

**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:

**AMENDED AND RESTATED AUTHORIZATION POLICY
OF THE BOARD OF DIRECTORS**

for

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

DATED this 25th day of August, 2023.

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

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

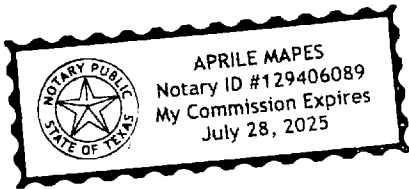
RP-2023-325920

THE STATE OF TEXAS

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COUNTY OF HARRIS

THIS INSTRUMENT was **acknowledged** before me on this the 25th day of August, 2023 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

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**AMENDED AND RESTATED AUTHORIZATION POLICY
OF THE BOARD OF DIRECTORS OF
BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.**

August 23, 2023

The Amended and Restated Declaration of Covenants, Conditions, and Restrictions for BellaVita at Green Tee Homeowners' Association, Inc., (HOA) specifies that the Board of Directors is responsible for the operation of the HOA including authorizing the payment of all costs and expenses to be paid by the Association; and managing interactions with the police and other legal authorities. The covenants allow the Board to hire a Management Company and an On-site Community Manager to utilize the committees in the performance of its responsibilities and to authorize them to perform duties in support of the Board.

The current Management Company for the HOA is Inframark and all employees, including Community Property Manager, are all employees of the Management Company. The contract for a Management Company is renewed annually under the terms and conditions negotiated and approved by the Boards. Any reference to Management Company in this policy shall include Inframark or any successor Management Company contracted with by the HOA.

EXPENDITURES:

The Board of Directors has a fiduciary responsibility to ensure that reasonable procedures are implemented to regular the expenses of the HOA.

This authorization policy applies to all expenditures of the HOA and includes expenditures from the Operating Fund and the Replacement/Reserve Fund.

It is the policy of the Board that all proposed contracts, projects, improvements, purchases, or expenses must approved by the Board at a meeting or by a majority consent. The majority consent can be obtained by any writing including e-mail and by phone conference if all Board members are included in the communication and can hear each other.

Although the Board is responsible for approving all expenditures, certain limited approval authority has been delegated as follows:

Managing Agent: The Managing Agent is authorized to sign checks on behalf of the HOA. The Managing Agent is also authorized to pay the following routine expenses without additional approval:

- Utility bills, including electricity, gas, water, phone and clubhouse cable (if applicable);
- Payroll expenses, including taxes and payroll administration fees;
- Villas Master monthly/annual assessments; including the Bellavita portion of Villas Master landscaping and other ancillary invoices;
- Residential cable invoices;
- Residential cable invoices per existing contractual obligation;

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- Management fees as specified in the contract with the Management Company.

Treasurer:

To facilitate the payment of all required taxes the Board authorizes the Treasurer to sign tax returns and approve payment for taxes, including Federal Income Taxes and property taxes. The Treasurer also reviews the payments made by the Managing Agent and follows with an approval.

Community Property Manager:

To facilitate the operations of the Clubhouse, the Board authorizes and provides the following:

1. \$5,000.00 per transaction approval authorization for the Community Manager for routine, customary expenses to satisfy the day-to-day operations of the HOA. The \$5,000.00 limit applies to the total costs of each project and expenditures may not be split to comply with the \$5,000.00 limit. Any purchases above the approved authorized limit will require approval of the Board of Directors.
2. Authorization for clubhouse expenditures through approval of contracts. Payments related to Clubhouse contracts that have been approved and signed by the Board of Directors do not require additional approval by the Board. The Community Manager's approval will be sufficient, and he/she will be expected to ensure the work has been completed satisfactorily and the invoice amount agrees with the contract terms before approving an invoice.
3. \$10,000.00 spending limit for emergency work and repairs without prior Board approval. The Community Manager is to notify all Board members and the Managing Agent as soon as possible of the emergency repair and the amount spent on the repair.
4. \$500.00 petty cash fund for use by the Community Manager for incidental expenses. The Community Manager is charged with the responsibility of maintaining the funds and all supporting receipts; requesting reimbursement at least monthly for any amounts used; and providing supporting documentation, including receipts and explanation of business purchase for expenditures.
5. Open checking account for deposit of daily receipts received at the Clubhouse relating to ticket sales for events by Social Clubs at a local banking institution. Signatories on the account will be the Treasurer of the HOA and any other designated officer of the Board. The Community Manager will make deposits from the cash register to this bank account.
6. Monitor the brokerage account created by the HOA at Wells Fargo which is initially comprised of a Money Market Account plus Certificates of Deposit. Keep HOA advised of the maturity dates of Certificates of Deposit and accrued interest on all accounts to insure they remain within the limits of insured coverage. The Treasurer and Vice President of the HOA are the authorized signers on this account, unless otherwise determined by vote of the HOA Board, and all transfers are subject to their joint approval and approved by vote of the Board, either by affirmed electronic vote or vote in open meeting.
7. Credit card from a financial institution with a credit limit of \$7,500.00 to be used for incidental and maintenance purchases on behalf of the HOA, in accordance with the approval authorization stated above.
8. Credit cards for use by the Community Manager and Maintenance for routine, customary expenses at locations in which the financial institution card is not accepted. These may include Sam's

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Warehouse, Home Depot, or Lowe's. Additional cards for use by Maintenance staff must be approved by the Board of Directors.

9. Authorization to hire temporary staff on an as needed basis.

Committee Chairperson: To facilitate the operations of the Committees the Board has authorized and provided the following:

1. An annual budget dollar amount for use by each BellaVita standing committee for incidental expenses has been established for the current fiscal year, subject to changes as needs reflect, as follows:
 - Committee BVHOA Board - \$1000.00
 - Committees Communications - \$500.00
 - Committees Clubhouse - \$300.00
 - Committees Community Relations - \$400.00
 - Committees Elections - \$3,300.00
 - Committees Nature Reserve - \$500.00
 - Committees Gifts/Awards - \$500.00
 - Committees Finance - \$100.00
2. The Committee Chairpersons are charged with the responsibility of providing supporting documentation, including receipts and explanation of business purposes for expenditures, and submitting requests for reimbursement to the Community Manager.
3. All transactions must have approval authorization from the Committee Chairperson for payment of budgeted, routine, customary expense to satisfy the day-to-day operations of the HOA. Any purchase not approved in the HOA budget or that exceeds the budgeted amount will require approval by the Board of Directors.
4. Payments related to contracts that have been approved and signed by the Board of Directors do not require additional approval by the Board of Directors. The Committee Chair's approval will be sufficient, and he/she will be expected to ensure the work has been completed satisfactorily and the invoice amount agrees with the contract terms before approving an invoice.

Interface with Legal Authorities:

The Board of Directors authorizes each sitting Board Member, the BellaVita Community Manager, and the Managing Agent, to file and/or execute complaints on behalf of the HOA with the appropriate legal authorities for violations, including but not limited to trespass, vandalism, and threatening acts on the HOA common properties, throughout the subdivision or in any facilities owned/operated by the HOA. This does not preempt the rights of any individual homeowners of property within the subdivision to act in their own behalf to execute appropriate individual legal actions relating to their properties.

The undersigned, being the Secretary of the HOA, certifies that the Policy Resolution stated above was adopted by the Board of Directors at a meeting duly called and held on August 23, 2023, with a quorum present always.

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Executed this 23rd day of August, 2023.

BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.

By: Billy Potter, Secretary
Billy Potter, Secretary

THE STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this day personally appeared BILLY POTTER, Secretary of BellaVita at Green Tee Homeowners' Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME this 23rd day of August, 2023 to which I certify my hand and official seal.



Shannon L. Boogades
Notary Public, State of Texas

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Pages 7
08/25/2023 11:04 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$38.00

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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