E. No equipment nor furnishings may be removed from the Clubhouse for private use.

### **17. THE KITCHEN AND PANTRY**

- A. Kitchen facilities may be used by BV Homeowners/Residents.
- B. Overnight storage of items including food items are not permitted without authorization by the Clubhouse Manager.
- C. Clubhouse equipment and/or furnishings may be used by BV Homeowners/Residents. If any equipment and/or furnishings are missing or damaged, the BV Homeowner/Residents will be responsible for replacement/repair.
- D. Washer, Dryer and other appliances require Clubhouse Manager approval for usage.

### **18. THE POOL, SPA AND DECK**

- A. All BV Homeowners/Residents or other authorized uses must observe pool signage of rules and hours of operation. Pool gates must remain locked always and no propping open of the gate. Scheduled pool classes have priority use during reserved times.
- B. No lifeguard on duty. SWIM AT YOUR OWN RISK.
- C. The pool shall be heated as necessary to maintain a minimum temperature of 80 degrees approximately from April 15 through November 15 weather permitting.

## BellaVita Rules and Regulations

- D. Emergency phone is in the pool area by the drinking fountain. When emergency phone is activated, it connects directly to 911 Emergency Operator.
- E. Visitors and children must be accompanied by a BV Homeowner/Resident when using the pool and/or pool area. No more than 10 visitors per household unless approval from Clubhouse Manager. At least one adult per 3 children under age 12 is required. No one under the age of 19 is permitted to use the spa.
- F. Showers are recommended before entering the pool.
- G. No glass items permitted in the pool or spa area. BV Homeowners/Residents and guests are required to clean up their area when finished.
- H. No diving, jumping, running or horseplay is permitted. No climbing, sitting or jumping from any water feature in the pool area is allowed.
- I. All persons using facilities will conduct themselves in a courteous manner.
- J. All BV Homeowner/Residents or guests who do not follow the rules may be subject to loss of pool area privileges.
- K. Flotation devices are not permitted at any time. Flotation noodles and water weights are acceptable.
- L. Children's safety flotation devices are allowed.
- M. Children in diapers must wear swimming diapers.
- N. No pets in pool/deck area.
- O. During a thunderstorm the pool will be closed.
- P. No reserving of chairs or lounges. One chair or lounge per person.
- Q. Proper bathing attire only. No cutoffs or frayed attire permitted.
- R. If feces are found in the pool, any resident should:
  - 1. Advise everyone in the pool that the water is contaminated, and that the pool must be vacated.
  - 2. If during Clubhouse hours, notify the Service Desk for further communication with the pool service. The Service Desk attendant will put the "Pool Closed"



## **BellaVita Rules and Regulations**

signs outside of each gate. If the Clubhouse is closed, the resident should get the “Pool Closed” signs that are near the water fountain and place one outside of each gate. They should then notify the Clubhouse Manager for further communication with the pool service.

### **19. FOOD PREPARATION AT POOL**

- A. Reservations must be made at the Clubhouse Service Desk for the use of any equipment.
- B. All BV Homeowners/Residents are required to clean up their area after use.

### **20. ANNEX**

#### **A. Library**

- 1. The library books are there for your enjoyment. If you wish to take a book home, you may do so. When you are finished, please return the book to the drop-off chest located in the library foyer.
- 2. If you wish to donate books to our library collection, please contact the Clubhouse Service desk or Resident Library Coordinator.
- 3. No meetings are to be held in the Library.
- 4. No food or drinks are allowed in the Library.
- 5. The Library will accept fiction and non-fiction books, audio books, music CD's, puzzles, and DVD's for donation. Due to limited spaces, books older than 5 years cannot be accepted.

#### **B. Meeting Rooms**

- 1. The large meeting room shall have priority use for BV related meetings (i.e. workshops, committees, groups, etc.). Any social activity utilizing the space will be asked to relocated or reschedule.
- 2. Usage of rooms must be prearranged through the Clubhouse Manager/staff.
- 3. All trash will be removed to the dumpster after use by any group activity, committee or other meeting, the kitchen shall be wiped down and left clean of any food stuff and chairs and tables will be returned as found for event.

## BellaVita Rules and Regulations

### C. Annex Kitchen (During Approved Activities)

1. Food and Drinks are allowed in all areas except the library. All liquids shall be poured into the sink for disposal, not in the trash receptacles.
2. The Kitchen is available to all persons using the Annex
3. No overnight food storage is allowed in the kitchen.
4. Clean-up is expected of everyone using the kitchen including the coffee maker, the sweeping of the floors and the removal of trash to the dumpster behind the Clubhouse.

### 21. CLUBS – RULES AND REGULATIONS

- A. Club BellaVita events are accomplished through the efforts of many BV Homeowners/Residents who are members of the various clubs, organizations and committees of BellaVita. These BV Homeowners/Residents shall be deemed to Club BellaVita Volunteers. It will be the policy of the Board to affirm this definition at its first regular meeting of each fiscal year at which time a listing of those clubs, organizations and committees will be recorded in the minutes.
- B. The minimum number of residents that shall constitute a club is 10. Clubs must be approved by the BV HOA Board.
- C. All BellaVita clubs shall be open to any BellaVita Homeowners/Residents who are interested.
- D. All clubs must function under basic Rules of Order to include nomination and election of officers by majority vote. Any decisions to be made by a club involving the expenditure of club funds, dues or raising of funds must be done by majority vote.
- E. All clubs will prepare a "Mission" or "Purpose" statement describing the general objectives of the organization. This statement will include a list of officer positions and terms of office. It must be submitted to the HOA Board of Directors no later than two (2) months from the date of the organization's establishment.
- F. All clubs shall operate as a non-profit organization. Each Club shall supply a year-end financial statement to the Management Company justifying a ZERO balance. All our clubs maintain a non-profit status. If there is a balance at the end of the year, a detailed list of proposed expenditures is to be submitted.

## BellaVita Rules and Regulations

- G. Club BellaVita is responsible for purchasing standard joint usage products. The expense of these items shall be shared equally by Club BellaVita and the other major clubs in the community (currently; Belles', Men's, That's Entertainment Club and Veterans).
- H. All club presidents and/or event chairs will advise the Clubhouse Manager in writing of all scheduled meeting dates/times and of any other pertinent changes or cancellations.
- I. Any club that invites a guest speaker must give Clubhouse Manager in writing the name and objective of that speaker at least one week in advance of that meeting. This speaker must sign in at the Clubhouse Service desk.
- J. The priority of articles will generally be in a chronological order regarding specific club activities for the BellaVita Weekly Announcements and Website. These must be submitted in writing by the club president or designee of the club president, in accordance with proper deadlines. Every effort will be made to print each article, space permitting.
- K. The objective is to have as many diversified clubs as possible meeting within the Clubhouse facilities. Every effort will be made to avoid duplication of clubs.
- L. Any advertisement for a club-sponsored event that requires a ticket sale must include the name of the club.
- M. Any club raising funds or expending club funds for purchasing any equipment or accessories for the Clubhouse facilities, must submit to the BellaVita HOA Board of Directors for prior approval. Such items valued at less than \$500 and not permanently affixed to the facility may be purchased without HOA Board approval. Items permanently affixed to the facility or valued at \$500 or more are subject to HOA Board approval. Request for approval of these items will be processed through the appropriate committee (Clubhouse, Facilities, ARC, etc.). Any items proposed to be purchased by Clubs which will become a permanent fixture to Clubhouse facilities or which will require continued maintenance require approval by the Clubhouse Manager, appropriate committees and the Board, including detailed estimates of construction and life cycle costs.
- N. Food items are only to be served in the Ballroom, Arts & Crafts room, Annex Kitchen and Pool area.

## **BellaVita Rules and Regulations**

### **22. SPECIAL EVENTS**

- A. Ticket sales will be offered to residents of Club BellaVita, on a first-come, first-serve basis.
- B. After a designated period, the unsold tickets may be made available to guests of residents on a first-come, first-serve basis.
- C. Those with special physical needs or impairments are asked to notify the Clubhouse Service Desk during normal hours and special seating arrangements can be made.
- D. Attire will vary for each event. Please check postings or at the Clubhouse Service Desk for specific information.
- E. Name Tags are not required but encouraged for ticketed events.

### **23. GARAGE AND ESTATE SALES**

- A. Community wide garage sales are held twice per year in the fall/spring and coordinated with the Clubhouse Manager. Dates are to be determined.
- B. Estate sales may be held by Homeowners or their personal representatives. An application for Estate Sales is available at the Clubhouse and must be completed and approved prior to the sale. A permit from the City of Pearland for garage sale is also required. The City does not issue Estate Sale permits, but the garage sale permit suffices for this purpose.

### **24. CLUB BELLAVITA AND THE CLUB BELLAVITA TRADE NAME**

- A. No individual homeowner, Club, or outside entity shall use the BellaVita name with written permission from BellaVita Board of Directors.

### **25. LAKE AREA**

- A. Homeowners/Residents and their guests are encouraged to use the lake area. Homeowners assume responsibility and should accompany their children or family using the lake area, always. All children under 19 shall be accompanied by the homeowner.
- B. No Climbing on the rocks around the waterfall or into the stream that crosses under the walkway.

## BellaVita Rules and Regulations

- C. Sport fishing or catch and release is allowed by BV Residents and guests in the lake. Guests under age 19 must be accompanied by a resident, when fishing. No fishing after dark.
- D. Golf carts or any other motorized vehicles are not to be driven on the walkway around the lake. The only exceptions to this are the cart installing or picking up the flags, the Clubhouse maintenance cart, during sanctioned BellaVita events, and elder assistance scooters.
- E. Homeowners/Residents and guests using the lake walk way in the early morning hours or evening hours should respect the privacy of lakeside residents by keeping their voices low.
- F. Per City of Pearland Ordinances, all dogs/cats are to be leashed always. Please pick up after your pet.
- G. Bicyclists should signal when they are approaching joggers or walkers from behind.
- H. DO NOT FEED THE DUCKS, GEESE, OTHER LAKE BIRDS OR ANY WILDLIFE.

### 26. BELLAVITA GATES

- A. BellaVita Gates- There are two types of gates you will need to pass through to enter or exit BellaVita. One type of gate is an Iron Swing Gate that opens and closes slowly. The second type of gate is a Quick Acting Barrier Arm Gate that raises and lowers quickly.

The Quick Acting Barrier Arm Gates located on both the entrance and exit traffic lanes are programmed to be operational 24 hours a day, 7 days a week. The Iron Swing Gates located on the entrance and exit traffic lanes will remain in the open position from 7AM until 7PM, 7 days a week. The Iron Swing Gates located on the entrance and exit traffic lanes will open and close as needed to allow vehicle traffic to enter and exit BellaVita from 7PM until 7AM, 7 days a week. The HOA Board of Directors has authority to adjust gate schedules for holidays and special events.

- B. Hand Held Transmitters – Each residence is issued two hand-held transmitters, also known as clickers or remotes, to operate the entrance gates. Each transmitter has an identification number assigned. The gate system records each time you enter the entrance gates. You may use the transmitter at either the right entrance or the left entrance gates. Additional transmitters may be purchased for \$30.00 each. A maximum

## BellaVita Rules and Regulations

of four transmitters per household will be allowed for residents that have more than two vehicles registered in their name and at the BellaVita address.

- C. HCTRA E-Z Tag – The left entrance is the only gate that will operate using your vehicle’s HCTRA E-Z Tag. If your vehicle has an HCTRA E-Z tag, you may fill out the required papers at the BellaVita Clubhouse front desk to begin using your vehicle’s HCTRA E-Z Tag for entrance. There is no toll fee charged for gate entry usage. The Clubhouse Manager is directed to only issue HCTRA E-Z tag registration for homeowner tags which are attached to homeowners’ vehicles and which have the vehicle registered in their name and at the BellaVita address. TXTolls tags are not accepted.
- D. Call Box/Directory – You may use the Call Box/Directory located at the gate house to enter BellaVita through the right entrance gate. Each residence is assigned a security code number to use. It is advised that you DO NOT give this code out to other than trusted family members. You may also use this security code when traveling in vehicles other than your own and do not have your transmitter in your possession.
- E. Call Box/Directory Code Entry – Guests, Delivery or Service Personnel who you are expecting may use the Call Box/Directory to phone your residence to receive your permission to enter BellaVita.
- F. BellaVita Exit Gates – The two exit gates are set to open automatically when your vehicle approaches the Quick Acting Barrier Arm Gates. When exiting from BellaVita, approach either the left or right exit gate and stop within two feet of the Quick Acting Barrier Arm Gate.
- G. Pedestrian Gate – Pedestrians entering or exiting BellaVita should use the Pedestrian Gate located near the side of the right entrance gate.
- H. Cameras – There are cameras located at the gate house. These cameras are active 24 hours a day, 365 days a year. The cameras record all vehicles entering and leaving BellaVita. Your transmitter and E-Z Tag number is also recorded when your vehicles passes through the entrance gates.
- I. Gate Incident Procedure – The gates, like any other mechanical device, are subject to malfunction from time to time. In addition, the gates do not operate like toll booths and will not respond in the same fashion – the arm may fall between cars until activated by a signal from a remote or EZ Tag. Please remember that neither the BellaVita Homeowners Association nor its Directors are responsible for any damage that may be caused to personal property by the gates at BellaVita at Green Tee. In the rare event of

## BellaVita Rules and Regulations

a malfunction resulting in damage to your vehicle and/or to the gate, please remember to follow this procedure:

1. Notify the Clubhouse as soon as possible and complete an incident form located at the clubhouse (within 24 hours).
  2. Obtain the names and contact information of all witnesses.
- J. Tailgating – DO NOT TAILGATE. Only one vehicle at a time can enter through the gate/gates. The HOA Board of Directors has instituted a policy whereby anyone damaging a gate or a gate’s operating equipment will be required to pay all repair costs. The camera system will be used to identify the responsible vehicle causing the damage. A bill identifying the cost of the damages as well as a minimum administrative fee of \$25 dollars will be sent to the homeowner responsible by the managing agent.
- K. STOP SIGNS ARE POSTED AT GATE ENTRANCE FOR BOTH LANES ENTERING RIVIERA DRIVE. REMEMBER, VEHICLES TRAVELING ON RIVIERA DRIVE HAVE THE RIGHT OF WAY. Neither the BellaVita Homeowners Association nor its Board Members are responsible for any damage that may be caused to personal property by the gates at BellaVita at Green Tee.
- L. The Staff of BellaVita will be available to answer any additional questions you may have concerning the gate system during normal business hours.

### **27. DAMAGE TO BELLAVITA PROPERTY**

- A. As provided in the Declaration of Covenants, Conditions and Restrictions for BellaVita, a resident shall be responsible for damages to and may be billed for repair and collection process initiated for damage to BellaVita HOA common property and facilities which occur as a result of accident, abuse or neglect of the owner, their guest, or their renter/leaser and shall include any fees or legal costs required for collection of damages as provided in the Declarations of Covenants, Conditions and Restrictions definitions, Article I. By further elaboration some of these areas may include, but may not be limited to buildings, fences, landscaping, streets and curbs. Pool and mechanical gate systems, gate house, street signs and lighting, parking lots, and electronic systems including computers, TVs, and audio/visual systems. It is the HOA Board’s intent to monitor, enforce and collect payment for such damages and the Board may utilize a management company to assist in the effort.
- B. Any homeowner or other person so cited by the BellaVita HOA for one of these infractions has the right to appeal to the BellaVita HOA Board. The BellaVita HOA Board will be the final authority for the resolution of the appeal.

## BellaVita Rules and Regulations

- C. Typical fee schedule as a minimum for some selected items are:
  - 1. Minor gate damage repairable by BellaVita HOA employee - \$100.
  - 2. Major gate damage – cost of repair by BellaVita HOA contractor plus \$100 administration fee.
  - 3. Furniture and fixture damage – cost of repair and or replacement plus a \$100 administration fee.

### 28. INCIDENT OR ACCIDENTS

- A. Incidents or accidents are required to be documented to assist any follow up by BellaVita HOA, Managing Agent or local authorities.
- B. As soon as a BellaVita employee, Board resident, Committee resident or BV resident is notified or observes an accident or incident, that individual shall notify the on-site BellaVita Club Manager and assist the staff person to do the following:
  - 1. Notify the local authorities if assistance is needed, including dialing 911, if necessary.
  - 2. Provide assistance within the capability of the staff person.
  - 3. Obtain the affected person(s) name and address.
  - 4. Notify any person that the affected person requests to be notified of the situation.
  - 5. Establish who has witnessed the occurrence and obtain names of those individuals.
  - 6. If a camera is available, take pictures of the incident area.
  - 7. Immediately fill out the standard BellaVita incident report form before leaving the BellaVita property including recording the situation such as raining, adjacent to curbs, slippery floor/walk/patio to a condition, activity taking place at that time.
  - 8. Notify the Club Manager and the Managing Agent within 24- hours.

### 29. CLUBHOUSE PARKING LOT

- A. The BellaVita Clubhouse parking lot (both in front of and behind the building) is provided for the convenience of Residents and their guests, persons conducting business or attending events at BellaVita and workers under contract for BellaVita. The parking lot is located on the private common property of the BellaVita HOA and usage is under the sole discretion of the BellaVita HOA. Violation of these restrictions and these protocols can result in removal of parking privileges at the Clubhouse lot and towing without notice.
  - 1. All BV Residents, guests, and workers shall honor the restricted handicap parking spaces. This restriction is enforceable by the *Pearland Police Department*.



## BellaVita Rules and Regulations

2. All BV Residents, guests and workers shall park within the designated spaces and shall honor the no-parking areas of the lot except that the Clubhouse Manager may grant exceptions to workers for their activity.
3. Carpools – Residents may use the lot during the day for carpool parking (their cars or car poolers' cars) by requesting a parking permit for each car. (windshield card) \*\* (\*\* = see definitions below). Carpool cars shall be parked in the back of the lot furthest from the Clubhouse.
4. Event parking – BV Residents may park overnight in the lot when a BellaVita sponsored event extends overnight by registering with the Clubhouse. The Veterans and BBQ trailers may be parked in the back lot. They also may use the front lot during flag display and maintenance work.
5. The handicapped parking spaces at the A/C room door may be temporarily (prior to and after) used for drop-off and loading for BellaVita special events or during construction.
6. Oversize vehicles\*\*--These may be parked intermittently (No more than two nights in a 30-day period) in the lot overnight with a parking permit\*\* if, or when it is not desired to park the vehicle near the home as provided for by the Declarations. This should not be considered approval to do it on a continuous basis and the vehicle shall be removed by 10:00AM following the stay.
7. Visitor vehicles – Residents may obtain a one-week parking permit\*\* from the Clubhouse to utilize overnight parking of a house guest's vehicle when the vehicle cannot be accommodated in the homeowners' driveway overnight. Instead of the guest's vehicle, they may park their own vehicle in the Clubhouse lot, but the permit is still required.
8. The circle drive is for pick up and drop off only. No vehicle shall park there.
9. No vehicles shall be left overnight in the parking lot unless they are covered by one of the above exceptions.
10. A bicycle rack is provided on the front porches of the clubhouse. Please park your bicycles here and not on the porches or sidewalk.
11. Violators of this policy are subject to the towing of their vehicle.

### B. Definitions \*\*

1. Parking permit – Obtained at the Clubhouse by identifying the vehicle type, license number, owner, and need for parking in lot. The permit will identify valid dates for use and must be placed in the front windshield.
2. Oversized vehicle – Vehicles that do not fit within one standard parking space, but not limited to, RV's and RV-style trailers, oversize passenger vehicles, hauling and maintenance vehicles, trailers, moving vans, vehicles displaying commercial advertisements, etc.

## BellaVita Rules and Regulations

### 30. FACILITIES KEYS

- A. Keys for the BellaVita facilities will be issued by the Clubhouse Manager as directed by the BellaVita Board to BellaVita employees and to all the active BellaVita board members.
- B. In support of the security of the club, the Board requests that the key holders agree to the following terms of usage.
  - 1. The key is made available to employees/staff and Board Members for the duration of his/her term or employment. Staff and Board Members must sign that they have received key and also to return key at termination of employment or end of tenure on the board.
  - 2. Board Members shall coordinate with the clubhouse manager for use of the key for any other emergencies. Club Staff will be scheduled by the Clubhouse Manager to support extra hour events.
  - 3. Board Members shall not direct the operation, activities, or hours of club employees.
  - 4. The club manger shall be advised as soon as possible whenever entry was made when the club was not opened by an authorized employee.
  - 5. When the clubhouse has been opened by a Board Member, that Member is fully responsible, shall stay at the club full time while it is open and will be responsible for disarming and rearming the alarm system or until a staff member is onsite.
  - 6. The key holders shall not duplicate their key or loan to anyone. Lost keys shall be reported to the Clubhouse Manager immediately.

### 31. NATURE RESERVE

- A. The Nature Reserve, (a.k.a. "Harry Reed Audubon Trails" or the "Reserve") is a discrete, approximately 62-acre, tract of land that was gifted to the BV HOA in 2010 under perpetual conservation restrictions. Lengthwise, the Reserve extends from about the Yost Rd bridge along Clear Creek down to the Harris County Blackhawk Park. Widthwise, the Reserve extends from the back fences of the homes along Berlino and N. Riviera to the middle of Clear Creek. Pursuant to the conservation restrictions, the Reserve is to be managed as open space for nature and wildlife. The Nature Reserve Committee maintains the Reserve along with its 3-plus mile trail system for the benefit of BellaVita (BV) Residents and their Guests. The following Rules of Use apply to the Reserve:
  - 1. Use of the Reserve is limited to BV Residents and their Guests.
  - 2. Use is limited to the marked trail system.
  - 3. Any Guest under the age of 19 years must be accompanied at all times by an adult Resident or adult Guest.

## BellaVita Rules and Regulations

4. No hunting, trapping, harassing, harming, taking, or killing of birds and/or wildlife in the Reserve.
5. No fishing in the Reserve.
6. No planting of trees, shrubs, gardens, bushes, grass, or other plants in the Reserve.
7. No removal (by means of cutting, clearing, or mowing) of any tree, bush, or grass in the Reserve.
8. No clearing of additional trails or paths in the Reserve.
9. No boating, canoeing, or kayaking in the Reserve.
10. No vehicles are permitted in the Reserve (motorized or otherwise) including but not limited to golf carts, bicycles, and/or motor bikes.
11. No dumping, placing or stockpiling of trash, waste, garbage, yard clippings or flowerbed stones, construction debris, and/ or human food in the Reserve.
12. No placement of permanent structures, posts, fencing, or sheds in the Reserve.
13. Residents are encouraged to remove any trash discovered while on the trails.
14. Dogs are allowed in the Reserve and must be on-leash at all times and any dog feces deposited in the Reserve must be removed from the Reserve and properly disposed of by the Resident or Guest at the time of use.

# BellaVita Rules and Regulations



## BellaVita Homeowner E-Z Tag

Please print or type when filling out this form

Homeowner Name \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone # \_\_\_\_\_

Homeowner Vehicle to be registered:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Year: \_\_\_\_\_

License Plate: \_\_\_\_\_

HCTRA E-Z Tag # \_\_\_\_\_

Your E-Z Tag # is found inside your car. It is a long multi-digit code with numbers after HCTR....

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# BellaVita Rules and Regulations

## RV REGISTRATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

RV License Plate: State \_\_\_\_\_ Number \_\_\_\_\_

Type of RV: \_\_\_\_\_

Year and Make \_\_\_\_\_

**Homeowners who have registered their RV with Club BellaVita (Motor Home, Travel Trailer, 5<sup>th</sup> Wheel, Boat on Trailer) will be permitted to temporarily park on the Club Parking lot by South Capri Dr. To prevent any possible conflict with a planned event at Club BellaVita, you're required to notify the Staff at Club BellaVita when you plan to park your registered vehicle on the lot.**

**Owners of RV's who are guests of Homeowners must obtain a Permit from Club BellaVita in order to temporarily park on the lot.**

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# BellaVita Rules and Regulations



Name: \_\_\_\_\_

Report Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Facility Name: \_\_\_\_\_

( Please Circle ) Medical Incident Non-Medical Incident

Names Involved: \_\_\_\_\_

Comments \_\_\_\_\_

Conditions at time: Rain Sunny After Dark Other :

Pictures (Please Circle) YES NO

Witness: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Witness: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Follow Up Procedures:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility Manager \_\_\_\_\_ Date \_\_\_\_\_

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# Pages 31  
12/03/2021 07:27 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$134.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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